LOG INTO THE vMPF:

-**Orders Processing Application**

-Use **SSN** to find the member

**+** [Pending Authentication: With AFPC Pending Authorization: With approving section NCO]

-Click “**Amend**” for the orders you’re amending

Pg. 1 **NO CHANGES**/EVERYTHING STAYS THE SAME

Pg. 2 EDIT AS FOLLOWS:

* The following order is: **\*Amended as shown in item 5 \*In Part**

**##**

* B. Item:
* Is Amended to:  **\*Include**
* Remarks box [IN ALL CAPS]

Add Dependent(s):

**“NAME(S) / DOB (CHILD) / RELATIONSHIP (CHILD, SPOUSE)/ ADDRESS (BEFORE ARRIVAL ON BASE)”**

**CLICK “NEXT”**

Pg. 3 COMMENTS:

-FM: Explain what amended, and put initials at the end

Ex. **“FM: PCS ORDERS WERE AMENDED TO ADD DEPENDENT(S) – INITIALS“**

**Submit for Approval**

-Click:

***DONE! \*\****

***\*NOTE: It can take up to two weeks before AFPC authenticates the amendments***

***\*NOTE II: Be sure to update the Tracker with the amendment you just submitted, as well as inform the authorizing section NCO***

***\*NOTE III: Item 22 is the remarks on the orders. Item 17 is for dependents.***