

## CURRENT MILPDS USERS, CLAIM YOUR ACCOUNT NOW

UPON RECEIVING YOUR AFIPPS ACCOUNT CREATION EMAIL,  
FOLLOW THE STEPS BELOW TO CLAIM YOUR ACCOUNT



### 1 USE YOUR CAC

to claim your AFIPPS user account at  
<https://milpdsprod.csd.disa.mil/>



### 2 SELECT

your "Authentication" certificate  
and AGREE to the DoD consent



### 3 FOLLOW

the instructions on the "Claim  
MilPDS User" screen



### 4 SELECT

"US Air Force Employee Self Service"  
and verify your information in the  
MilPDS Navigator window



### 5 IDENTIFY ERRORS

and report to your servicing personnel  
agency to resolve the issue



### RETURN

to your AFIPPS profile to verify your  
record as you encounter career or  
life events



DECREASE PAY ISSUES



INCREASE PAY ACCURACY

## RESOURCES



User Guide: [https://usaf.dps.mil/sites/AFIPPSProgramHub/ProgramDocs/AFIPPS%20Account%20Claim%20User%20Guide\\_April\\_2021.pdf](https://usaf.dps.mil/sites/AFIPPSProgramHub/ProgramDocs/AFIPPS%20Account%20Claim%20User%20Guide_April_2021.pdf)



Video Demo: <https://usaf.dps.mil/sites/AFIPPSProgramHub/ProgramDocs/MilPDS%20Self%20Service%20Demo.mp4>



<https://www.afpc.af.mil/Support/AFIPPS>



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