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**

**22**

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

**“SEE REMARKS”**

Pg. 3 EDIT AS FOLLOWS:

**Add Additional Remarks**

-Click:

-Add/Amend Fund Cite in Remarks:

**ITEM 22 AS READS: FUND CITE: #------**

**ITEM 22 IS AMENDED TO READ: FUND CITE: #-------**

**OR**

**ITEM 22 IS AMENDED TO INCLUDE: FUND CITE #--------**

COMMENTS:

-Explain what was amended:

Ex. **“PCS ORDERS WERE AMENDED TO ADD LINE OF ACCOUNTING”**

**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***