

View/Add/Delete My Phone Numbers

Overview

Introduction This guide provides procedures for the Retiree, Annuitant, or Former Spouse to view, add, or delete telephone numbers in Direct Access (DA).

Information Log into DA Self Service at [Direct Access Self Service](#).

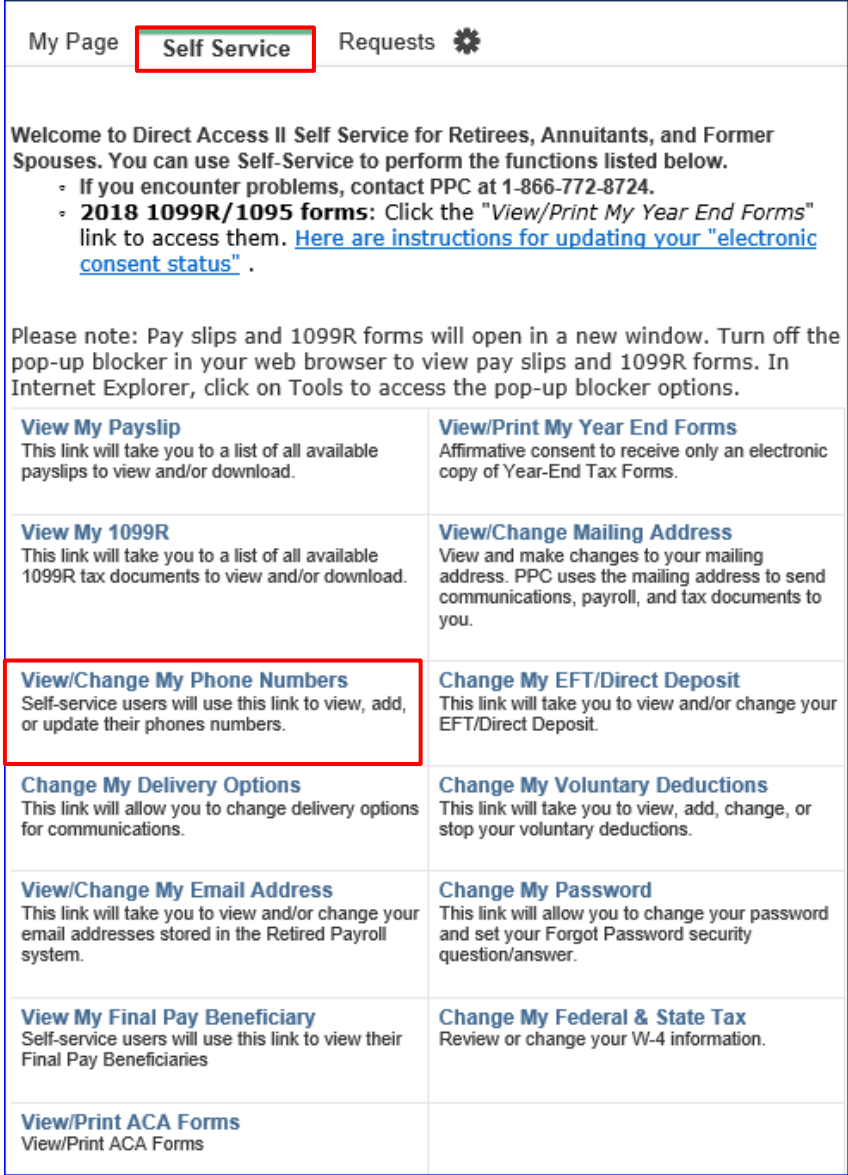
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View My Phone Numbers

Introduction This section provides procedures for the Retiree, Annuitant, or Former Spouse to view telephone numbers in Direct Access (DA).

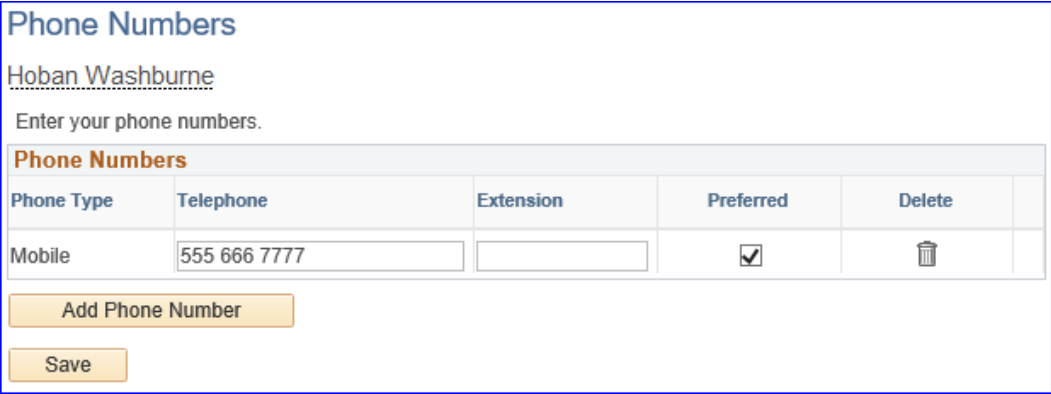

Procedures See below.

Step	Action														
<p>1</p>	<p>Select View/Change My Phone Numbers.</p> <p>Note: Some Retirees may have more than one user access; in which case, you will need to select the Self Service tab to view the Self Service menu.</p>  <p>The screenshot shows a navigation bar with 'My Page', 'Self Service' (highlighted), and 'Requests' with a gear icon. Below this is a welcome message: 'Welcome to Direct Access II Self Service for Retirees, Annuitants, and Former Spouses. You can use Self-Service to perform the functions listed below.' It includes two bullet points: 'If you encounter problems, contact PPC at 1-866-772-8724.' and '2018 1099R/1095 forms: Click the "View/Print My Year End Forms" link to access them. Here are instructions for updating your "electronic consent status" .'. A note follows: 'Please note: Pay slips and 1099R forms will open in a new window. Turn off the pop-up blocker in your web browser to view pay slips and 1099R forms. In Internet Explorer, click on Tools to access the pop-up blocker options.' Below the note is a grid of service links:</p> <table border="1" data-bbox="327 1120 1177 1883"> <tr> <td> <p>View My Payslip This link will take you to a list of all available payslips to view and/or download.</p> </td> <td> <p>View/Print My Year End Forms Affirmative consent to receive only an electronic copy of Year-End Tax Forms.</p> </td> </tr> <tr> <td> <p>View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download.</p> </td> <td> <p>View/Change Mailing Address View and make changes to your mailing address. PPC uses the mailing address to send communications, payroll, and tax documents to you.</p> </td> </tr> <tr> <td> <p>View/Change My Phone Numbers Self-service users will use this link to view, add, or update their phones numbers.</p> </td> <td> <p>Change My EFT/Direct Deposit This link will take you to view and/or change your EFT/Direct Deposit.</p> </td> </tr> <tr> <td> <p>Change My Delivery Options This link will allow you to change delivery options for communications.</p> </td> <td> <p>Change My Voluntary Deductions This link will take you to view, add, change, or stop your voluntary deductions.</p> </td> </tr> <tr> <td> <p>View/Change My Email Address This link will take you to view and/or change your email addresses stored in the Retired Payroll system.</p> </td> <td> <p>Change My Password This link will allow you to change your password and set your Forgot Password security question/answer.</p> </td> </tr> <tr> <td> <p>View My Final Pay Beneficiary Self-service users will use this link to view their Final Pay Beneficiaries</p> </td> <td> <p>Change My Federal & State Tax Review or change your W-4 information.</p> </td> </tr> <tr> <td> <p>View/Print ACA Forms View/Print ACA Forms</p> </td> <td></td> </tr> </table>	<p>View My Payslip This link will take you to a list of all available payslips to view and/or download.</p>	<p>View/Print My Year End Forms Affirmative consent to receive only an electronic copy of Year-End Tax Forms.</p>	<p>View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download.</p>	<p>View/Change Mailing Address View and make changes to your mailing address. PPC uses the mailing address to send communications, payroll, and tax documents to you.</p>	<p>View/Change My Phone Numbers Self-service users will use this link to view, add, or update their phones numbers.</p>	<p>Change My EFT/Direct Deposit This link will take you to view and/or change your EFT/Direct Deposit.</p>	<p>Change My Delivery Options This link will allow you to change delivery options for communications.</p>	<p>Change My Voluntary Deductions This link will take you to view, add, change, or stop your voluntary deductions.</p>	<p>View/Change My Email Address This link will take you to view and/or change your email addresses stored in the Retired Payroll system.</p>	<p>Change My Password This link will allow you to change your password and set your Forgot Password security question/answer.</p>	<p>View My Final Pay Beneficiary Self-service users will use this link to view their Final Pay Beneficiaries</p>	<p>Change My Federal & State Tax Review or change your W-4 information.</p>	<p>View/Print ACA Forms View/Print ACA Forms</p>	
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View My Phone Numbers, Continued

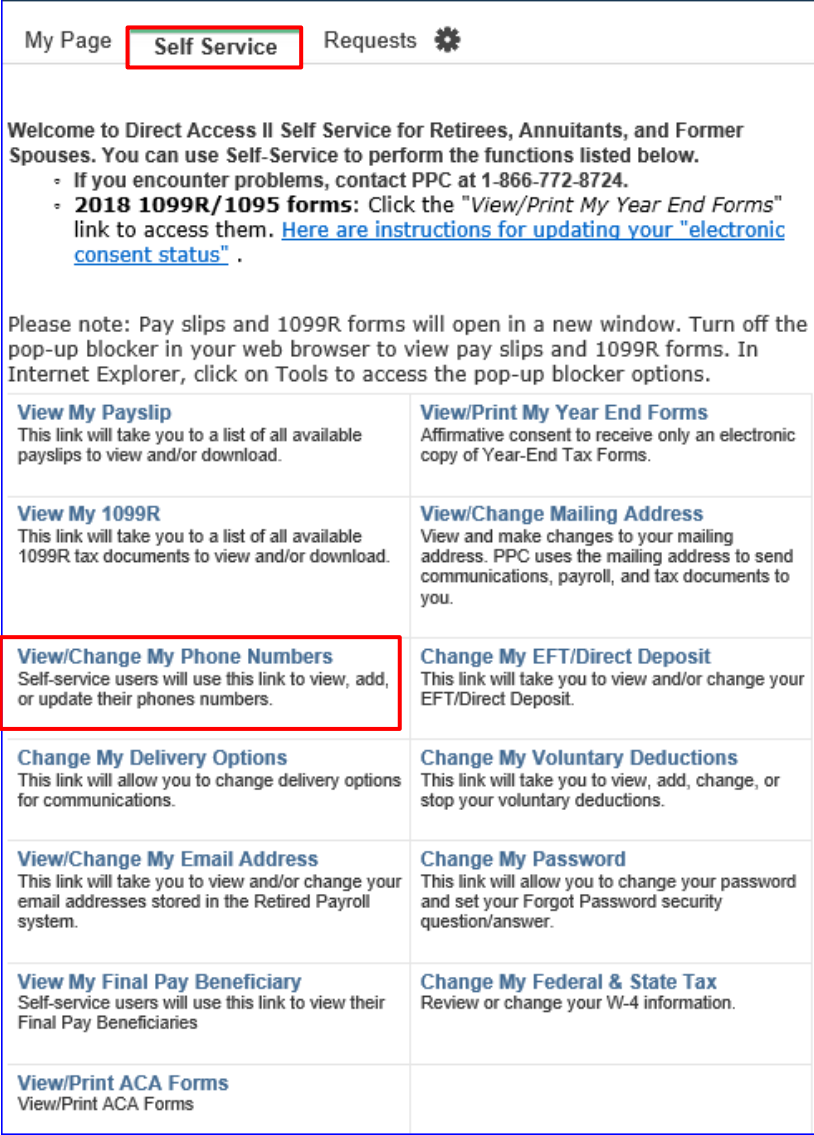
Procedures,
continued

Step	Action										
2	<p>The Phone Numbers page will display. If the phone number(s) listed are incorrect, refer to the Delete My Phone Numbers to remove.</p>  <p>Phone Numbers</p> <p><u>Hoban Washburne</u></p> <p>Enter your phone numbers.</p> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>555 666 7777</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Add Phone Number</p> <p>Save</p>	Phone Type	Telephone	Extension	Preferred	Delete	Mobile	555 666 7777		<input checked="" type="checkbox"/>	
Phone Type	Telephone	Extension	Preferred	Delete							
Mobile	555 666 7777		<input checked="" type="checkbox"/>								
3	<p>To return to the Self Service Menu, click the House icon in the upper right corner of Direct Access.</p>  <p>United States Coast Guard U.S. Department of Homeland Security</p> <p> </p>										

Add My Phone Numbers

Introduction This section provides procedures for the Retiree, Annuitant, or Former Spouse to add telephone numbers in Direct Access (DA).

Procedures See below.

Step	Action														
<p>1</p>	<p>Select View/Change My Phone Numbers.</p> <p>Note: Some Retirees may have more than one user access; in which case, you will need to select the Self Service tab to view the Self Service menu.</p>  <p>The screenshot shows the 'Self Service' menu with the following options:</p> <table border="1"> <tr> <td>View My Payslip This link will take you to a list of all available payslips to view and/or download.</td> <td>View/Print My Year End Forms Affirmative consent to receive only an electronic copy of Year-End Tax Forms.</td> </tr> <tr> <td>View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download.</td> <td>View/Change Mailing Address View and make changes to your mailing address. PPC uses the mailing address to send communications, payroll, and tax documents to you.</td> </tr> <tr> <td>View/Change My Phone Numbers Self-service users will use this link to view, add, or update their phones numbers.</td> <td>Change My EFT/Direct Deposit This link will take you to view and/or change your EFT/Direct Deposit.</td> </tr> <tr> <td>Change My Delivery Options This link will allow you to change delivery options for communications.</td> <td>Change My Voluntary Deductions This link will take you to view, add, change, or stop your voluntary deductions.</td> </tr> <tr> <td>View/Change My Email Address This link will take you to view and/or change your email addresses stored in the Retired Payroll system.</td> <td>Change My Password This link will allow you to change your password and set your Forgot Password security question/answer.</td> </tr> <tr> <td>View My Final Pay Beneficiary Self-service users will use this link to view their Final Pay Beneficiaries</td> <td>Change My Federal & State Tax Review or change your W-4 information.</td> </tr> <tr> <td>View/Print ACA Forms View/Print ACA Forms</td> <td></td> </tr> </table>	View My Payslip This link will take you to a list of all available payslips to view and/or download.	View/Print My Year End Forms Affirmative consent to receive only an electronic copy of Year-End Tax Forms.	View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download.	View/Change Mailing Address View and make changes to your mailing address. PPC uses the mailing address to send communications, payroll, and tax documents to you.	View/Change My Phone Numbers Self-service users will use this link to view, add, or update their phones numbers.	Change My EFT/Direct Deposit This link will take you to view and/or change your EFT/Direct Deposit.	Change My Delivery Options This link will allow you to change delivery options for communications.	Change My Voluntary Deductions This link will take you to view, add, change, or stop your voluntary deductions.	View/Change My Email Address This link will take you to view and/or change your email addresses stored in the Retired Payroll system.	Change My Password This link will allow you to change your password and set your Forgot Password security question/answer.	View My Final Pay Beneficiary Self-service users will use this link to view their Final Pay Beneficiaries	Change My Federal & State Tax Review or change your W-4 information.	View/Print ACA Forms View/Print ACA Forms	
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Add My Phone Numbers, Continued

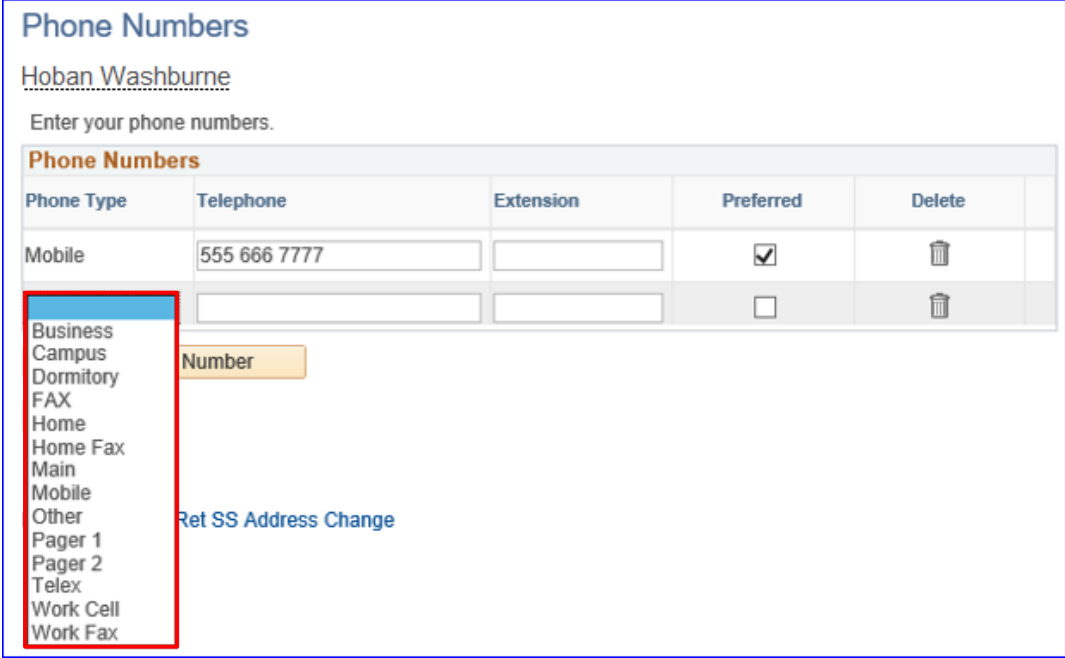
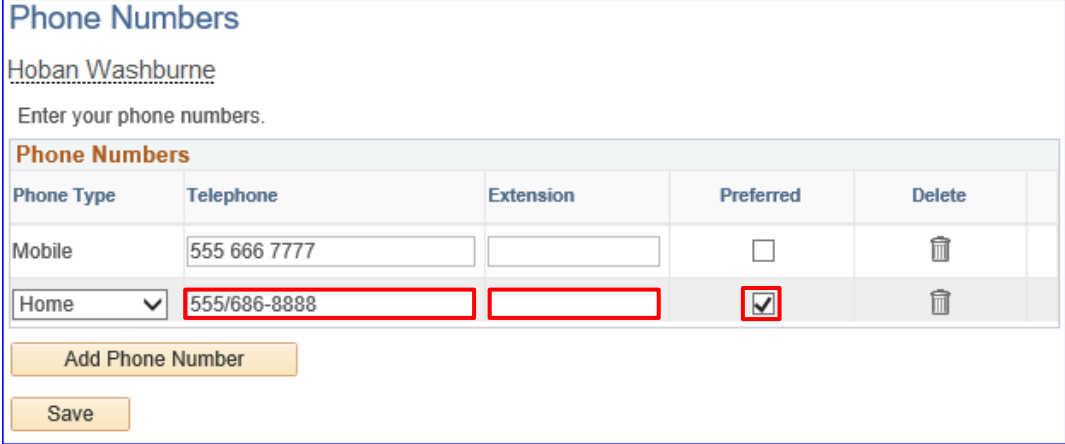
Procedures,
continued

Step	Action																				
2	<p>The Phone Numbers page will display. To add a phone number, click Add Phone Number.</p> <div data-bbox="328 562 1394 958" style="border: 1px solid blue; padding: 5px;"> <p>Phone Numbers</p> <p>Hoban Washburne</p> <p>Enter your phone numbers.</p> <table border="1" data-bbox="328 705 1394 842"> <thead> <tr> <th colspan="5">Phone Numbers</th> </tr> <tr> <th>Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>555 666 7777</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Add Phone Number</p> <p>Save</p> </div>	Phone Numbers					Phone Type	Telephone	Extension	Preferred	Delete	Mobile	555 666 7777		<input checked="" type="checkbox"/>						
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Phone Type	Telephone	Extension	Preferred	Delete																	
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3	<p>A new row will display.</p> <div data-bbox="328 1032 1394 1476" style="border: 1px solid blue; padding: 5px;"> <p>Phone Numbers</p> <p>Hoban Washburne</p> <p>Enter your phone numbers.</p> <table border="1" data-bbox="328 1176 1394 1361"> <thead> <tr> <th colspan="5">Phone Numbers</th> </tr> <tr> <th>Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>555 666 7777</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr style="border: 2px solid red;"> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Add Phone Number</p> <p>Save</p> </div>	Phone Numbers					Phone Type	Telephone	Extension	Preferred	Delete	Mobile	555 666 7777		<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
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<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>																		

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Add My Phone Numbers, Continued

Procedures,
continued

Step	Action
4	<p>Select a phone type from the drop-down.</p>  <p>The screenshot shows a form titled "Phone Numbers" for "Hoban Washburne". Below the title is the instruction "Enter your phone numbers." There is a table with the following columns: "Phone Type", "Telephone", "Extension", "Preferred", and "Delete". The first row shows "Mobile" with the telephone number "555 666 7777" and the "Preferred" checkbox checked. A dropdown menu is open over the "Phone Type" column, listing various phone types: Business, Campus, Dormitory, FAX, Home, Home Fax, Main, Mobile, Other, Pager 1, Pager 2, Telex, Work Cell, and Work Fax. The "Mobile" option is highlighted in the dropdown.</p>
5	<p>Enter the Telephone number with area code (or country code for non-U.S. numbers) and the Extension (if applicable). Check the Preferred box ONLY if that number is the primary/preferred contact number.</p>  <p>The screenshot shows the same "Phone Numbers" form. The "Phone Type" dropdown is now set to "Home". The "Telephone" field contains "555/686-8888" and the "Extension" field is empty. The "Preferred" checkbox is checked. Below the table are two buttons: "Add Phone Number" and "Save".</p>

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Add My Phone Numbers, Continued

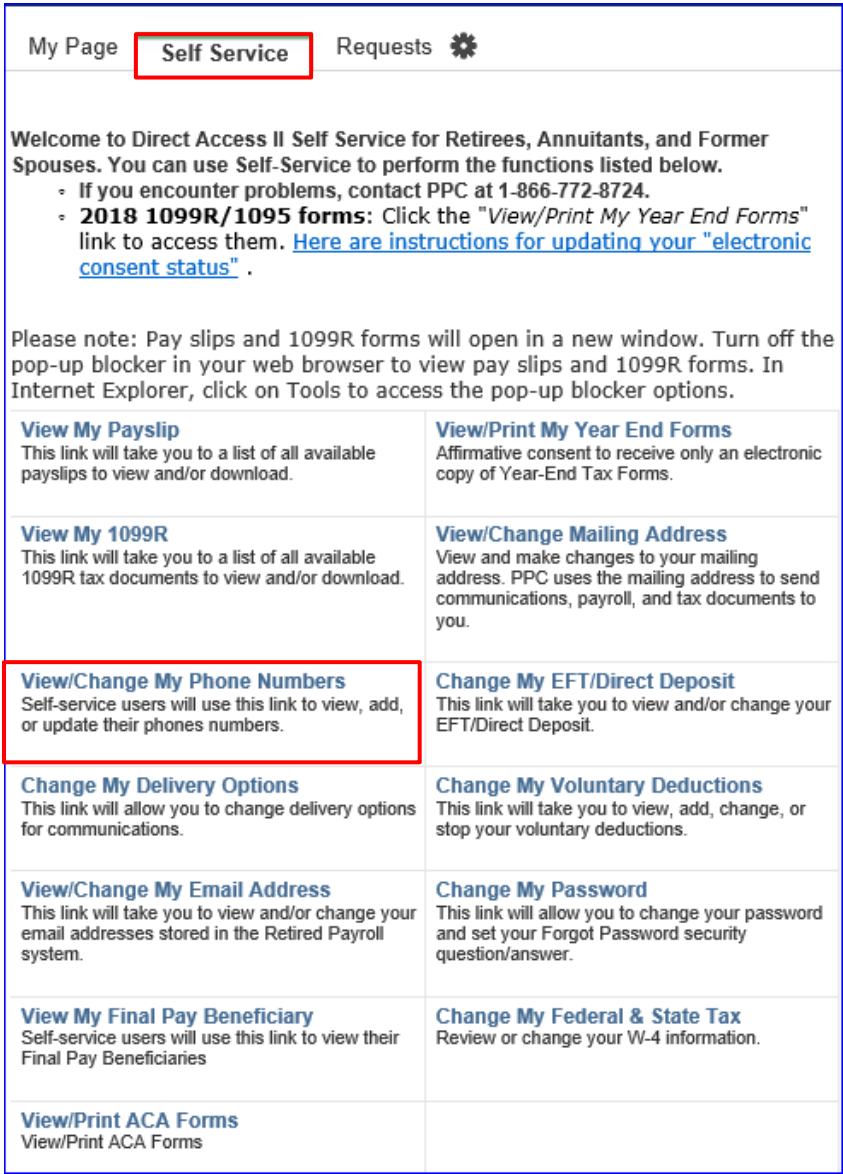
Procedures,
continued

Step	Action															
6	<p>Repeat steps 3 – 5 to add additional numbers. Click Save when finished.</p> <div data-bbox="328 528 1398 969" style="border: 1px solid blue; padding: 5px;"> <p>Phone Numbers</p> <p>Hoban Washburne</p> <p>Enter your phone numbers.</p> <p>Phone Numbers</p> <table border="1" data-bbox="328 674 1398 853"> <thead> <tr> <th>Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>555 666 7777</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Home <input type="checkbox"/></td> <td>555/686-8888</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Add Phone Number"/></p> <p><input style="border: 2px solid red;" type="button" value="Save"/></p> </div>	Phone Type	Telephone	Extension	Preferred	Delete	Mobile	555 666 7777		<input type="checkbox"/>		Home <input type="checkbox"/>	555/686-8888		<input checked="" type="checkbox"/>	
Phone Type	Telephone	Extension	Preferred	Delete												
Mobile	555 666 7777		<input type="checkbox"/>													
Home <input type="checkbox"/>	555/686-8888		<input checked="" type="checkbox"/>													
7	<p>A Save Confirmation message will display. Click Return to Homepage.</p> <div data-bbox="328 1043 724 1429" style="border: 1px solid blue; padding: 5px;"> <p>Phone Numbers</p> <p>Save Confirmation</p> <p> The Save was successful.</p> <p><input style="border: 2px solid red;" type="button" value="Return to Homepage"/></p> </div>															

Delete My Phone Numbers

Introduction This section provides procedures for the Retiree, Annuitant, or Former Spouse to delete telephone numbers in Direct Access (DA).

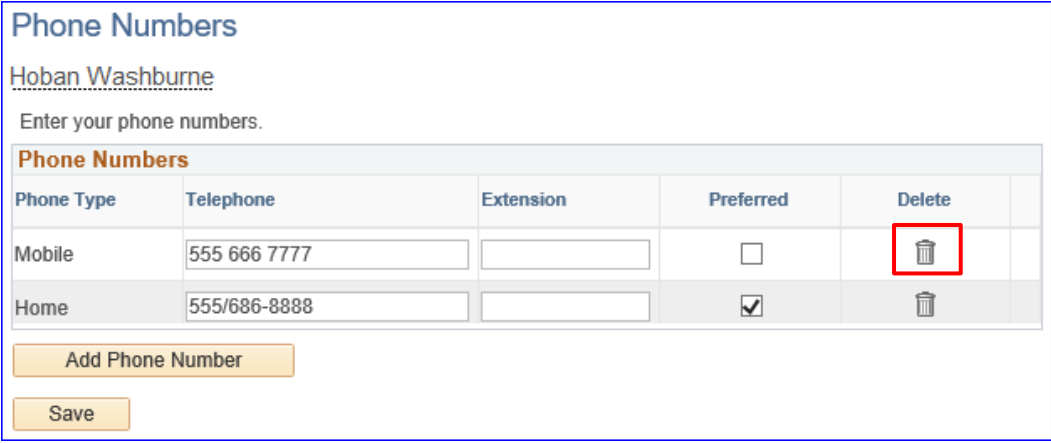






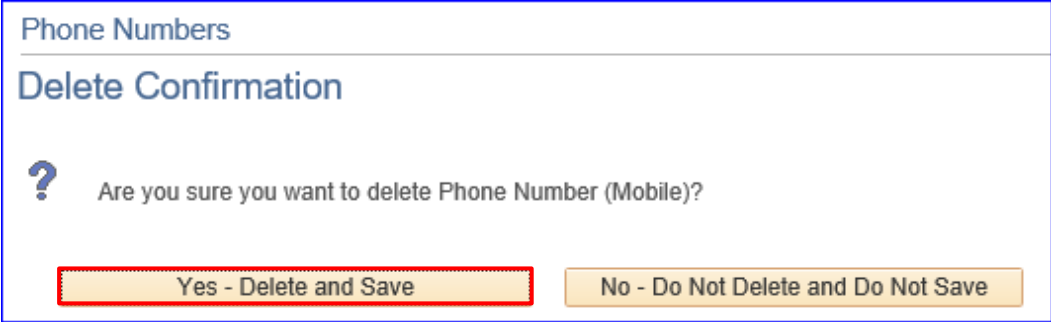
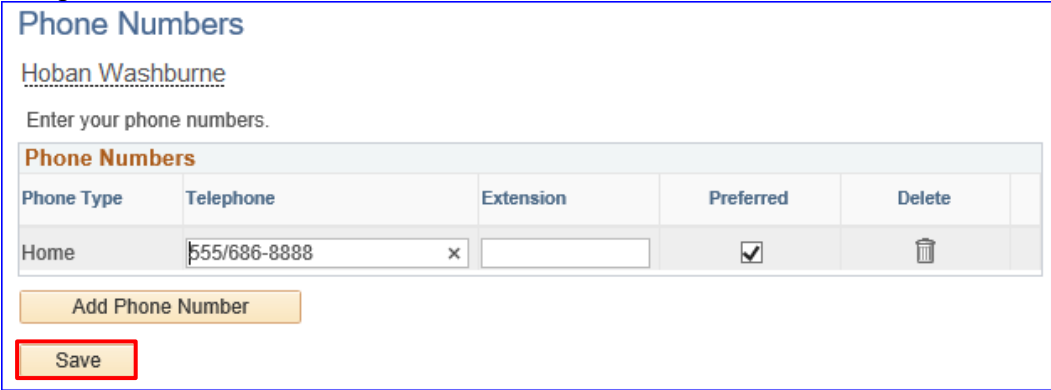



Procedures See below.

Step	Action
1	<p>Select View/Change My Phone Numbers.</p> <p>Note: Some Retirees may have more than one user access; in which case, you will need to select the Self Service tab to view the Self Service menu.</p>  <p>The screenshot shows the 'Self Service' menu with the following options:</p> <ul style="list-style-type: none"> View My Payslip: This link will take you to a list of all available payslips to view and/or download. View/Print My Year End Forms: Affirmative consent to receive only an electronic copy of Year-End Tax Forms. View My 1099R: This link will take you to a list of all available 1099R tax documents to view and/or download. View/Change Mailing Address: View and make changes to your mailing address. PPC uses the mailing address to send communications, payroll, and tax documents to you. View/Change My Phone Numbers: Self-service users will use this link to view, add, or update their phones numbers. (This link is highlighted with a red box in the original image.) Change My EFT/Direct Deposit: This link will take you to view and/or change your EFT/Direct Deposit. Change My Delivery Options: This link will allow you to change delivery options for communications. Change My Voluntary Deductions: This link will take you to view, add, change, or stop your voluntary deductions. View/Change My Email Address: This link will take you to view and/or change your email addresses stored in the Retired Payroll system. Change My Password: This link will allow you to change your password and set your Forgot Password security question/answer. View My Final Pay Beneficiary: Self-service users will use this link to view their Final Pay Beneficiaries. Change My Federal & State Tax: Review or change your W-4 information. View/Print ACA Forms: View/Print ACA Forms

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Delete My Phone Numbers, Continued

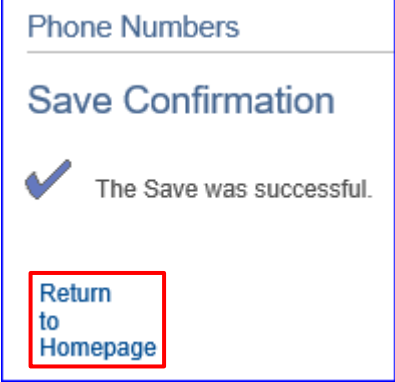
Procedures,
continued

Step	Action															
2	<p>The Phone Numbers page will display. To remove a number, click the trashcan icon for the phone number to be deleted.</p>  <p>Phone Numbers Hoban Washburne Enter your phone numbers.</p> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>555 666 7777</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Home</td> <td>555/686-8888</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Add Phone Number Save</p>	Phone Type	Telephone	Extension	Preferred	Delete	Mobile	555 666 7777		<input type="checkbox"/>		Home	555/686-8888		<input checked="" type="checkbox"/>	
Phone Type	Telephone	Extension	Preferred	Delete												
Mobile	555 666 7777		<input type="checkbox"/>													
Home	555/686-8888		<input checked="" type="checkbox"/>													
3	<p>A confirmation message will display. Click Yes – Delete and Save.</p>  <p>Phone Numbers Delete Confirmation</p> <p>? Are you sure you want to delete Phone Number (Mobile)?</p> <p>Yes - Delete and Save No - Do Not Delete and Do Not Save</p>															
4	<p>The phone number will be removed. Click Save.</p>  <p>Phone Numbers Hoban Washburne Enter your phone numbers.</p> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>555/686-8888</td> <td>x</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Add Phone Number Save</p>	Phone Type	Telephone	Extension	Preferred	Delete	Home	555/686-8888	x	<input checked="" type="checkbox"/>						
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Delete My Phone Numbers, Continued

Procedures,
continued

Step	Action
5	<p data-bbox="328 495 1278 528">A Save Confirmation message will display. Click Return to Homepage.</p>  <p data-bbox="352 539 568 573">Phone Numbers</p> <p data-bbox="352 607 663 640">Save Confirmation</p> <p data-bbox="352 685 703 730">✓ The Save was successful.</p> <p data-bbox="360 797 488 887">Return to Homepage</p>
