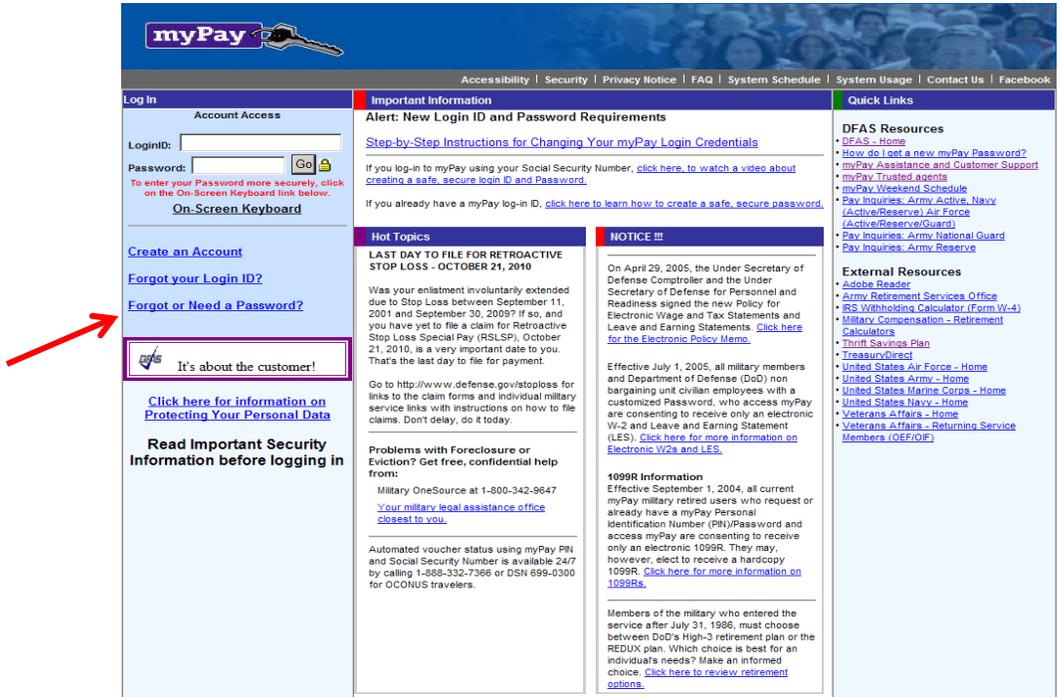


How to Create a New myPay Account

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



2. Enter your Social Security Number and click the “Yes” button on the bottom right side of the page



USE THIS PROCESS if you have lost, do not remember or have not received a Password. This process will attempt to determine if we can email or mail a new temporary Password. If we cannot mail/email a new random temporary Password to you, the system will display procedures for obtaining a new Password.

THIS PROCESS WILL VOID YOUR CURRENT PASSWORD.

Please enter your Login ID:

OR Please enter your Social Security Number:

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.

I am the individual associated with the information provided above and I elect to continue with this transaction.

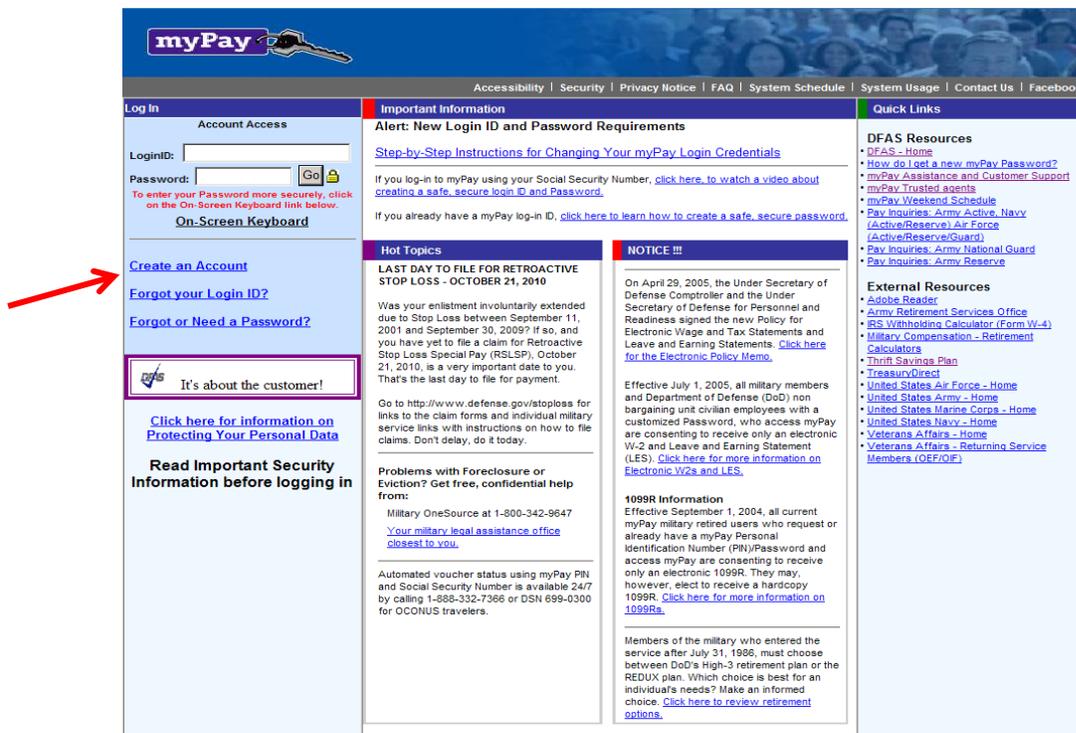
NO return to the Home Page

YES to request a new random temporary Password

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.



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



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

myPay

Create your Account Access | Exit

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

Enter your SSN:

Enter Password:

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

Accept / Submit

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

Establish Your Login ID:

Complete Step 1 first. Then scroll down.

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

Step 2: Create Password

- Must not be less than 8 or greater than 15 characters.
- Cannot contain the last 4 positions of your Social Security Number.
- Cannot be one of your last 10 previous Limited Access passwords.
- Cannot match your mypay LOGIN ID.
- Must contain at least one letter (A-Z).
- Must contain at least one number (0-9).
- Must contain at least one of the following special characters: # @ \$ % ^ ! * + = _

Enter your Password:

Re-Type your Password:

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

Accept / Submit

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