



## ALLOTMENT INSTRUCTIONS

INSTRUCTIONS FOR ON-LINE ALLOTMENT STARTS WITH DFAS.

1. LOG ON TO [HTTPS://MYPAY.DFAS.MIL/MYPAY.ASPX](https://mypay.dfas.mil/mypay.aspx)
2. THIS WILL OPEN THE “MYPAY” PAGE. ENTER THE CUSTOMER’S SSN IN BLOCK 1, AND PIN IN BLOCK 2.

**CPS ROUTING NO: 083902109**

***\*\* \$3.00 service fee must be added to monthly payment \*\****

**WHAT IF THE CUSTOMER DOES NOT HAVE OR FORGOT HIS/HER PIN.**

**INSTEAD OF FOLLOWING THE ON-SCREEN INSTRUCTIONS, HAVE THE CUSTOMER CALL DFAS TOLL FREE AT (800) 390-2348. YOU MAY HAVE TO ASSIST BY FAXING THE CUSTOMERS ID CARD TO DFAS WHILE THEY ARE ON THE PHONE. ONCE THE DFAS REP IDENTIFIES THE CUSTOMER THEY WILL RESET THE PIN. THEN THE CUSTOMER CAN PROCEED.**

3. AFTER ENTERING THE PIN, CLICK ON GO. YOU WILL PROCESS THROUGH SEVERAL PAGES OF INSTRUCTIONS AND MENU SELECTIONS BEFORE YOU GET TO THE ACTUAL PAGE TO ENTER THE ALLOTMENT INFORMATION. ENTER THE ROUTING NUMBER, ACCOUNT NUMBER AND ALLOTMENT AMOUNT FROM THE MAC-EZE FORM. CLICK ON “SAVE” AND THE ALLOTMENTS PAGE WILL APPEAR.
4. AFTER VERIFYING THE INFORMATION, PRINT THE SCREEN (CTRL P) AND CLICK ON YES. THEN PRINT THE NOTIFICATION PAGE.
5. SUBMIT THE ALLOTMENTS AND NOTIFICATION PAGE ALONG WITH THE MAC-EZE. THIS WILL SERVE AS VERIFICATION OF ALLOTMENT START.