

Home and Mailing Addresses

Overview

Introduction This guide provides the procedures for members to update their home and mailing addresses and enter a Thrift Savings Plan (TSP) address in Direct Access.

Important Information If the member has a Thrift Savings Plan (TSP) account, a TSP mailing address **must** be entered into Direct Access.

Do **NOT** use special characters (e.g. ã, á, ñ, ú, Ñ, Ú, etc.) when entering an address. Direct Access is the data source for other information systems which cannot use special characters.


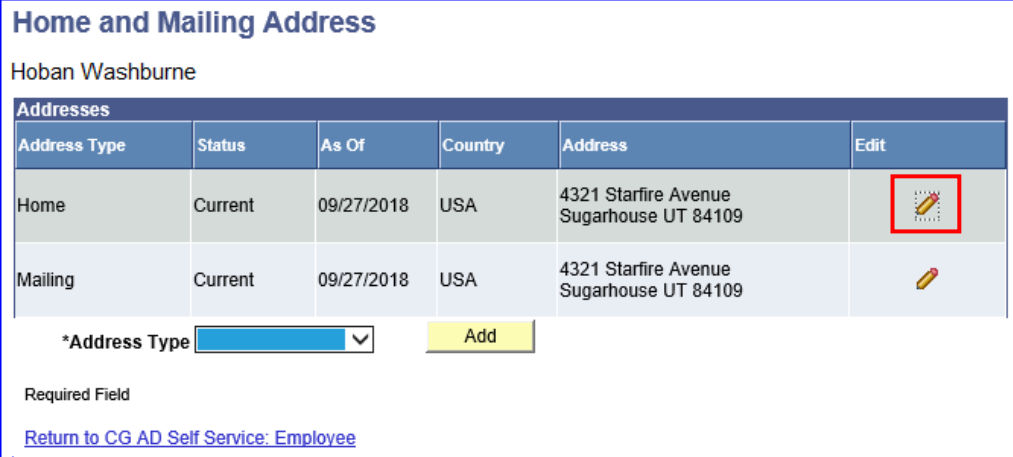






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Updating Home or Mailing Address

Introduction This section provides the procedures for a member to update their home and/or mailing addresses in Direct Access (DA).



Procedures See below.

Step	Action																		
<p>1</p>	<p>Select Home and Mailing Address under Tasks in the Employee Pagelet.</p>  <p>The screenshot shows a web interface titled 'Employee' with a list of tasks. The 'Home and Mailing Address' link is highlighted with a red rectangular box. Other visible links include 'Tasks', 'PCS eResumes', 'My Airport Terminal', 'Emergency Contacts', 'Phone Numbers', 'Allotments', 'Direct Deposit', 'W-4 Tax Information USA', 'All Duty Report', '11 More...', 'View', 'My Profile', 'Member Training Rating', 'My Reserve Points Statement', 'My Reserve Drills', 'View My Payslips (AD/RSV)', 'My Dependent Information', 'My Employee Reviews', 'My Employee Review Summary', 'Off Comparison Scale Summary', and '7 More...'.</p>																		
<p>2</p>	<p>The member's Home and Mailing Address page will display. Click the pencil icon to edit an address. For this example, we will update the Home address.</p>  <p>The screenshot shows the 'Home and Mailing Address' page for 'Hoban Washburne'. It features a table with the following data:</p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>09/27/2018</td> <td>USA</td> <td>4321 Starfire Avenue Sugarhouse UT 84109</td> <td></td> </tr> <tr> <td>Mailing</td> <td>Current</td> <td>09/27/2018</td> <td>USA</td> <td>4321 Starfire Avenue Sugarhouse UT 84109</td> <td></td> </tr> </tbody> </table> <p>Below the table, there is a dropdown menu for '*Address Type' and an 'Add' button. A 'Required Field' label is present. At the bottom, there is a link: 'Return to CG AD Self Service: Employee'.</p>	Address Type	Status	As Of	Country	Address	Edit	Home	Current	09/27/2018	USA	4321 Starfire Avenue Sugarhouse UT 84109		Mailing	Current	09/27/2018	USA	4321 Starfire Avenue Sugarhouse UT 84109	
Address Type	Status	As Of	Country	Address	Edit														
Home	Current	09/27/2018	USA	4321 Starfire Avenue Sugarhouse UT 84109															
Mailing	Current	09/27/2018	USA	4321 Starfire Avenue Sugarhouse UT 84109															

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Updating Home or Mailing Address, Continued




Procedures,
continued

Step	Action
3	<p>The selected address will display with the current information.</p> <div data-bbox="352 524 1358 1133" style="border: 1px solid blue; padding: 10px;"> <p>Edit Home Address</p> <p>Change As Of <input type="text" value="09/27/2018"/> </p> <p>Country <input type="text" value="United States"/> <input type="button" value="Change Country"/></p> <p>Address 1 <input type="text" value="4321 Starfire Avenue"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3</p> <p>City <input type="text" value="Sugarhouse"/> State <input type="text" value="UT"/>  Utah</p> <p>Postal <input type="text" value="84109"/></p> <p>County <input type="text" value="Salt Lake"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>

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Updating Home or Mailing Address, Continued







Procedures,
continued

Step	Action
4	<p>The Change As Of date defaults to the current date. This may be left as is or changed to a future date. Overtype the address as appropriate. Do NOT use any special characters when entering an address. Once the address has been entered, click Save.</p> <p>Note: If the address to be entered is not within the United States, click Change Country and select the country from the list provided. Once the address has been entered, click Save.</p> <div data-bbox="352 779 1366 1397" style="border: 1px solid blue; padding: 10px;"> <p>Edit Home Address</p> <p>Change As Of 09/27/2018 </p> <p>Country United States Change Country</p> <p>Address 1 1234 FIREFLY LANE</p> <p>Address 2 </p> <p>Address 3</p> <p>City SERENITY State UT  Utah</p> <p>Postal 84105</p> <p>County SERENITY</p> <p>Save Cancel</p> </div>
5	<p>A Save Confirmation message will display. Click OK.</p> <div data-bbox="352 1469 818 1839" style="border: 1px solid blue; padding: 10px;"> <p>Home and Mailing Address</p> <p>Save Confirmation</p> <p> The Save was successful.</p> <p>OK</p> </div>

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Updating Home or Mailing Address, Continued

Procedures,
continued

Step	Action																								
6	<p>The Home and Mailing Address page will display with the new home and/or mailing address. Repeat Steps 2–5 to edit another address. To exit, click the Home button in the upper right corner of DA or click Return to CG AD Self Service: Employee.</p> <div data-bbox="363 636 1370 1099" style="border: 1px solid blue; padding: 5px;"> <p>Home and Mailing Address</p> <p>Hoban Washburne</p> <table border="1" data-bbox="363 734 1370 949"> <thead> <tr> <th colspan="6">Addresses</th> </tr> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>09/27/2018</td> <td>USA</td> <td>1234 FIREFLY LANE SERENITY UT 84105</td> <td></td> </tr> <tr> <td>Mailing</td> <td>Current</td> <td>09/27/2018</td> <td>USA</td> <td>4321 Starfire Avenue Sugarhouse UT 84109</td> <td></td> </tr> </tbody> </table> <p>*Address Type <input type="text" value=""/> <input type="button" value="Add"/></p> <p>Required Field</p> <p>Return to CG AD Self Service: Employee</p> </div>	Addresses						Address Type	Status	As Of	Country	Address	Edit	Home	Current	09/27/2018	USA	1234 FIREFLY LANE SERENITY UT 84105		Mailing	Current	09/27/2018	USA	4321 Starfire Avenue Sugarhouse UT 84109	
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Adding a Thrift Savings Plan Mailing Address

Introduction This section provides the procedures for a member to add a Thrift Saving Plan (TSP) mailing address in Direct Access.

Important Information All TSP participants must add a TSP mailing address to DA prior to enrolling in TSP; or if already participating, before they can change any contributions.

Do not use special characters (e.g. ã, á, ñ, ú, Ñ, Ú, etc.) when entering an address. Direct Access is the data source for other information systems which cannot use special characters.







Procedures See below.

Step	Action
1	<p>Select Home and Mailing Address under Tasks in the Employee pagelet.</p>  <p>The screenshot shows a web interface titled 'Employee' with a 'Tasks' section on the left and a 'View' section on the right. The 'Home and Mailing Address' link in the 'Tasks' section is highlighted with a red rectangular box. Other links in the 'Tasks' section include PCS eResumes, My Airport Terminal, Emergency Contacts, Phone Numbers, Allotments, Direct Deposit, W-4 Tax Information USA, All Duty Report, and 11 More... The 'View' section includes My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Dependent Information, My Employee Reviews, My Employee Review Summary, Off Comparison Scale Summary, and 7 More...</p>

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Adding a Thrift Savings Plan Mailing Address, Continued

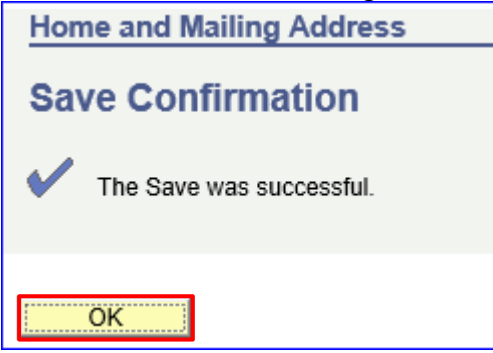
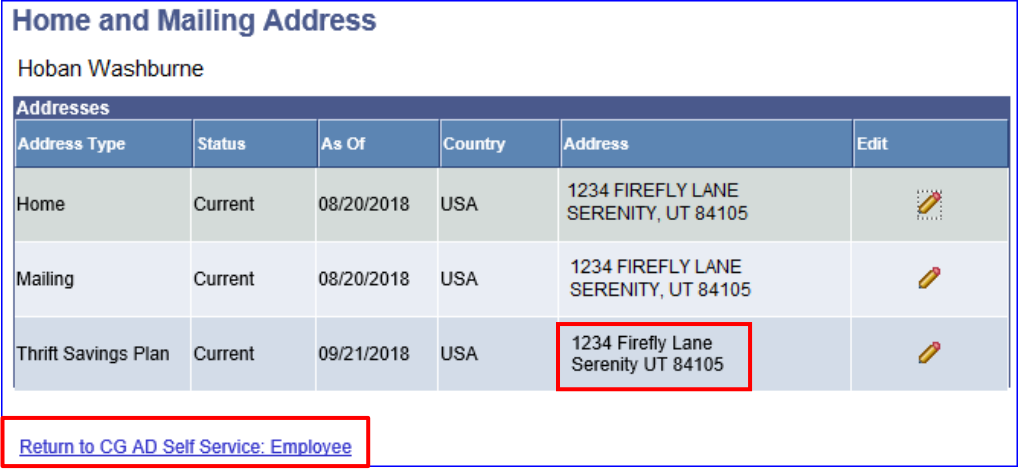
Procedures,
continued

Step	Action																								
<p>2</p>	<p>The member’s current home and mailing addresses will be displayed. To add a TSP mailing address, select TSP from the drop-down and click Add.</p> <p>Note: If the member already has a TSP mailing address listed but it needs to be changed, click the pencil icon located under the Edit column for the TSP address.</p> <div data-bbox="352 696 1374 1155" style="border: 1px solid blue; padding: 5px;"> <p>Home and Mailing Address</p> <p>Hoban Washburne</p> <table border="1" data-bbox="360 792 1366 1014"> <thead> <tr> <th colspan="6">Addresses</th> </tr> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>08/20/2018</td> <td>USA</td> <td>1234 FIREFLY LANE SERENITY, UT 84105</td> <td></td> </tr> <tr> <td>Mailing</td> <td>Current</td> <td>08/20/2018</td> <td>USA</td> <td>1234 FIREFLY LANE SERENITY, UT 84105</td> <td></td> </tr> </tbody> </table> <p>*Address Type <input type="text" value="TSP"/> <input type="button" value="Add"/></p> <p>Required Field</p> <p>Return to CG AD Self Service: Employee</p> </div>	Addresses						Address Type	Status	As Of	Country	Address	Edit	Home	Current	08/20/2018	USA	1234 FIREFLY LANE SERENITY, UT 84105		Mailing	Current	08/20/2018	USA	1234 FIREFLY LANE SERENITY, UT 84105	
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<p>3</p>	<p>The Add Thrift Savings Plan Address page will display. The Change As Of date will default to the current date; this may be left as is or changed to a future date. Enter the address as appropriate and click Save.</p> <p>Note: If the address to be entered is not within the United States, click Change Country and select the correct country from the list provided. Do NOT use any special characters when entering a foreign address.</p> <div data-bbox="352 1429 1374 1906" style="border: 1px solid blue; padding: 5px;"> <p>Add Thrift Savings Plan Address</p> <p>Change As Of <input type="text" value="09/21/2018"/></p> <p>Country <input type="text" value="United States"/> <input type="button" value="Change Country"/></p> <p>Address 1 <input type="text" value="1234 Firefly Lane"/></p> <p>Address 2 <input type="text"/></p> <p>Address 3</p> <p>City <input type="text" value="Serenity"/> State <input type="text" value="UT"/> <input type="button" value="Utah"/></p> <p>Postal <input type="text" value="84105"/></p> <p>County <input type="text" value="Serenity County"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>																								

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Adding a Thrift Savings Plan Mailing Address, Continued

Procedures,
continued

Step	Action																														
4	<p>A Save Confirmation message will display. Click OK.</p> 																														
5	<p>The Home and Mailing Address page will display with the new TSP mailing address. To exit, click the Home button in the upper right corner of DA or click Return to CG AD Self Service: Employee.</p>  <table border="1" data-bbox="363 1115 1366 1413"> <thead> <tr> <th colspan="6">Addresses</th> </tr> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>08/20/2018</td> <td>USA</td> <td>1234 FIREFLY LANE SERENITY, UT 84105</td> <td></td> </tr> <tr> <td>Mailing</td> <td>Current</td> <td>08/20/2018</td> <td>USA</td> <td>1234 FIREFLY LANE SERENITY, UT 84105</td> <td></td> </tr> <tr> <td>Thrift Savings Plan</td> <td>Current</td> <td>09/21/2018</td> <td>USA</td> <td>1234 Firefly Lane Serenity UT 84105</td> <td></td> </tr> </tbody> </table>	Addresses						Address Type	Status	As Of	Country	Address	Edit	Home	Current	08/20/2018	USA	1234 FIREFLY LANE SERENITY, UT 84105		Mailing	Current	08/20/2018	USA	1234 FIREFLY LANE SERENITY, UT 84105		Thrift Savings Plan	Current	09/21/2018	USA	1234 Firefly Lane Serenity UT 84105	
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