## My eResume Submission Report

**Introduction** This guide provides the procedures for members to view their My eResume Submission Report in Direct Access (DA).

## **Procedures** See below.

Step	Action				
1	Select Member Self Service from the My Homepage drop-down.				
	0			<b>☆ :</b> ∅	
	My Homepage 🔻	•	< 1 of 2 >	Notifications C :	
	My Homepage	Member Self Service	Career Management		
	Requests Don't Forget to Sign Out  to each pay date. Access paysings via the	9/m			
	to the Payroll Processing Schedule for pay dates and cutoffs. FSMS Scheduled Outages				
	<ul> <li>value the CSMS system status board on uppales and subscribe to the CSMS rix for more FSMS information.</li> <li>&gt; 2023 Payroll Processing Schedule</li> </ul>	_			
	<ul> <li>Direct Access User Guides</li> <li>Direct Access Knoweldge Base</li> <li>Validate your SGLI/FSGLI Coverage (SOES Info)</li> </ul>				
	<ul> <li>Subscribe to our eNewsletters</li> <li>Known Issues, Defects, and Workarounds</li> <li>2022 Payroll Processing Schedule</li> </ul>	Workcenters	Employee Review		
	Absence Request User Guide     ALSPO Messages     Pay & Allowance Rates			No notifications	
	PPC Customer Satisfaction Survey     If you encounter problems, have questions, or need any assistance with Direct     If you encounter problems, have questions or need any assistance with Direct			When new notifications arrive, the Refresh °C button will show a badge	
	Access, contact PPC Customer Care at obs.//2.0724 or contact us by e-main to PPC-DG-CustomerCare@useg.mil. Appropriate Use and Access: Do not use this system to conduct training or to practice entering any pay/personnel				
	transactions. Contact DDC Clustomar Cara if you have questions on the use of				
2	Select the My eResume option				
	📕 View 🗸 📕				
	Tasks				
	PCS eResumes				
	My Airport Terminal				
	Emergency Contacts				
	Home and Mailing Address				
	Phone Numbers				
	Allotments				
	Direct Deposit				
	W-4 Tax Information USA				
	All Duty Report				
	Thrift Savings Plan				
	Ethnic Groups				
	Annual Screening Questionnaire				
	BAH Dep Data Verification				
	My Assignments Endorsements				
	iviy Email Addresses				
	My Member Info				
	My eResume				
	My Panel Submissions				
	Mobilization Resume				
	FSMS My Reserve Orders				

## My eResume Submission Report, Continued

Procedures,

continued

Step	Action			
3	The Coast Guard eResume Submission Report page will display. The member's Empl ID and Name will auto-populate. Click <b>Create Report</b> .			
	Coast Guard eResume Submission Report			
	Empl ID 1234567 Durden, Tyler			
	Create Report			
4	The Coast Guard eResume Submission Report will open in a new window. The report will provide a list of all the positions the member has applied for and may be multiple pages depending on the number of eResumes the member has submitted.			
	COAST GUARD ERESUME SUBMISSION REPORT			
	Name: Tyler Durden Employee ID: 1234567			
	Screening Panels Applied For			
	Panel         App Date         Final         RCMD         Member Comments         Endorsement           PERS         2021-01-05         V         V         Not Red			
5	To exit, 'X' out of the report window. To return to the Self Service menu page,			
	CIICK the Home icon in the upper right corner of DA.         Favorites *       Main Menu *       > Setf Service *       > Tasks *       > My eResume			
	Nottication Navtar New Window   Help   Personalize Page			