

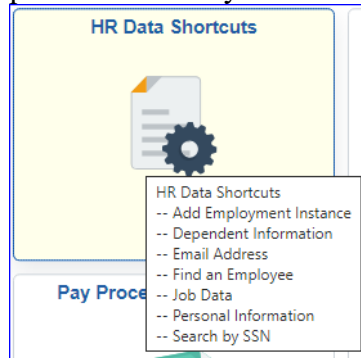
Self Service – Ethnic Groups and Details

Introduction

This transaction is used to edit your Ethnic Group and Ethnic Details in Direct Access (DA). A member's ethnic group is designated at time of accession; however, situations may arise when an edit is necessary.

Changes to Direct Access Homepage

You will notice a change in how Direct Access displays upon login. There is a new “hover” feature that shows what is covered under a particular tile as your mouse moves over the tile as shown below.



Procedures

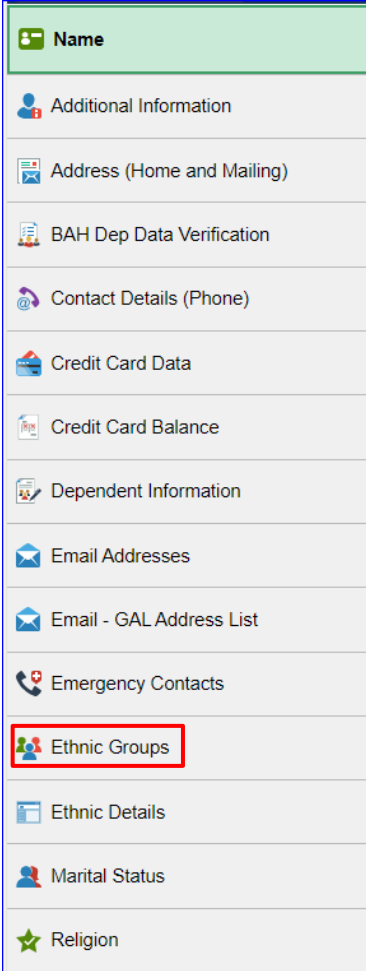
See below.

Step	Action
1	<p>Navigate to Member Self Service via the drop-down or by page arrows.</p>
2	<p>Click on the Personal Details tile.</p>

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Self Service – Ethnic Groups, Continued

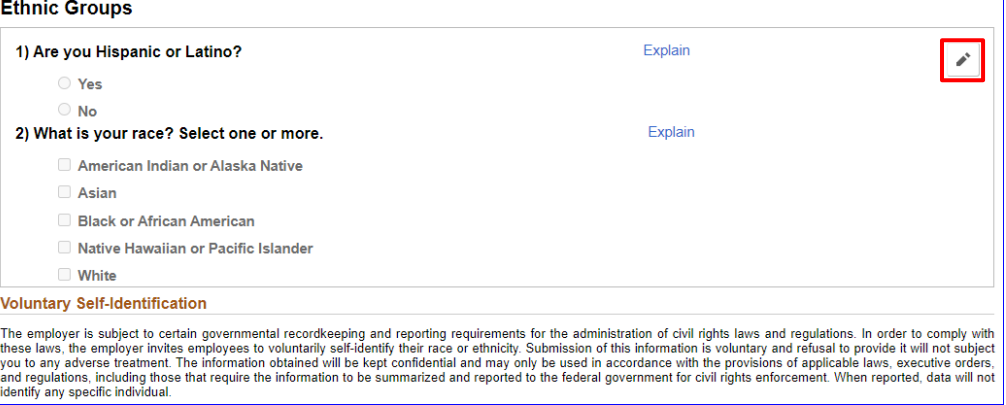

Procedures,
continued

Step	Action
3	<p>Select the Ethnic Groups option.</p>  <p>The screenshot shows a vertical list of menu items, each with an icon and a label. The items are: Name (green header), Additional Information, Address (Home and Mailing), BAH Dep Data Verification, Contact Details (Phone), Credit Card Data, Credit Card Balance, Dependent Information, Email Addresses, Email - GAL Address List, Emergency Contacts, Ethnic Groups (highlighted with a red box), Ethnic Details, Marital Status, and Religion.</p>

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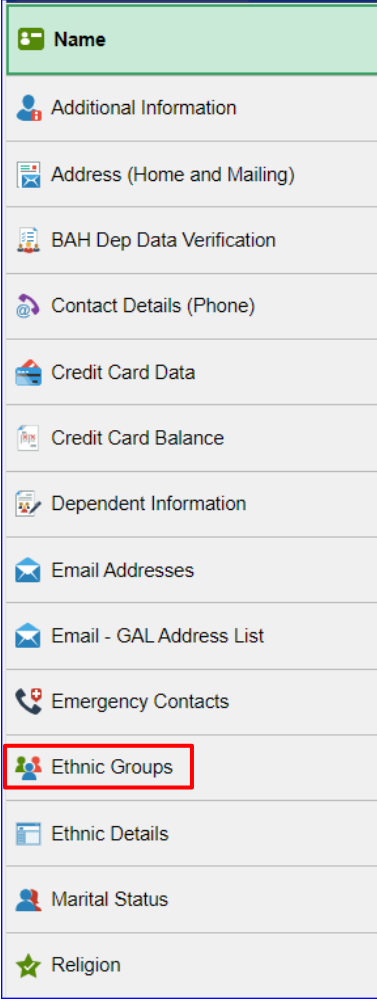
Self Service – Ethnic Groups, Continued

Procedures, continued

Step	Action
4	<p>Current Ethnic Groups data will display. Ethnic Group data may be changed by clicking the Edit button.</p>  <p>Ethnic Groups</p> <p>1) Are you Hispanic or Latino? Explain</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>2) What is your race? Select one or more. Explain</p> <p><input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White</p> <p>Voluntary Self-Identification</p> <p>The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.</p>
5	<p>The Ethnicity screen will appear. Please answer questions to your preference and click Save.</p>  <p>Ethnicity</p> <p>1) Are you Hispanic or Latino? Explain</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>2) What is your race? Select one or more. Explain</p> <p><input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Pacific Islander <input type="checkbox"/> White</p>

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Procedures,
continued

Step	Action
6	<p>If you would like to indicate a cultural/tribal/regional group affiliation select the Ethnic Details option.</p>  <p>The screenshot shows a vertical list of menu items, each with an icon and text. The items are: 'Name' (green header), 'Additional Information' (person icon), 'Address (Home and Mailing)' (location pin icon), 'BAH Dep Data Verification' (document icon), 'Contact Details (Phone)' (phone icon), 'Credit Card Data' (credit card icon), 'Credit Card Balance' (credit card icon), 'Dependent Information' (family icon), 'Email Addresses' (envelope icon), 'Email - GAL Address List' (envelope icon), 'Emergency Contacts' (phone with plus icon), 'Ethnic Groups' (group of people icon, highlighted with a red box), 'Ethnic Details' (document icon), 'Marital Status' (two people icon), and 'Religion' (star icon).</p>

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Self Service – Ethnic Groups and Details, Continued

Procedures, continued

Step	Action
7	<p>The Personal Details screen will appear. To add Ethnic Details to your Group, select from the applicable drop-down list. Click Save.</p> <p>NOTE: You may select from as few or many details as needed.</p> <div data-bbox="347 600 1139 1496"> <p style="text-align: center;">Personal Details</p> <p>Ethnic Details</p> <p>You may indicate a cultural/tribal/regional group affiliation. This is voluntary and will be added to the Ethnic Groups you selected. Please choose a selection from the blank drop-down list.</p> <p>To add another value to a Group, click Save after your initial selection, then select a new value from the blank drop-down list.</p> <p>Click on this link to get additional information about the Ethnic Details.</p> <div style="border: 2px solid red; padding: 5px;"> <p>AMERICAN INDIAN OR ALASKA NATIVE</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input type="text"/> </div> </div> <p>ASIAN</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input type="text"/> </div> <p>BLACK OR AFRICAN AMERICAN</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input type="text"/> </div> <p>HISPANIC</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input type="text"/> </div> <p>NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input type="text"/> </div> <p>WHITE</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input type="text"/> </div> <div style="border: 2px solid red; padding: 5px; margin-top: 10px; text-align: center;"> <input type="button" value="Save"/> </div> </div>