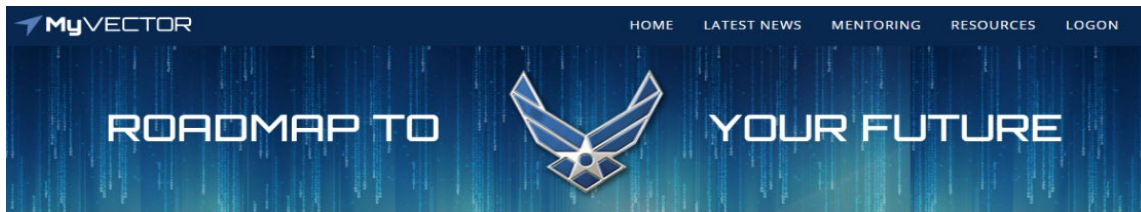


MyVector – Instructions – PMA Application

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MyVector – Instructions – PMA Application

1. How to Access MyVector

- 1.1. Navigate to the MyVector using the link: <https://myvector.us.af.mil>
- 1.2. Click Agree on the “Notice and Consent Statement”
- 1.3. See right hand side, click “Log in with CAC”

2. How to Access “My Applications” Dashboard

- 2.1. Once successfully logged in, see left hand side menu, navigate to, and click on **My Applications**
- 2.2. Your Applications Dashboard will appear

3. How to Apply to the PMA Application

- 3.1. On your Application Dashboard, search for the “PMA Application” in the “Application Search” box on the left side of the dashboard

OR

- 3.1.1. In the Application Catalog dropdown menu, scroll down and click “USSF Transfers”, in the dropdown options you will find “PMA Application”
- 3.2. Click “PMA Application”
- 3.3. Click **Apply**

4. How to Submit Your PMA Application

- 4.1. Once you have accessed the “PMA Application”, proceed to input and complete the application contents in the center of the screen
- 4.2. Periodically, click “**Save Draft**” to save the contents of your application. If time does not permit, this allows to submit for at a later time without losing your progress.
- 4.3. Click the navigation arrow to proceed to page 2
- 4.4. Prior to clicking the submit button, ensure you have uploaded **ALL** required documents.
- 4.5. Click “**Submit Form**” to submit your application

5. **How to Withdraw Your Application**

- 5.1. Using your CAC, log onto MyVector: <https://myvector.us.af.mil>
- 5.2. See left hand side menu, navigate to, and click on **My Applications**
- 5.3. See right hand side, under “**Application History.**”
- 5.4. Click on your submitted application
- 5.5. Click “Withdraw Form” to withdraw your application

6. **How to Resubmit an Application**

- 6.1. Using your CAC, log onto MyVector: <https://myvector.us.af.mil>
- 6.2. See left hand side menu, navigate to, and click on **My Applications**
- 6.3. See right hand side, under “Application History.”
- 6.4. Click on your withdrawn “PMA application.”
- 6.5. Once you have accessed your withdrawn “PMA Application”, click “**Reapply**”
- 6.6. Proceed to input and complete the application contents
- 6.7. Prior to clicking the submit button, ensure you have uploaded **ALL** required documents.
- 6.8. Click “Submit Form” to submit your application

Note: Customers resubmitting an application will receive an automated MyVector message confirming resubmission. See right hand side, under “Application History” to confirm most recent submission reads as “Submitted”.

7. **How to Submit a Ticket to The MyVector Helpdesk**

- 7.1. Applicants that have any issues with the MyVector platform, submit a helpdesk ticket at <https://myvector.us.af.mil/myvector/Dashboard/User/SubmitTicket>

OR

- 7.1.1. Using your CAC, log onto MyVector: <https://myvector.us.af.mil>
- 7.2. See upper right-hand menu, navigate to, and click on **HELP**
- 7.3. See left hand side menu, click on “**Submit Support Ticket**”
- 7.4. Under the Category dropdown select “**My Applications**”
- 7.5. Under the Sub Category dropdown, select the issue you are encountering
- 7.6. The Email field will be prepopulated, ensure the contents of this field is correct
- 7.7. Enter Phone number
- 7.8. Under Description, describe in detail the issue(s) that you have encountered
- 7.9. If applicable, provide any attachments that would help explain the issue
- 7.10. Click “Submit” to submit your ticket to the MyVector Helpdesk