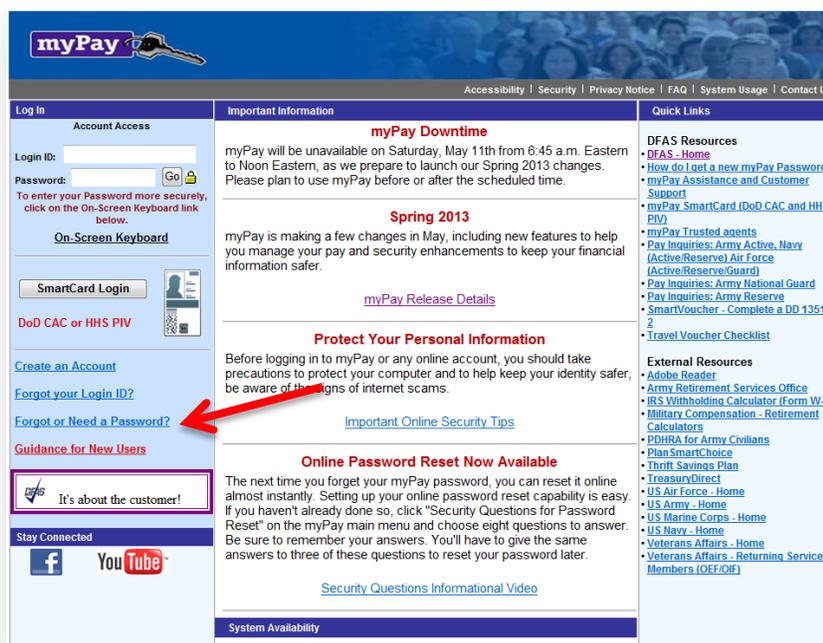
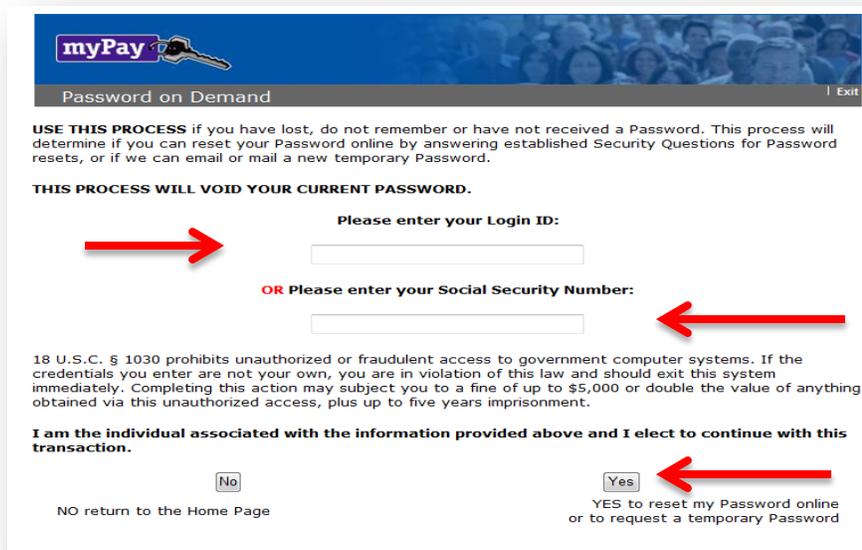


# How to Create a New myPay Account

1. Click the "Forgot or Need a Password?" link on the **myPay** homepage to request a temporary password.



2. Enter your login ID or Social security Number and click the "Yes" button on the bottom right side of the page



3. Choose “mail to my address of record with Military Retired” and click the “Send me a Password” button. Your temporary password will be mailed to your address on record with Retired and Annuitant Pay. You should receive it in about 10 business days.



myPay Password On Demand

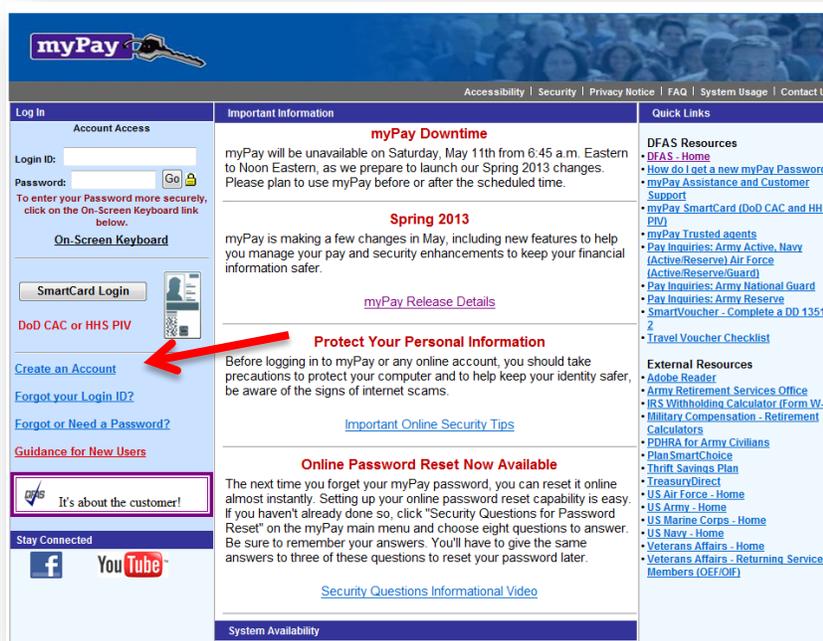
Please select only one (1) of the following:

- Email directly to my Army Knowledge On-line (AKO) Email registered in myPay
- Email directly to my Personal Email registered in myPay
- Mail to my address of record with Military Retired

Emails should be received within one hour. Mail requests may take up to ten days.

Send me a Password

4. Once you receive your temporary password, return to **myPay** homepage and click the “Create an account” link.



myPay

Accessibility | Security | Privacy Notice | FAQ | System Usage | Contact Us

Log In	Important Information	Quick Links
<p>Account Access</p> <p>Login ID: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>To enter your Password more securely, click on the On-Screen Keyboard link below.</p> <p><a href="#">On-Screen Keyboard</a></p> <p><a href="#">SmartCard Login</a></p> <p>DoD CAC or HHS PIV</p> <p><a href="#">Create an Account</a></p> <p><a href="#">Forgot your Login ID?</a></p> <p><a href="#">Forgot or Need a Password?</a></p> <p><a href="#">Guidance for New Users</a></p> <p>It's about the customer!</p> <p>Stay Connected</p> <p><a href="#">Facebook</a> <a href="#">YouTube</a></p>	<p><b>myPay Downtime</b></p> <p>myPay will be unavailable on Saturday, May 11th from 6:45 a.m. Eastern to Noon Eastern, as we prepare to launch our Spring 2013 changes. Please plan to use myPay before or after the scheduled time.</p> <p><b>Spring 2013</b></p> <p>myPay is making a few changes in May, including new features to help you manage your pay and security enhancements to keep your financial information safer.</p> <p><a href="#">myPay Release Details</a></p> <p><b>Protect Your Personal Information</b></p> <p>Before logging in to myPay or any online account, you should take precautions to protect your computer and to help keep your identity safer, be aware of the signs of internet scams.</p> <p><a href="#">Important Online Security Tips</a></p> <p><b>Online Password Reset Now Available</b></p> <p>The next time you forget your myPay password, you can reset it online almost instantly. Setting up your online password reset capability is easy. If you haven't already done so, click "Security Questions for Password Reset" on the myPay main menu and choose eight questions to answer. Be sure to remember your answers. You'll have to give the same answers to three of these questions to reset your password later.</p> <p><a href="#">Security Questions Informational Video</a></p> <p>System Availability</p>	<p><b>Quick Links</b></p> <p><b>DFAS Resources</b></p> <ul style="list-style-type: none"><li><a href="#">DFAS - Home</a></li><li><a href="#">How do I get a new myPay Password?</a></li><li><a href="#">myPay Assistance and Customer Support</a></li><li><a href="#">myPay SmartCard (DoD CAC and HHS PIV)</a></li><li><a href="#">myPay Trusted agents</a></li><li><a href="#">Pay Inquiries: Army Active, Navy (Active/Reserve) Air Force (Active/Reserve/Guard)</a></li><li><a href="#">Pay Inquiries: Army National Guard</a></li><li><a href="#">Pay Inquiries: Army Reserve</a></li><li><a href="#">SmartVoucher - Complete a DD 1351-2</a></li><li><a href="#">Travel Voucher Checklist</a></li></ul> <p><b>External Resources</b></p> <ul style="list-style-type: none"><li><a href="#">Adobe Reader</a></li><li><a href="#">Army Retirement Services Office</a></li><li><a href="#">IRS Withholding Calculator (Form W-4)</a></li><li><a href="#">Military Compensation - Retirement Calculators</a></li><li><a href="#">PDIRA for Army Civilians</a></li><li><a href="#">Plan SmartChoice</a></li><li><a href="#">Thrift Savings Plan</a></li><li><a href="#">TreasuryDirect</a></li><li><a href="#">US Air Force - Home</a></li><li><a href="#">US Army - Home</a></li><li><a href="#">US Marine Corps - Home</a></li><li><a href="#">US Navy - Home</a></li><li><a href="#">Veterans Affairs - Home</a></li><li><a href="#">Veterans Affairs - Returning Service Members (OEF/OIF)</a></li></ul>

5. Create your account by entering your Social Security Number and your temporary password and click the “Accept/Submit” button.



Create your Account Access | Exit

**This feature is for customers who have not created a Login ID for account access.**

→

<b>Enter your SSN:</b>	<input type="text"/>
<b>Enter Password:</b>	<input type="password"/>

[To enter your Password more securely, click here for the On-Screen Keyboard.](#)

6. You will be prompted to create a Login ID and a permanent password.



Security | Exit

**Due to Security Requirements, you are required to establish a Login ID.**

**Step 1: Create Login ID**

- Must not be less than 6 or greater than 129 characters.
- May contain alpha or numeric or a combination of alpha/numeric characters. It may also contain the @ sign, underscore, dash, period and apostrophe. Spaces are not allowed within the LOGIN ID.
- Cannot be 9 numbers.
- HINT:** An email address can be used as a Login ID

ENTER your Login ID using your Computer Keyboard

→

<b>Establish Your Login ID:</b>	<input style="width: 95%;" type="text"/>
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Complete Step 1 first. Then scroll down.

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**You are also required to establish a new Password. Please establish a new Password by entering the desired Password twice.**

**Step 2: Create Password**

The PASSWORD MUST:

- be 15 to 30 characters in length
- contain at least two uppercase letters (A-Z)
- contain at least two lowercase letters (a-z)
- contain at least two numbers (0-9)
- contain at least two of the following special characters: # @ \$ % ^ ! \* + = \_
- change at least four characters from your previous password

The PASSWORD CANNOT:

- contain spaces
- be one of your last ten previous passwords

The PASSWORD will expire in 60 days.

→

<b>Enter your Password:</b>	<input style="width: 95%;" type="password"/>
<b>Re-Type your Password:</b>	<input style="width: 95%;" type="password"/>

[To enter your Password more securely, click here for the On-Screen Keyboard.](#)

7. Your Login ID and password are the keys to keeping your retired pay account current, so be sure to remember them!