

## I'VE NEVER LOGGED INTO MYPAY

### Request Temporary Password

1. Go to <https://mypay.dfas.mil>
2. Click "Forgot or Need a Password?"
3. Enter your Social Security Number. Click "Yes" on the bottom right.
4. Choose "mail to my address of record with Military Retired." Click "Send me a Password."

### Receive Temporary Password

1. You should receive your temporary password in 10 business days.
2. If you do not receive it, you will need to have your mailing address updated.
3. Find instructions for updating your address at [www.dfas.mil/retiredmilitary/manage/changeofaddress.html](http://www.dfas.mil/retiredmilitary/manage/changeofaddress.html) or call 1-800-321-1080 to correct your address.
4. When your correct address is on file, request another temporary password from **myPay**.

### Log In

1. After you receive a temporary password, return to **myPay**. Click "Create an Account."
2. Enter your Social Security Number and temporary password. Click "Accept/Submit."
3. You will be prompted to create a permanent Login ID and Password.

## I FORGOT MY LOGIN ID

### Request Your Login ID

1. Go to <https://mypay.dfas.mil>
2. Click "Forgot your Login ID?"

### Receive Your Login ID

1. You can either:
  - a. Enter your previously registered email address and your Social Security Number. Click "Email Login ID" to receive it in an email.

### OR

- b. Enter your Social Security Number and Password. Click "Display Login ID" to display it on the **myPay** website if you've also forgotten your password, see "I FORGOT MY PASSWORD."

### Log In

1. When you have your Login ID, log in to your account.

# myPay Login Tip Sheet



## IF YOU'VE ALSO FORGOTTEN YOUR PASSWORD

### Request Temporary Password

1. Go to <https://mypay.dfas.mil>
2. Click "Forgot or Need a Password?"
3. Enter your Login ID or Social Security Number. Click "Yes" on the bottom right.
4. If you have added an email address to your **myPay** account or you have an Army AKO account, choose one of the "email directly..." options.
5. If you don't have an email address in **myPay**, select "Mail to my address of record with Military Retired."
6. Click "send me a Password" button.

### Receive Temporary Password

1. You should receive your temporary password in an hour by email or 10 business days by mail.
2. If you do not receive it, you need to update your email or mailing address.
3. Find instructions for updating contact information at [www.dfas.mil/retiredmilitary/manage/changeofaddress.html](http://www.dfas.mil/retiredmilitary/manage/changeofaddress.html) or call 1-800-321-1080 to correct your address.
4. When your correct information is on file, request another temporary password from **myPay**.

### Log In

1. After you receive a temporary password, return to **myPay**. Click "Create an Account."
2. Enter your Social Security Number, your temporary password and click "Accept/Submit."
3. You will be prompted to create a permanent Login ID and Password.