

How to add an authenticator app to your myPay two-factor authentication settings

If you are already enrolled in two-factor authentication, you can add an authenticator app to your profile for future use. Once you have chosen and installed an authenticator app on your device, follow these steps to set up your app to work with myPay:

Step 1: Sign in to myPay

myPay ACCESSIBILITY/SECTION 508 SECURITY FAQ QUICK LINKS CONTACT US STAY CONNECTED WITH DFAS

Welcome

myPay

Sign In

Login ID

Password

Sign In

Forgot your Login ID?

Forgot or Need a Password?

Smart Card Login
CAC | PIV

Insert card then select Authentication Certificate

Step 2: Navigate to Personal Settings

myPay CHOOSE AN ACCOUNT PERSONAL SETTINGS CONTACT US LOG OUT

DEPARTMENT OF DEFENSE CIVILIAN

WARNING

18 U.S.C. § 1030 prohibits unauthorized or fraudulent access to government computer systems. If the credentials you enter are not your own, 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.

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Home

STATEMENTS

Leave and Earnings Statement (LES)

Foreign Entitlements Statement

IRS Form 1095

Tax Statement (W-2)

Travel/Miscellaneous Tax Statement (W-2)

Court Orders

Debt Letters

Travel Voucher Advice of Payment (AOP)

Quick Print Center

Turn On/Off Hard Copy Statements

PAY CHANGES

Allotments

Mailing Address

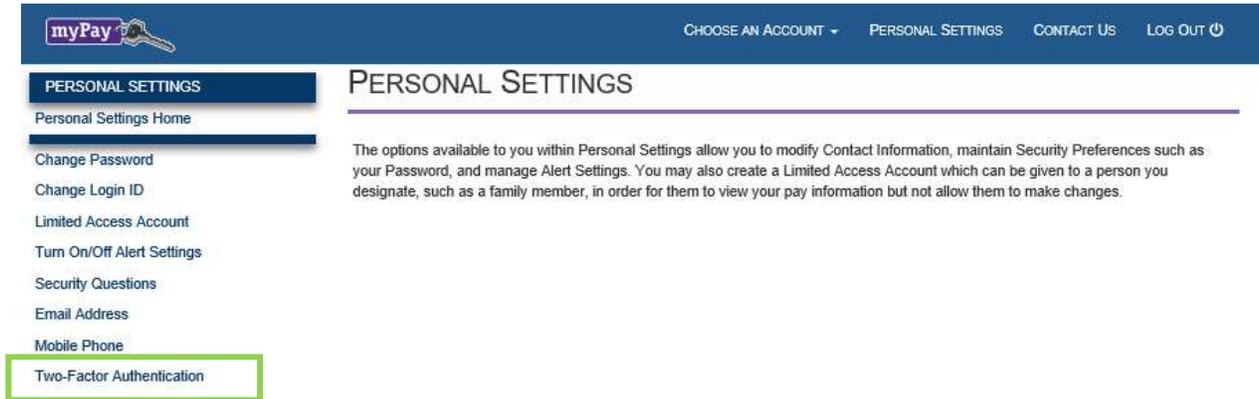
Direct Deposit

Federal Withholding

Health Savings Account

State Withholding

Step 3: Select Two-Factor Authentication



The screenshot shows the myPay website's "PERSONAL SETTINGS" page. The left sidebar contains a list of settings: Personal Settings Home, Change Password, Change Login ID, Limited Access Account, Turn On/Off Alert Settings, Security Questions, Email Address, Mobile Phone, and Two-Factor Authentication. The "Two-Factor Authentication" option is highlighted with a green rectangular border. The main content area is titled "PERSONAL SETTINGS" and contains introductory text about the available options.

PERSONAL SETTINGS

PERSONAL SETTINGS Home

Change Password

Change Login ID

Limited Access Account

Turn On/Off Alert Settings

Security Questions

Email Address

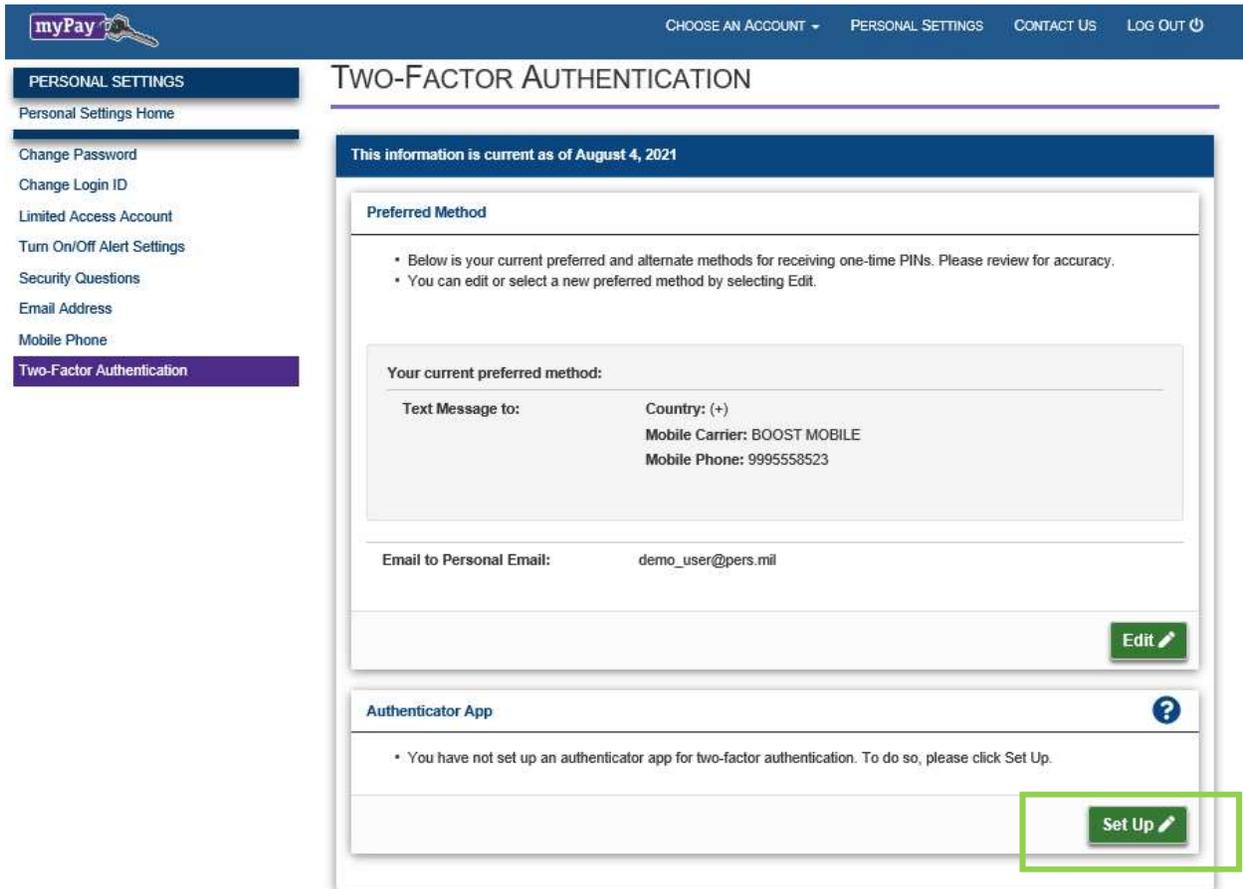
Mobile Phone

Two-Factor Authentication

PERSONAL SETTINGS

The options available to you within Personal Settings allow you to modify Contact Information, maintain Security Preferences such as your Password, and manage Alert Settings. You may also create a Limited Access Account which can be given to a person you designate, such as a family member, in order for them to view your pay information but not allow them to make changes.

Step 4: Under Authenticator App, click on "Set Up"



The screenshot shows the myPay website's "TWO-FACTOR AUTHENTICATION" page. The left sidebar is the same as in Step 3, with "Two-Factor Authentication" highlighted. The main content area is titled "TWO-FACTOR AUTHENTICATION" and includes a date stamp: "This information is current as of August 4, 2021". It is divided into two sections: "Preferred Method" and "Authenticator App". The "Preferred Method" section shows the current preferred method as "Text Message to:" with details for Country (+), Mobile Carrier (BOOST MOBILE), and Mobile Phone (9995558523). Below this is the "Email to Personal Email:" field with the value "demo_user@pers.mil". An "Edit" button is visible. The "Authenticator App" section contains a message: "You have not set up an authenticator app for two-factor authentication. To do so, please click Set Up." A "Set Up" button is highlighted with a green rectangular border.

PERSONAL SETTINGS

PERSONAL SETTINGS Home

Change Password

Change Login ID

Limited Access Account

Turn On/Off Alert Settings

Security Questions

Email Address

Mobile Phone

Two-Factor Authentication

TWO-FACTOR AUTHENTICATION

This information is current as of August 4, 2021

Preferred Method

- Below is your current preferred and alternate methods for receiving one-time PINs. Please review for accuracy.
- You can edit or select a new preferred method by selecting Edit.

Your current preferred method:

Text Message to:	Country: (+)
	Mobile Carrier: BOOST MOBILE
	Mobile Phone: 9995558523

Email to Personal Email: demo_user@pers.mil

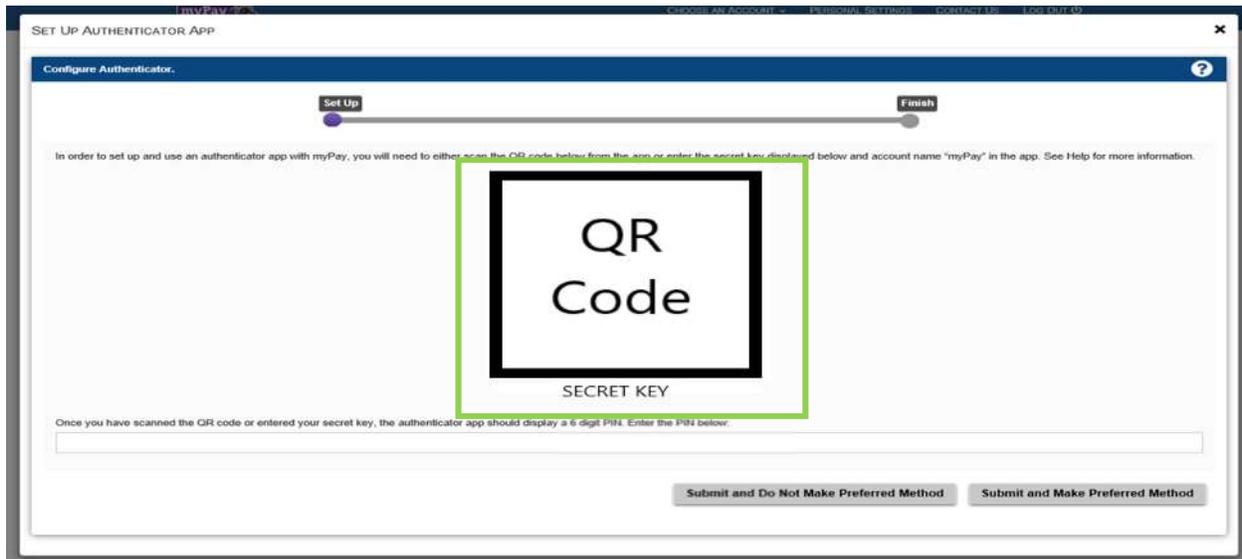
[Edit](#)

Authenticator App

- You have not set up an authenticator app for two-factor authentication. To do so, please click Set Up.

[Set Up](#)

Step 5: myPay will display a QR code and a secret key



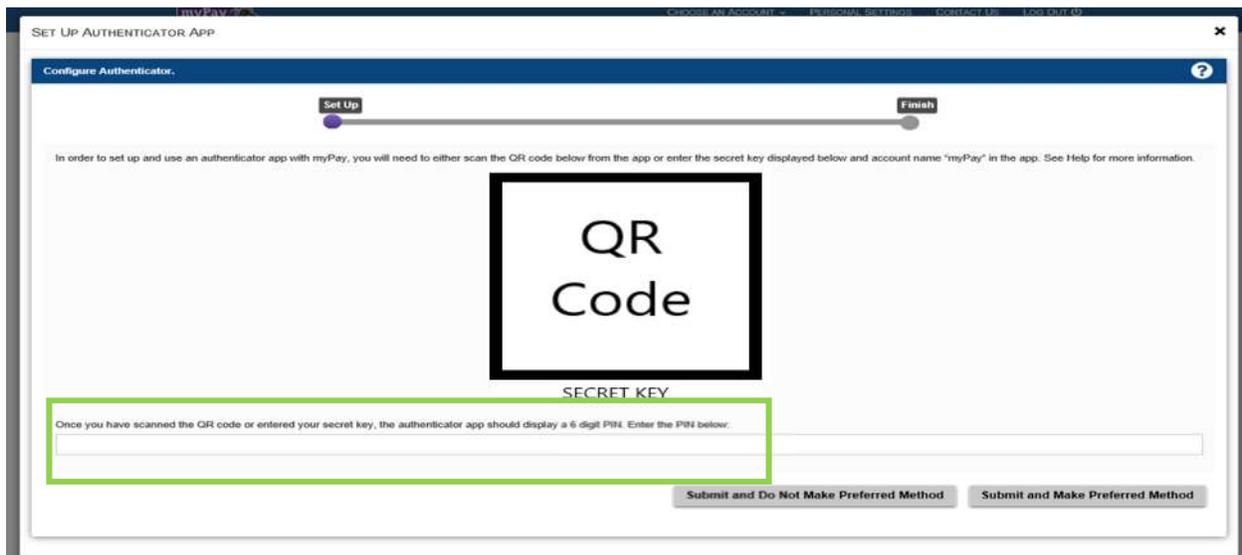
Step 6: Open the app on your smartphone, select add an account, and either

Scan the QR code

OR

Enter the secret key, account name "myPay", and make sure you select the time-based option

Step 7: Type the 6-digit code displayed on the authenticator app into myPay



Step 8: Select either:

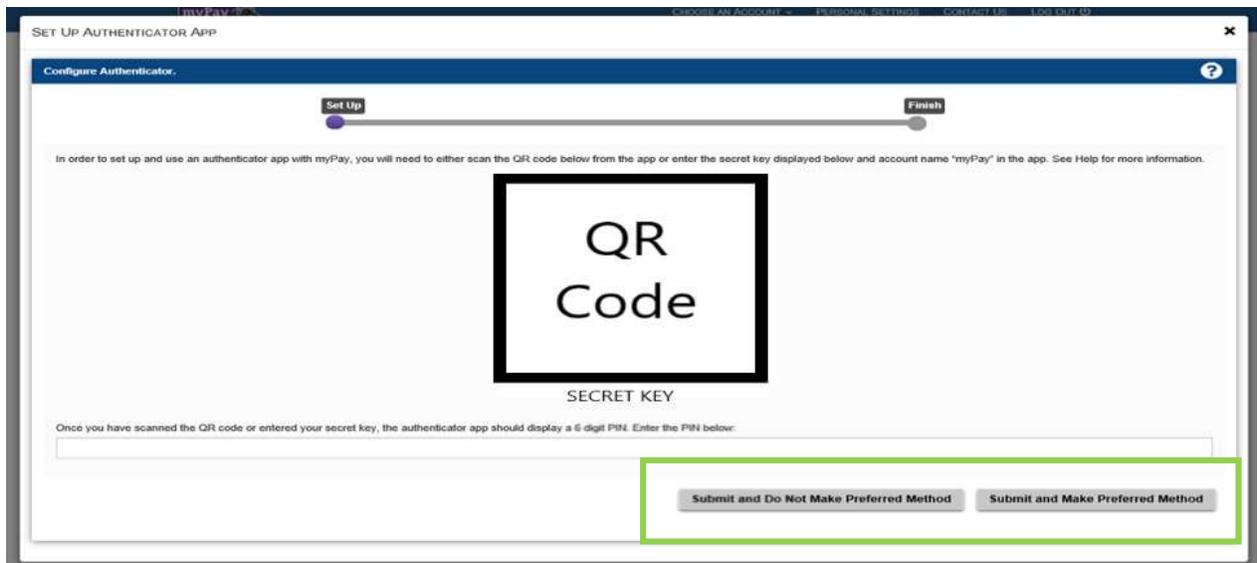
“Submit and Do Not Make Preferred Method”

(This will add the app to your settings but not designate it as your preferred method for receiving PINs.)

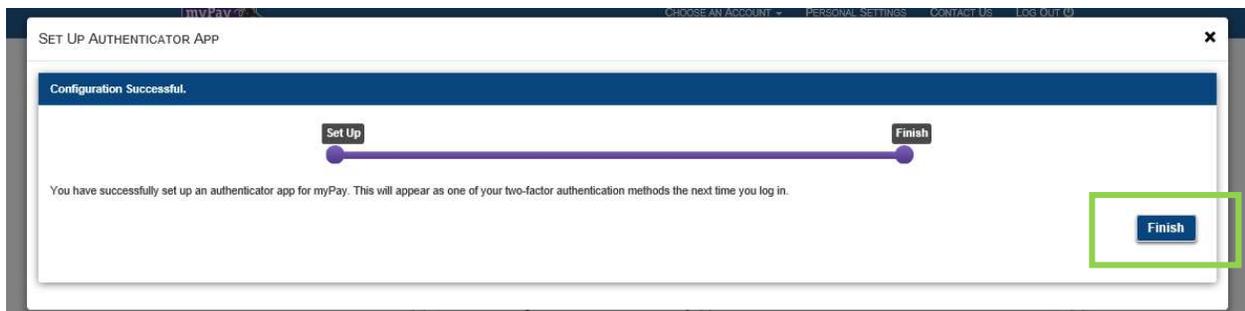
OR

“Submit and Make Preferred Method”

(This will add the app to your settings and designate it as your preferred method for receiving PINs.)



Step 9: Click Finish.



You're all set to use your authenticator app the next time you access myPay!