

U. S. AIR FORCE

Air Force Way



User Guide

Access / Roles / Credit Cards

Version 4.0.3.14

Release # S180807

August 2, 2018

**AFLCMC/HICB
201 East More Drive
Maxwell AFB, Gunter Annex, AL 36114**

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1. Welcome to AFWay!

AFWay enables customers to order Information Technology (IT) hardware, software, services and solutions as well as obtain the necessary approvals to make an IT purchase. AFWay provides a secure, efficient and convenient online shopping experience.

The AFWay User Guide is provided to assist with everything from registration to receipt of a purchase. Contact the Field Assistance Service (FAS) Team 5 at COMM: 334-416-5771 or DSN 596-5771 options 1, 5, 5 if additional guidance or more in-depth assistance is needed.

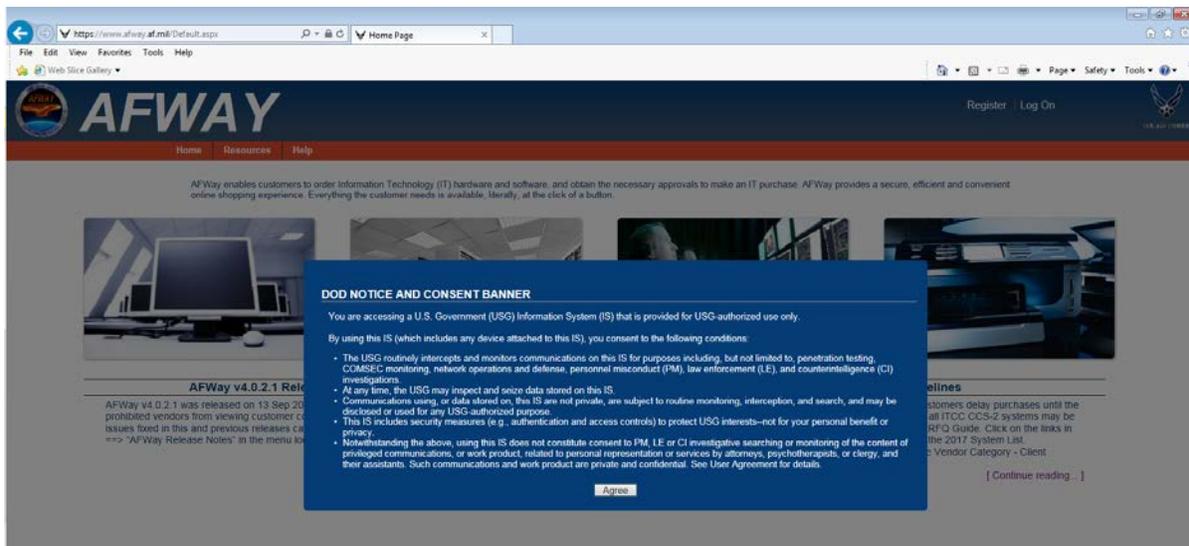
1. a. Browser Requirements

The web address for AFWay is <https://www.afway.af.mil/Default.aspx>. In order to ensure that AFWay loads and displays correctly, make sure the following requirements are met:

1. Internet Explorer 8.0 (or later) and Firefox 16 (or later) are required.
2. The site is best viewed at a screen resolution of 800 x 600.

2. a. Initial Screen

When accessing <https://www.afway.af.mil/Default.aspx>, the following screen appears. When opening a new session, the DOD NOTICE AND CONSENT BANNER should display before the log on screen.



Notice and Consent Banner

Click *Agree* and you will be at the Initial Log on screen.

https://www.afway.af.mil/Default.aspx

File Edit View Favorites Tools Help

Web Site Gallery

AFWAY Register Log On

Home Resources Help

AFWay enables customers to order Information Technology (IT) hardware and software, and obtain the necessary approvals to make an IT purchase. AFWay provides a secure, efficient and convenient online shopping experience. Everything the customer needs is available, literally, at the click of a button.



AFWay v4.0.2.1 Release Information

AFWay v4.0.2.1 was released on 13 Sep 2016. This release fixed an issue which prohibited vendors from viewing customer comments on Orders. A complete list of issues fixed in this and previous releases can be viewed by navigating to "Help" => "AFWay Release Notes" in the menu located on the top of all AFWay pages.

[\[Continue reading... \]](#)





CCS-2 RFQ Guidelines

The ITCC - STRONGLY recommends that AF customers delay purchases until the QEB 2017B award is made. However, until then, all ITCC CCS-2 systems may be purchased using the process in the ITCC CCS-2 RFQ Guide. Click on the links in the Navigation Bar above to open the Guide and the 2017 System List.

IMPORTANT - The CCS-2 RFQ process uses the Vendor Category - Client Computing Solutions. -----

[\[Continue reading... \]](#)



Initial Log on Screen

2. The Navigation Bar

There is an **Orange** Navigation Bar near the top of the screen. Everyone who accesses the initial screen will be able to view the following information from the Navigation Bar:

- **Home**
- **Resources**
- **Help**

When you hover your mouse over the Resources and Help menu items, additional options appear for selection. All viewers of AFWay can see the following without having to log on to AFWay. After log on, depending on which permissions an AFWay user has there will be more information in these selections.

- **Resources**
 - General
 - DoD Software Agreements (ESI)
 - FEDBizOps
 - MAJCOM Policies
 - Mandatory Use Policies
 - Microsoft License Agreement
 - ITCC
 - ITCC Program Portal
 - NETCENTS
 - NETCENTS-2 Portal
 - NETCENTS-2 Ordering Guide
 - News
 - Guides
 - DPI Ordering Guide
 - QEB 2017 / CCS-2 Ordering Guide
 - Virtual Small Business Center
- **Help**
 - AFWay User Guides
 - Access/Roles/Credit Cards
 - RFQs/Waivers/Orders/Reports
 - AFWay Vendor Guide
 - Firefox Cert Help
 - FAQ
 - Contact Us

Log on is required to access **My Account**, **My Roles** and **Ordering Tools**. Occasionally, when there is a temporary issue which requires users to navigate to other pages for additional information, you may see other items temporarily listed on the Navigation Bar to make them easier to find.

Browser address bar: <https://www.afway.af.mil/Default.aspx>

Navigation Bar: Home | My Account | My Roles | Ordering Tools | Resources | Help | [CCS-2 2017 RFQ Guide](#) | [CCS-2 2017 System Specs](#) | [ITCC News](#)

AFWay enables customers to order Information Technology (IT) hardware and software, and obtain the necessary approvals to make an IT purchase. AFWay provides a secure, efficient and convenient online shopping experience. Everything the customer needs is available, literally, at the click of a button.



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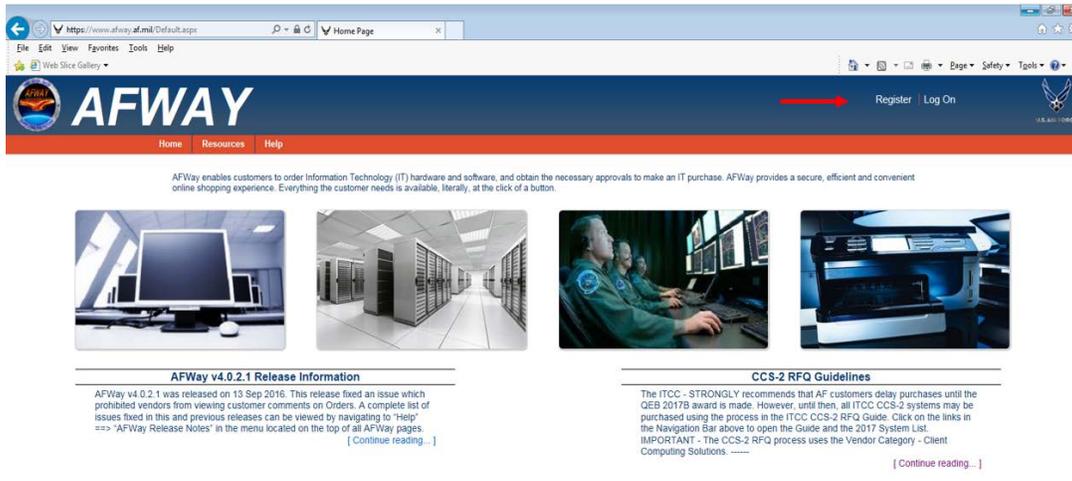
[\[Continue reading... \]](#)

Navigation Bar after Log on

3. Registration

3. a. First-Time Users

Step 1: From the Initial Log on Screen, select **Register**.



Register

Step 2: You will be prompted to select your CAC/ECA certificate and to enter your PIN or Passcode. You will then be taken to the Registration Page. (Notice your CAC/ECA has already been associated with your new account (see green text on screenshot below.) Enter your information, required fields are identified with an asterisk. **NOTE:** It is important for each AFWay user to enter a good Commercial phone number, including area code, in case a vendor needs to contact the user.

Registration Page

If any information is missing or entered incorrectly, the system will identify the problem area(s) with red text. **NOTE: Comm Phone is a required field. Vendors cannot contact customers on DSN.**

The screenshot shows the AFWay Registration form with the following fields and values:

- Address:** FPO/APO Address (checkbox), *Address 1 (1234 ABC Street), *City (Montgomery), *State (ALABAMA), Address 2, *Zip (REQUIRED), *Country (UNITED STATES).
- Contact:** *Email, *Agency (DEPT. OF DEFENSE-- AIR FORCE), *Comm Phone, Comm Fax, DSN Phone, DSN Fax.
- DEPT. OF DEFENSE-- AIR FORCE:** *MAJCOM (AFMC), *Base (Maxwell AFB), *DRA (Help finding your DRA), *ECAN (Help finding your ECAN).
- Security Questions:** Five questions and their corresponding answer fields.

A red asterisk and the text "REQUIRED" are visible next to the Zip field, indicating a required field.

Required field notification

NOTE: If you are an Air Force user, you MUST identify your Agency: DEPT OF DEFENSE - AIR FORCE in the “Agency” field. Once you have done that, four additional fields will appear (MAJCOM, BASE, DRA and ECAN).

This screenshot is identical to the one above, but with red arrows pointing to the following fields:

- * Agency (DEPT. OF DEFENSE-- AIR FORCE)
- * MAJCOM (AFMC)
- * Base (Maxwell AFB)
- * DRA (Help finding your DRA)
- * ECAN (Help finding your ECAN)

Agency

Step 3: Help finding your DRA and ECAN, **Non-Air Force customers skip to Step 4.**

DRA. For help finding the associated Defense Reporting Activity (DRA) code, select **Help finding your DRA** link located next to the DRA field. A page showing **DRAs By Base** will appear. DRAs are listed according to the base in alphabetical order. If the base has more than one DRA, please check for the respective MAJCOM and Organization. If the Organization has more than one DRA, verify with the appropriate Equipment Custodian (EC) or Base Equipment Control Officer (BECO) for the correct DRA. This information is taken directly from the Asset Inventory Management (AIM) database.

Base	DRA	Organization	MAJCOM	Point of Contact
AL ASAD AB	5486	438 AEG/EAMXS	AIR COMBAT COMMAND	Crisp, Diane
Ahmed Al Jaber AB	5477	332 ECS	AIR COMBAT COMMAND	Montillano, John
Al Dhafra Air Base	5475	380 ECS	AIR COMBAT COMMAND	Crossland, Ragan
Al Udeid	5467	Al Udeid 379ECS	AIR COMBAT COMMAND	Schneider, Richard
	5476	CAOC/A^	AIR COMBAT COMMAND	Munoz, Angelo
	5489	CAOC/CST	AIR COMBAT COMMAND	Hyman, Steven

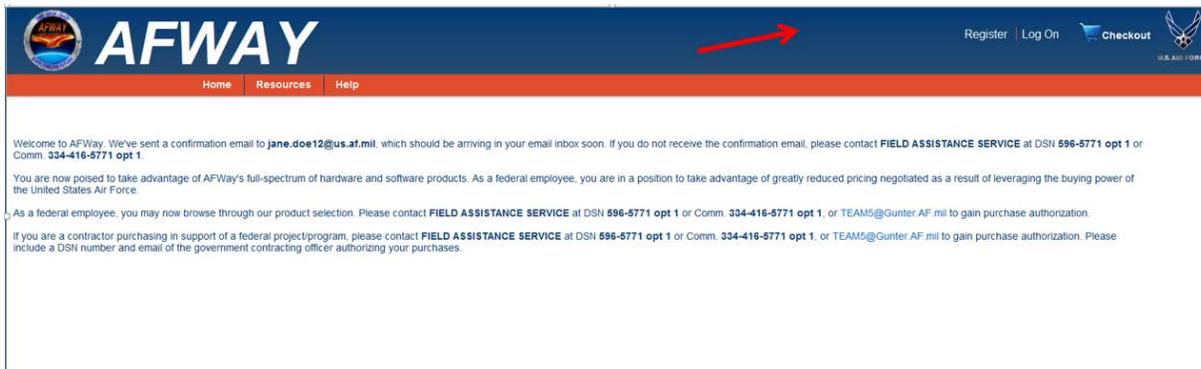
DRA List by Base

ECAN. For help finding the associated Equipment Custodian Account Number (ECAN), select **Help finding your ECAN** located next to the ECAN field to find the ECAN. A page showing ECANs by Organization will appear. The only ECANs that show are the ones related to the DRA you selected. ECANs are listed alphabetically by Organization. If unsure which ECAN to select, verify with the appropriate EC or BECO. This information is taken directly from the Asset Inventory Management (AIM) database. **NOTE: EVERYONE (other than Non-Air Force customers) MUST IDENTIFY THE ECAN THEIR EQUIPMENT IS TRACKED AGAINST.**

Organization	Account Number	Point of Contact
AFLCMC/DETS	0004	Wilkerson, Ra'Nisha
AFLCMC/Hi	0400	Campbell, Jermaine
AFLCMC/HIAM	0301	Thompson, Daniel
AFLCMC/HIAM	0302	Romero, Miguel
AFLCMC/HIAM	0303	Munoz, Gavin
AFLCMC/HIAR	0305	Burrell, William
AFLCMC/HIAR	0300	JOHNSON, MARY
AFLCMC/HIAR	0306	Allbritton, Gordon
AFLCMC/HIB	0502	Thomas, Yanique
AFLCMC/HIB	1002	Montgomery, David

ECAN List by Organization

Step 4: Once your registration form has been completed, click **Register on AFWay**. You will see a Welcome to AFWay screen.



Log On after Registering

Step 5: Click Log On, choose your CAC/ECA certificate, enter your PIN or Passcode if prompted. You will be taken to the Home Page and may begin using AFWay!

3. b. Existing Account - associating new CAC/ECA

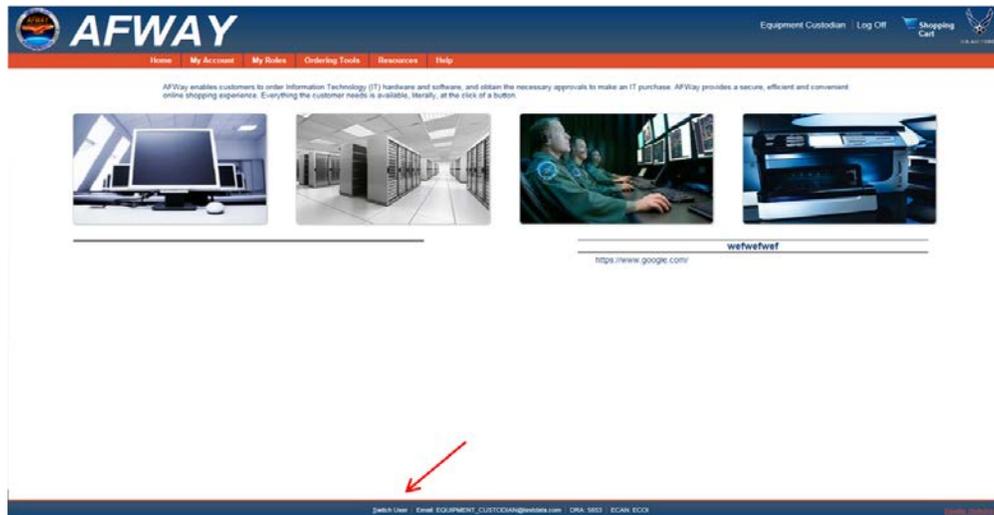
If you have an existing AFWay account and you receive a new CAC or ECA token, your old CAC/ECA certificate must be removed from the account before you can associate the new CAC/ECA certificate. You must contact FAS Team 5 at COMM: 334-416-5771 or DSN 596-5771 options 1, 5, 5 for assistance.

3. c. Alias Accounts

There may be reasons for someone to have more than one AFWay account. Examples: An Equipment Custodian (EC) has multiple Equipment Custodian Account Numbers (ECANs) and will be the Originating Customer for more than one ECAN. A person may also use AFWay with multiple user statuses such as, Vendor and Customer. **NOTE: Having multiple roles in the Approval Process, or having the same role for more than one ECAN does not mean you need multiple accounts. In this case, the only reason for multiple accounts is if you will be the Originating Customer for more than one ECAN.**

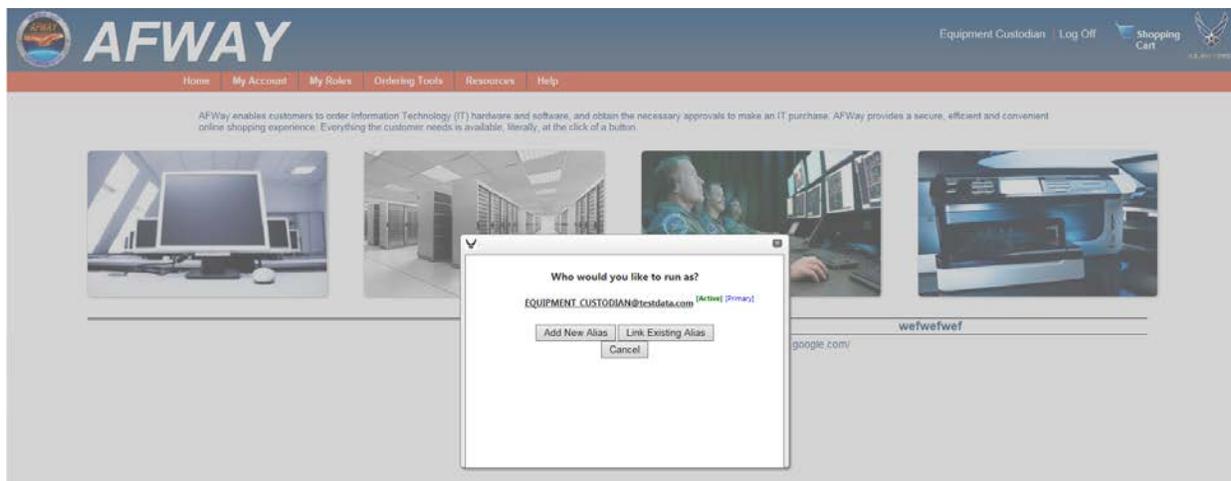
AFWay now allows users to create up to 2 Alias accounts associated with their CAC/ECA certificate.

At the bottom of the AFWay screen, after log on, there is a Blue Status Bar. This bar reflects the e-mail address of the individual logged-on and the DRA and ECAN associated with their purchase permissions if they are an Air Force user. (Non-Air Force users will not have DRA/ECAN displayed.) Click **Switch User**.



Blue Status Bar

A popup will display asking “Who would you like to run as?” Click **Add New Alias**.



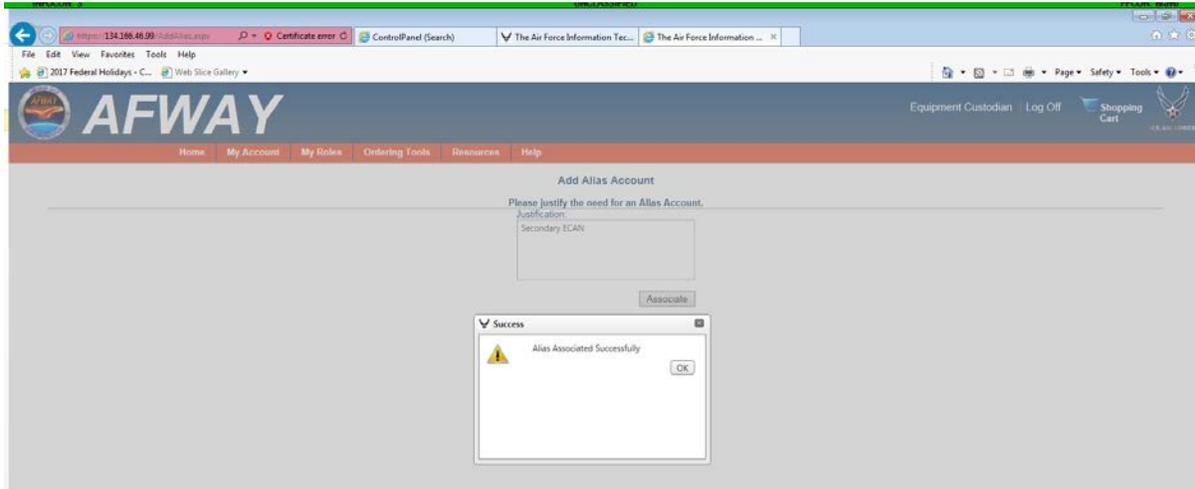
Add New Alias

You will be requested to provide justification for adding this ECAN to your account. Provide the justification and then click **Associate**.



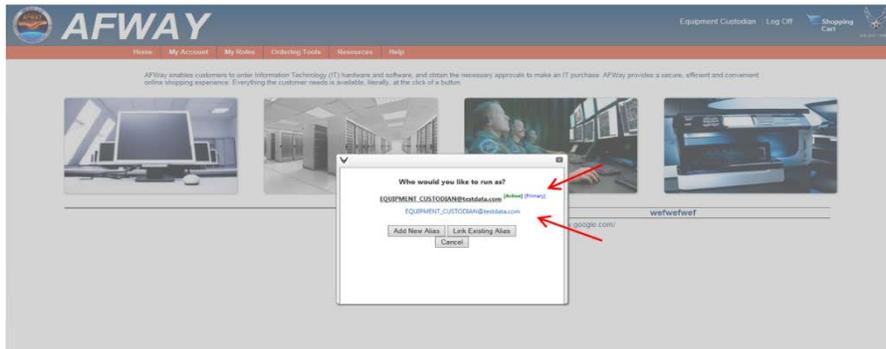
Alias Account Justification

AFWay duplicates all the information from your existing profile into a new account. You will receive a popup stating “Alias Associated Successfully”.



Alias Associated Successfully

You must log off and log back on. From the Blue Status Bar click **Switch user**, you will see your Primary account and the new alias.



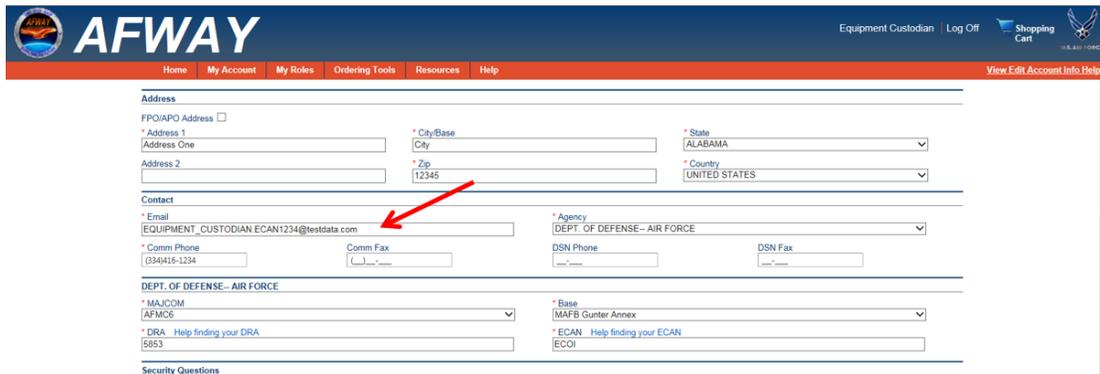
Alias Accounts

The popup now shows your primary account and the alias account. Notice the Primary account is the Active account (the account you are currently using). Click on the alias account, you will be taken to the Home page. From the Navigation Bar select **My Account** and **View/Edit Account Information**.



View-Edit Account Information

Update Account Information for the Alias account. The e-mail address ***MUST*** be changed so that AFWay can distinguish between the accounts. When permission roles are granted, AFWay uses the e-mail address to link the role to. If there are two or more accounts with the same e-mail address, AFWay will not assign the role. If you only have one e-mail address, you can alter the e-mail address with something to help distinguish it from the original e-mail. **NOTE: E-mail notifications will not go to invalid e-mail addresses.**



The screenshot shows the AFWay user interface. At the top, there is a navigation bar with the AFWay logo on the left and links for 'Equipment Custodian', 'Log Off', and 'Shopping Cart' on the right. Below this is a secondary navigation bar with links for 'Home', 'My Account', 'My Roles', 'Ordering Tools', 'Resources', and 'Help'. The main content area is titled 'Address' and contains several form fields. A red arrow points to the 'Email' field, which currently contains 'EQUIPMENT_CUSTODIAN ECAN1234@testdata.com'. Other fields include 'Address 1', 'Address 2', 'City/Base', 'State' (set to ALABAMA), 'Zip' (set to 12345), 'Country' (set to UNITED STATES), 'Agency' (set to DEPT. OF DEFENSE- AIR FORCE), 'Comm Phone', 'Comm Fax', 'DSN Phone', 'DSN Fax', 'MAJCOM' (set to AFMCC6), 'Base' (set to MAFB Gunter Annex), 'DRA' (set to 5853), and 'ECAN' (set to ECCI). A 'Security Questions' section is partially visible at the bottom.

Update Account Information – E-mail

4. Approval Role Description and Responsibilities

4. a. Base Equipment Control Officer (BECO)

Assigning Yourself the BECO Role

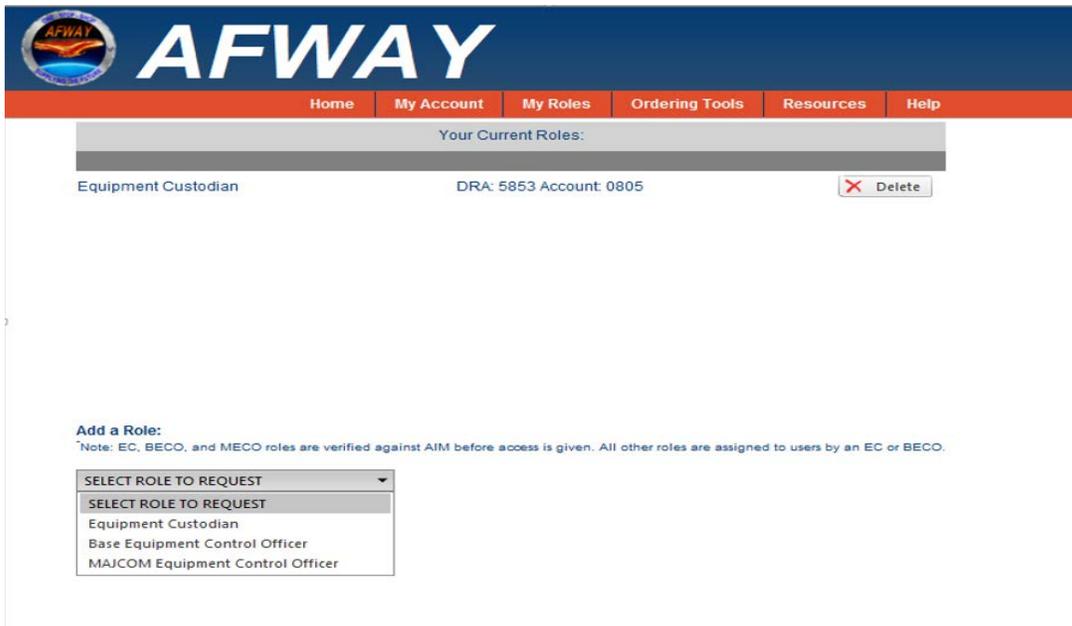
After establishing an account with AFWay, logon and go to **My Roles** and **View/Edit your Role/Authority**.



View/Edit Role/Authority to Add BECO Role

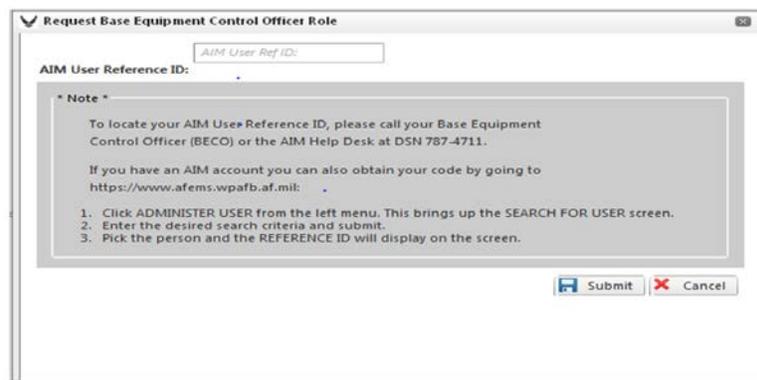
This allows view/edit capability for the EC, BECO, and MECO roles. These roles are verified against the Assets Inventory Management (AIM) module of the AF Equipment Management System (AFEMS), before access is granted.

Go to **Add a Role**: Select **Role to Request**, and choose the **Base Equipment Control Officer** role from the drop-down menu.



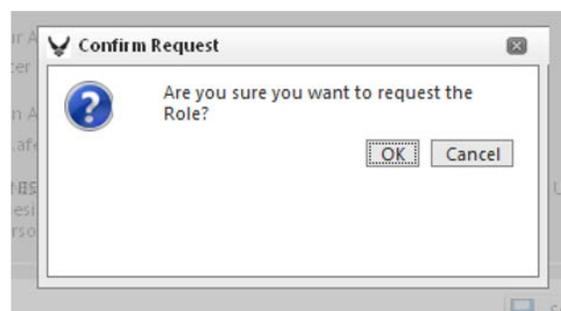
Select Base Equipment Control Officer Role

A popup message appears requesting your AIM User Reference ID. Provide the requested information and click **Submit**. **NOTE: It takes 24 hours for AIM to interface with AFWay to update records.**



Enter AIM Reference ID for BECO Role

Another popup message appears for confirmation:



Confirmation Message - Adding BECO Role

BECO – ShipTo Address

The ShipTo address determines where the order will be shipped to. From the Navigation Bar, select **My Roles, Base Equipment Control Officer**, and **Admin – ShipTo Address**. **Note: If a BECO manages more than one DRA, they can create one ShipTo address for each DRA they manage.**

BECO - Admin-ShipTo Address

This option allows the BECO to add a ShipTo Address. If a ShipTo Address is deleted, users may not be able to place their orders. **NOTE: APO addresses are not allowed for ShipTo addresses.**

Select ShipTo Address

To add a new ShipTo Address, provide the information requested. When finished, click **Add ShipTo**.

Add ShipTo Address (BECO)

NOTE: If the BECO(s) or EC(s) have not set up ShipTo and MarkFor addresses, customers will not be able to customize or add products to the Shopping Cart and will not be able to Check-out. Users will receive the following notice when going to Product Search.



Incomplete ShipTo or MarkFor information

BECO - Approval Process

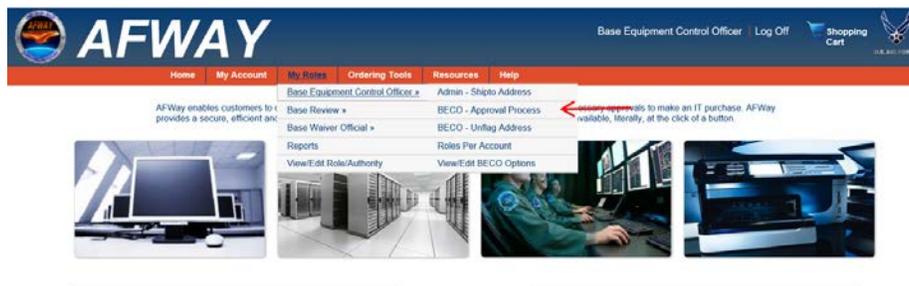
This option allows the BECO to assign individuals to certain roles in the approval process. [The BECO must assign the Contracting Officer \(CO\), Base Purchase Card Holder \(BPCH\) and Base Review roles.](#)

NOTE: Only registered AFWay users can be assigned to these roles.

A person can hold multiple roles in the Approval Process with the following exceptions:

1. The same person cannot be the Approval Official (AO) and the Organizational Purchase Card Holder (OPCH). AFWay restricts this assignment.
2. The same person cannot be the Base Equipment Control Officer (BECO) and the Resource Advisor (RA) in the same unit they are performing BECO duties. Per AFMAN 17-1203, para 1.2.11.1.8.
3. The same person cannot be the MAJCOM Equipment Control Officer (MECO) and the BECO for any DRA in the same command. Per AFMAN 17-1203, para 1.2.9.1.2.
4. The same person cannot be the Base Waiver Official (BWO) and the MAJCOM/Functional CIO (M/F CIO). AFWay will not allow the M/F CIO to approve any Waiver as M/F CIO if they also hold any BWO role.

From the Navigation Bar, select ***My Roles, Base Equipment Control Officer, and BECO – Approval Process.***



Select BECO - Approval Process

Assign individuals to the roles by selecting from the “User roles” available. Once selected, individuals with the role selected will appear on the right.



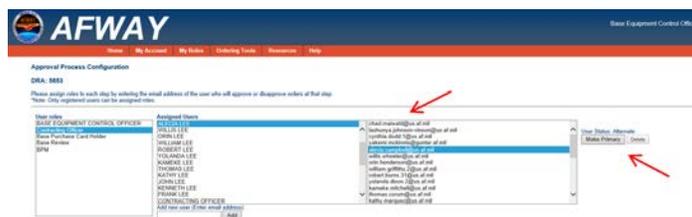
BECO - Assign Roles

There are two boxes for Assigned Users, one with the person's name and one with the person's email address. If the individual's name is not listed under "Assigned Users", you may enter the e-mail address of the user who will approve or disapprove orders at that step. **NOTE: If the user is showing in Assigned Users, but does not have role functionality, this is an indication the customer has more than one account with the same email address. Either they need to update their Alias account to a different email address, or contact the Field Assistance Service (FAS) Helpdesk to have duplicate account archived.**



BECO – Add User to Assigned Role

Once an individual is selected, notice that their status is displayed to the right as either "Alternate" or "Primary". You may update their status by clicking the "Make Primary" button or "Delete" which removes them from the approval process. Once a user has been made "Primary" their name will appear at the top of the drop-down list, and the remaining list of users becomes "Alternates". **NOTE: The name and email address boxes do not always match up (each box has its own scroll feature), they are still linked to each other so either highlighting the name or the email address and selecting a function button will work.**



BECO - Make Individual Primary

BECO – Unflag Address

The BECO can remove BECO and EC created ShipTo and EC created MarkFor addresses if they are deemed to be invalid. From the Navigation Bar, select **My Roles**, **Base Equipment Control Officer**, and **BECO – Unflag address**. Once invalid addresses have been deleted, BECO and EC can create valid ShipTo/MarkFor addresses.



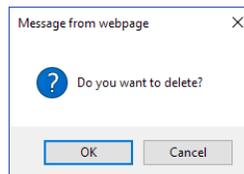
BECO – Unflag address

The BECO tab will show all ShipTo addresses created by BECOs under the BECO's DRA. User Info shows who created the ShipTo address. ShipTo Info shows the ShipTo address.



BECO – ShipTo addresses

To delete the ShipTo address, click the red [X]. When you click the red [X], the system will give you a second chance notice: Do you want to delete? Click OK to delete, or Cancel to abort.



Second chance notice

If you select OK, the ShipTo address will be deleted.



ShipTo address deleted

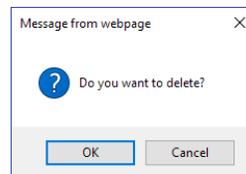
NOTE: If BECO has selected to have all shipments delivered to him, there MUST be at least one BECO ShipTo address listed.

The EC tab will show all ShipTo and MarkFor addresses created by ECs under the BECO's DRA. User Info shows who created the ShipTo address. ShipTo Info shows the ShipTo address and MarkFor Info shows the MarkFor address.



EC – ShipTo and MarkFor addresses

To delete the ShipTo or MarkFor address, click the red [X]. When you click on the red [X], the system will give you a second chance notice: Do you want to delete? Click OK to delete, or Cancel to abort.



Second chance notice

If you select OK, the address will be deleted.

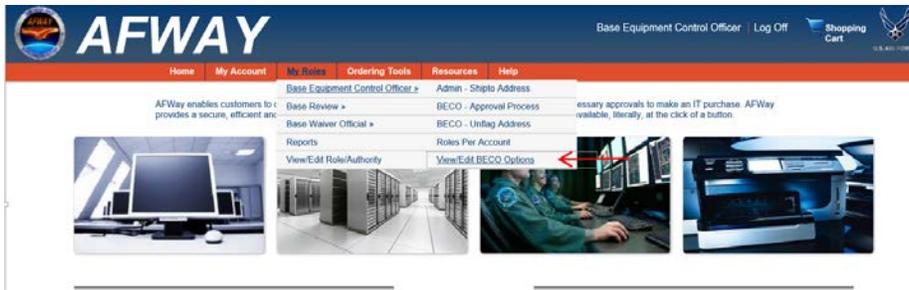


Address deleted

NOTE: There has to be at least one ShipTo address per DRA/ECAN and one MarkFor address per ECAN or customers will not be able to create an Order.

View/Edit BECO Options

From the Navigation Bar, select **My Roles**, **Base Equipment Control Officer**, and **View/Edit BECO Options**.



View/Edit BECO Options Navigation

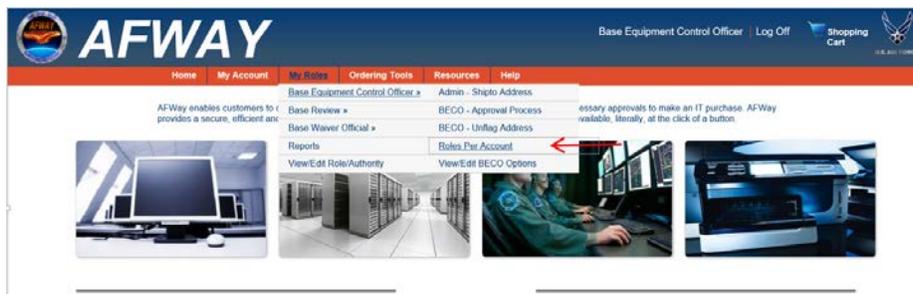
From this screen, you have the option of having all items purchased by ECANS within your DRA to be shipped to the ShipTo address you set up. If “Yes” is selected, all purchased items are sent to the BECO’s ShipTo address. **NOTE: If there is more than one BECO managing the same DRA, only one BECO has to say “Yes” and even if the others have said “No” the orders under that DRA will be shipped to the BECO ShipTo address.**

There is also an option for the BECO to choose to be included in the approval process workflow (yes/no). Once selected click **Submit**.

View/Edit BECO Options

Roles per Account

This option allows the BECO to view all EC accounts under their DRA and the approval process for each account. From the Navigation Bar, select **My Roles** and **Roles per Account**.



BECO - Roles per Account

The BECO Accounts page will appear with a list showing account numbers, organization and points of contact. Click on an account number to view the Approval Process for that account.

Account Number	Organization	Point of Contact
ESD1	690 NSS DET 2	ANTHONY CAPPEL
0003	AFLCMC/DET5	EARL BAKER
0004	AFLCMC/DET5	JORDAN MOORE
0101	AFLCMC/ENI	TERRY HAMS
0100	AFLCMC/ENI	THOMAS NOSTIN
E106	AFLCMC/ENI	DAN SMITH
0102	AFLCMC/ENI	MICHAEL STEWART
E102	AFLCMC/ENI	HAROLD LOCKETT
0200	AFLCMC/HGB	KENNETH JACKSON
0305	AFLCMC/HGG	WILLIAM BURRELL
0304	AFLCMC/HGG	GORDON FITZPATRICK
0300	AFLCMC/HGG	DEBBIE MARTINEZ
0306	AFLCMC/HGG	GORDON ALLBRITTON
0302	AFLCMC/HGG	CURTIS BUETTNER

BECO Accounts page

BECO Reports

From the Navigation Bar, go to **My Roles** and **Reports**. The BECO has the ability to run the following reports:

- Sales Volume Report
- Orders Report
- Sales Volume Report by MAJCOM
- Waiver Detail Report
- Workflow Report
- BECO Fiscal Report

Reports

- Sales Volume Report
- Orders Report
- Sales Volume Report by MAJCOM
- Vendor Type Statistics Report
- Waiver Detail Report
- Workflow Report
- BECO Fiscal Report

Base Equipment Control Officer »

Base Review »

Base Waiver Official »

Reports

View/Edit Role/Authority

Name	Status	Date Created
No Reports in Queue		

BECO Reports

For information on reports, see **Section 4. Reports** of the [User Guide RFQs/Waivers/Orders/Reports](#) starting on page 34.

4. b. Equipment Custodian

Assigning yourself to the EC Role

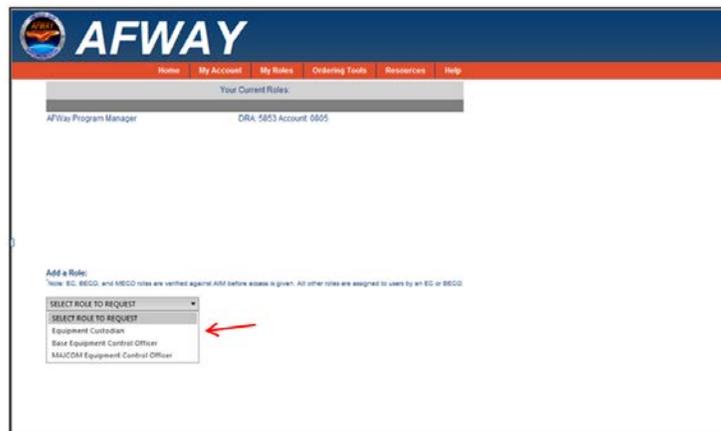
This allows view/edit capability for the EC, BECO, and MECO roles. These roles are verified against the Asset Inventory Management (AIM) module of the AF Equipment Management System (AFEMS).

After establishing an account with AFWay, log on and from the Navigation Bar, select **My Roles**, and **View/Edit Role/Authority**.



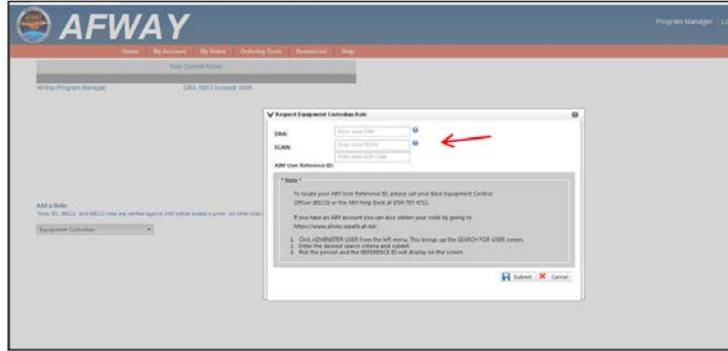
My Roles – View/Edit Role/Authority

Go to **Add a Role**: select **Role to Request**, and choose the **Equipment Custodian** role from the drop-down menu.



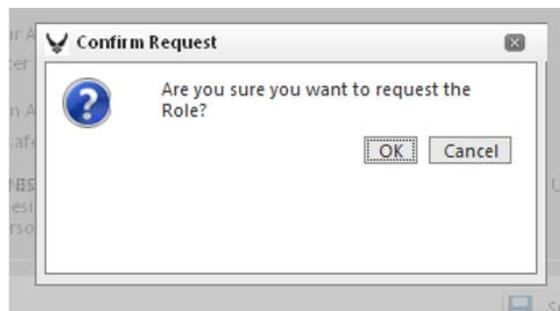
Assigning Yourself the EC Role

A popup message appears requesting your DRA, ECAN and AIM User Reference ID. Provide the requested information and click **Submit**. If you do not know your DRA, ECAN or AIM User Reference ID, contact your Base Equipment Control Officer (BECO). **NOTE: It takes 24 hours for AIM to interface with AFWay to update records.**



Enter DRA, ECAN and AIM User Reference ID

Another popup message appears for confirmation:



Confirmation Message - Adding EC Role

Admin - ShipTo Address

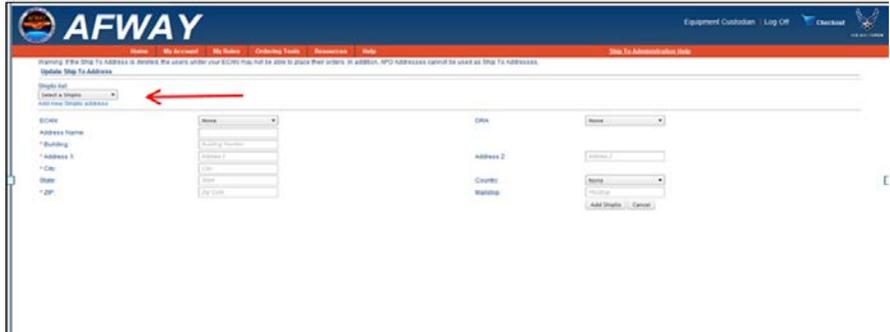
The EC establishes the ShipTo address that will appear on every order processed with the applicable ECAN. **Note:** When the BECO selects “Yes” to the BECO Option “Do you want all orders in your DRA shipped to you?”, the BECO’s ShipTo address becomes the Default and the EC(s) ShipTo address(s) will not show at checkout.

From the Navigation Bar, select **My Roles, Equipment Custodian** and **Admin – ShipTo Address**. **Note:** If an EC manages more than one ECAN, they can create one ShipTo for each ECAN they manage.



Admin - ShipTo Address

To add a new ShipTo address, select **Add new ShipTo address**.



Add ShipTo Address page

Enter address information. If a ShipTo Address is deleted, users under your ECAN may not be able to place their orders. **NOTE: APO addresses are not allowed for ShipTo addresses.**

Admin - MarkFor Address

The ShipTo address determines where an order will be delivered. The MarkFor address tells who the order is for. The EC establishes the MarkFor address that appears on every order processed with the applicable ECAN.

From the Navigation Bar, select **My Roles, Equipment Custodian** and **Admin – MarkFor Address**. **Note: If an EC manages more than one ECAN, they can create one MarkFor for each ECAN they manage.**



Admin - MarkFor Address

On the “Update MarkFor Address” page, you can edit a current MarkFor address by selecting the pencil icon to the left of the MarkFor Address, or you can select “Add New MarkFor”. **Note: DRA and ECAN cannot be updated on a MarkFor address. To update DRA/ECAN delete the current MarkFor address and create a new one.**



Add New MarkFor

Enter all information and click the check mark at bottom left.

Warning: If the Mark For Address is deleted, the users under your ECAN may not be able to place their orders. In addition, APO Addresses cannot be used as Mark For Addresses.

Update Mark For Address

First Name	Last Name	Bldg	Room No	Unit Org	Phone	Fax	Email	ECAN	DRA
First Name:	Last Name:	Bldg:	Room No:	Unit Org:	Phone:	Fax:	Email:	DRA/ECAN: 5853/805	
<input type="checkbox"/>	<input type="checkbox"/>								
asdf	asdf	asdf	asdf	asdf	asdf	asdf	asdf@asdf.com	F101	5701 X

The information herein is For Official Use Only (FOUO) which must be protected under the Privacy Act of 1974, as amended. Unauthorized disclosure or misuse of this personal information may result in criminal and/or civil penalties.

Create MarkFor Address

NOTE: If the BECO(s) or EC(s) have not set up ShipTo and MarkFor addresses, customers will not be able to customize or add products to the Shopping Cart and will not be able to Check-out. They will receive the following notice.



Incomplete ShipTo or MarkFor information

EC – Approval Process

This option allows the EC to assign individuals to certain roles in the approval process. The EC must assign the Approval Official (AO), Organizational Purchase Card Holder (OPCH) and Resource Advisor (RA) roles. **NOTE:** Only registered AFWay users can be assigned to these roles.

A person can hold multiple roles in the Approval Process with the following exceptions:

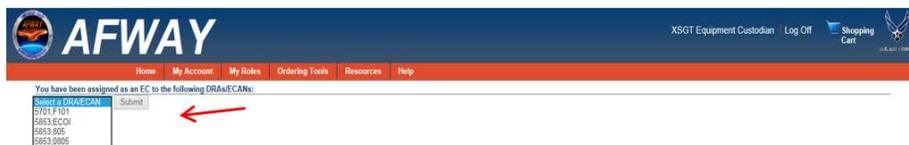
1. The same person cannot be the Approval Official (AO) and the Organizational Purchase Card Holder (OPCH). AFWay restricts this assignment.
2. The same person cannot be the Base Equipment Control Officer (BECO) and the Resource Advisor (RA) in the same unit they are performing BECO duties. Per AFMAN 17-1203, para 1.2.11.1.8.
3. The same person cannot be the MAJCOM Equipment Control Officer (MECO) and the BECO for any DRA in the same command. Per AFMAN 17-1203, para 1.2.9.1.2.
4. The same person cannot be the Base Waiver Official (BWO) and the MAJCOM/Functional CIO (M/F CIO). AFWay will not allow the M/F CIO to approve any Waiver as M/F CIO if they also hold any BWO role.

From the Navigation Bar, select **My Roles, Equipment Custodian** and **EC – Approval Process**.



EC - Approval Process

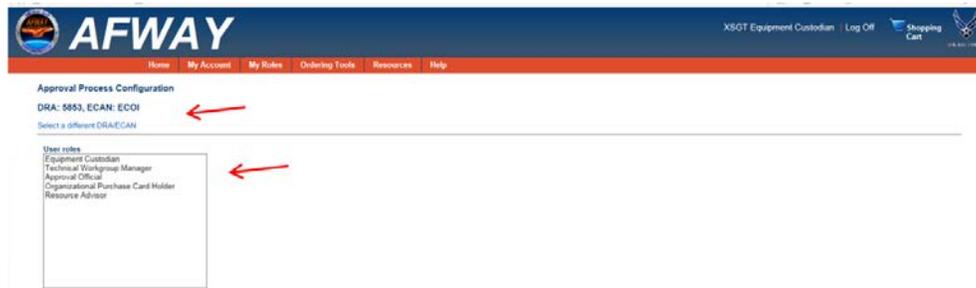
If you are an EC assigned to multiple ECANS, you will see a screen that lets you choose what ECAN you wish to add Approval roles to. Select the DRA/ECAN you wish to update and click **Submit**.



EC – Select DRA/ECAN

In the top left of the screen, you will see the DRA/ECAN you selected, or the option to “Select a different DRA/ECAN”.

Assign individuals to the roles by selecting from the “User roles” available.



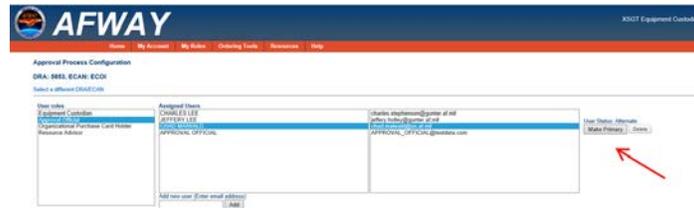
EC – Approval Process Configuration

Once selected, individuals with the role selected will appear on the right under “Assigned Users”.



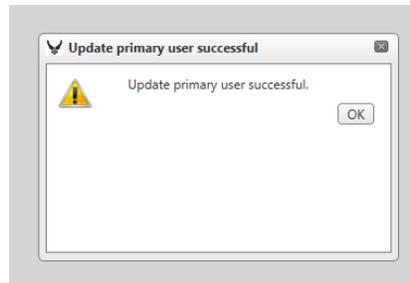
EC – Assigned Users

If the individual's name is not listed under "Assigned Users", you may enter the e-mail address of the user who will approve or disapprove orders at that step. **NOTE: If the user is showing in Assigned Users, but does not have role functionality, this is an indication the customer has more than one account with the same email address. Either they need to update their Alias account to a different email address, or contact the Field Assistance Service (FAS) Helpdesk to have duplicate account archived.**



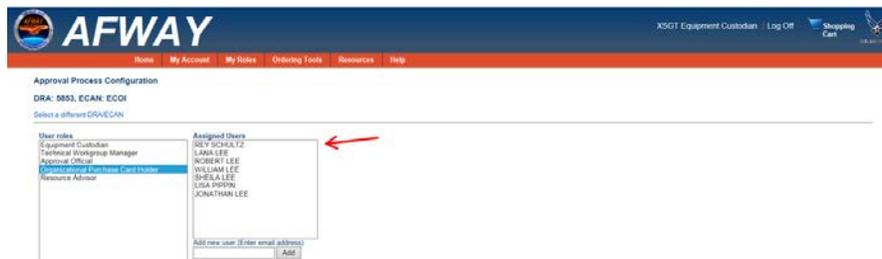
EC – Update Status or Delete

Once an individual is selected, their status is displayed to the right as either "Alternate" or "Primary". You may update their status by clicking the "Make Primary" button or "Delete" which removes them from the approval process. Once a user has been made "Primary" their name will appear at the top of the drop-down list, and the remaining list of users becomes "Alternates". When you select "Make Primary", you receive a Popup that states the update to Primary was successful. **NOTE: The name and email address boxes do not always match up (each box has its own scroll feature), they are still linked to each other so either highlighting the name or the email address and selecting a function button will work.**



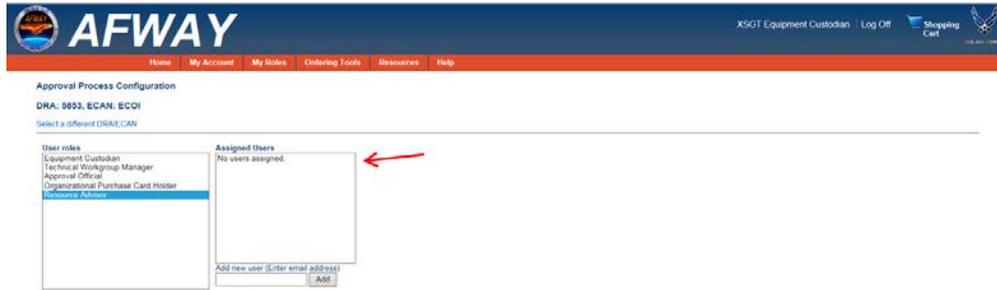
EC – Update primary user successful

Once a user has been made "Primary", their name will appear at the top of the drop-down list, and the remaining users become "Alternates".



EC – Primary moves to top of list

If no one is assigned to a role, the Assigned Users box will state “No users assigned.” If this is a mandatory step in the Approval Process, Orders/RFQs will stop at this step until someone is assigned.



EC – No users assigned

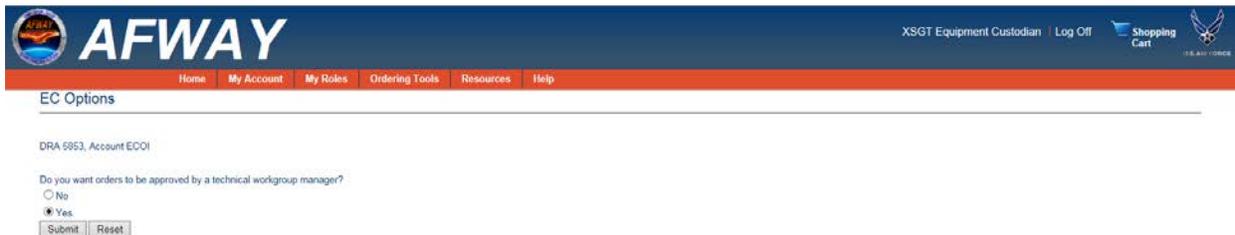
View/Edit EC Options

This option allows the EC to choose whether a Technical Workgroup Manager (TWGM) is required to approve orders or not.



Admin – View-Edit EC Options

Select yes or no, then **Submit**. If yes is chosen, the TWGM should be assigned under **EC – Approval Process**.



Choose whether to have TWGM in Approval Process

View/Edit EC Workgroup

Registration and product searches can be done by everyone in AFWay, but orders and RFQs cannot be created until the EC gives someone Purchase Permission. When an individual registers using the EC’s account number (ECAN), an e-mail will be generated to the EC stating that an individual is requesting to

be added to the “Users With Permission to Order” list. **NOTE: Purchase Permission means the ability to create/submit an Order or RFQ.**



View-Edit EC Workgroup

From the Navigation Bar, select **My Roles**, **Equipment Custodian**, and **View-Edit EC Workgroup**.



View-Edit EC Workgroup

This list shows everyone that registered in AFWay using the EC’s ECAN, or updated their Account Information page with the EC’s ECAN. **NOTE: The only way to be removed from this list is for the user to update their Account Information page to change their ECAN.**

Can Purchase	Name	ECAN	DFA
<input checked="" type="checkbox"/>	BARREUTHER, ALBERT	0810	5853
<input checked="" type="checkbox"/>	BARREUTHER, ALBERT	0810	5853
<input checked="" type="checkbox"/>	BULLOCK, TYE	0810	5853
<input checked="" type="checkbox"/>	BURNS, BEN	0810	5853
<input checked="" type="checkbox"/>	BYRD, ASHLEY	0810	5853
<input checked="" type="checkbox"/>	DAVIS, OMERGA	0810	5853
<input checked="" type="checkbox"/>	ELGIN, CHARLES	0810	5853
<input type="checkbox"/>	FLYNN, HAROLD	0810	5853
<input checked="" type="checkbox"/>	FOWLER, PAMLER	0810	5853
<input type="checkbox"/>	MAI, DAVID	0810	5853
<input checked="" type="checkbox"/>	MANAGER, PROGRAM	0810	5853
<input type="checkbox"/>	MANAGER, PROGRAM	0810	5853
<input checked="" type="checkbox"/>	NOTARESCHL, DENNIS	0810	5853
<input checked="" type="checkbox"/>	NOTARESCHL, DENNIS	0810	5853
<input type="checkbox"/>	OFFICER, CONTRACTING	0810	5853
<input checked="" type="checkbox"/>	OWENS, PEGGY	0810	5853

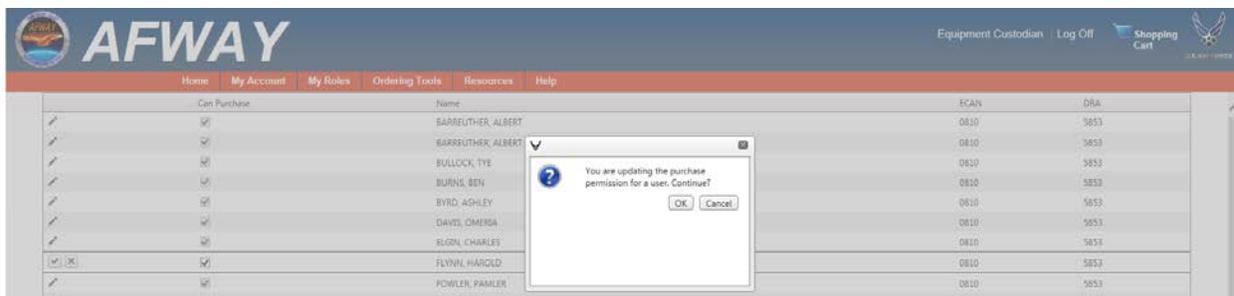
EC Workgroup

Add individuals to the “Users With Permission to Order” list by selecting the “pencil” icon (edit) to the left of the user’s name. This opens the edit function for that person. This allows the EC to put a check in the box in the “Can Purchase” column. The two icons now showing to the left are the “Checkmark” to update the edit, or the “X” to cancel.

Can Purchase	Name	ECAN	DRA
<input checked="" type="checkbox"/>	BARREUTHER, ALBERT	0810	5853
<input checked="" type="checkbox"/>	BARREUTHER, ALBERT	0810	5853
<input checked="" type="checkbox"/>	BULLOCK, TYE	0810	5853
<input checked="" type="checkbox"/>	BURNS, BEN	0810	5853
<input checked="" type="checkbox"/>	BYRD, ASHLEY	0810	5853
<input checked="" type="checkbox"/>	DAVIS, OMERGA	0810	5853
<input checked="" type="checkbox"/>	ELGIN, CHARLES	0810	5853
<input checked="" type="checkbox"/>	FLYNN, HAROLD	0810	5853
<input checked="" type="checkbox"/>	FOWLER, PAMLER	0810	5853
<input type="checkbox"/>	MAL DAVID	0810	5853

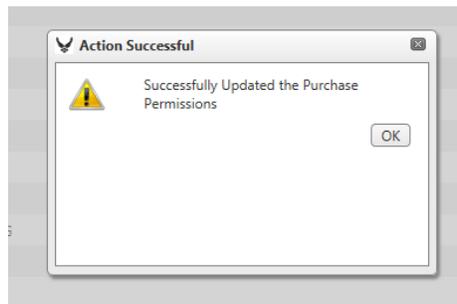
EC Workgroup Edit

After checking the box and clicking the “Checkmark” icon to update, you will get a popup asking if you want to update the purchase permission for this user.



Updating purchase permission

Click **OK**. You will get a popup stating the update was successful.



Action Successful

Multiple Accounts for ECs

ECs can be assigned to multiple ECANs. If the EC plans to be the Originating Customer for more than one ECAN they will need to create alias accounts. See **Section 3.c. Registration, Alias Accounts** starting on page 11. If the EC is assigned to more than 3 ECANs it is suggested that the EC have others be the Originating Customer.

4. c. MAJCOM Equipment Control Officer (MECO)

Assigning Yourself to the MECO Role

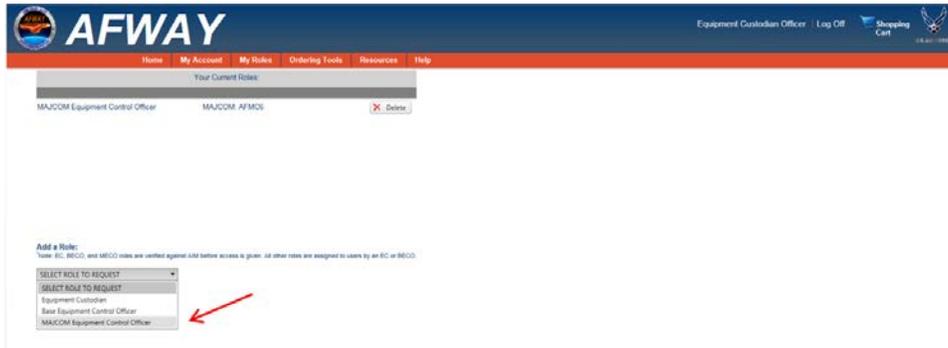
This allows view/edit capability for the EC, BECO, and MECO roles. These roles are verified against the Asset Inventory Management (AIM) module of the AF Equipment Management System (AFEMS).

After establishing an account with AFWay, log on and from the Navigation Bar, select **My Roles**, and **View/Edit Role/Authority**.



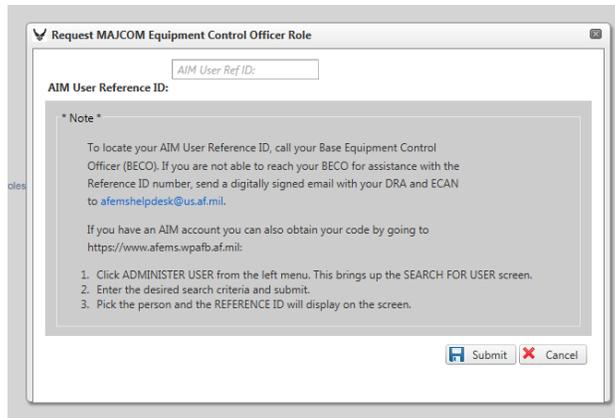
My Roles – View/Edit Role/Authority

Go to **Add a Role**: Select **Role to Request**, and choose the **MAJCOM Equipment Control Officer** role from the drop-down menu.



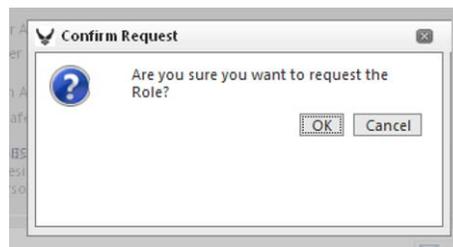
MAJCOM Equipment Control Officer

A popup message appears requesting your AIM User Reference ID. Provide the requested information and click **Submit**.



AIM User Reference ID

Another popup message appears for confirmation:



Confirm Request

MECO – Approval Process

This option allows the MECO to assign individuals to the MAJCOM/Functional CIO and MAJCOM Program Manager roles. **NOTE: Only registered AFWay users can be assigned to these roles.**

A person can hold multiple roles in the Approval Process with the following exceptions:

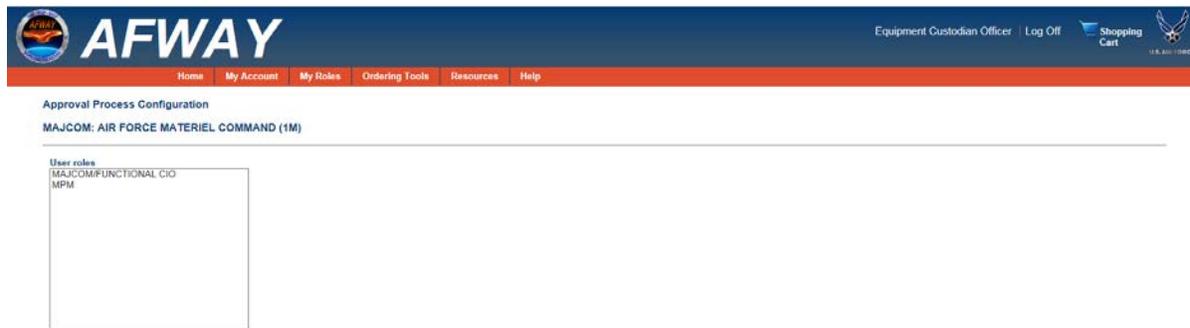
1. The same person cannot be the Approval Official (AO) and the Organizational Purchase Card Holder (OPCH). AFWay restricts this assignment.
2. The same person cannot be the Base Equipment Control Officer (BECO) and the Resource Advisor (RA) in the same unit they are performing BECO duties. Per AFMAN 17-1203, para 1.2.11.1.8.
3. The same person cannot be the MAJCOM Equipment Control Officer (MECO) and the BECO for any DRA in the same command. Per AFMAN 17-1203, para 1.2.9.1.2.
4. The same person cannot be the Base Waiver Official (BWO) and the MAJCOM/Functional CIO (M/F CIO). AFWay will not allow the M/F CIO to approve any Waiver as M/F CIO if they also hold any BWO role.

From the Navigation Bar, select ***My Roles, MAJCOM Equipment Control Officer, and MECO – Approval Process.***



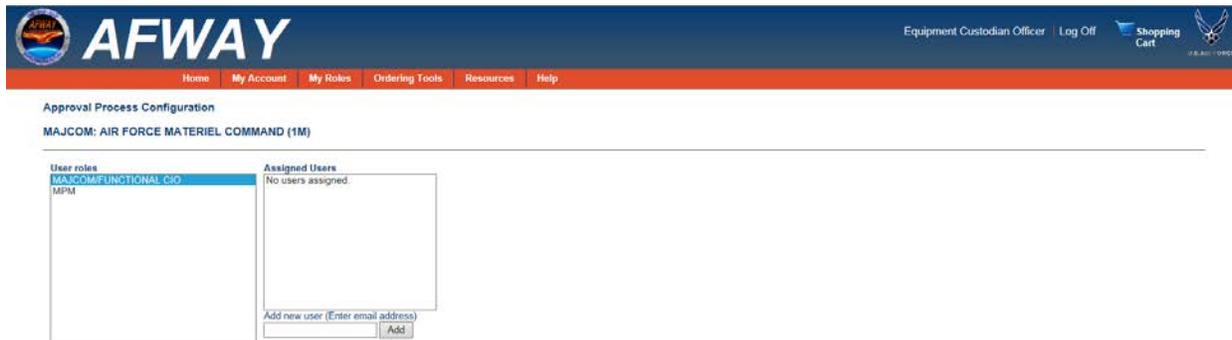
MECO – Approval Process

This option allows the MECO to assign individuals to the MAJCOM/Functional CIO and MAJCOM Program Manager roles.



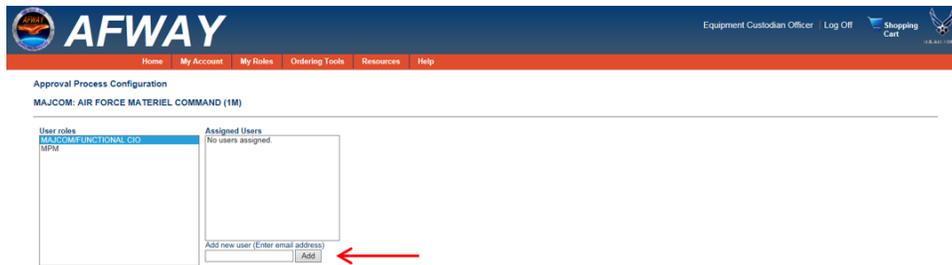
MECO – Assigning User Roles

Assign individuals to the roles by selecting from the “User roles” available. Once selected, individuals with the role selected will appear on the right.



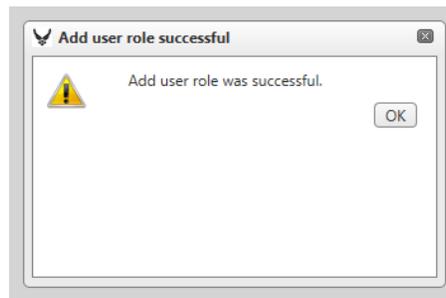
MECO - Assign Roles

If the individual’s name is not listed under “Assigned Users”, you may enter the e-mail address of the user who will approve or disapprove orders at that step. **NOTE: If the user is showing in Assigned Users, but does not have the role, verify the e-mail address by removing and re-adding the user.**



MECO – Add User to Assigned Role

A popup message will appear stating: Add user role was successful.



Add user role successful

Once an individual is selected, their status is displayed to the right as either “Alternate” or “Primary”. You may update their status by clicking the “Make Primary” button or “Delete” which removes them from the approval process. Once a user has been made “Primary” their name will appear at the top of the drop-down list, and the remaining list of users becomes “Alternates”.

Admin – MAJCOM Information

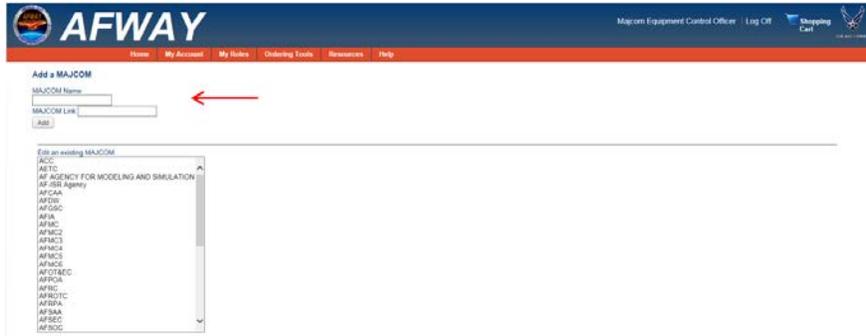
The MECO has the responsibility to add/edit MAJCOM Information.

From the Navigation Bar, go to **My Roles**, **MAJCOM Equipment Control Officer**, and **Admin – MAJCOM Information**.



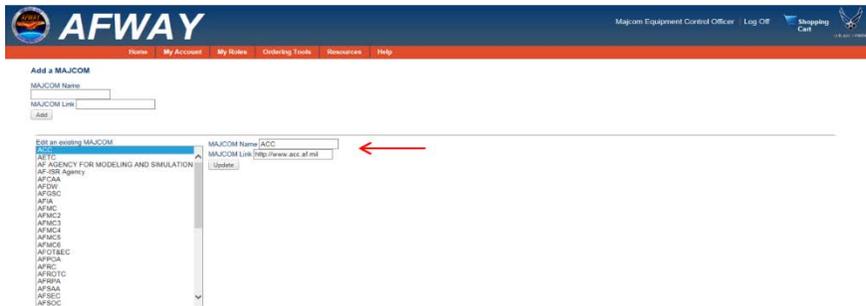
Admin – MAJCOM Information

To add a new MAJCOM, enter the MAJCOM name and the MAJCOM link and click **Add**.



Add a MAJCOM

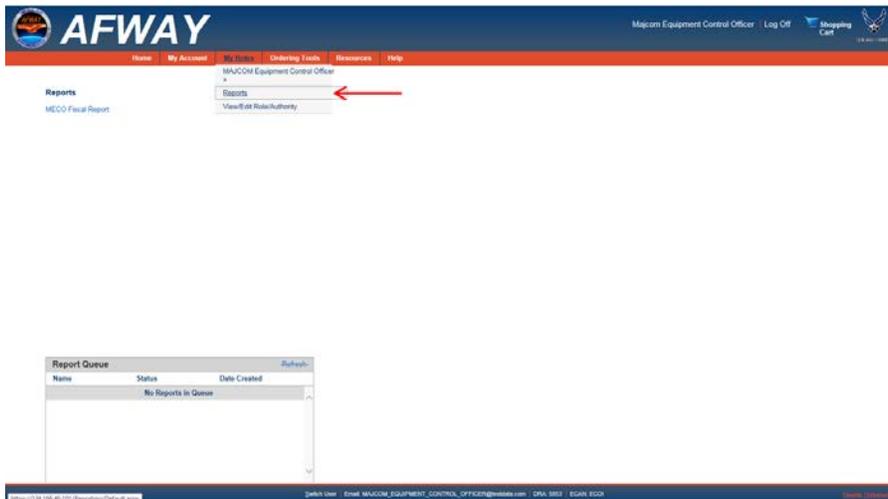
You can also edit a MAJCOM. To edit MAJCOM Information, click on the MAJCOM, edit MAJCOM Name or MAJCOM Link, and click **Update**.



Edit MAJCOM Information

MECO Reports

From the Navigation Bar, go to **My Roles** and **Reports**. The MECO has the ability to run the MECO Fiscal Report.



MECO Reports

For information on reports, see **Section 4. Reports** of [User Guide RFQs/Waivers/Orders/Reports](#) starting on page 34.

4. d. Additional Approval Roles

Approval Official (AO)

The AO role is assigned by the EC. All orders are routed through the AO. The AO has the responsibility to review, approve or disapprove the order. When the AO approves the order, they can choose to have it routed to the Organizational Purchase Card Holder (OPCH) or to the Resource Advisor (RA). Unless local policy dictates otherwise, orders under \$25,000 are routed to the OPCH, and orders over \$25,000 are routed to the RA. If the AO disapproves the order, the order is sent back to the original user as “Disapproved” and as a wishlist. If the EC has not assigned a person to this role, the order will stop at this step. NOTE: The same individual who holds the Organizational Purchase Card (OPCH) cannot fill this role.

Base Communications Systems Officer (CSO)

The Base CSO role is assigned by the Base Review. Orders for cellular phones and services are routed to the Base CSO to review, approve, or disapprove. If the order is approved and it is not for a phone connected to the network, it skips the Equipment Custodian step and moves on to the next step in the approval process. If the order is approved and it is for a phone connected to the network, the order is then routed to the Equipment Custodian for approval/disapproval. If the Base CSO disapproves the order, it is sent back to the original customer as “Disapproved” and as a wishlist.

Base Purchase Card Holder (BPCH)

The BPCH role is assigned by the BECO. The BPCH has the responsibility to review, approve, or disapprove any orders routed to this role by the RA. Once the BPCH approves the order, it will be sent directly to the vendor. If the BPCH disapproves the order, it is sent back to the original user as “Disapproved” and also as a wishlist. If the BECO has not assigned a person to this role, the order will stop at this step.

The BPCH can create a credit card profile by going to the Navigation Bar, and select **My Account**, and **My Credit Card Information**.

Base Review

The Base Review is assigned by the BECO. This role is filled by someone who can evaluate the appropriateness of items being considered for inclusion to the base architecture. This step is optional in the approval process.

The Base Review has the responsibility to review, approve or disapprove an order. If the Base Review is required, orders will not continue through the process without the approval of the Base Review. If the Base Review disapproves the order, it is sent back to the original user as “Disapproved” and as a wishlist. If the Base Review step is required and the BECO has not assigned a person to this role, then orders will stop at this step.

Base Waiver Official (BWO)

The BWO role is assigned by the Base Review. The Base Waiver Official has the responsibility to review, approve, or disapprove waiver requests. Once a waiver request arrives at the Base Waiver Official role, it can be reviewed for validity based on the rationale submitted with the waiver request and according to the standards established by the MAJCOM. When the BWO approves or disapproves a waiver, the original user will receive notification that the waiver is approved or disapproved. There is also an option to approve and check for the waiver request to be forwarded on to the MAJCOM/Functional CIO for final approval/disapproval.

Contracting Officer (CO)

The CO role is assigned by the BECO. The CO has the responsibility to review, approve or disapprove any orders routed to this role by the RA. Once the CO approves the order, it will be sent directly to the vendor. If the CO disapproves the order, the order is sent back to the original user as “Disapproved” and also as a wishlist. If the BECO has not assigned a person to this role, the order will stop at this step.

MAJCOM/Functional CIO (MWO)

The MAJCOM/Functional CIO role is assigned by the MECO. The MAJCOM/Functional CIO (MWO), acting as the Waiver Official, has the responsibility to review, approve or disapprove waiver requests routed to this role. Once a waiver request arrives at the MWO, it can be reviewed for validity based on rationale submitted with the waiver and according to standards established by the MAJCOM. Once the waiver request is approved or disapproved by the MWO, the original user will receive e-mail notification.

Organizational Purchase Card Holder (OPCH)

The OPCH role is assigned by the EC. The same individual who holds the AO role cannot fill this role. The OPCH has the responsibility to review, approve or disapprove an order submitted to them for payment. Once the OPCH approves the order, it will be sent directly to the vendor. If the OPCH disapproves the order, the order is sent back to the original user as “Disapproved” and also as a wishlist. If the EC has not assigned a person to this role, the order will stop at this step.

The OPCH can create a credit card profile by going to the Navigation Bar, and select **My Account**, and **My Credit Card Information**.

Resource Advisor (RA)

The RA role is assigned by the EC. The RA has the responsibility to review, approve or disapprove any orders routed to this role by the AO. Once the RA approves the order, they can choose to have it routed to the BPCH or the CO. If the RA disapproves the order, the order is sent back to the original user as “Disapproved” and also as a wishlist. If the EC has not assigned a person to this role, the order will stop at this step.

Technical Workgroup Manager (TWGM)

The TWGM role is assigned by the EC and is an optional role. If the TWGM is placed in the approval process they will have the “first look” at all requirements submitted under the EC’s account. The TWGM has the responsibility to review, approve or disapprove an order. If the TWGM disapproves the order, it

is sent back to the original user as “Disapproved” and also as a wishlist. If the TWGM step is activated and the EC has not assigned a person to this role, the order will stop at this step.

5. AFWay Workflow Process Diagram

NOTE: At any step in the Approval Process, the order can be backed up to the last approved step. At any point in the process the order can be disapproved. If disapproved, it will become a Wishlist on the User Profile page of the original user.

Step 1: Registered user initiates an order.

Step 2: TWGM (Technical Workgroup Manager) if assigned in the approval process, reviews and approves/disapproves the order. **The TWGM is assigned by the EC.**

Step 3A: EC (Equipment Custodian) reviews and approves/disapproves the order.

Step 3B: If the order is for cellular phone and services, it will go to the Base CSO to review and approve/disapprove the order. If the phone is connected to the network, the order is then sent to the EC to review and approve/disapprove. Otherwise, the order moves on to the next step.

Step 4A: If CIO standards have not been established and CIO approval is required, then Base Review is required.

Step 4B: The Base Review will review and approve/disapprove the order. **The Base Review is assigned by the BECO.**

Step 5: The BECO reviews and approves/disapproves the order (if added to the workflow). The BECO can opt out of the Approval Process.

Step 6: The AO (Approval Official) reviews and approves/disapproves the order. The AO must decide to send the order to the OPCH (Organizational Purchase Card Holder) or the RA (Resource Advisor). Generally if the order is less than \$25,000 it is routed to the OPCH, if greater than \$25,000, the order is routed to the RA. **NOTE:** The AO cannot be the Organizational Purchase Card Holder (OPCH). **The AO is assigned by the EC.**

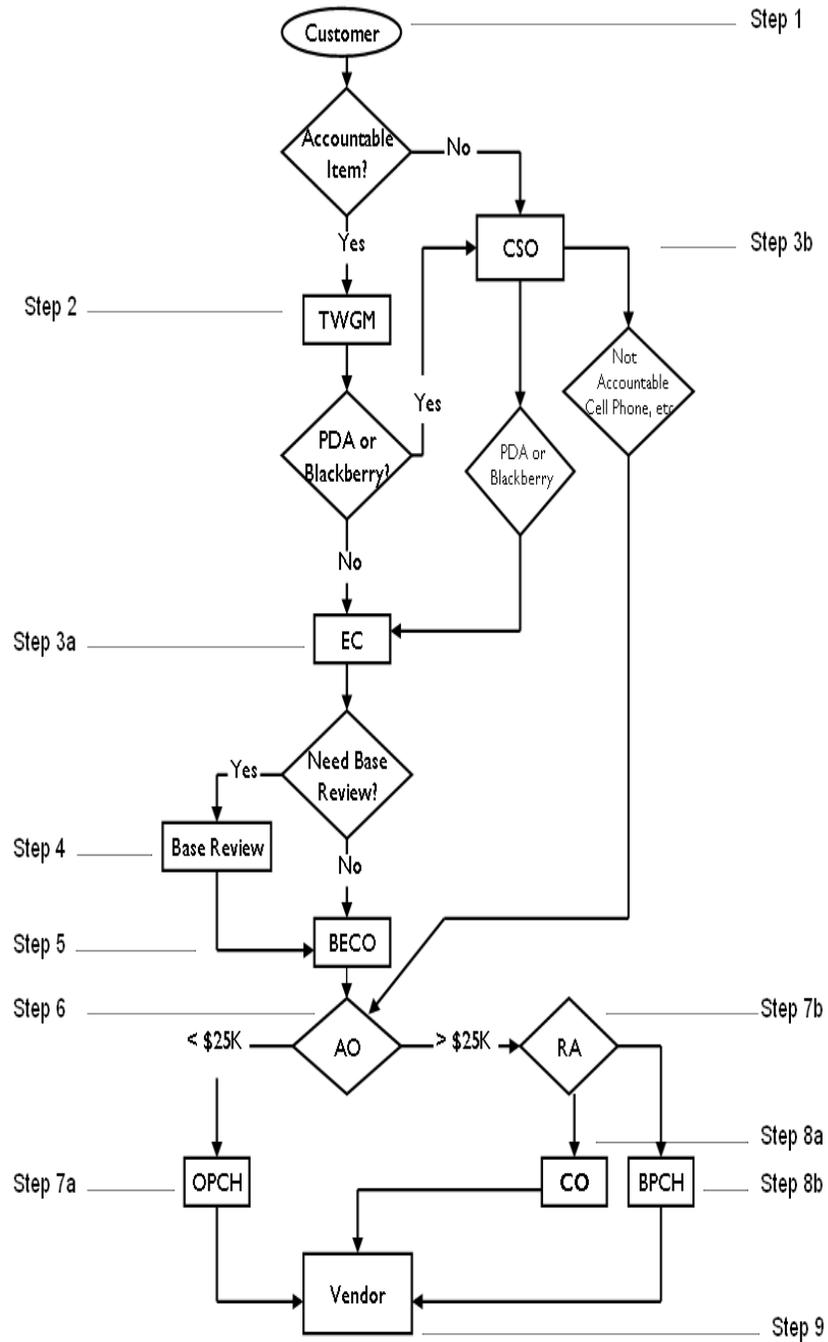
Step 7A: If the AO has determined that the purchase should be accomplished by the OPCH, the order is reviewed and approved/disapproved by the OPCH. If approval is granted, the OPCH enters Credit Card information. **The OPCH is assigned by the EC.**

Step 7B: If the order total is greater than \$25,000 or the AO requested the order be sent to the RA, the order is reviewed and approved/disapproved by the RA. Additionally, the RA determines if the order should be routed through the CO (Contracting Officer) or the BPCH (Base Purchase Card Holder). **The RA is assigned by the EC.**

Step 8A: AFWay will notify the CO when there is an order pending their action. The CO will not take action on the order at this point. Once the CO receives a certified AF Form 9, a SF1449 must be created. Upon completion of the SF1449, the CO will return to AFWay, and add the following information to the order: Line of accounting/fund cite (taken from the certified AF Form 9) and Delivery Order Number from the SF1449 they just created. **The CO is assigned by the BECO.**

Step 8B: The BPCH reviews and approves/disapproves the order. If approval is granted, the BPCH enters IMPAC card information. *The BPCH is assigned by the BECO.*

Step 9: The Vendor receives, reviews, and completes the order.



AFWay Workflow Process Diagram

6. Credit Card Information Profile

The Organization Purchase Card Holder (OPCH), the Base Purchase Card Holder (BPCH) and Users that are considered Non-Air Force users, can create Credit Card Profiles in AFWay so when it comes time to approve Orders/RFQs the Credit Card Information is easily available.

Note: AFWay was designed for Government Purchase Cards (GPCs), however, P-Cards can also be used. The only difference between GPCs and P-Cards is how the funds are acquired. The Fund Cite and Fund Code are required fields in AFWay. If your local Finance Office cannot provide you with or you do not have a Fund Cite or Fund Code, something still has to be entered into those fields.

From the Navigation Bar, select **My Account** and **My Credit Card Information**.



My Credit Card Information

You can store multiple credit card profiles. To add a new credit card profile, click **Add Credit Card**.



Add Credit Card

Enter Credit Card information and click **Add**. The Credit Card Name can be a “Nickname” that helps to distinguish one card from another. Example: If an OPCH holds 2 credit cards and each one is to be used for different DRA/ECAN, the Credit Card Name could be the DRA/ECAN.

NOTE: Fund Cite information is required and may be obtained from the AF Form 4009 or from the Resource Advisor (RA). This information is required so that AFWay can track purchases down to the fund cite account level.

Note: “Whole Fund Cite” field has a maximum character limit of 250 characters.

AFWAY

Home My Account My Roles Ordering Tools Resources Help

Select a credit card to edit, delete, or add a new credit card.

Add Credit Card

Type	Name	Number	Exp. Date	Invalid Card?
VISA	1011Test	*****	****/****	
VISA	FasterCaster	*****	****/****	
VISA	My test visa	*****	****/****	
VISA	Wells Fargo	*****	****/****	

Credit Card Number: [input]
 Credit Card Name: [input]
 Credit Card Holder: [input]
 Credit Card Type: [input]
 Expiration Date: [input]
 Security Code: [input]
 Billing Address: [input]
 Fund Code PY: [input]
 Whole Fund Cdn: [input]

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Enter Credit Card Information

Invalid credit cards. A credit card is flagged as Invalid for one of two reasons: 1. the credit card has expired, and 2. when the Vendor places an order on Hold and the reason for Hold is Invalid Credit Card. When the card is flagged as invalid, there will be an explanation point in the Invalid Card Column. **Note:** When a Vendor uses Hold Justification of Invalid Credit Card, the card is flagged and the card holder must delete the credit card profile and enter a new profile.

AFWAY

Organizational Purchase Card Holder

Home My Account My Roles Ordering Tools Resources Help

Select a credit card to edit, delete, or add a new credit card.

Add Credit Card

Type	Name	Number	Exp. Date	Invalid Card?
VISA	1011Test	*****	****/****	[X]
VISA	FasterCaster	*****	****/****	
VISA	My test visa	*****	****/****	
VISA	Wells Fargo	*****	****/****	

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Invalid Credit Card

If a Card Holder tries to use a credit card that has been flagged as invalid, they will receive a message stating “This Credit Card is not valid and cannot be used. You may use another card, or re-enter this card after deleting.” Once a credit card has been flagged as Invalid, it cannot be edited or used.

AFWAY

Non Air Force Log Off

Home My Account My Roles Ordering Tools Resources Help

Payment information

By entering payment information, you are certifying that the suppliers and services in this order are properly chargeable to the following statements, the available balances of which are sufficient to cover the cost thereof, and the funds have been committed.

Select a Payment Type for this Order:

Credit Card
 Form 9

Credit Card Payment

Please select a Credit Card [Manage Credit Cards](#)

* Credit Cards: [Bond, James Bond]
[Refresh Credit Cards](#) [Finalize Order](#)

Credit Card Information

Card Holder's Name: anuff
 Type: VISA
 Credit Card Number: *****
 Verification Number: 007

This Credit Card is not valid and cannot be used. You may use another card, or re-enter this card after deleting it.

Billing Info
 Address: anuff

Payment with Invalid Card

The credit card profile must be deleted. From the Navigation Bar, go to My Account, My Credit Card Information. A new credit card profile must be created for a valid credit card. If you click on the invalid credit card to view the profile, you will get a notice that says “This Credit Card is not valid and cannot be used. You may use another card, or re-enter this card after deleting.” There will only be a delete button, there is no edit button.

AFWAY Organizational Purchase Card Holder | Log Off Shopping Cart

Home My Account My Roles Ordering Tools Resources Help View/Edit Credit Card Information

Select a credit card to edit, delete, or add a new credit card

[Add Credit Card](#)

Type	Name	Number	Invalid Card (I)
VISA	101Test	*****	I
VISA	Foster/Cashier	*****	
VISA	My test visa	*****	
VISA	Wells Fargo	*****	

VISA 101Test *****

This Credit Card is not valid and can not be used. You may use another card, or re-enter this card after deleting

Credit Card Name: 101Test
Credit Card Holder: 21
Credit Card Type: VISA
Expiration Date: 12 / 17
Security Code: 001
Billing Address:
okj
ok, nj 321654
b
Fund Code FY: up
Whole Fund Cite: gnyyg

[Delete](#)

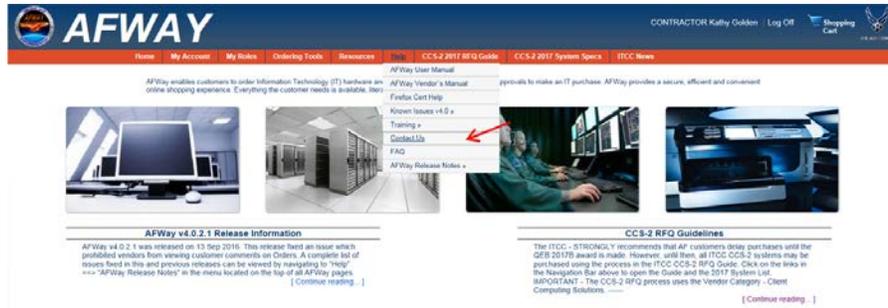
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Card cannot be edited

7. Need Assistance?

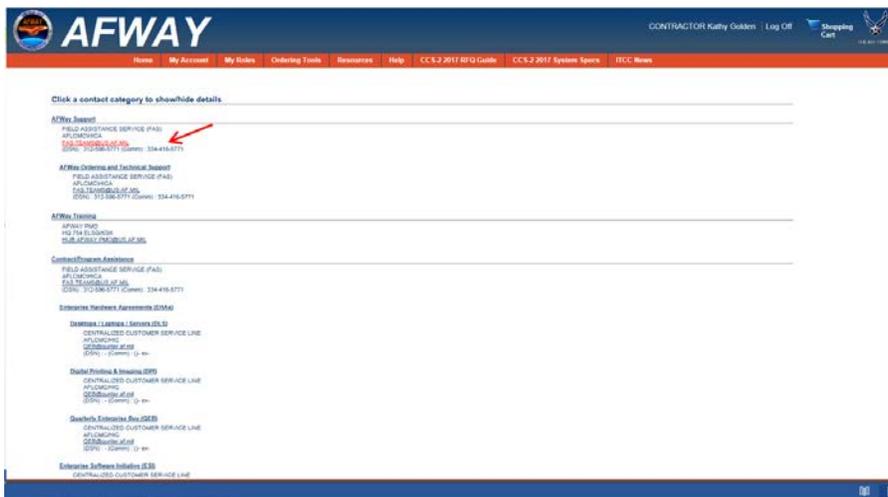
If additional guidance or more in-depth assistance is needed, you can contact the Field Assistance Service (FAS) at Team 5 at COMM: 334-416-5771 or DSN 596-5771 options 1, 5, 5., and you will also find additional contact numbers including Contract/Program Assistance as well as MAJCOM Information Technology Commodity Council (ITCC) Representatives in AFWay.

From the Navigation Bar, select **Help** and **Contact Us**.



Contact Us

You can call the numbers listed, or you can click on the e-mail addresses listed to send an e-mail request.

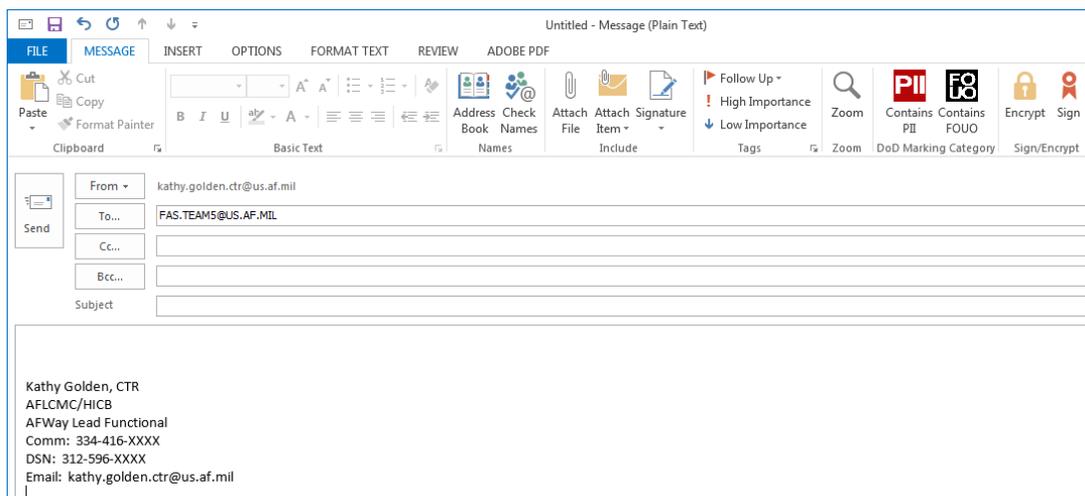


List of Contacts

If you choose to e-mail, once you click on the e-mail address, you will receive an Internet Explorer Security message asking if you want to allow AFWay to open web content. Click **Allow**.



Allow to access Outlook



Submit comments/questions via e-mail