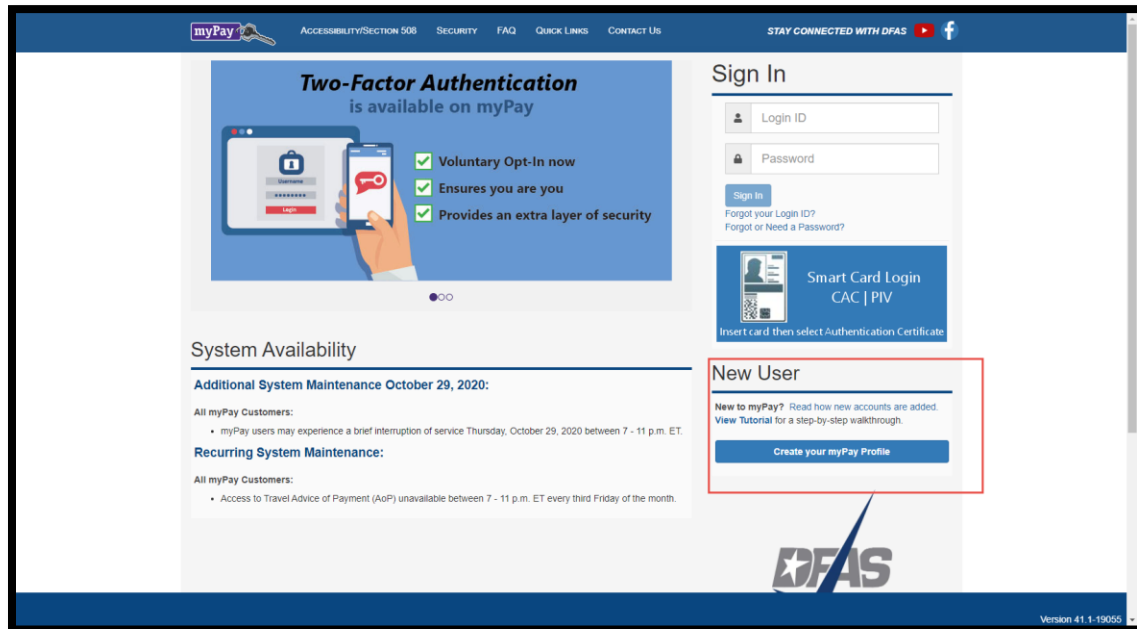


myPay New Users

<https://mypay.dfas.mil>



GETTING STARTED

This information covers how new accounts are established in myPay, and explains how temporary passwords are created and delivered. If you're a new customer, you do not need to request a password, it will be sent to you automatically.

Civilian Employees: myPay accounts are established twice a week.

DoD Civilian Employees with a Common Access Card (CAC) and a Smart Card Reader: you can access myPay any time after you receive your first paycheck by clicking "Smart Card Login" on the myPay home page.

DoD employees that DO NOT have access to a Smart Card Reader: you will receive your temporary password by mail at your home address of record. If you do not receive your password letter, please verify/change your mailing address with your local customer service representative. Once they have updated it in your pay system, you can request a temporary password by mail by selecting "Forgot or Need a Password" on the myPay home page. Upon receipt of your temporary password, get started by selecting "Create your myPay Profile" on the myPay home page.

For Military Members, Annuitants, Former Spouses and other account holders, view instructions in the New User Guide:

<https://mypay.dfas.mil/assets/documents/NewUserGuidance.pdf>

Video tutorial

For a detailed walkthrough on how to create your profile once you receive your password, view the video: **DFAS myPay: New to myPay? Get Started** <https://youtu.be/FVyoFfAeeMA>