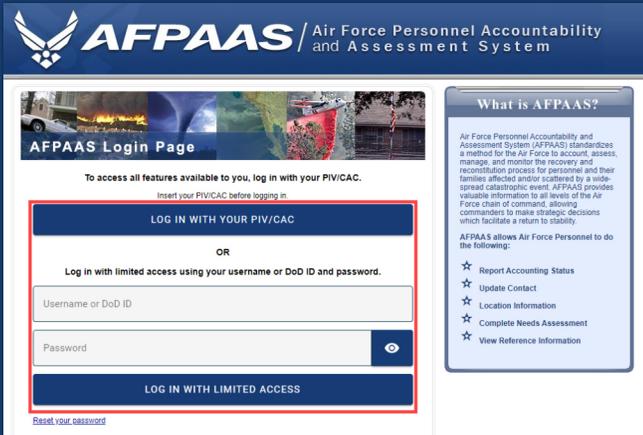


Accounting and Assessing in AFPAAS

This guide will walk you through how to **account** and **assess** for you and your dependents during a **significant event, disaster or emergency.**



Log In 1



Navigate to: <https://afpaas.af.mil/> then log in using your **PIV/CAC** credentials or **username/password.**

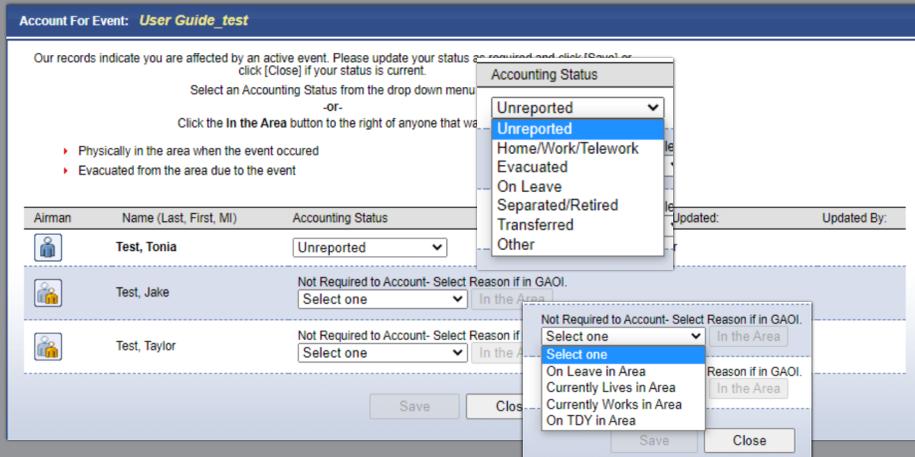
Your username is your **primary email address.**

Your initial password is **auto-generated** in the following structure:

Sponsor's DOB plus the last four digits of the Sponsor's SSN. Example: YYYYMMDDXXXX

Account 2

If you are affected by an active event in AFPAAS, you will be prompted to account upon log in.

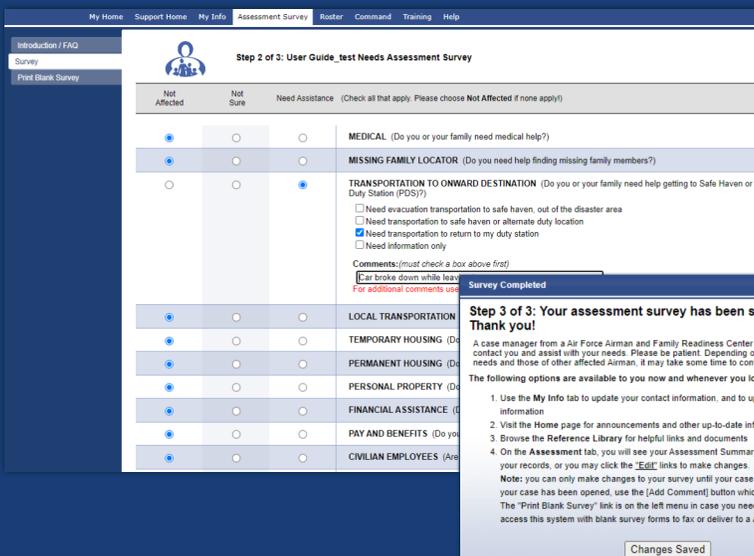


To Account in AFPAAS:

1. Select the **Accounting Status** from the drop down that best describes your situation.
2. If you would like to include dependents that are not required to account, select the appropriate "**Reason if in GAOI**" option then click the "**In the Area**" button. Once the screen updates, the **Accounting Status** options will be available.
3. Click **Save**.

Assess 3

If you have needs that have resulted from being affected by an event, complete the Needs Assessment Survey to request assistance.



To assess, review the **19 Needs Categories** and select the option that best describes your current needs. Once you have completed all categories, select **Save** to continue.

NOTE: Not all events will have a Needs Assessment survey.

For information on how to update your information in AFPAAS, reference the "**Updating your Information in AFPAAS**" Quick Reference sheet (located under the **Help** tab in AFPAAS).

Having Technical Issues?

Contact the PAAS Help Desk by emailing: PAAS@us.navy.mil