

IMPORTANT: PLEASE DO BELOW ACTIONS BEFORE 17 MAY 2024 OR YOU WILL LOSE ACCESS TO AFSFMS and/or NAFPAY

Air Force Services Financial Management System (AFSFMS) is implementing Multifactor Authentication (MFA). With this move, after 17 May 2024, there will only be (2) ways to login to AFSFMS or NAFPAY, with a **Government Common Access Card (CAC)** that has a valid government email address, or thru the use of **Login.gov** for validation.

In order to maintain access to AFSFMS we recommend users follow the directions below to maintain access to AFSFMS and/or NAFPAY:

1. APF (GS), Military, and Contractors
 - a. If you have an APF (GS), Military, or Contractor account, you do not have to do anything as when your account was opened, your Organizational email address, what's on your CAC, was added to AFSFMS.
 - b. You can verify this by having your Local HRO or personnel with "AFSFMS Responsibility Manager" review your account for the email. If it is incorrect, you will have to submit a MyFSS ticket to have it updated so you can access AFSFMS.
2. NAF Employees:
 - a. If you are a NAF employee, you have the capability to review your Organizational email when you login to AFSFMS or NAFPAY.
 - b. To view your Organizational email;
 - i. Log into AFSFMS (<https://afsfms.afsv.net>) or NAFPAY (<https://nafpay.afsv.net>)
 - ii. Open My Money; My Personal Info
 - iii. Now there are 2 Options:
3. Option 1: NAF Employee w/ no responsibilities except MyMoney
 - a. AFSVC recommends you login w/ your Personal email address so you will be able to access NAFPAY via home computer or Cell phone.
 - b. Verify that your Organization Email Address is the same as your Personal Email address.
 - i. If Organization Email address is a .mil and you plan on only accessing your account with a CAC through a CAC enabled computer (i.e. work laptop) or using a CAC reader on a personal computer, no further action required.
 - ii. If Organization Email address is a .mil and you plan on accessing your account from your personal computer or phone you will need to request that it be changed to your personal email address (i.e. gmail, att.net, yahoo.com, etc.) with a MyFSS Ticket and create a Login.gov account
 - iii. See Additional Information (below) to create a Login.gov account:

4. Option 2: NAF Employee w/ Additional Responsibilities
 - a. AFSVC recommends you login w/ your CAC.
 - i. If Organization Email address is a .mil and you plan on only accessing your account with a CAC through a CAC enabled computer (i.e. work laptop) or using a CAC reader on a personal computer, no further action required.

ADDITIONAL INFORMATION:

You can also add a personal email address and phone number in My Money.

To add an email address visit <https://nafpay.afsv.net>

1. Click My Money navigate to My Personal Info
2. Click Update under the Personal Details section
3. Select Enter new information
4. Click on Next
5. Enter Personal Email Address(example: xxxxx_xxxxx@yyyy.com)
6. Click on Next
7. Confirm proposed email address is correct and click on Submit.

To add a Phone Number

1. Click Add next to Phone Numbers
2. Select Type = Mobile, Enter the Number
3. Click on Next
4. Confirm phone number is correct and click on Submit.

Create a Login.gov account, follow these steps or proceed to the next page for a graphic view of creating the account:

1. **Visit the Login.gov Website:** Go to the Login.gov website by entering "https://www.login.gov" into your web browser's address bar.
2. **Start the Registration Process:** On the Login.gov homepage, you'll find a button or link to start the registration process. Look for something like "Sign Up" or "Create Account" and click on it.
3. **Enter Your Email Address:** You'll be prompted to enter your email address. Make sure you have access to this email account because you'll need to verify it later.
4. **Choose a Strong Password:** Create a strong and unique password for your Login.gov account. Make sure it meets the requirements listed on the registration page (typically a combination of uppercase letters, lowercase letters, numbers, and special characters).
5. **Verify Your Email Address:** After entering your email address and password, Login.gov will send you a verification email. Check your email inbox for a message from Login.gov and follow the instructions to verify your email address. Sometimes, the verification email might end up in your spam or junk folder, so make sure to check there if you don't see it in your inbox.

6. **Complete the Verification Process:** Once you've clicked the verification link in the email, you'll be redirected back to the Login.gov website. Follow any additional prompts to complete the verification process.
7. **Set Up Multi-Factor Authentication (Optional):** Login.gov offers the option to set up multi-factor authentication (MFA) for added security. This typically involves adding a second form of verification, such as a mobile phone number, to your account. It's highly recommended to enable MFA if given the option.
8. **Review and Agree to Terms of Service:** Read through the terms of service and privacy policy provided by Login.gov, and agree to them if you're comfortable doing so.
9. **Finish Registration:** Once you've completed all the steps above, your Login.gov account should be created successfully. You can now use your email address and password to log in to various government websites and services that are integrated with Login.gov.

Remember to keep your Login.gov password secure and never share it with anyone. Additionally, if you ever forget your password, you can typically reset it using the "Forgot Password" link on the Login.gov login page.

Creating an Account in Login.gov and Verifying Credentials in OKTA

In support of the A1\Air Force requirement for non-CAC access and utilization of Air Force services. This document outlines the appropriate courses of action to register for non-CAC access to AFSFMS or NAFPAY.

Prerequisites:

You must have access to a cell phone to complete the actions below. We recommend you have access to a computer and a cell phone for the individual steps. The process requires you to create an account in login.gov, download OKTA Verify software, use your cell phone to verify your information, then access AFSFMS or NAFPAY with username and password.

Registration for Non-CAC holders

Registration Process for users with-out a Common Access Card (CAC). The process requires you to create an account in login.gov, download OKTA Verify software, use your cell phone to verify your information, then access AFSFMS or NAFPAY with username and password.

Instructions for Login.gov

Step 1. Go to Login.gov Follow registration steps outlined below or the on-screen prompts If you have any issues or questions, **contact login.gov 24/7 help desk at (844) 875-6446**

Step 2. Select “**Create an account**”

Step 3. Enter your email address and select your language. Make sure to review the Rules of Use and check the box before Selecting “**Submit.**”

Creating an Account in Login.gov and Verifying Credentials in OKTA

In support of the A1\Air Force requirement for non-CAC access and utilization of Air Force services. This document outlines the appropriate courses of action to register for non-CAC access to AFSFMS or NAFPAY.

Prerequisites:

You must have access to a cell phone to complete the actions below. We recommend you have access to a computer and a cell phone for the individual steps. The process requires you to create an account in login.gov, download OKTA Verify software, use your cell phone to verify your information, then access AFSFMS or NAFPAY with username and password.

Registration for Non-CAC holders

Registration Process for users with-out a Common Access Card (CAC). The process

requires you to create an account in login.gov, download OKTA Verify software, use your cell phone to verify your information, then access AFSFMS or NAFPAY with username and password.

Instructions for Login.gov

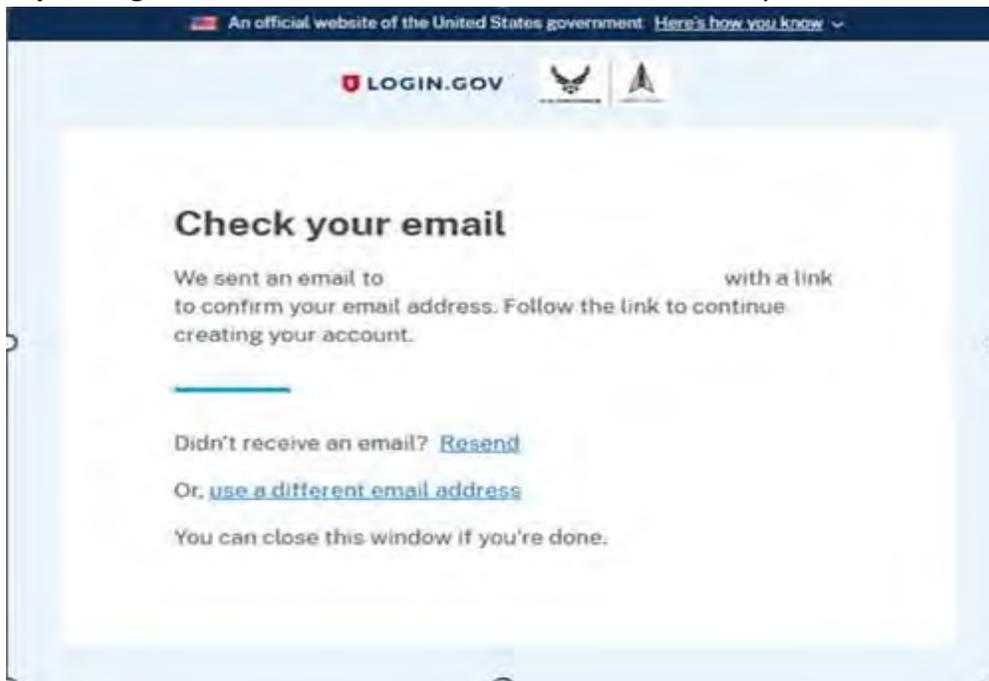
Step 1. Go to Login.gov Follow registration steps outlined below or the on-screen prompts
If you have any issues or questions, **contact login.gov 24/7 help desk at (844) 875-6446**

Step 2. Select **“Create an account”**

Step 3. Enter your email address and select your language. Make sure to review the Rules of Use and check the box before Selecting **“Submit.”**



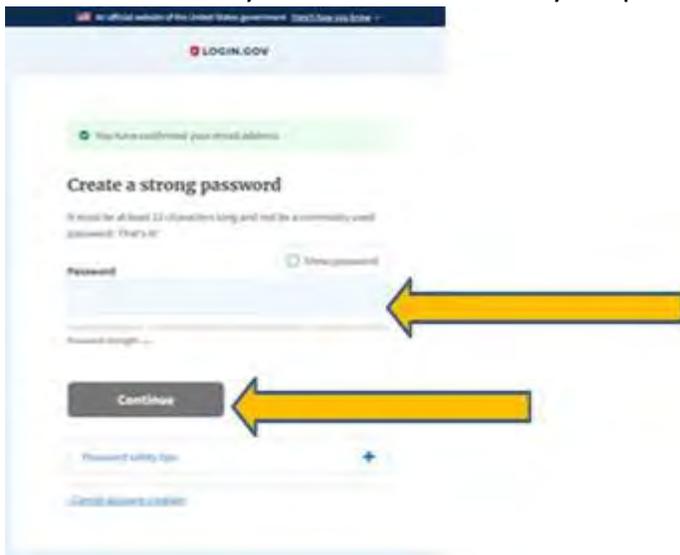
Step 4. Login.Gov will then send a verification email to your email account.



Step 5. Select on the “**Confirm email address**” link from your email



Step 6. Login.Gov will then ask you to create a password of at least 12 characters. Select **“Continue”** when you are satisfied with your password.



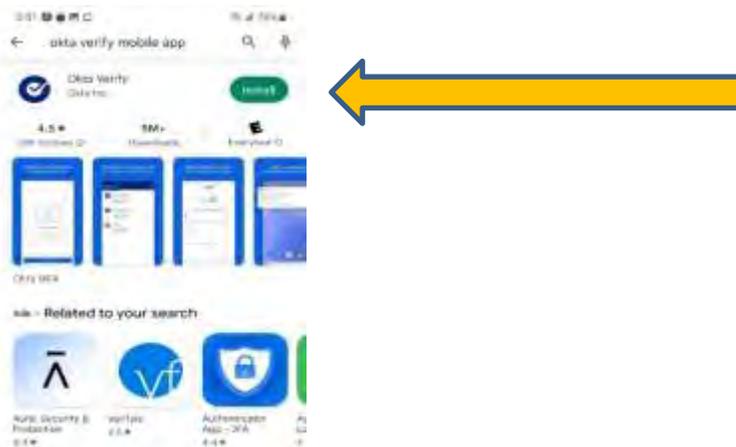
Step 7. Login.Gov requires two-factor authentication. Select Authentication application and select **“Continue”**

Authentication method setup

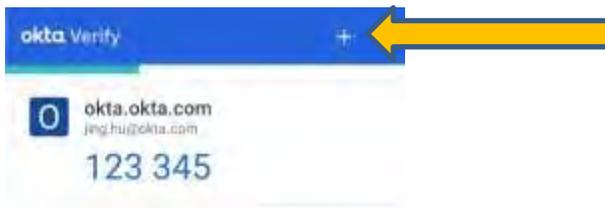
Add another layer of security by selecting a multi-factor authentication method. We recommend you select at least (2) two different options in case you lose one of your methods.



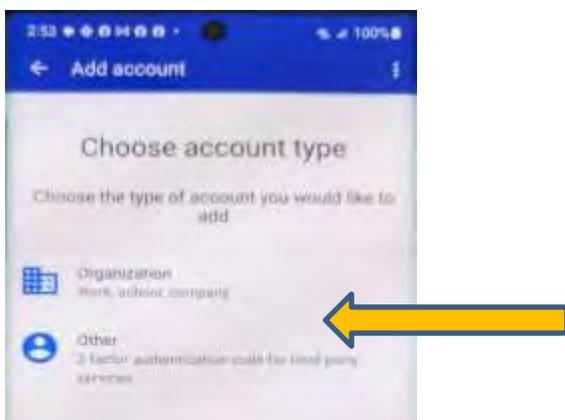
Step 8. Install Okta Verify on your phone by going to the Google Play or Apple App store.



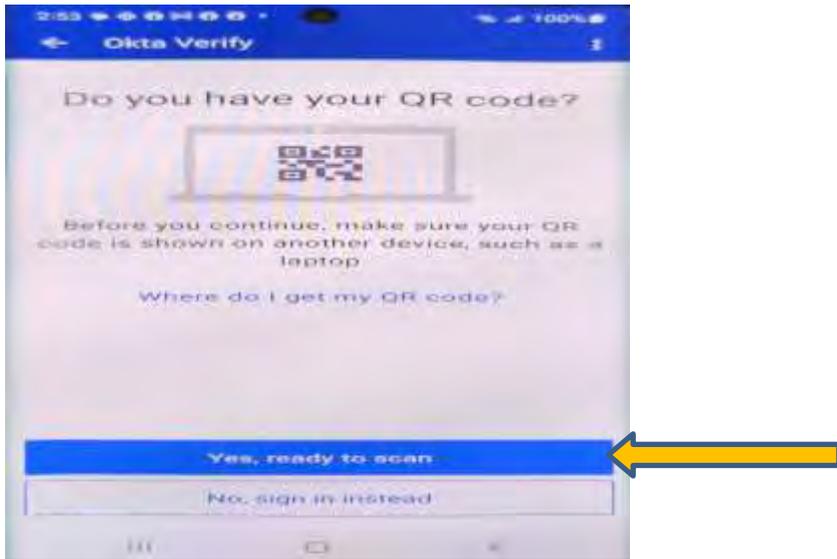
Step 9. Open OKTA app on your phone, Click on the plus sign.



Step 10. Choose account type, select **Organization**.



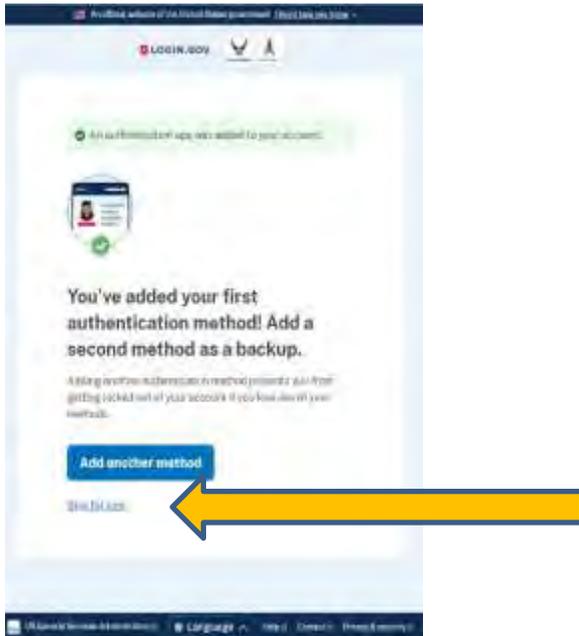
Step 11. Next screen Do you have your QR code? Select ‘Yes, ready to Scan’.



Step 12. Enter nickname Scan the QR barcode from your screen, enter temporary code from your OKTA app and “Submit.”

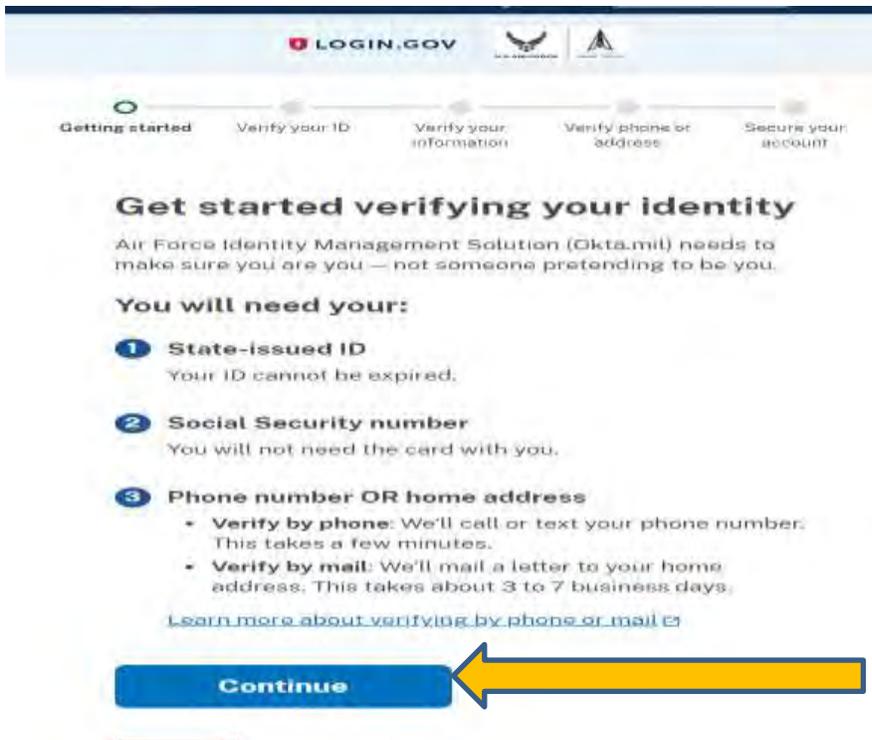


Step 13. You have now added OKTA to your Login.Gov account. Choose **“Skip for now”**.



Identity Verification

Step 14. Select **‘Continue’**, note what you will need to get started.



Step 15. Check the Secure your account and “Select Continue”.

An official website of the United States government. Here's how you know

LOGIN.GOV

Getting started | Verify your ID | Verify your information | Verify phone or address | **Secure your account**

How verifying your identity works

Identity verification happens in two parts:

Verify your identity

We'll ask for your personal information to verify your identity against public records.

Secure your account

We'll encrypt your account with your password. Encryption means your data is protected and only you will be able to access or change your information.

By checking this box, you are letting Login.gov ask for, use, keep, and share your personal information. We will use it to verify your identity.

[Learn more about our privacy and security measures](#)

Continue

[Cancel](#)

Step 16. Enter your cell phone number and Select “Send Link”.

How would you like to add your ID?

We'll collect information about you by reading your state-issued ID.



Recommended

Use your phone to take photos

You won't have to sign in again, and you'll switch back to this computer after you take photos. Your mobile phone must have a camera and a web browser.

Phone number

Send link



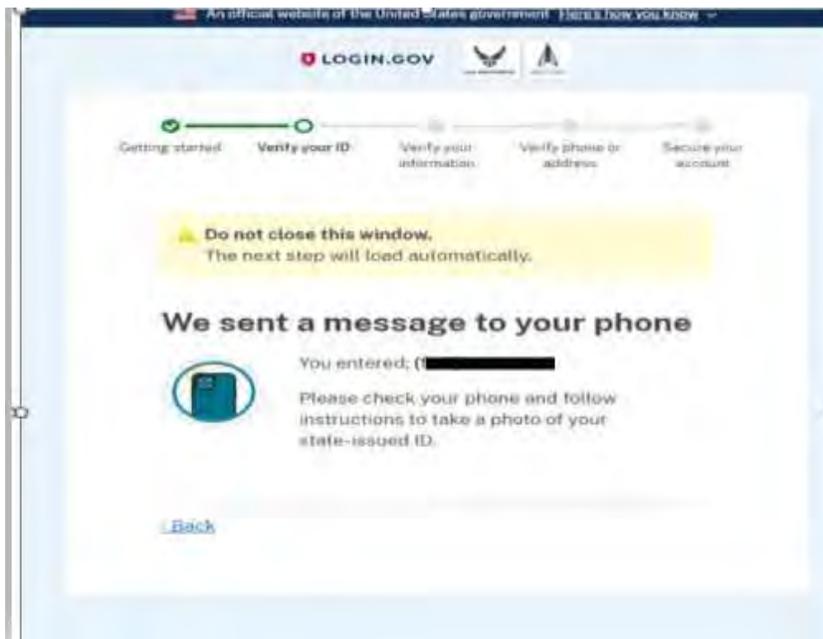
Continue on this computer

Don't have a phone? Upload photos of your ID from this computer.

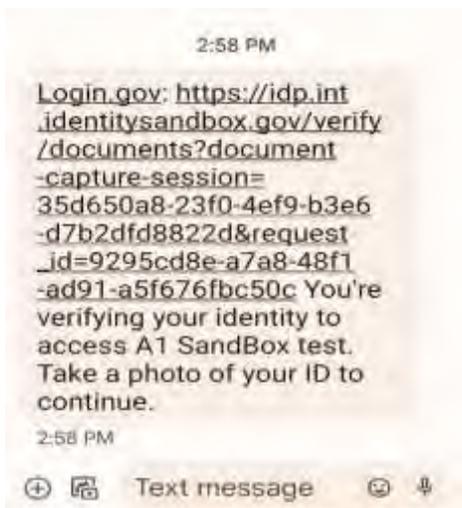
Upload photos

[Cancel](#)

Step 17. Do not close this window, continue to step 18.



Step 18. Click on link from text message sent to your phone.



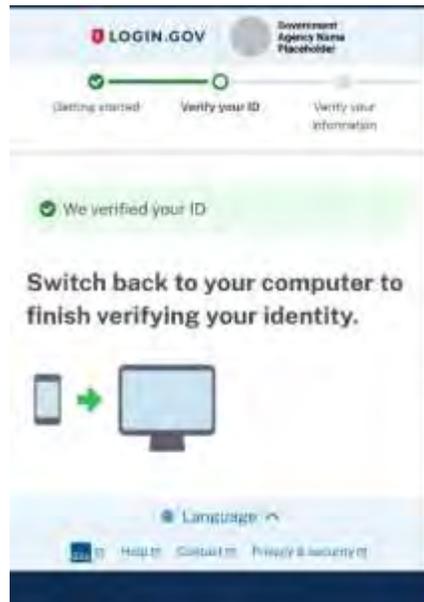
Step 19. Follow directions on phone to **upload your State-issued ID.**

The screenshot shows the LOGIN.GOV interface. At the top, there's a progress bar with three steps: 'Getting started' (completed), 'Verify your ID' (current step), and 'Verify your information'. Below the progress bar, a yellow box contains instructions: 'You're using Login.gov to verify your identity for access to A1 SandBox test and its services. ONLY ADD YOUR ID IF: • You are using your own Login.gov account • You asked Login.gov to verify your ID using your phone • You are trying to access A1 SandBox test services'. The main heading is 'Add your state-issued ID'. Below it, text says 'We'll collect information about you by reading your state-issued ID. We use this information to verify your identity.' and 'For best results: • Use a dark background • Take the photo on a flat surface • Do not use the flash on your camera'. There are two dashed boxes for 'Front of your ID' and 'Back of your ID'. A 'Take photo' button is highlighted in blue, with 'or Upload photo' next to it. Below the 'Back of your ID' box, there's a 'Submit' button highlighted in blue with a yellow arrow pointing to it.

Step 20. Select “**Submit**” when photos have been uploaded.

This screenshot shows the 'Submit' button highlighted in blue. Above it, there are links for 'Retake photo' and 'Upload photo'. Below the 'Submit' button, there's a red horizontal line and the text 'Having trouble? Here's what you can do:'. At the bottom, there's a link 'More tips for adding photos of your ID' with an external link icon.

Step 21. Wait for images to process, when complete switch back to your computer to finish verifying your identity.



Step 22. Enter your Social Security Number and Select “Continue”



Step 23. Verify your information, Select “Continue”

An official website of the United States government | LOGIN.GOV

Get started | Verify your ID | **Verify your information** | Verify phone or address | Secure your account

Verify your information

First name:
Last name:

Address line 1: Update
Address line 2:
City: SAN ANTONIO
State: TX
ZIP Code:

Social Security number: [000-00-0000] Update
 Show Social Security number

Continue Cancel

Step 24. Enter your phone number, select text or phone call, select “Send code”

LOGIN.GOV

Get started | Verify your ID | Verify your information | **Verify phone or address** | Secure your account

We verified your information

Verify your phone number

We'll check this number with records and send you a one-time code. This is to help verify your identity.

Enter a phone number that is:

- Based in the United States (including U.S. territories)
- Your primary number (the one you use the most often)

[Learn more about what phone number to use!](#)

Phone number
+1 (910)

How should we send a code?

If you entered a landline above, please select "Phone call" below.

Text message (SMS) Phone call

Send code

If you receive an error stating your phone number didn't match the one on file:

Your name must be on the phone bill for the phone number you use. If not, you cannot verify or create an account online. You must verify by mail. Select verify by mail option. Login.gov will send a letter within 5-7 business days. You have 30 days to use the 10-digit code provided in the letter to create/verify your account. You must know your email address and password. The letter provides instructions on what to do.

If the system can't verify your email or phone number:

If you know your email and phone but it can't be verified by the system, you can request a delete and reactivation of them. Login to login.gov and search on delete account. They will delete your email, password, and phone number associated with account. This takes 24 hours to do, you will receive 2 emails one immediately and the other 24 hours later. You can reuse the email after the 24 hours and upon receipt of second email with instructions.

Step 25. Enter your one-time code (expires in 10 minutes) and hit "Submit"

LOG IN . GO V

Getting started Verify your ID Verify your information Verify phone or address Secure your account

Enter your one-time code

We sent a text (SMS) with a one-time code to +1 [redacted]. This code will expire in 10 minutes.

One-time code
Example: 1234ABC

Submit

Send another code

Entered the wrong phone number?
[Use another phone number](#)

Cancel

Step 26. Re-Enter your Login.gov password, select “Continue”

An official website of the United States government. Here's how you know.

LOGIN.GOV

Getting started | Verify your ID | Verify your information | Verify phone or address | Secure your account

We verified your phone number

Re-enter your Login.gov password to protect your data

When you re-enter your password, Login.gov will protect the information you've given us, so that only you can access it.

[Read more about how Login.gov protects your personal information.](#)

Password

Show password [Forgot password?](#)

Your verified information +

Continue

Cancel

Step 27. Select “Continue”

We secured your verified information

Save your personal key

Your personal key was generated on **May 25, 2023 at 12:20 PM**

[Copy](#) [Download \(text file\)](#) [Print](#)

What is a personal key? +

You need your personal key if you forget your password. **Keep it safe and don't share it with anyone.**

If you reset your password without your personal key:

- You'll lose access to your account
- You'll need to verify your identity again

Please check this box to continue.

Continue

Step 28. Select “Agree and Continue”

Connect your verified information to Air Force Identity Management Solution (Okta.mil)

Air Force Identity Management Solution (Okta.mil) wants to know who you are to connect your account. We'll share the information with Air Force Identity Management Solution (Okta.mil).

- Full name
- Mailing address
- Phone number
- Email address
- Date of birth
- Social Security number
- Migrate in

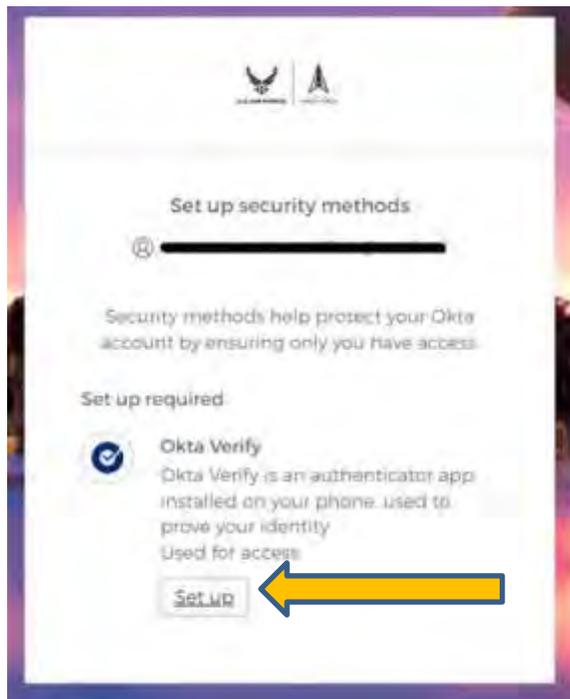
Agree and continue

Instructions for Okta Verify

Once you have completed Login.Gov Identity Verification, you will be taken to OktaVerify. If you have any issues or questions, **contact the A1 Service desk at 800-525-0102, option 6 or email a1dta.a1.sd@us.af.mil**

Note: If you receive an expiration error logging into Okta after completing the Identity Verification, please go to this link and log back in with your Login.gov credentials. [Okta Registration \(Login.gov\)](#)

Step 30. Setup Okta Verify for Okta Login. Click Setup

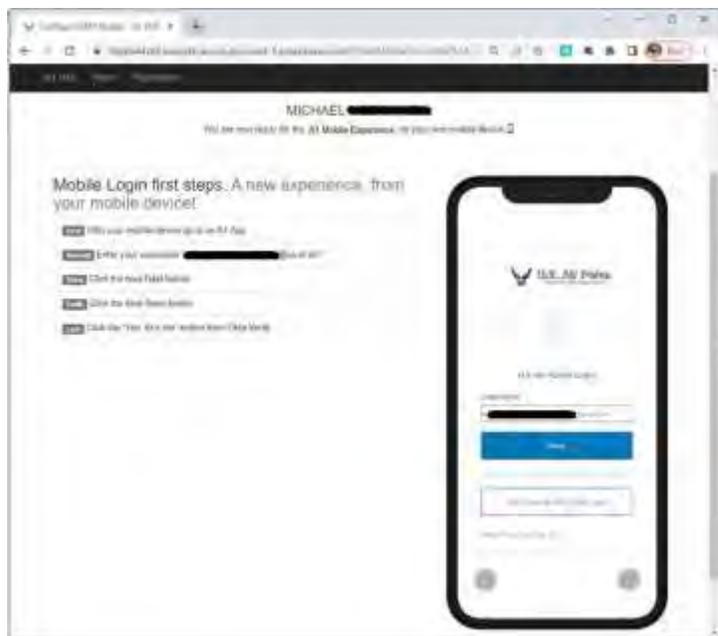


Step 31. Open the Okta Verify App on your smart device



Scan The on-screen bar code.

You have successfully configured non-CAC access

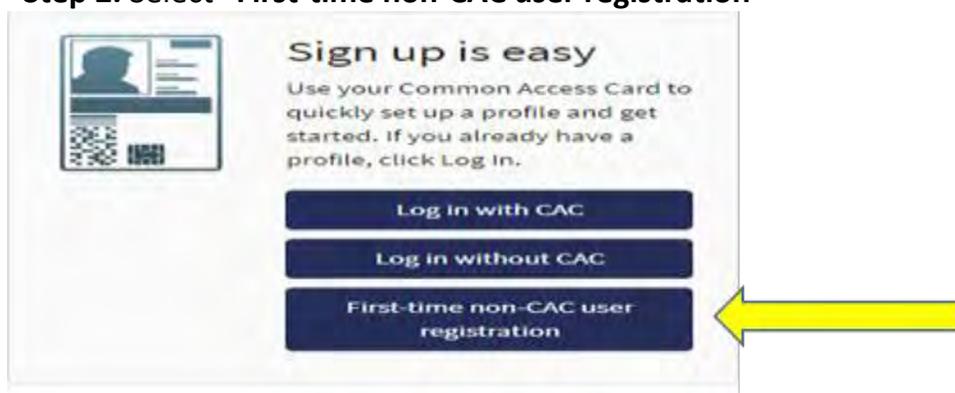


Keep track of the username as this will be your **username** used for logging into the AFSFMS or NAFPAY.

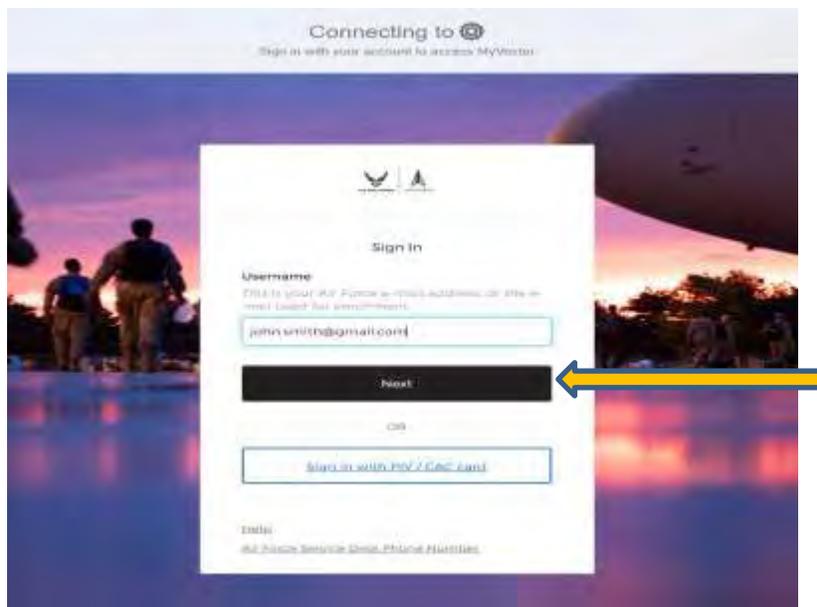
Instructions for Logging into AFSFMS or NAFPAY Non-CAC for the first time

Step 1. Go to NAFPAY <https://nfpay.afsv.net> or AFSFMS <https://afsfms.afsv.net>

Step 2. Select “**First-time non-CAC user registration**”



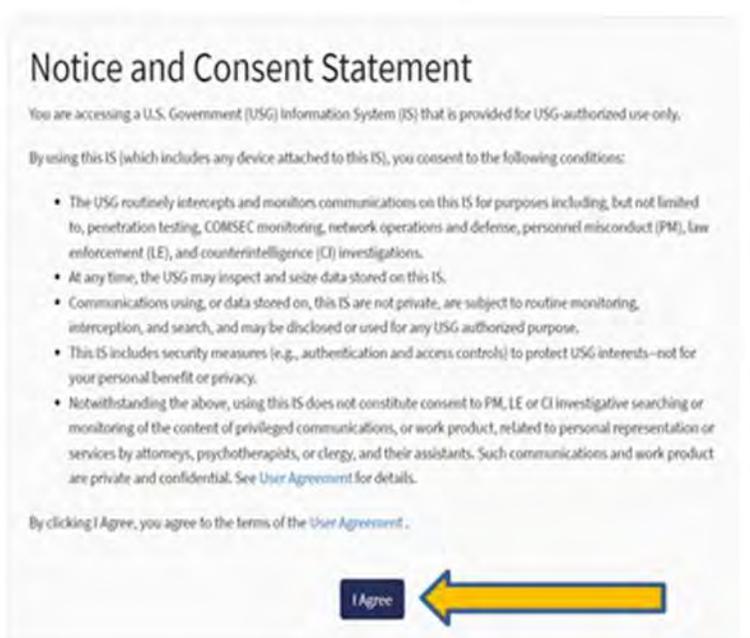
Step 3. In the **Username** box, put in your personal email address and click next. e.g., john.smith@gmail.com



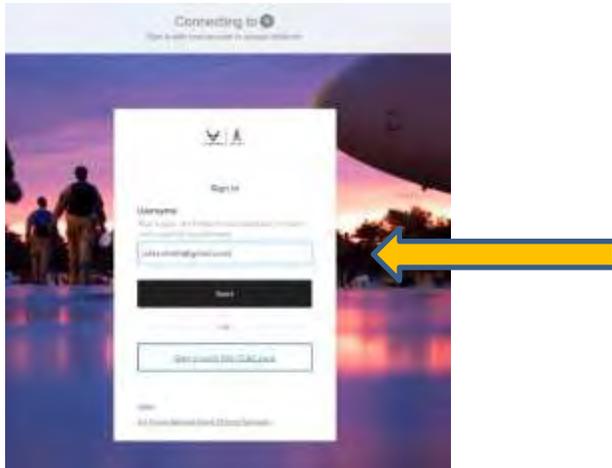
Step 4. You will be taken to Login.gov,

Follow the on-screen prompts until you receive the screen below

Step 5. You will be returned to NAFPAY or AFSFMS Select “I Agree”



Step 6. In the **Username** box, please put in your personal email address used in step 3.

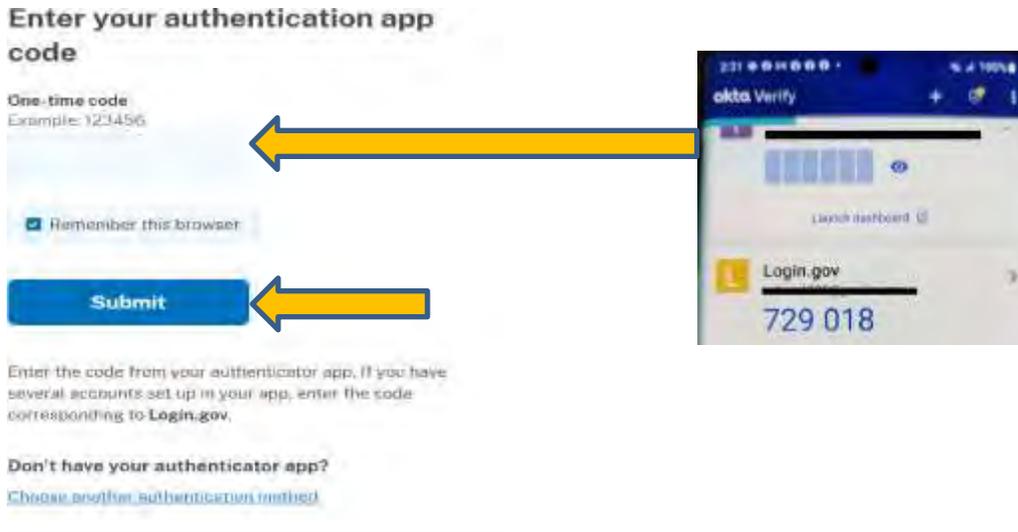


Note: If the registration process timed-out before Okta was able to setup Okta verify. You will be taken back to Login.gov to login.

Step 7. Enter your email address and password used for Login.gov and select **“Sign in”**



Step 8. Enter your One-time code and select “Submit”.



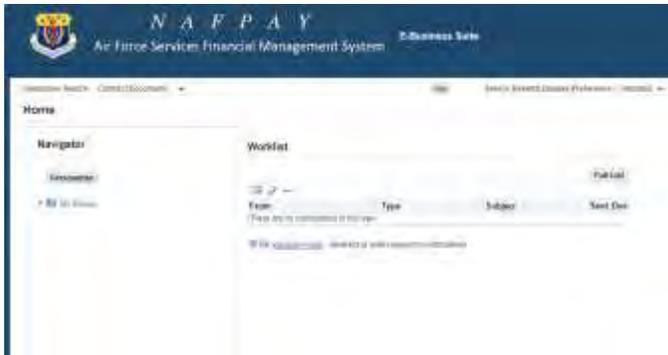
Step 11. First Time Login and Okta Verify

First Time Login and Okta Verify

You will be taken through the process of configuring Okta verify for all future login attempts. Follow the on-screen prompts until you receive the screen below

Step 12. You are now in AFSFMS or NAFPAY





Non-CAC Login (After first time)

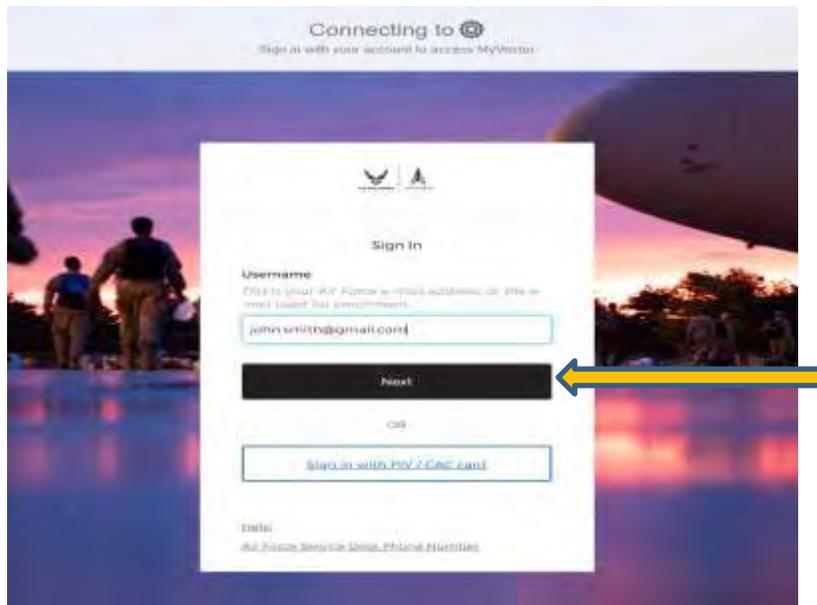
After the initial login in to NAFPAY or AFSFMS subsequential logins will be performed though Okta directly.

Step 1. Go to NAFPAY <https://nfpay.afsv.net> or AFSFMS <https://afsfms.afsv.net>

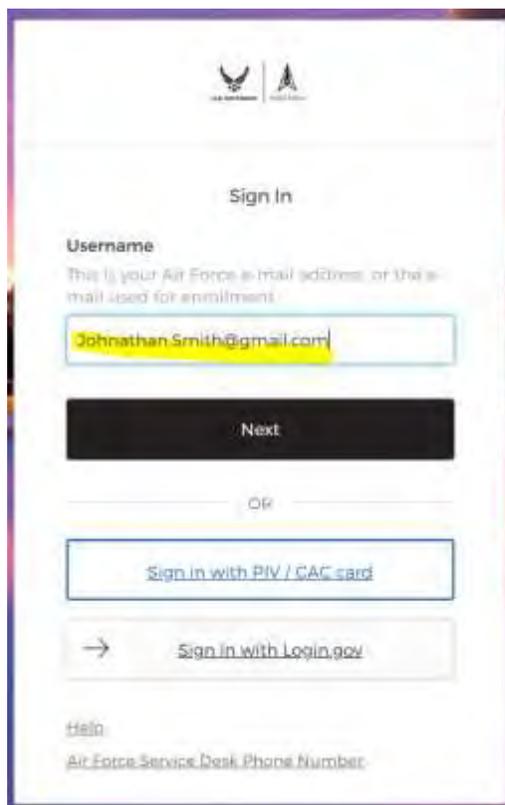
Step 2. Select “Log in without CAC”



Step 3. In the **Username box**, put in your personal email address and click next. e.g., john.smith@gmail.com



Step 2. In the username field provide the e-mail address that was used for setting up Login.gov. johnthan.smith@gmail.com

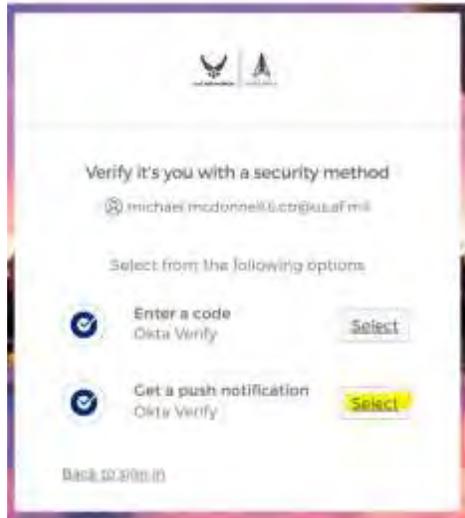


Step 3. Click **Next**

You will receive a request on the smart phone device that was used during the Okta

Verify setup step

Note: If prompted to select a verification Option select Get a push notification.



You should now be logged into AFSFMS or NAFPAY!

