

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](#).

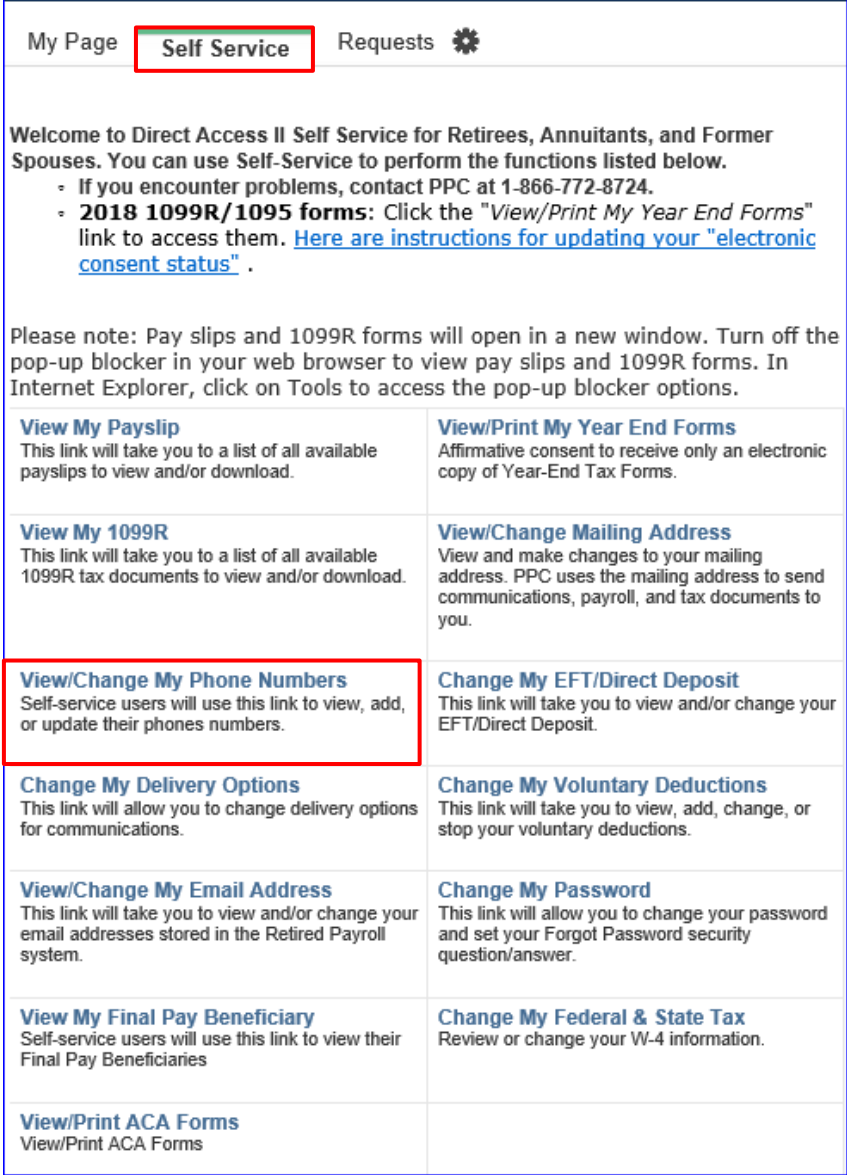
Contents

Topic	See Page
View My Phone Numbers	2
Add My Phone Numbers	4
Delete My Phone Numbers	8

View My Phone Numbers

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

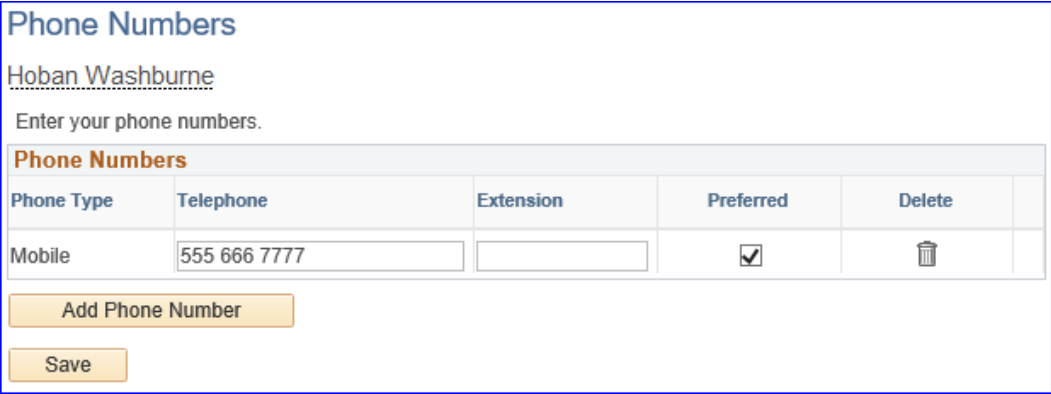

Procedures See below.

Step	Action
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 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 instructions for contacting PPC and accessing 2018 1099R/1095 forms. A note mentions pay slips and 1099R forms opening in a new window. A grid of service links follows, with 'View/Change My Phone Numbers' highlighted in red. Other links include 'View My Payslip', 'View/Print My Year End Forms', 'View My 1099R', 'View/Change Mailing Address', 'Change My EFT/Direct Deposit', 'Change My Delivery Options', 'Change My Voluntary Deductions', 'View/Change My Email Address', 'Change My Password', 'View My Final Pay Beneficiary', and 'Change My Federal & State Tax'.</p>

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View My Phone Numbers, Continued

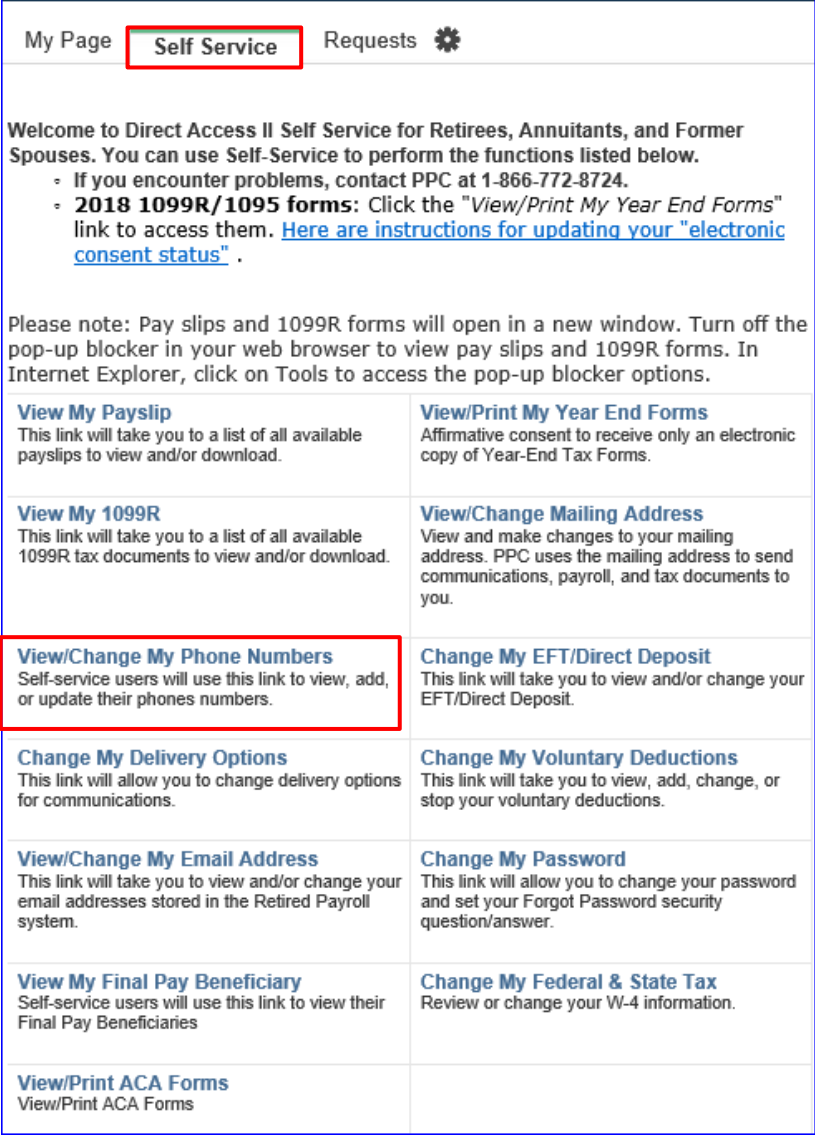
Procedures,
continued

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														
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> <table border="1" data-bbox="327 1108 1145 1843"> <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	
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

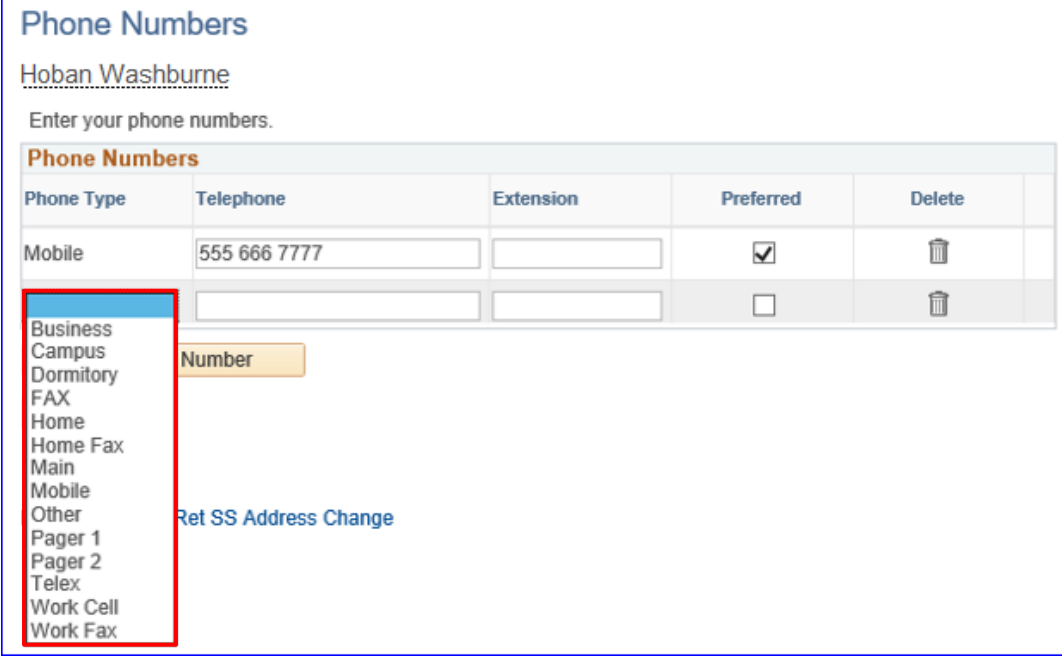
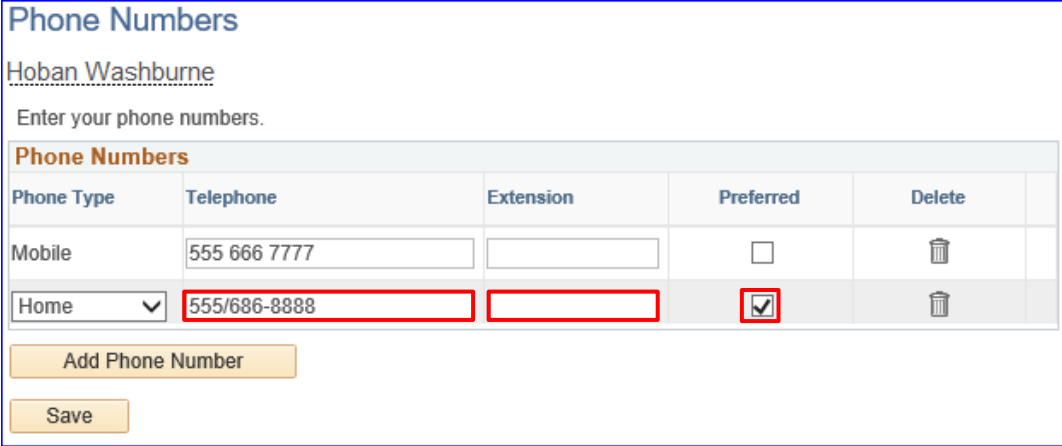
Procedures,
continued

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"/>						
Phone Numbers																					
Phone Type	Telephone	Extension	Preferred	Delete																	
Mobile	555 666 7777		<input checked="" type="checkbox"/>																		
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="background-color: #f2f2f2;"> <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"/>	
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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Add My Phone Numbers, Continued

Procedures,
continued

Step	Action
4	<p>Select a phone type from the drop-down.</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> 

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Add My Phone Numbers, Continued

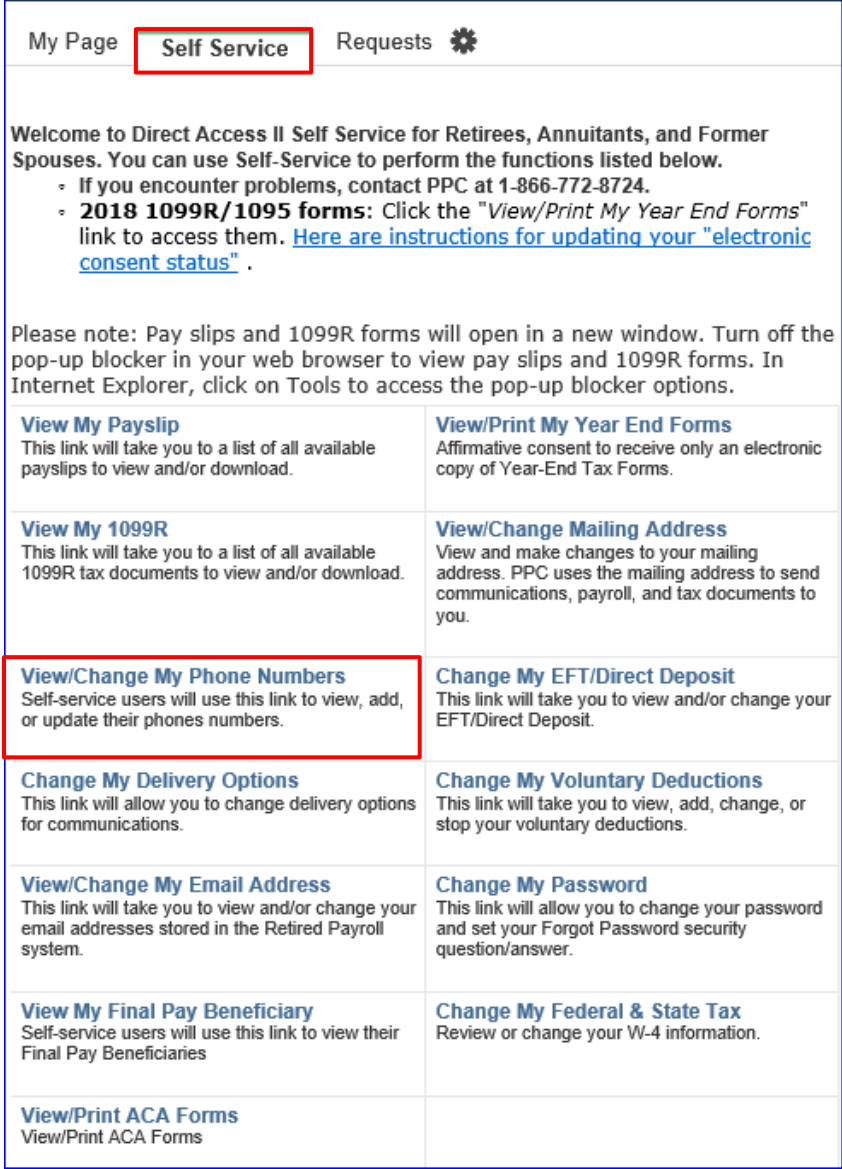
Procedures,
continued

Step	Action															
6	<p>Repeat steps 3 – 5 to add additional numbers. Click Save when finished.</p> <div data-bbox="328 528 1394 967" 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="328 689 1394 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 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 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).

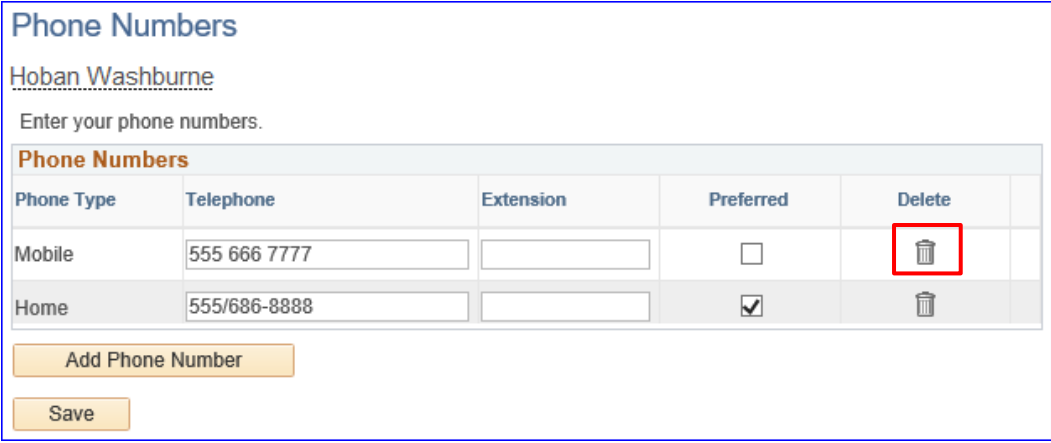
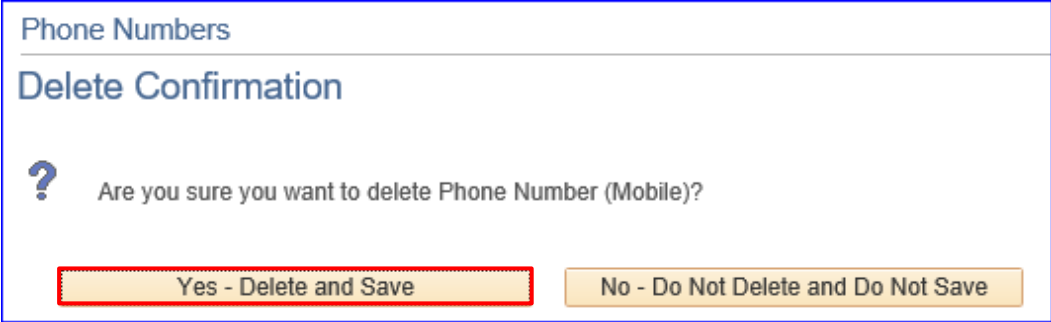
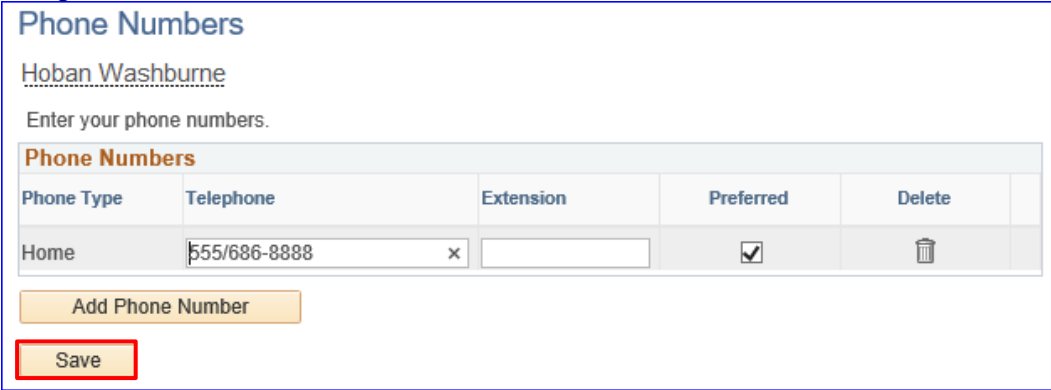
Procedures See below.

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' tab selected in the navigation bar. The main content area includes a welcome message and a list of services. The 'View/Change My Phone Numbers' link is highlighted with a red box. The list of services includes:</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. 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> 
3	<p>A confirmation message will display. Click Yes – Delete and Save.</p> 
4	<p>The phone number will be removed. Click Save.</p> 

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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> 