



myPay



# ENROLLMENT INSTRUCTIONS

**Step 1: Create your NAGE E-Dues Account [www.unitedbenefits.com/nage-e-dues](http://www.unitedbenefits.com/nage-e-dues) or scan the QR code to create your account.**

- Enter the last four of your SSN.
- Local - select your local #
- Enter your personal (non-government) email address to register your account.
- Account activation email - you will receive an email to active your account .
- Payment Selection: **For MyPay, select allotment.**

**Step 2: myPay allotment instructions: go to [mypay.dfas.mil/#/](http://mypay.dfas.mil/#/) and log in to your myPay account.**

- **Agree to terms and conditions:** accept the user agreement if prompted by clicking "I agree to the terms."
- **Start a New Allotment:** From the main menu, select "Allotments" and click "Start New Allotment."
- **Enter Bank Information :**
  - Routing #           062206842
  - Account #           9705 (plus the last 6 of your SSN)
  - Account type:    Select Checking
- **Set Allotment Amount:** Enter your biweekly union dues amount **\$22.00.**
- **Confirm & Save:** Click "YES", then click "SAVE" to complete the myPay enrollment process.

**Step 3: Final Step: After receiving the myPay allotment confirmation #, please check the box in your e-dues account "Self Setup of Allotment was completed."**

**FOR ENROLLMENT ASSISTANCE**



1-833-360-9555



[www.nagefederal.org](http://www.nagefederal.org)



## Credit Card

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- Enter the last four of your SSN.
- Local - select your local #.
- Enter your personal (non-government) email address to register your account.
- Account activation email - you will receive an email to active your account.
- Payment Selection: Select Credit Card, note the dues amount, agree to the authorization, and click Update.

**Step 2: Click the Pay By Credit Card Button. You will be redirected to a secure credit card payment system.**

- **Payment Amount:** Enter your biweekly union dues amount \$22.00.
- **Agree to Terms and Conditions:**
- **Enter Credit Card Information:** Enter the Credit Card Number, Expiration Date and CVV Code.
- **Enter Billing Information:** Enter your billing information with your email address.

**Step 3: Final Step: Submit Payment.** After payment is submitted, you will receive an email receipt. Payments will be deducted on a bi-weekly basis, recurring on the same basis as your bi-weekly payroll payment.

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