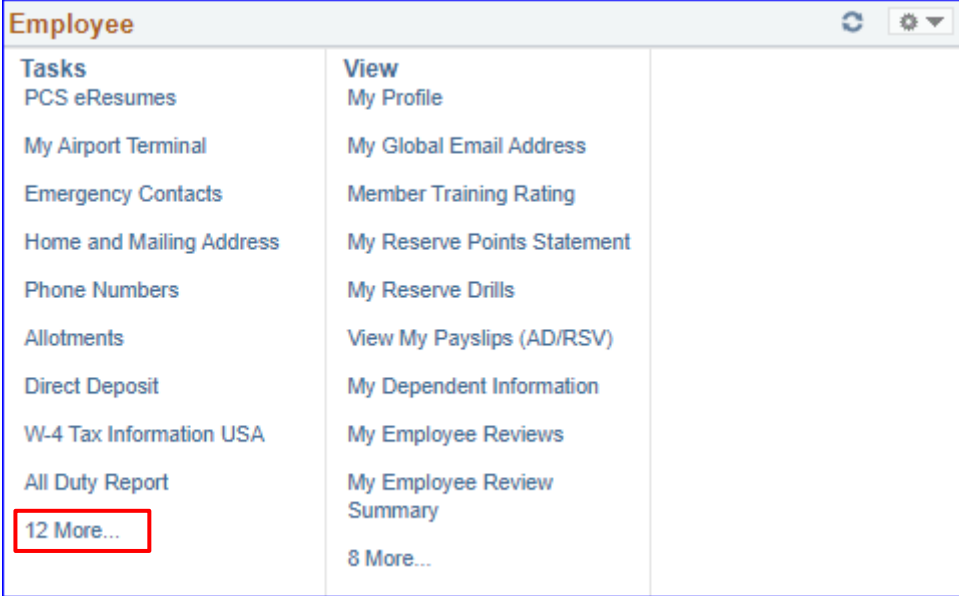
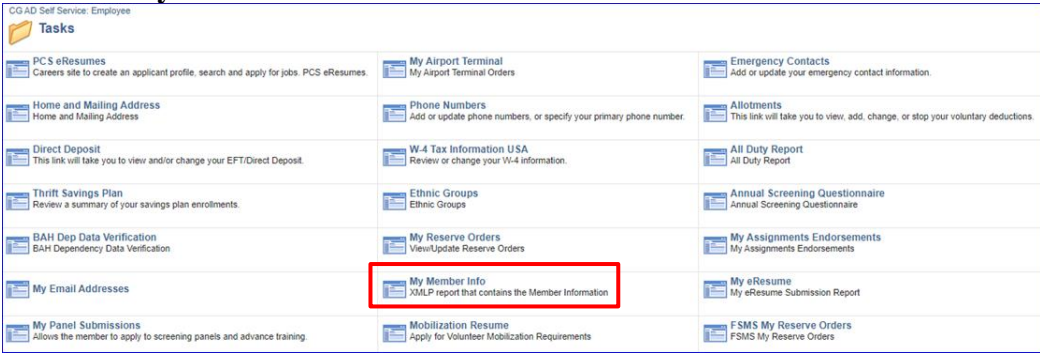
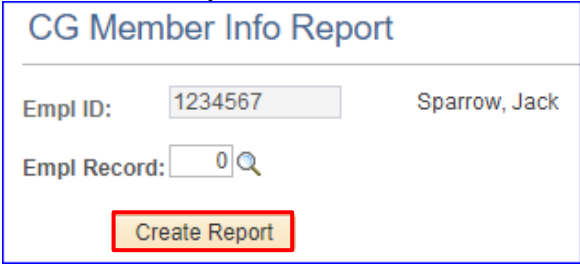


# My Member Info

**Introduction** This guide provides the procedures for viewing My Member Info in Direct Access (DA).

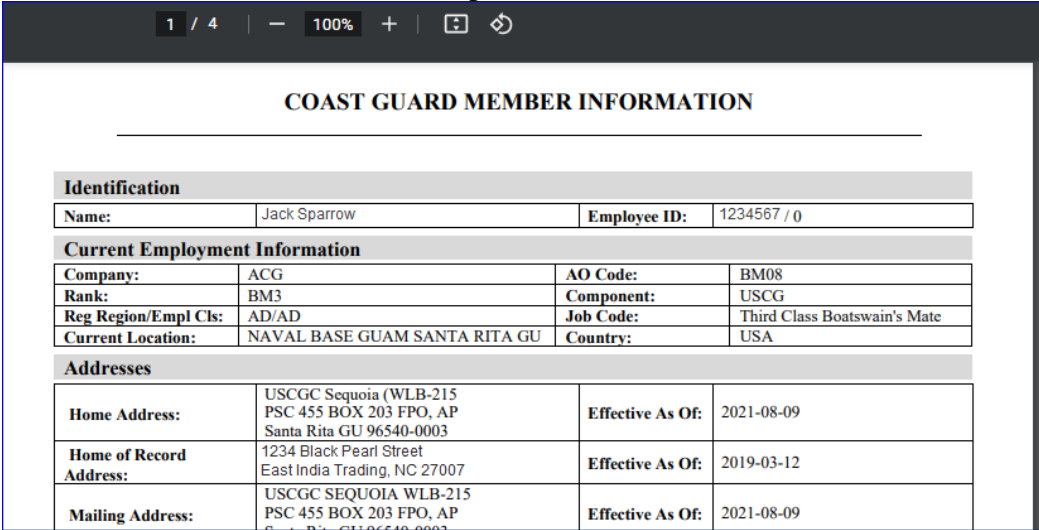
**Procedures** See below.

Step	Action
<p><b>1</b></p>	<p>Click the <b>## More</b> link under Tasks in the Employee pagelet.</p>  <p>The screenshot shows the 'Employee' pagelet with a list of tasks. The '12 More...' link is highlighted with a red box.</p>
<p><b>2</b></p>	<p>Click the <b>My Member Info</b> link.</p>  <p>The screenshot shows the 'CG AD Self Service: Employee' page with a grid of tasks. The 'My Member Info' link is highlighted with a red box.</p>
<p><b>3</b></p>	<p>Click <b>Create Report</b>.</p>  <p>The screenshot shows the 'CG Member Info Report' form with the 'Create Report' button highlighted with a red box.</p>

*Continued on next page*

## My Member Info, Continued

Procedures,  
continued

Step	Action
4	<p>The <b>Coast Guard Member Information Report</b> will open in a new window and will be available to view and/or print.</p>  <p>The screenshot shows a browser window with the title "COAST GUARD MEMBER INFORMATION". It contains three main sections:</p> <ul style="list-style-type: none"> <li><b>Identification:</b> Name: Jack Sparrow, Employee ID: 1234567 / 0</li> <li><b>Current Employment Information:</b> Company: ACG, Rank: BM3, Reg Region/Empl Cts: AD/AD, Current Location: NAVAL BASE GUAM SANTA RITA GU, AO Code: BM08, Component: USCG, Job Code: Third Class Boatswain's Mate, Country: USA</li> <li><b>Addresses:</b> Home Address: USCGC Sequoia (WLB-215, PSC 455 BOX 203 FPO, AP Santa Rita GU 96540-0003), Effective As Of: 2021-08-09; Home of Record Address: 1234 Black Pearl Street, East India Trading, NC 27007, Effective As Of: 2019-03-12; Mailing Address: USCGC SEQUOIA WLB-215, PSC 455 BOX 203 FPO, AP Santa Rita GU 96540-0003, Effective As Of: 2021-08-09</li> </ul>