

Air Force Personnel Center



**How Retiree's
gain access to
myPers**





Step 1

Click Create Account Link

- Enter the URL: <https://mypers.af.mil>



CAC Available? Select CAC Login

Use your User ID/Password

User ID

Password

LOG-IN

[Can't access your account?](#)

No DOD-issued CAC and no User ID/Password available?
Use this link: [Create Account](#).

General Information:
Airmen accessing the information from some personal use web browsers may need to download [Department of Defense root certificates](#) if they are having difficulties accessing the personnel services website from home.
If you are experiencing errors logging in or with this web site please contact 1-800-525-0102 or DSN



Click Here...



Step 2 Identify yourself



Tell us who you are.

• Required

• Last Name

• Date of Birth

• Social Security Number - -

AUTHORITY: 5 U.S.C. 552a, Records maintained on individuals and Executive Order 9397 (SSN), as amended.

PURPOSE: To verify customer identity.

ROUTINE USE: The Air Force Personnel Center may use this information to provide customer service in relation to your request. Your information will not be disclosed outside of DoD except as required by law.

Disclosure: Voluntary. However, failure to disclose or provide the SSAN in required fields may prevent account creation.

CONTINUE

Complete blocks

Click Here...



What happens in the background

- The system checks to make sure you do not currently have a myPers account
 - If you currently have an account, the system will redirect you to go through the reset password or remember login option located on the main page
- If no account is located in myPers
 - The information you provided is validated against MilPDS
 - If information matches you establish your login and password for myPers
 - Must also provide information required by AFSCI 8520 (PIN and security questions)



Step 3 Login, password, etc.

Complete blocks

- User ID [Check Availability](#)
- Password
- Verify Password
- PIN
- Verify PIN
- Security Question 1
- Secret Answer 1
- Security Question 2
- Secret Answer 2
- Security Question 3
- Secret Answer 3
- Security Question 4
- Secret Answer 4
- Security Question 5
- Secret Answer 5

Click Here...

CREATE ACCOUNT



Step 4 Log into myPers



The screenshot shows the myPers login interface. On the left, a panel titled "CAC Available? Select CAC Login" contains a QR code and a "Click Here..." button. A yellow arrow points from this button to the right. On the right, a panel titled "Use your User ID/Password" contains input fields for "User ID" and "Password", a "LOG-IN" button, and a link for "Can't access your account?". A second yellow arrow points from the "Click Here..." button to the "LOG-IN" button. Below the login panels, there is a link for "Create Account" and a "General Information" section with a warning icon and text about browser certificates and contact information.

Enter User ID/ Password

Click Here...

LOG-IN

[Can't access your account?](#)

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