

GO GREEN CHALLENGE: TURN OFF HARD COPY DELIVERY IN MYPAY

STEP 1: Log-in to myPay

STEP 2: Locate "Turn On/Off Hard Copy" Document Links*



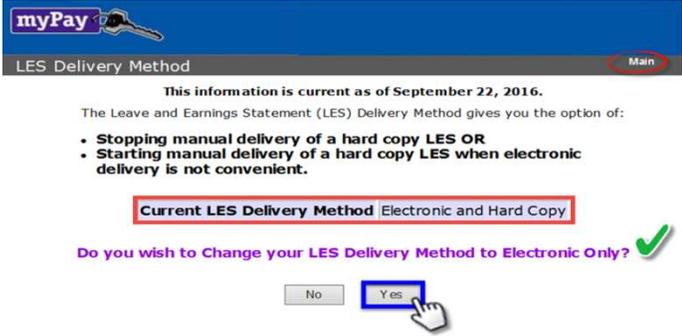
Your Department of Defense Civilian Pay Account	
<input type="radio"/>	Leave and Earnings Statement (LES)
<input type="radio"/>	Foreign Entitlements Statement
Pay Changes:	
<input type="radio"/>	Allotments
<input type="radio"/>	Combined Federal Campaign (CFC)
<input type="radio"/>	Correspondence Address
<input type="radio"/>	Direct Deposit
<input type="radio"/>	Health Savings Account
<input checked="" type="radio"/>	Turn on/off Hard Copy of LES
Taxes:	
<input type="radio"/>	Federal Withholding
<input type="radio"/>	State Withholding
<input type="radio"/>	Tax Statement (W-2)
<input type="radio"/>	IRS Form 1095
<input type="radio"/>	Travel / Miscellaneous Tax Statement (W-2)
<input checked="" type="radio"/>	Turn on/off Hard Copy of W-2
<input checked="" type="radio"/>	Turn On/Off Hard Copy of IRS Form 1095
<input type="radio"/>	Debt Letters
<input checked="" type="radio"/>	Turn On/Off Hard Copy Debt Letter

STEP 1: Start by navigating to the myPay website. To access, click on the SmartCard Login button or enter your Login ID and Password in the Log In module.

STEP 2: Click the **Turn On/Off Hard Copy** link for each document such as your LES, W-2 and IRS Form 1095.*

STEP 3: Change Delivery Method to "Electronic Only"

Repeat Steps 2 & 3 for Each Hard Copy Document



<input type="radio"/>	Health Savings Account	
<input checked="" type="radio"/>	Turn on/off Hard Copy of LES	✓
Taxes:		
<input type="radio"/>	Federal Withholding	
<input type="radio"/>	State Withholding	
<input type="radio"/>	Tax Statement (W-2)	
<input type="radio"/>	IRS Form 1095	
<input type="radio"/>	Travel / Miscellaneous Tax Statement (W-2)	
<input checked="" type="radio"/>	Turn on/off Hard Copy of W-2	✓
<input checked="" type="radio"/>	Turn On/Off Hard Copy of IRS Form 1095	✓
<input type="radio"/>	Debt Letters	
<input checked="" type="radio"/>	Turn On/Off Hard Copy Debt Letter	✓

STEP 3: If **Current Delivery Method** indicates **Electronic Only**, no additional action is needed. You may return to the Main Menu.

Repeat Steps 2 & 3 until all hard copy delivery documents have been changed to **Electronic Only**.

If it's **Electronic and Hard Copy**, like above, click "Yes" to change to **Electronic Only** and confirm your selection on the next screen. Go back to the Main Menu once your change has been confirmed.

***Note:** Your selections may look slightly different from this example, depending on the type of pay you receive.