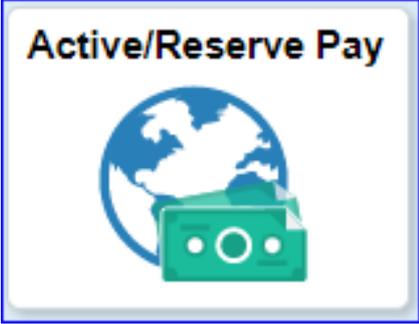
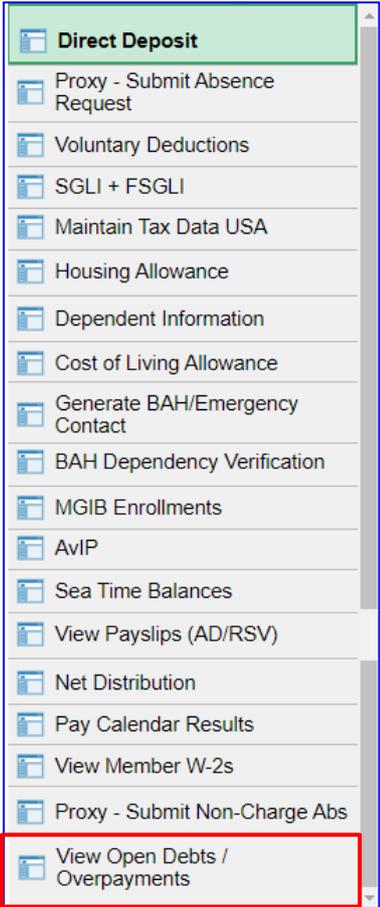


## View a Member's Open Debts

**Introduction** This guide provides the procedures for viewing a member's open debts in Direct Access (DA).

**Procedures** See below.

Step	Action
1	<p>Click on the <b>Active/Reserve Pay</b> Tile.</p> 
1.5	<p>Select the <b>View Open Debts / Overpayments</b> option.</p> 

*Continued on next page*

## View a Member's Open Debts, Continued

Procedures,  
continued

Step	Action
2	<p data-bbox="352 461 831 495">Enter the <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="352 495 1369 1731" style="border: 1px solid black; padding: 10px;"> <p data-bbox="360 501 884 535"><b>Self Service Support: OpenDebt</b></p> <p data-bbox="360 551 1369 584">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="389 600 719 658" style="text-align: center; background-color: #ADD8E6; padding: 5px;">Find an Existing Value</p> <p data-bbox="360 680 592 714">▼ <b>Search Criteria</b></p> <p data-bbox="587 730 1214 775">Empl ID begins with ▼ <span style="border: 2px solid red; padding: 2px;">1234567</span></p> <p data-bbox="523 808 1214 853">Empl Record = ▼ <input type="text"/></p> <p data-bbox="547 887 1214 931">National ID begins with ▼ <input type="text"/></p> <p data-bbox="611 965 1214 1010">Name begins with ▼ <input type="text"/></p> <p data-bbox="552 1043 1214 1088">Last Name begins with ▼ <input type="text"/></p> <p data-bbox="456 1122 1214 1167">Second Last Name begins with ▼ <input type="text"/></p> <p data-bbox="368 1200 1214 1245">Alternate Character Name begins with ▼ <input type="text"/></p> <p data-bbox="523 1279 1214 1323">Middle Name begins with ▼ <input type="text"/></p> <p data-bbox="512 1357 1214 1402">Business Unit begins with ▼ <input type="text"/></p> <p data-bbox="459 1435 1214 1480">Department Set ID begins with ▼ <input type="text"/> </p> <p data-bbox="539 1514 1214 1559">Department begins with ▼ <input type="text"/> </p> <p data-bbox="368 1592 576 1626"><input type="checkbox"/> Case Sensitive</p> <p data-bbox="363 1648 1110 1715" style="display: flex; justify-content: space-between; align-items: center;"> <span style="border: 2px solid red; padding: 5px; background-color: #0070C0; color: white;">Search</span> <span style="border: 1px solid #ADD8E6; padding: 5px;">Clear</span> <span>Basic Search </span> <span>Save Search Criteria</span> </p> </div>

*Continued on next page*

## View a Member's Open Debts, Continued

Procedures,  
continued

Step	Action																						
3	<p>The View Open Debts and Overpayments page will display. If NOT currently collecting on any debts, this will display noting the <b>Debt Pay Period End Date</b>.</p> <div data-bbox="352 566 1370 786" style="border: 1px solid blue; padding: 5px;"> <p><b>View Open Debts and Overpayments</b></p> <p>Robin Hood <span style="float: right;">Empl ID 1234567      Empl Record 0</span></p> <p>Member currently has no Debts or Overpayments recorded.</p> <p>Debt Pay Period End Date: 02/28/2023</p> </div>																						
4	<p>If there are open debts collecting, the information will be display as below with the <b>Total Payment Amount (Last Pay Period)</b> and the current <b>Total Debt Balance</b>.</p> <div data-bbox="352 931 1370 1335" style="border: 1px solid blue; padding: 5px;"> <p><b>View Open Debts and Overpayments</b></p> <p>Robin Hood <span style="float: right;">Empl ID 1234567      Empl Record 0</span></p> <p>Member's current debt balances and payment amounts</p> <p>Select this guide for additional information.  <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Member/Self%20Service%20-%20View%20My%20Debts.pdf">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SelfService/Member/Self%20Service%20-%20View%20My%20Debts.pdf</a></p> <p>Debt Pay Period End Date: 02/28/2023</p> <p><b>Open Debts</b> <span style="float: right;">1-1 of 1</span></p> <table border="1" data-bbox="352 1171 1370 1272"> <thead> <tr> <th>Debt Type</th> <th>Description</th> <th>Instance</th> <th>Debt Amount</th> <th>Begin Date</th> <th>End Date</th> <th>Payment Amount (Last Pay Period)</th> <th>Total Collected</th> <th>Payment Balance</th> <th>Debt Reason</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>MA LOAN</td> <td>Mutual Assistance Loan</td> <td>4</td> <td>\$169.24</td> <td>05/01/2022</td> <td>07/31/2025</td> <td>\$84.62</td> <td>\$0.00</td> <td>\$0.00</td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">Total Payment Amount (Last Pay Period): \$84.62 Total Debt Balance: \$0.00</p> </div>	Debt Type	Description	Instance	Debt Amount	Begin Date	End Date	Payment Amount (Last Pay Period)	Total Collected	Payment Balance	Debt Reason	Comments	MA LOAN	Mutual Assistance Loan	4	\$169.24	05/01/2022	07/31/2025	\$84.62	\$0.00	\$0.00		
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MA LOAN	Mutual Assistance Loan	4	\$169.24	05/01/2022	07/31/2025	\$84.62	\$0.00	\$0.00															
5	<p>There is currently no back button or return to search button, click the <b>Home</b> icon to return to the main DA home page and repeat Steps 1-4, if necessary.</p> <div data-bbox="352 1406 531 1467" style="border: 1px solid blue; padding: 5px; display: inline-block;">  Home         </div>																						