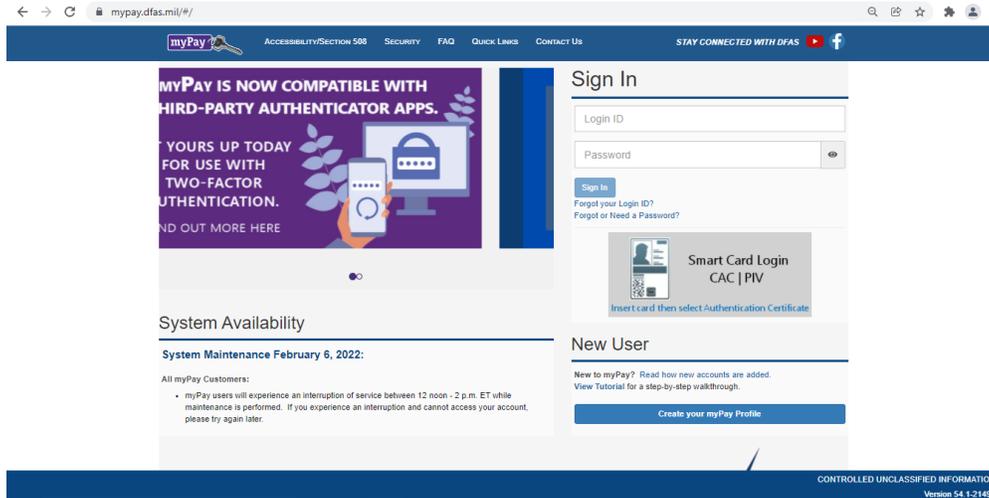


How to Access your Leave and Earning Statement (LES) from MyPay Guide

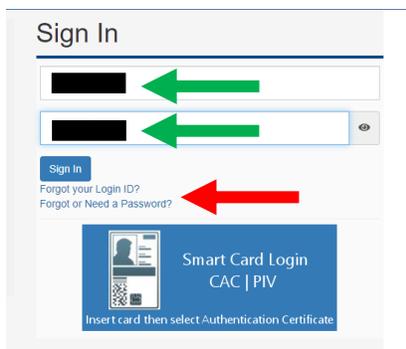
1. Visit <https://mypay.dfas.mil>



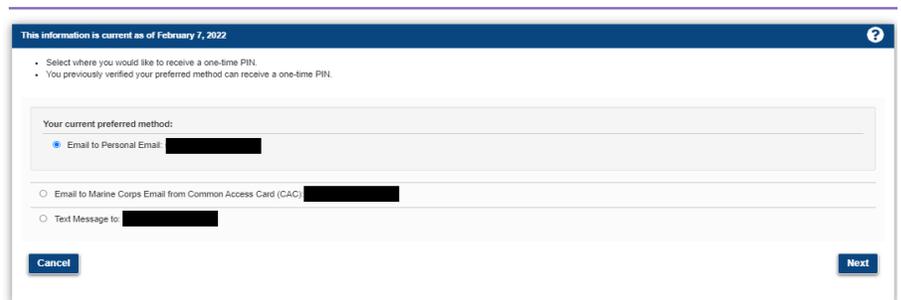
2. Select a login option. *There are two available options, choose one: **Login ID or Smart Card.***

- a. **Login ID:** Enter your Login ID and Password and click Sign. If using your Login ID, it will prompt a Two-Factor Authentication that will send a pin to a preferred method (*personal email, government email or text message, select one*).

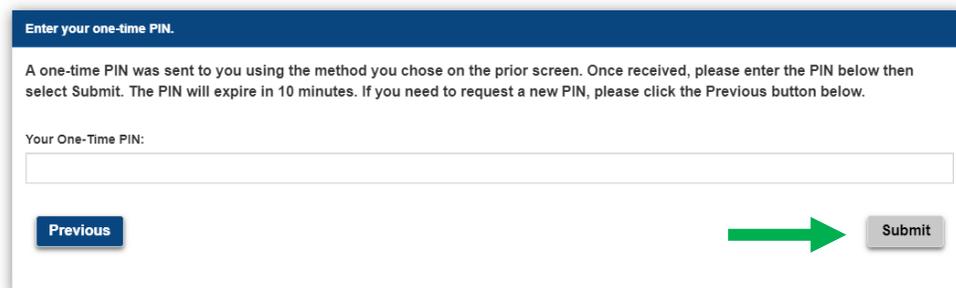
To retrieve your Login ID or needs to reset your Password, follow the directions for 'Forgot your Login ID?' or 'Forgot or Need a Password?'.



TWO-FACTOR AUTHENTICATION



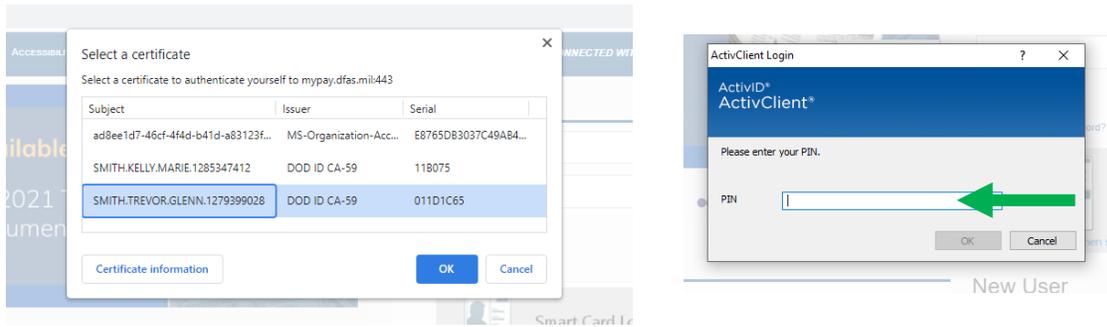
TWO-FACTOR AUTHENTICATION



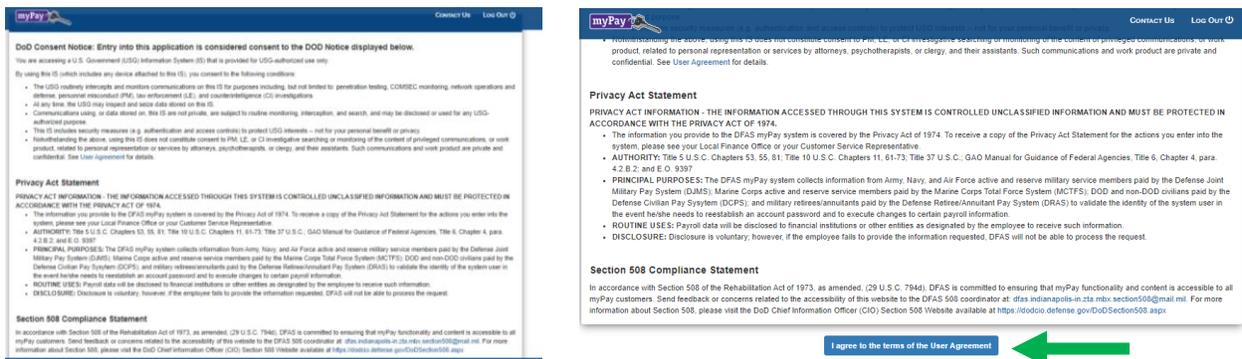
Once you receive your pin, enter the one-time pin and click 'Submit'. *Proceed to Step 3.*

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b. **Smart Card:** Select the Authentication Certificate and then enter your Smart Card pin.



3. Next you will be prompted to accept and acknowledge the DoD Consent Notice.



4. Click the Leave and Earning Statement (LES) option on the left-side menu to access your LES and then print.

