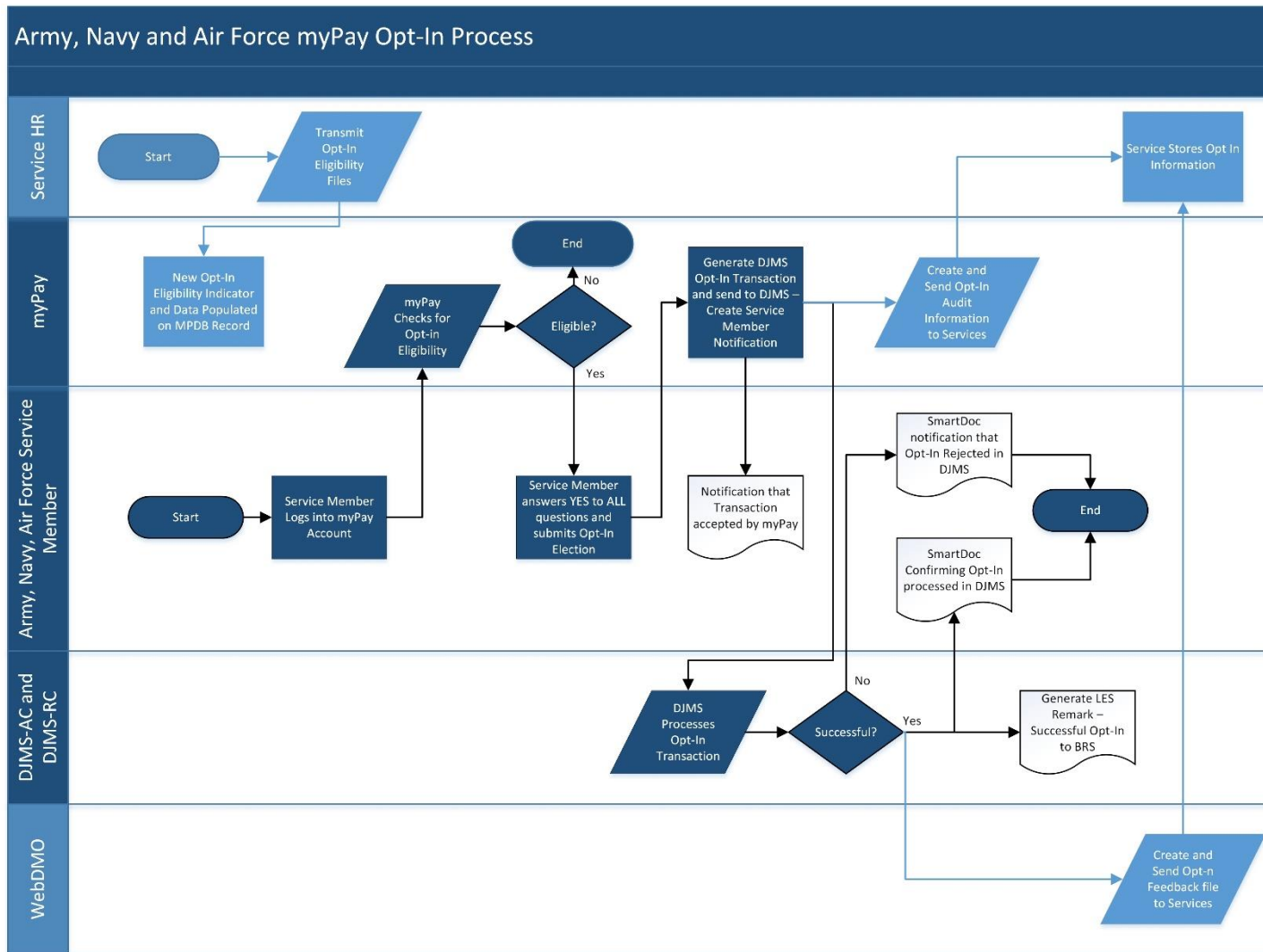


Opting In to BRS – System/Process

- ▶ Services will provide bi-weekly eligibility file to DFAS myPay (on the 2nd and 12th of the month)
- ▶ MyPay will only present Opt-In option to those provided in eligibility file
- ▶ Service Members will be required to certify that they have taken mandatory training before being able to proceed to the next step
- ▶ Service Members will need to provide/update DOB and TSP Address before proceeding as well
- ▶ Service Members will be notified that their decision is final and once they click yes on final Opt-In screen, their decision is irrevocable
- ▶ Once Opt-In is complete, Service Members will be able to modify TSP elections



myPay Opt In Process



myPay Main Menu

- ▶ If myPay-MPDB has received an eligibility indicator from the Service, the Blended Retirement System Opt-In option will be available on the member's main menu.

myPay

Main Menu | Exit

• 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.

Last Date myPay Accessed: 08/02/2017

Your Air Force Reserve Component Pay Account

- Leave and Earnings Statement (LES)
- Savings Deposit Program (SDP)
 - SDP Statement / Withdrawal Request
- Pay Changes:
 - Correspondence Address
- Direct Deposit:
 - Net Pay EFT
 - Travel EFT
 - Miscellaneous EFT
- Taxes:
 - Federal and State Withholding
 - Tax Statement (W-2)
 - IRS Form 1095
 - Travel / Miscellaneous Tax Statement (W-2)
 - Turn on/off Hard Copy of W-2 and 1099-INT
 - SDP Tax Statement 1099-INT
 - Turn On/Off Hard Copy of IRS Form 1095
 - Traditional TSP and Roth TSP
 - TSP Catch-Up - Traditional and Roth
 - View Court Orders
 - Travel Voucher Advice of Payment (AOP)
 - Blended Retirement System Opt-In
 - Email Address
 - Security Questions for Password Resets
 - Personal Settings Page (Click here for details)



BRS Opt-In Screen 1

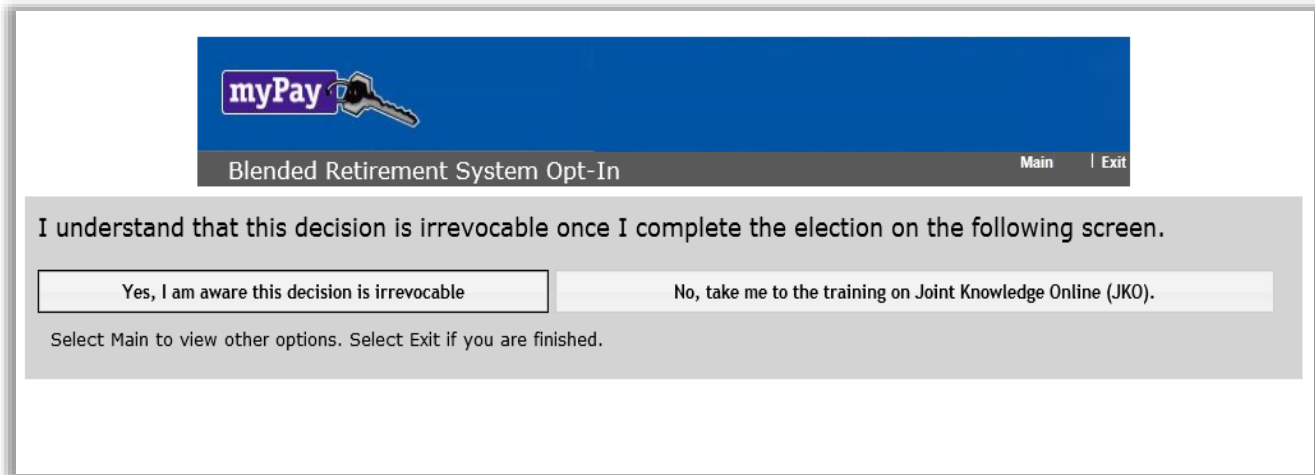
- ▶ Defines who is eligible and the member is asked to confirm they've taken BRS training.
 - ✓ If Yes is selected, the member may advance to the next BRS Opt-In screen
 - ✓ If No is selected, they may exit myPay to go to JKO or remain in myPay

The screenshot shows the 'myPay' logo at the top left and 'Blended Retirement System Opt-In' in the center. On the right side, there are links for 'Main' and 'Exit'. The main content area is titled 'How is eligibility to opt into BRS determined?' and lists two criteria: 'Active Component' and 'Reserve Component'. Below this, there is a statement: 'I affirm that I have completed the mandatory training "Opting into the Blended Retirement System".' Two radio buttons are provided: 'Yes, I have completed the training.' and 'No, take me to the training on Joint Knowledge Online (JKO)'. At the bottom, there is a note: 'Select Main to view other options. Select Exit if you are finished.'



BRS Opt-In Screen 2

- Asks the member to confirm they understand the decision is irrevocable
 - ✓ If Yes is selected, they may advance
 - ✓ If No is selected, they may exit myPay to go to JKO or remain in myPay



The screenshot shows a web interface for the myPay Blended Retirement System Opt-In. At the top, there is a blue header with the myPay logo (a key icon) and the text "myPay". Below the header, a dark grey bar contains the text "Blended Retirement System Opt-In" and navigation links for "Main" and "Exit". The main content area is a light grey box with the text: "I understand that this decision is irrevocable once I complete the election on the following screen." Below this text are two buttons: "Yes, I am aware this decision is irrevocable" and "No, take me to the training on Joint Knowledge Online (JKO)". At the bottom of the light grey box, there is a note: "Select Main to view other options. Select Exit if you are finished."



BRS Opt-In Screen 3

- Asks the member to review and update their TSP address and date of birth. A TSP address and DOB must be present to advance
- The member must confirm they understand they are opting into BRS in order to advance
- If not selected, they may exit myPay to go to JKO or remain in myPay

The screenshot displays the 'myPay' interface for the 'Blended Retirement System Opt-In' process. The page title is 'Change Address'. It features two main sections: 'Address' and 'Date of Birth'. The 'Address' section is divided into 'Current' and 'New' columns. The 'Current' column shows 'Street 1: 1600 PENNSYLVANIA AVE', 'City: WASHINGTON', 'State: DC', and 'Zip Code: 205000003'. The 'New' column has input fields for 'Street 1' (with '1600 PENNSYLVANIA AVE' entered), 'Street 2', 'Street 3', 'City' (with 'WASHINGTON DC' entered), and 'Zip Code' (with '205000003' entered). A red error message 'Zip Code must be 5 characters' is visible below the zip code field, along with a 'Check Zip' button. A 'Date of Birth' section has 'Current' (1/1/0001) and 'New' (1/1/0001) fields, with '(MM/DD/YYYY) * Required' text. At the bottom, a checkbox is selected, with the text 'I fully understand that I am opting into the Blended Retirement System (BRS)'. Below the checkbox is an 'Accept/Submit' button.

	Current	New
Address	Street 1: 1600 PENNSYLVANIA AVE	1600 PENNSYLVANIA AVE * Required
	Street 2:	
	Street 3:	
	City: WASHINGTON	WASHINGTON
	State: DC	DC
Zip Code: 205000003	205000003 * Required	
		Zip Code must be 5 characters
		Check Zip
	Enter Foreign Address	
Date of Birth	Current: 1/1/0001	New: 1/1/0001 (MM/DD/YYYY) * Required


I fully understand that I am opting into the Blended Retirement System (BRS).

Accept/Submit



BRS Opt-In Screen 4

- ▶ Allows the user to review their information before submitting their transaction
- ▶ If No is selected, they may exit myPay to go to JKO or remain in myPay



Blended Retirement System Opt-In

Is this information correct?

	Current	New	Items marked with a star have been changed
Address			
Street1	1600 PENNSYLVANIA AVE	1600 PENNSYLVANIA AVE	
Street2			
Street3			
City	WASHINGTON	WASHINGTON	
State or Country	DC	DC	
Zip or Postal code	205000003	205000003	
Date of Birth			
	1/1/0001	1/1/0001	

I fully understand that I am opting into the Blended Retirement System (BRS).



BRS Opt-In Screen 5

- ▶ The final screen will allow to the member to Save or Print confirmation of the BRS Opt-In transaction being saved
- ▶ Use this for proof of BRS Opt-In for continuation pay until reflected on LES

myPay 

Blended Retirement System Opt-In Main | Exit

myPay has saved your action.

	Current	New	Items marked with a star have been changed
Address			
Street1	7400 MANHATTAN AVE	7400 MANHATTAN AVE	
Street2			
Street3			
City	CLEVELAND	CLEVELAND	
State or Country	OH	OH	
Zip or Postal code	441291435	441291435	
Date of Birth	1/1/0001	1/1/0001	

I fully understand that I am opting into the Blended Retirement System (BRS).

Your Leave and Earnings/Pay Statement will be your confirmation. You may access myPay in 3-7 business days to verify acceptance of this transaction by your pay system.

Select Main to make additional changes. Select Exit if you are finished.



myPay Transmittal Notification

- ▶ The following message is sent once myPay transmits the BRS transaction to the pay system.

