

Air Force Personnel Center



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





Step 1

Click Create Account Link

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

A screenshot of the myPers login page. The page is divided into two main sections: "CAC Available? Select CAC Login" and "Use your User ID/Password". The "CAC Available?" section has a "CAC Login" button and a note: "Please select your CAC E-Mail certificate to ensure proper login to the AFPERS website." The "Use your User ID/Password" section has input fields for "User ID" and "Password", a "LOG-IN" button, and a link for "Can't access your account?". Below these sections, there is a link: "No DOD-issued CAC and no User ID/Password available? Use this link: [Create Account](#)". A large yellow arrow points from the left towards the "Create Account" link. At the bottom of the page, there is a "General Information" section with text about browser requirements and contact information.

Right Person, Right Place, Right Time



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...

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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 MiIPDS**
 - **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

Click Here...

- 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

CREATE ACCOUNT

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Step 4 Log into myPers

A screenshot of the myPers login page. The page is divided into two main sections. The left section is titled "CAC Available? Select CAC Login" and contains a QR code and a link to "Proceed to myPers CAC Login". The right section is titled "Use your User ID/Password" and contains two input fields for "User ID" and "Password", a "LOG-IN" button, and a link for "Can't access your account?". Two yellow arrows point from the left section to the right section. The top arrow is labeled "Enter User ID/ Password" and points to the User ID input field. The bottom arrow is labeled "Click Here..." and points to the LOG-IN button. Below the login sections, there is a link for "No DOD-issued CAC and no User ID/Password available? Use this link: [Create Account](#)". At the bottom, there is a "General Information" section with a blue icon and text: "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."

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