

SUBJECT:

MyPay-Change of Address

Date Issued: 25-AUG-2009

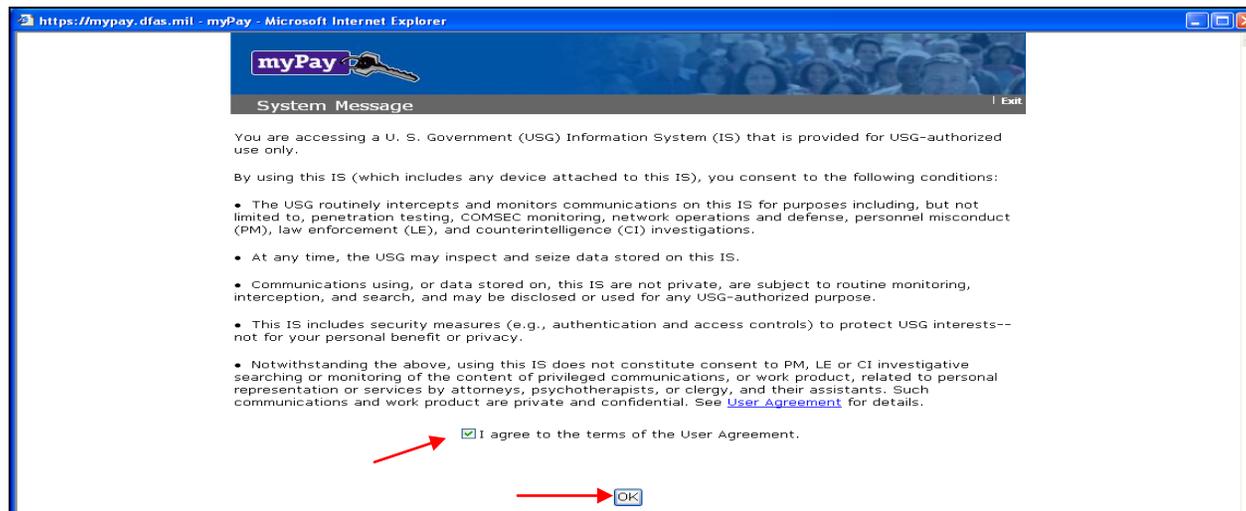
Page 1 of 5

It is very important for an employee to submit an address change through the MyPay website without delay to ensure that the database is current in order for documents such as Leave and Earning Statements (LES), bonds, W-2 statement, and quarterly TSP statements will reach the employee in a timely manner.

Changing the address through MyPay (<https://mypay.dfas.mil>) is the preferred and most efficient way to change your address. However, if the employee is unable to access the system, he/she will need to contact their respective Customer Service Representative (CSR). The CSRs are as follows:

- **CSR – NH Air National Guard:** **SSgt Chung Chiu, 157ARW/FM**
Ph # (603) 430-3419
Fax # (603) 430-3431
- **CSR – NH Army National Guard:** **SSG Sue Tucker, USPFO**
Ph # (603) 225-1558
Fax # (603) 225-

User Agreement: Before you can 'view, add and/or update' your information, you must agree to the terms of the 'User Agreement.'



SUBJECT:

MyPay-Change of Address

Date Issued: 25-AUG-2009

Page 2 of 5

Dual Status employees must do a change of address in THREE AREAS (see the following samples):

1. Army/Air Force Reserve Component Pay Account: Select "Correspondence address"
2. Army/ Air Force DoD Civilian Pay Account: Select "Correspondence address"
3. "Thrift Savings Plan" in the Army/ Air Force Reserve Component Pay Account.

The screenshot shows the MyPay website interface. At the top, there is a navigation bar with the 'myPay' logo and a 'Main Menu' section containing 'Home' and 'Exit' links. Below this, there are two side-by-side panels for account management:

- Your Army Reserve Component Pay Account:** This panel includes sections for 'Pay Changes' (with 'Correspondence Address' highlighted by a red arrow), 'Direct Deposit' (with 'Net Pay EFT' highlighted by a red arrow), and 'Taxes' (with 'Thrift Savings Plan (TSP)' highlighted by a red arrow). A green arrow points to the top of this panel.
- Your Army DoD Civilian Pay Account:** This panel includes a 'Pay Changes' section (with 'Correspondence Address' highlighted by a red arrow) and a 'Taxes' section.

A central callout box with a red double-headed arrow contains the text: **MUST CHANGE BOTH AREAS!**

At the bottom of the page, there is a disclaimer:

- 18 U.S.C. § 1030 prohibits unauthorized or fraudulent access to government computer systems. If the Social Security Number associated with this action is not your Social Security Number, you are in violation of this law and should exit this system immediately. Completing this action may subject you to a fine of up to \$5,000 or double the value of anything obtained via this unauthorized access, plus up to five years imprisonment.
- Travel Voucher View is available for Vouchers paid by all DFAS sites (except DFAS-Denver) within the last six (6) months.

SUBJECT:

MyPay-Change of Address

Date Issued: 25-AUG-2009

Page 3 of 5

https://mypay.dfas.mil - CorrespondenceAddress - Microsoft Internet Explorer

myPay

Correspondence Address Change Help | Main | Exit

This information is current as of **March 13, 2009**

This action will be effective no later than March 14, 2009.

Home Address Items	Current	New
Street 1: (Required)	CURRENT ADDRESS WILL DISPLAY HERE UNTIL SAVED & UPDATED.	TYPE NEW HOME ADDRESS, CITY, STATE, & ZIP CODE IN THIS AREA & CLICK "SAVE" BUTTON.
Street 2:		
City:		
State:		
ZIP: (Required)		

- Your street address can only contain letters, numbers and the following special characters: / or # or space.
- If you are changing a US, APO, or FPO address, enter your zip code and/or new address information.
- If you are changing to a US, APO, or FPO address from a foreign address, select ENTER U.S. ADDRESS; and enter your new address information.
- If you are changing to a foreign address that is not an APO or FPO address, select ENTER FOREIGN ADDRESS and enter new address information.
- If you need help using myPay, contact the Centralized Customer Support Unit toll free at 1-888-DFAS411 or 1-888-332-7411, commercial (216) 522-5096, Defense Switching Network (DSN) 580-5096 (7:00 A.M. - 6:30 P.M. / Eastern time).
- If you have specific pay account-related questions, contact your Customer Service Representative.

MyPay-Change of Address

https://mypay.dfas.mil myPay - Thrift Savings Plan - Microsoft Internet Explorer

Date Of Birth: VERIFY YOUR DOB

If your date of birth is incorrect, please contact your personnel office.

Address:	TSP Address Items	Current	New
Street 1: (Required)		CURRENT ADDRESS WILL DISPLAY HERE UNTIL SAVED & UPDATED.	TYPE NEW HOME ADDRESS, CITY, STATE, & ZIP CODE IN THIS AREA & CLICK "SAVE" BUTTON.
Street 2:			
Street 3:			
City:			
State:			
Zip: (Required)			

→

- If you are changing a US, APO, or FPO address, enter your zip code and/or new address information.
- If you are changing to a US, APO, or FPO address from a foreign address, select ENTER U.S. ADDRESS; and enter your new address information.
- If you are changing to a foreign address that is not an APO or FPO address, select ENTER FOREIGN ADDRESS and enter new address information.
- If you need help using myPay, contact the Centralized Customer Support Unit at 1-888-DFAS411 or 1-888-332-7411, commercial (216) 522-5096, Defense Switching Network (DSN) 580-5096 (7:00 A.M. - 6:30 P.M. / Eastern Time).
- If you have specific pay account-related questions, contact your Customer Service Representative.

SUBJECT:

MyPay-Change of Address

Date Issued: 25-AUG-2009

Page 5 of 5

https://mypay.dfas.mil - myPay - Thrift Savings Plan - Microsoft Internet Explorer

myPay TSP Change Confirmation

Items marked with a star have been changed.

Thrift Savings Items	Current	New
Basic Pay:	1%	1%
Special Pay:	5%	5%
Incentive Pay:	5%	5%
Bonuses:	50%	50%

Date of Birth:

Address	Current	New
Street 1:	NEW/CORRECTED ADDRESS WILL DISPLAY HERE	NEW/CORRECTED ADDRESS WILL DISPLAY HERE
Street 2:		
Street 3:		
City:		
State:		
Zip Code:		

Is this information correct?

SELECT YES/NO TO ACCEPT THE ADDRESS INFORMATION DISPLAYED HERE.