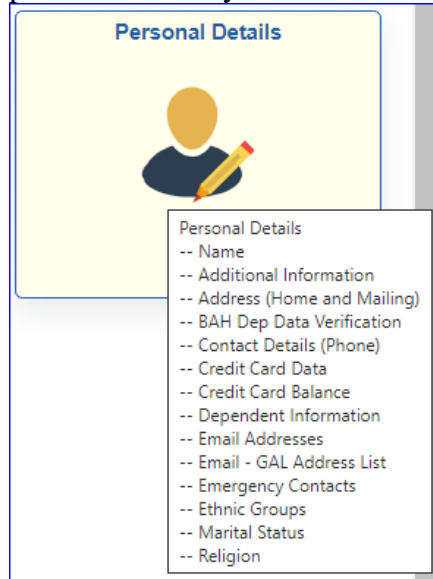


Member: Religion

Introduction This guide provides the procedures to add, change or update your religious preference in Direct Access (DA).

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.



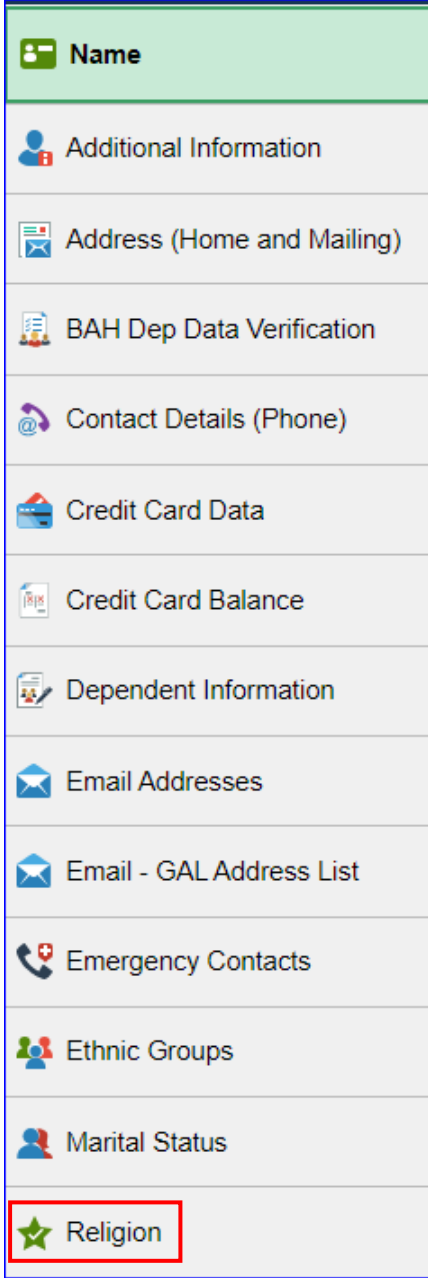
Procedures See below.

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>

Continued on next page

Member: Religion, Continued


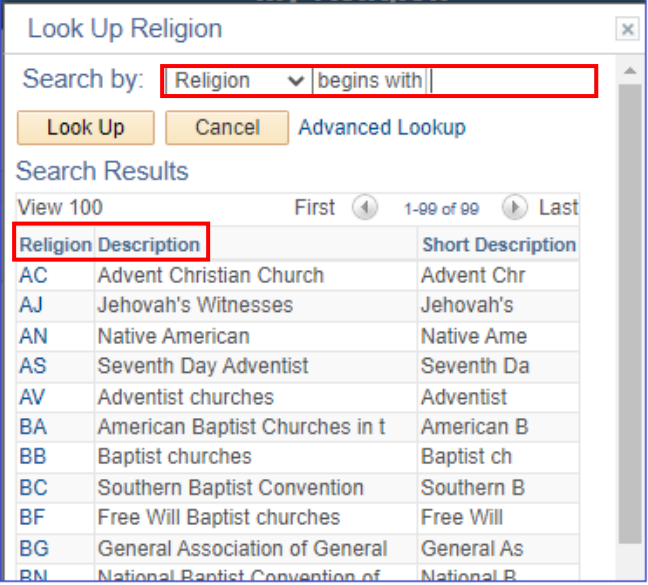
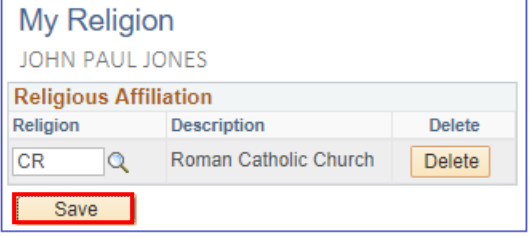
Procedures,
continued

Step	Action
3	<p>Select the Religion option.</p>  <p>The screenshot shows a list of options for a member's profile. The options 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, Marital Status, and Religion (marked with a green star and highlighted with a red rectangle).</p>

Continued on next page

Member: Religion, Continued

Procedures, continued

Step	Action
4	<p>Use the Look Up icon to find your religion of choice.</p> 
5	<p>There are 99 options from which to choose. You can either search by Religion or Description.</p> 
6	<p>Click Save to confirm your choice.</p> 

Continued on next page

Member: Religion, Continued

Procedures, continued

Step	Action						
7	<p>If you wish to remove or change your choice, click the Delete button, and return to Step 4 to pick another option.</p> <div><div><h3>My Religion</h3><p>JOHN PAUL JONES</p><div><h4>Religious Affiliation</h4><table><thead><tr><th>Religion</th><th>Description</th><th>Delete</th></tr></thead><tbody><tr><td><input type="text" value="CR"/> </td><td>Roman Catholic Church</td><td><div>Delete</div></td></tr></tbody></table><div>Save</div></div></div></div>	Religion	Description	Delete	<input type="text" value="CR"/>	Roman Catholic Church	<div>Delete</div>
Religion	Description	Delete					
<input type="text" value="CR"/>	Roman Catholic Church	<div>Delete</div>					