



User Registration Guide



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Issues can be addressed to:

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AFFSO Customer Service at DSN 787-3117/COMM 937-257-3117

LeaveWeb Support saf.fmpaffso.customerservice@us.af.mil

Revision Sheet

Revision	Date	Brief Summary of Changes
1	February 2018	Initial release
2	March 2018	Updated screenshots
3	June 27, 2019	Updated screenshots
4	January 6, 2020	Updated Appendix
5	January 9, 2020	Updated Table 3
6	August 26, 2020	Removed signature block for new guide approval process
7	September 15, 2020	Updated to include Space Force
8	March 12, 2021	Updated Appendix A LeaveWeb Roles and Privileges
9	June 14, 2021	Updated Appendix A LeaveWeb Roles and Privileges

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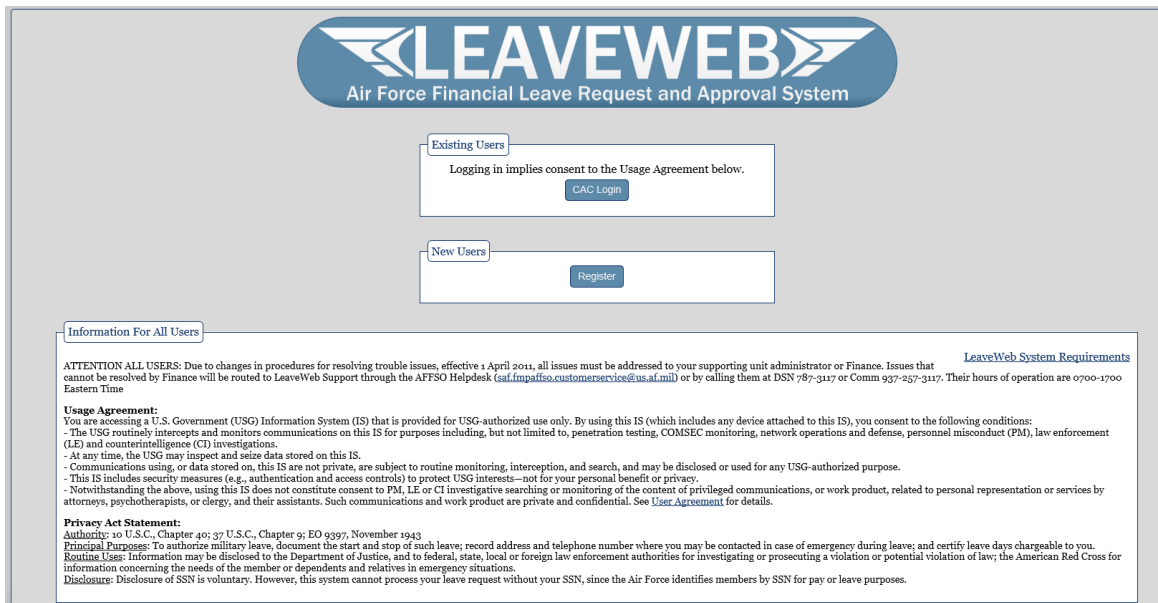
1 Introduction

Your profile information and available leave information is pulled from the Leave Balance Listing (LBL) that is generated each month. You will be prompted when accessing LeaveWeb for the first time to verify that your profile information is as complete as possible under the New Users option.

Please note that if you are a civilian supervisor you will have to register and create your LeaveWeb profile as there is no LBL from which to pull your information. Self-registration is a quick and easy process that must be completed before members can select you as their supervisor and submit leave requests for your approval.

2 Access LeaveWeb

The recommended method for accessing LeaveWeb is through the direct link: <https://leave.af.mil> LeaveWeb is also accessible through the Air Force portal, but the direct link provides the most reliable means of access. Additionally, the direct link will enable you to access LeaveWeb outside of the .mil environment if you have a Common Access Card (CAC) reader.



3 Verify System Requirements

Before you register and create your LeaveWeb profile, you should check the system requirements to ensure that your system is compatible with the LeaveWeb requirements. You can check the system requirements by doing the following:

1. Access the LeaveWeb login screen through the direct link or through the Air Force portal.
2. In the Information for All Users section, click the **LeaveWeb System Requirements** link. The System Test screen displays and LeaveWeb initiates a test to verify that your system meets the minimum requirements to run the application.
 - Green text indicates that your system has met all requirements.
 - Red text indicates that you should consult the troubleshooting steps at the bottom of the System Test screen and with your local Information Technology (IT) personnel.
3. Click **Return to Login Screen**.

LEAVEWEB
Air Force Financial Leave Request and Approval System

System Test

Your browser must have the following things enabled: Javascript, CSS and Cookies.

Please wait while the system tests your browser compatibility (this may take several minutes):

Javascript	Javascript enabled
CSS	Great CSS support
Cookies	Cookies enabled

[Return to Login Screen](#)

If you are unable to login using the direct link try the following:

- ⇒ Clear your SSL Slate (Internet Explorer -> Tools -> Internet Options -> Content)
- ⇒ Make sure you are using SSL 3.0 and TLS 1.0 (Internet Explorer -> Tools -> Internet Options -> Advanced)

4 Complete Self Registration Form

All active duty Air and Space Force members are required to use their SSNs to register their accounts. Civilians and Non-Air/Space Force personnel will use their CACs to register their accounts.

1. On the LeaveWeb login screen, click the **Register** button in the New Users section of the screen. The LeaveWeb Self Registration screen displays.


2. Choose one of the following:


If you are...	Do the following...
Active Duty Air & Space Force	<ol style="list-style-type: none"> 1. Enter your SSN (Social Security Number), in the Active Duty Air & Space Force section. 2. Click Register.
Civilian or Non-Air/Space Force	<ol style="list-style-type: none"> 1. Click Register in the Civilian or Non-Air/Space Force section. 2. Enter your CAC PIN and click OK.

The expanded LeaveWeb Self Registration screen displays. Active duty military personnel may have a partial profile based on information pulled from the LBL. Because Civilians and Non-Air/Space Force personnel do not use the MilPay system, they will not have a partial profile created in LeaveWeb upon registration. If you are a Civilian or Non-Air/Space Force personnel, you are required to create your own profile.

3. Verify or complete the following fields:

Field	Description
SSN (Visible only for Active Duty Air and Space Force users.)	Enter your SSN. Your SSN must be exactly 9 digits long with no special characters inserted between the numbers.
?	Hover over the {?} for information about the SSN field.
First Name	Verify that your first name is correct.
Middle Initial	(Optional) Enter your middle initial.
Last Name	Verify your last name is correct.
Email	Verify or enter your email address. Note: To ensure that your LeaveWeb account is kept up-to-date and that you can submit and take your leave in a timely manner, you should enter your email for life address in this field.
Retype Email	Verify that the email address added in this field is the same as the email field above.
Phone	Verify that your phone number is correct.
Section	(Optional) Enables you to further define your profile information.
Service	Verify that your Service is correct.
Rank	Verify your Rank. The list of available ranks is dependent upon the selection you make for your branch of service.
Role (Visible only for Active Duty)	Click to select your LeaveWeb role. Civilian user roles default to User/Supervisor until roles are requested and approved. See Appendix A: LeaveWeb Roles and Privileges for a complete description of the available roles.

Field	Description		
Air and Space Force users.)	Comman der / Designee	Under G-Series Orders?	If "No" is chosen, upload your DD2875. If "Yes" is chosen, LeaveWeb does not require you to upload a DD2875.
DD2875	Signed DD2875		Unsigned DD2875
	<ol style="list-style-type: none"> 1. Click the  magnifying glass icon to browse to your DD2875. 2. Upload your DD2875. 		<ol style="list-style-type: none"> 1. Click Blank DD2875 and save it to your computer. 2. Complete Type of Request, Part I, and Part II and then sign. 3. Forward to your supervisor and security manager for signature. 4. Once the DD2875 is returned to you, upload it to LeaveWeb.
	Contact the help desk for further assistance: DSN: 787-3117, Commercial: 937-257-3117 Email: saf.fmpaffso.customerservice@us.af.mil		
Location	This field can be changed only by users at Air Force, Base, or CSS levels with Admin privileges. This field is only used for the manual redirection leave function (OSR).		
MAJCOM *	Verify your MAJCOM.		
Base *	Verify your Base.		
Unit *	Verify your Unit.		
Supervisor *	Verify your Supervisor. Go to step 4 to select a new supervisor.		
<p>Note: Reservists do not use LeaveWeb to process leaves. Reservists use the AF Form 988 and process leaves manually in DJMS–RC. If they are Active Duty Military Members or Reservists on Active Duty Orders then they have an Active Duty base finance responsible for their Pay and Leave and they fall under that base for LeaveWeb.</p> <p>* Indicates a field that is required for active duty Air and Space Force only</p>			

4. To select a supervisor, select your supervisor’s name from the drop-down list or do the following to search for a supervisor:
 - a. Click the  **magnifying glass** icon that is located next to the Supervisor field. The Supervisor Search screen displays.
 - b. Enter your supervisor’s First and/or Last name.
 - c. Click **Search**. A list of individuals who match the search criteria displays.
 - d. Click **Select** to select your supervisor from the list. Your supervisor’s name is saved to your LeaveWeb user profile.

NOTE

If you do not see your supervisor’s name in the drop-down list or search results, verify that he or she has completed the LeaveWeb self-registration process. His or her name will NOT display in LeaveWeb until registration is complete. Only CSS and/or Finance can create accounts for users.

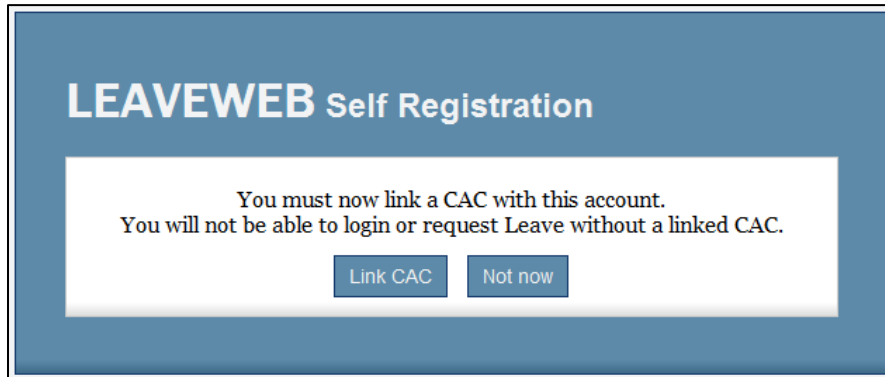
To complete your own registration if your supervisor has not yet registered, search for Default (First Name) Supervisor (Last Name). You will be required to update your supervisor’s name before submitting leave requests.

5. Click **Register**. The LeaveWeb Self Registration Link CAC screen displays.

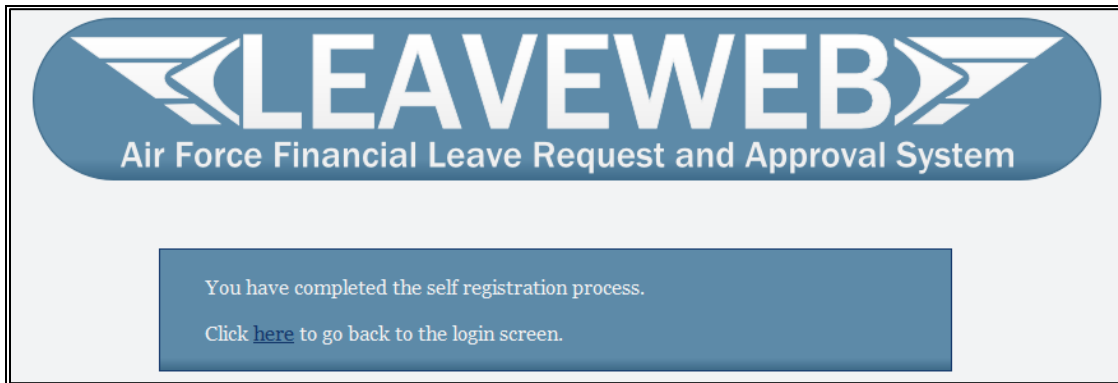
5 Link CAC to LeaveWeb Account

After you register your account, LeaveWeb will immediately prompt you to link your Common Access Card (CAC) to your LeaveWeb account. To log into LeaveWeb and request leave you must link your CAC to your account.

1. Click the **Link CAC** button on the LeaveWeb Self Registration Link CAC screen.



LeaveWeb displays the following message if the linking process has been successful.



2. Click [here](#) to return to the LeaveWeb login screen.

If an Air Force level administrator has unlinked your CAC from your account or if you clicked **Not Now** when prompted by LeaveWeb to link your CAC upon registration, you will have to relink your CAC to your existing LeaveWeb account.

5.1 Relink CAC (Active Duty Air & Space Force Members)

If you are active duty Air or Space Force you can relink your CAC by using the direct link or by logging into LeaveWeb through the Air Force portal.

1. In the New User's section, click **Register**.
2. In the Active Duty Air & Space Force section, enter your **SSN** and click **Register**. Verify all profile information is complete and accurate.
3. Click **Save**. LeaveWeb prompts you to link your CAC.
4. Click **Link CAC**.

5.2 Relink CAC (Civilian Members)

Since LeaveWeb does not capture a civilian member's SSN, civilians will need to register and create a new account to link their CACs. After you have created your new account and linked your CAC, contact your LeaveWeb Base Admin to inactivate your old account.

Appendix A LeaveWeb Roles and Privileges

The following are user roles/privileges available within LeaveWeb. All special privileges (those above the Basic User/Supervisor level), with the exception of the Unit Commander and Designees on G-Series orders, require a completed and approved DD Form 2875.

Privilege	Description
Air Force Bot Role (Internal LeaveWeb PMO only)	Enables the user to do the following: <ul style="list-style-type: none"> • Process the daily files • Monitor and work unreconciled and rejected leaves • Ability to Manually Reconcile and Resubmit to JDC • Access to all features listed below
Air Force Admin (Internal LeaveWeb PMO only)	Enables the user to do the following: <ul style="list-style-type: none"> • Remove CACs that have been linked to a member's account in error • Monitor all Bases from AFIMSC level down • Approve privilege requests for all levels • Edit users and error codes • Inactivate user accounts • Approve Own Leave checkbox control • Access to all features listed below
AFIMSC/AFAFO Admin	Enables the user to do the following within assigned MAJCOMs at their level and below: <ul style="list-style-type: none"> • Access leave archive databases • Monitor all Bases within assigned MAJCOMs • Edit users at the AFIMSC level and below • Add/monitor/edit Bases, CSSs, and Units
Base Admin/Finance	Enables the user to do the following within assigned Base at their level and below: <ul style="list-style-type: none"> • Access leave archive database for their assigned base • Edit users at the Base level and below • Add/monitor/edit CSSs and Units • Update members' leave balances • Create leave requests on behalf of other users • Monitor and work DJMS rejected leaves • Monitor and work Changed Leave Date Errors • Monitor and work unreconciled leaves • Monitor and work DTS TDY Not Charged leaves • Authorize special action and travel leaves (AL and TL) • Review the Leave Audit (AF 1486) for special action and travel leaves (AL and TL) • Inactivate user accounts • Create accounts for new members <p>NOTE: If a Base Admin/Finance member is assigned to AFFSC, the user has a modified and read only role, but they do have the ability to create and authorize travel (AL: B, M and Y) leave types for all members AF wide.</p>

Privilege	Description
CSS Admin/Authorize	Enables the user to do the following within assigned CSS at their level and below: <ul style="list-style-type: none"> • Access leave archive databases for their CSSs Base • Edit users at the CSS level and below • Add/monitor/edit Units • Add comments to the Leave Audit (AF 1486) • Creates leave requests on behalf of other users • Authorize leave • Inactivate user accounts
Unit Admin	Enables the user to do the following within assigned Unit at their level and below: <ul style="list-style-type: none"> • Create leave requests on behalf of other users • Edit users at the Unit level and below • Monitor the status of Unit level leave requests • View the Leave Audit (AF 1486)
Unit Commander	Enables the user to do the following within assigned Unit/s at their level and below: <ul style="list-style-type: none"> • Approve leave requiring CC approval, such as Emergency or Convalescent, leave requests that exceed available leave balance, and all OS leaves • Review the site statistics, such as percentage of unreconciled leave • Comment on and sign the Leave Audit (AF 1486)
Unit Designee	Enables the user to do the following within assigned Unit/s at their level and below: <ul style="list-style-type: none"> • Approve any leave that a Unit Commander can approve, such as Emergency or Convalescent, leave requests that exceed available leave balance, and all OS leaves <p>Note: If the Designee is enlisted, he or she can only approve leave requests for other enlisted users.</p> <ul style="list-style-type: none"> • Review the site statistics, such as percentage of unreconciled leave • Comment on and sign the Leave Audit (AF 1486)
Basic User/Supervisor	Enables a Basic User to do the following: <ul style="list-style-type: none"> • Request leave • Return from leave Enables a Supervisor to do the following for their Subordinates: <ul style="list-style-type: none"> • Approve/deny Basic User/Supervisor leave requests