

1



Log into MyPay
Click on Thrift Savings
Plan (TSP)

Your Air Force Active Duty Account

- [Leave and Earnings Statement \(LES\)](#)
- [Savings Deposit Program \(SDP\) Statement](#)

Pay Changes:

- [Allotments](#)
- [Correspondence Address](#)
- [Direct Deposit](#)
- [Savings Bonds](#)

Taxes:

- [Federal Withholding](#)
- [State Withholding](#)
- [Tax Statement \(W-2\)](#)
- [Turn on/off Hard Copy of W-2](#)
- [SDP Tax Statement 1099-INT](#)
- [Thrift Savings Plan \(TSP\)](#)
- [Travel Voucher Advice of Payment \(AOP\)](#)
- [SDP Withdrawal Request](#)
- [Email Address](#)
- [Personal Settings Page](#) [\(Click here for details\)](#)

- 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.

2

This information is current as of December 17, 2007.

Contribution from	Current	New
Basic Pay:	1%	<input type="text" value="1"/> % - Max=100% Base pay
Special Pay:	0%	<input type="text" value="0"/> % - Max=100% and
Incentive Pay:	0%	<input type="text" value="0"/> % - Max=100% and/or
Bonuses:	0%	<input type="text" value="0"/> % - Max=100% and/or

On the TSP page, type in the percentage from your pay Basic Pay you want to contribute.

Note: You **must** contribute **basic** pay to be eligible to contribute incentive pay or special pay (including bonus pay).

[What is Special, Incentive and Bonus Pay?](#)

Date Of Birth	Current	New
---------------	---------	-----

3

After inputting your contribution percentage, scroll down the page and click on the "Save" button.

Enter Foreign Address

Save

Clear

Stop TSP Contributions



- 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.



Congratulations! Not only have you started a long-term savings program, but you've begun investing in your future. So, what should you expect next?

- * After contributing through MyPay, Thrift Savings Plan will send you an account number and a temporary password through the U.S. Postal Service. This will allow you to log into your account through their website (www.tsp.gov).
- * Your payroll contributions will begin the first full pay period after your service accepts your TSP Election.
- * If you contribute to the TSP from your basic pay, you may also contribute from 1 to 100 percent of any incentive or special pay (including bonus pay) you receive.
- * The amount you decide to contribute from each category of pay must be stated as a whole percent. The dollar amount of your contributions from your pay will be automatically adjusted with every change in your pay.
- * Your contributions will automatically be distributed to the "G" fund, Government Securities. You can change your distribution to any of the other F, C, S, I or Lifecycle funds through your account on the TSP website. The website also gives you a complete description of the funds.
- * You can change or stop your TSP contributions at any time through MyPay.