

# View/Add/Delete My Email Address

## Overview

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

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

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## Contents

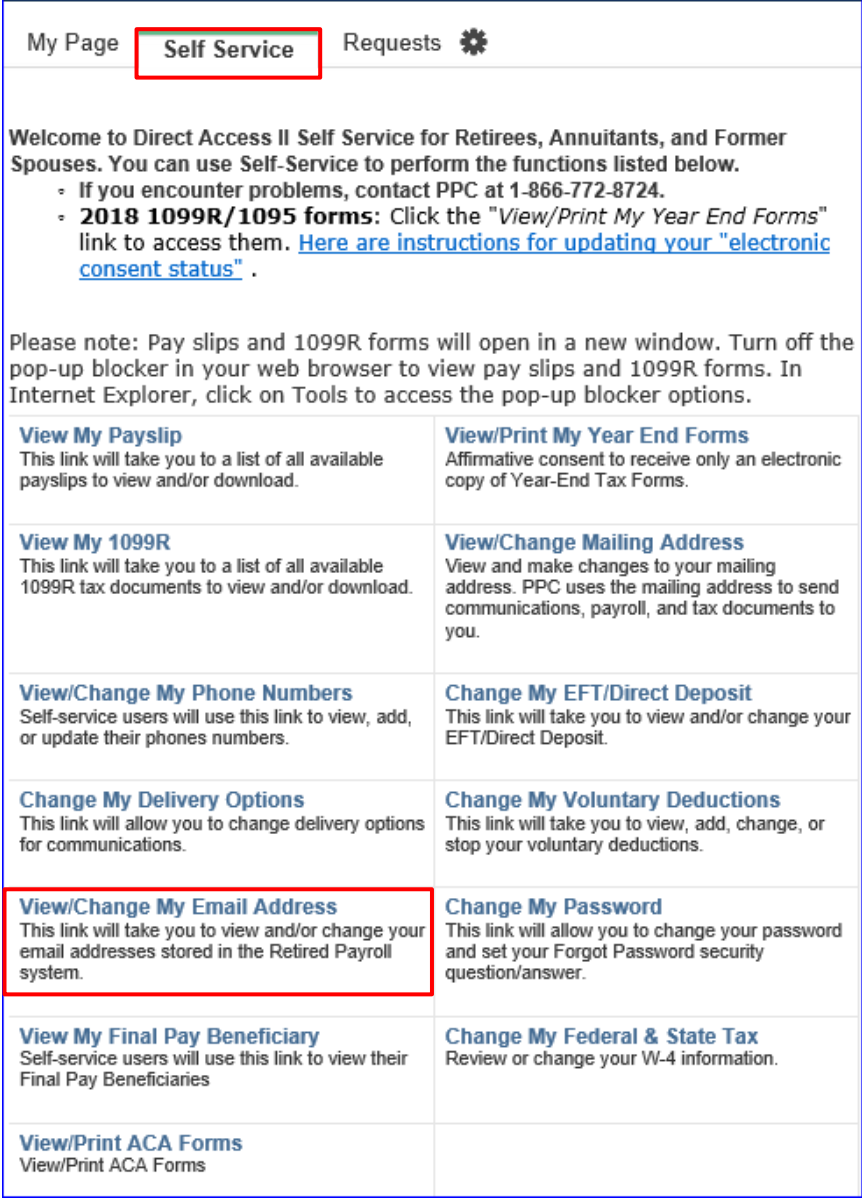
Topic	See Page
<a href="#">View My Email Address</a>	2
<a href="#">Add My Email Address</a>	4
<a href="#">Delete My Email Address</a>	7

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# View My Email Address

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

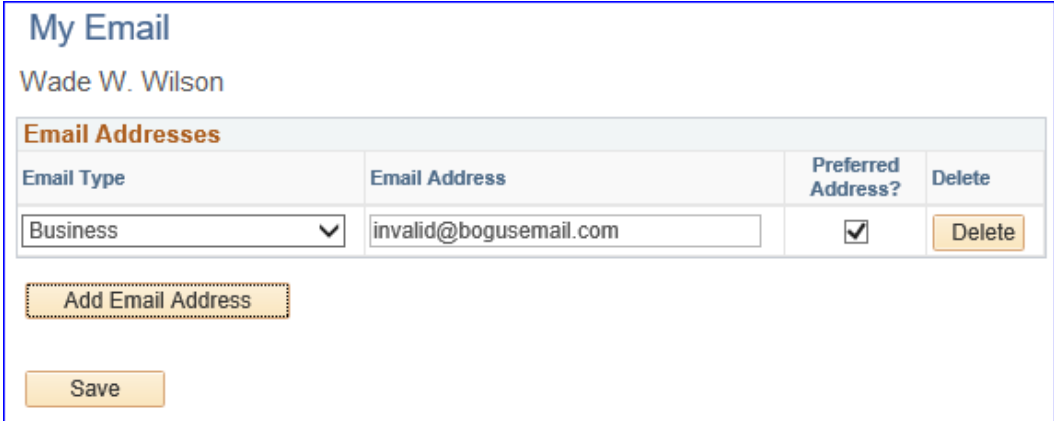

**Procedures** See below.

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

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## View My Email Address, Continued

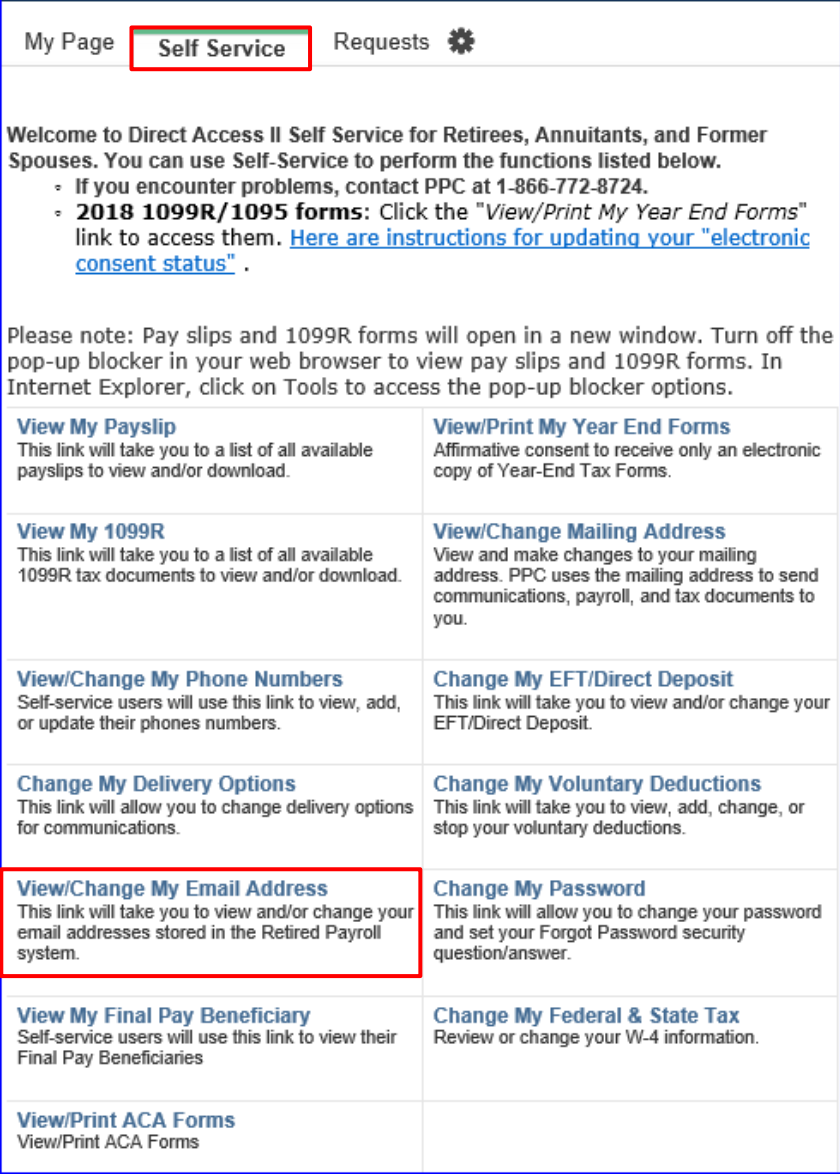
Procedures,  
continued

Step	Action
2	<p>The My Email page will display. If the email address listed is incorrect, refer to the <a href="#">Delete My Email Address</a> guide to remove.</p> 
3	<p>To return to the Self Service Menu, click the <b>House</b> icon in the upper right corner of Direct Access.</p> 

# Add My Email Address

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

**Procedures** See below.

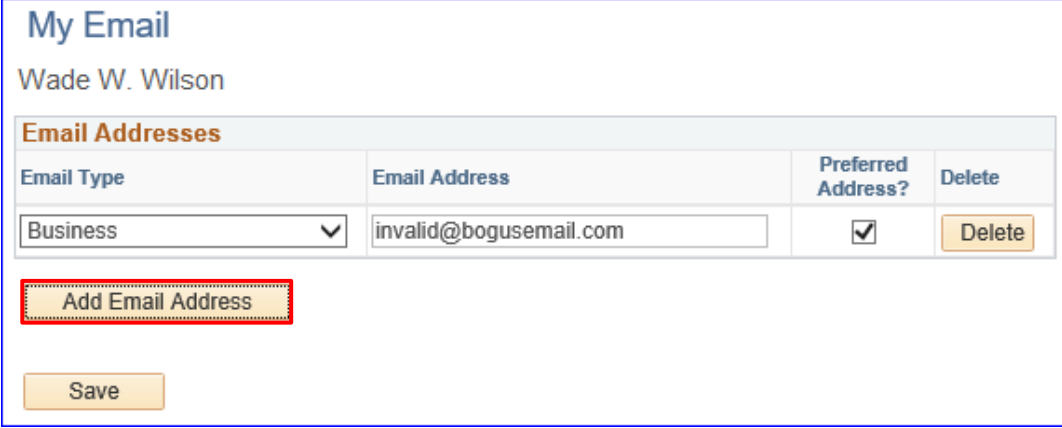
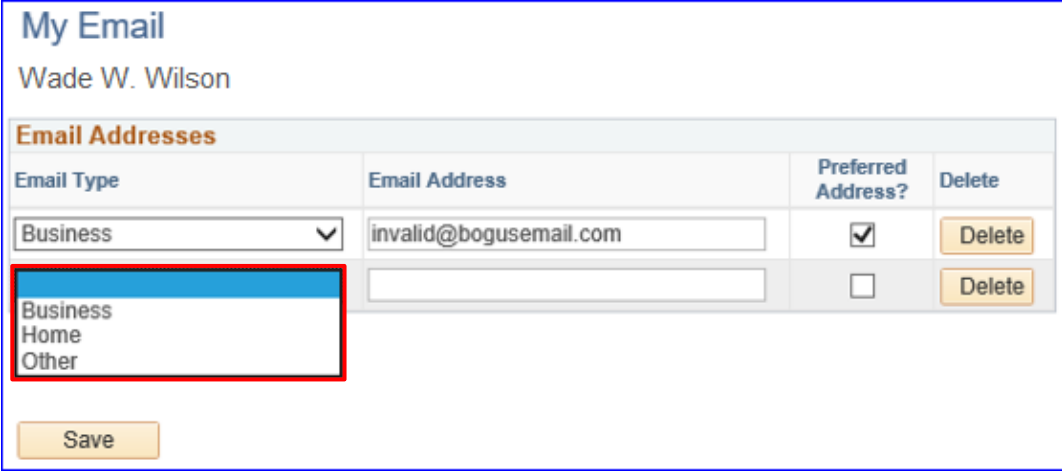
Step	Action
<p><b>1</b></p>	<p>Select <b>View/Change My Email Address</b>.</p> <p><b>Note:</b> Some Retirees may have more than one user access; in which case, you will need to select the <b>Self Service</b> tab to view the Self Service menu.</p>  <p><b>View My Payslip</b> This link will take you to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

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## Add My Email Address, Continued

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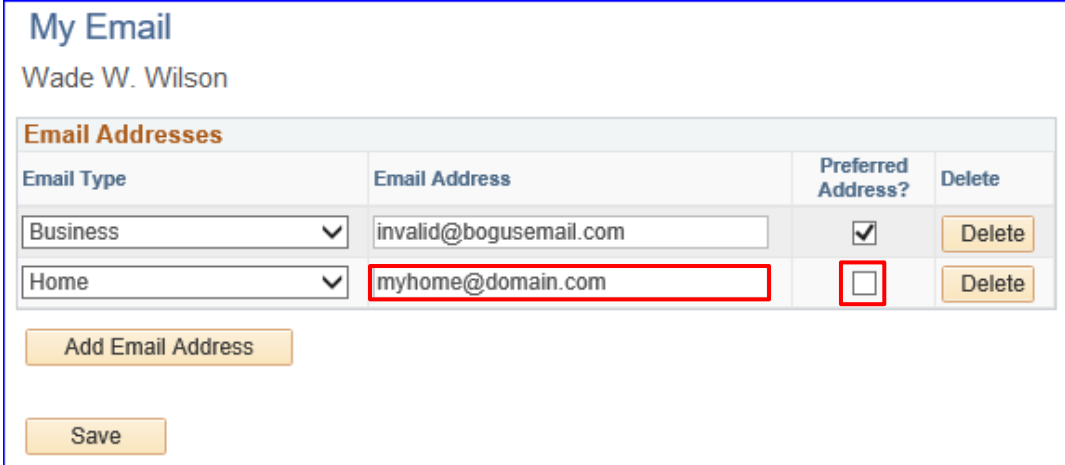
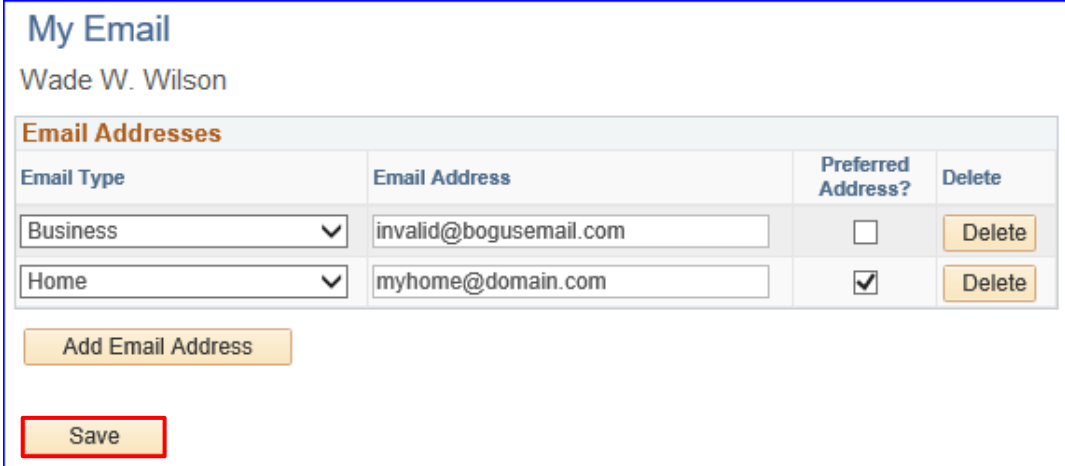

Procedures,  
continued

Step	Action												
2	<p>The My Email page will display. Click <b>Add Email Address</b>.</p>  <p><b>My Email</b> Wade W. Wilson</p> <p><b>Email Addresses</b></p> <table border="1"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred Address?</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>invalid@bogusemail.com</td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p>Add Email Address</p> <p>Save</p>	Email Type	Email Address	Preferred Address?	Delete	Business	invalid@bogusemail.com	<input checked="" type="checkbox"/>	Delete				
Email Type	Email Address	Preferred Address?	Delete										
Business	invalid@bogusemail.com	<input checked="" type="checkbox"/>	Delete										
3	<p>A new row will display. Select an <b>Email Type</b> from the drop-down.</p>  <p><b>My Email</b> Wade W. Wilson</p> <p><b>Email Addresses</b></p> <table border="1"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred Address?</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>invalid@bogusemail.com</td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td></td> <td></td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p>Business Home Other</p> <p>Save</p>	Email Type	Email Address	Preferred Address?	Delete	Business	invalid@bogusemail.com	<input checked="" type="checkbox"/>	Delete			<input type="checkbox"/>	Delete
Email Type	Email Address	Preferred Address?	Delete										
Business	invalid@bogusemail.com	<input checked="" type="checkbox"/>	Delete										
		<input type="checkbox"/>	Delete										

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## Add My Email Address, Continued

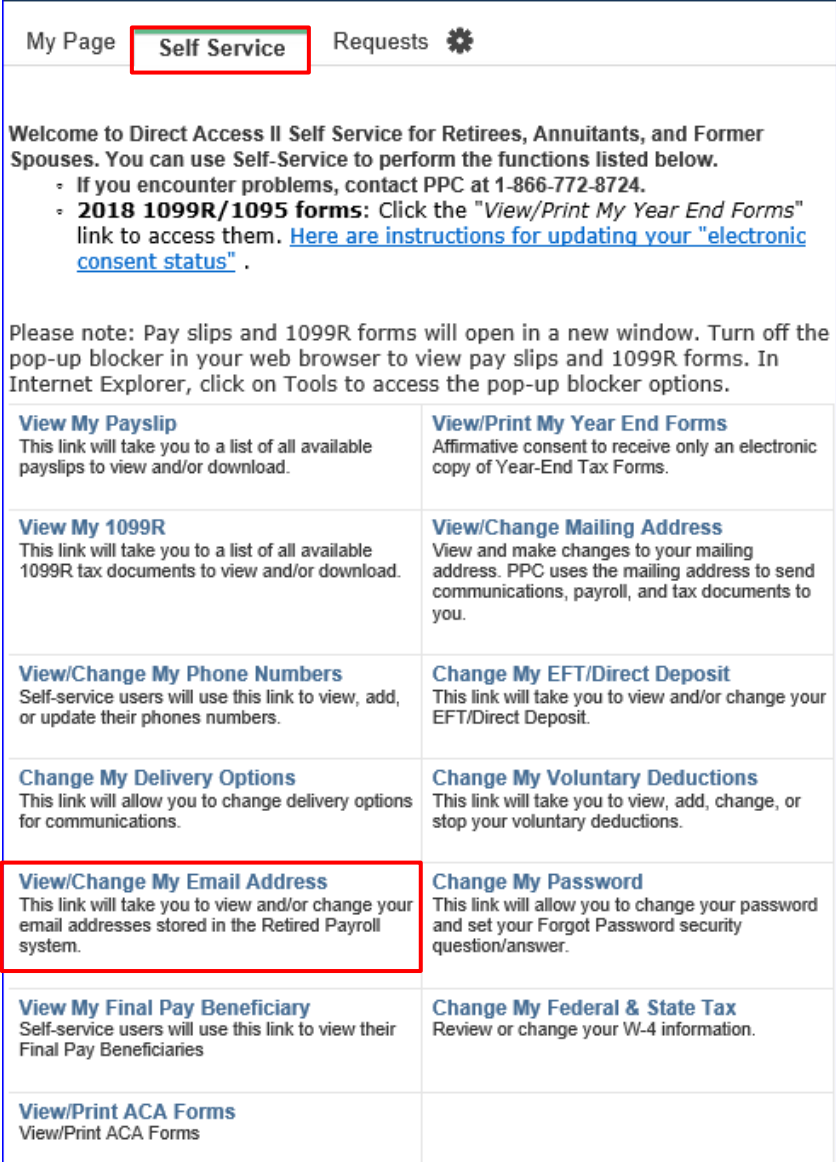
Procedures,  
continued

Step	Action
4	<p>Enter the <b>Email Address</b>. Check the <b>Preferred</b> box if that email address is the primary/preferred email.</p> 
5	<p>Repeat steps 2 – 4 to add additional email addresses. Click <b>Save</b> when finished.</p> 
6	<p>To return to the Self Service Menu, click the <b>House</b> icon in the upper right corner of Direct Access.</p> 

# Delete My Email Address

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

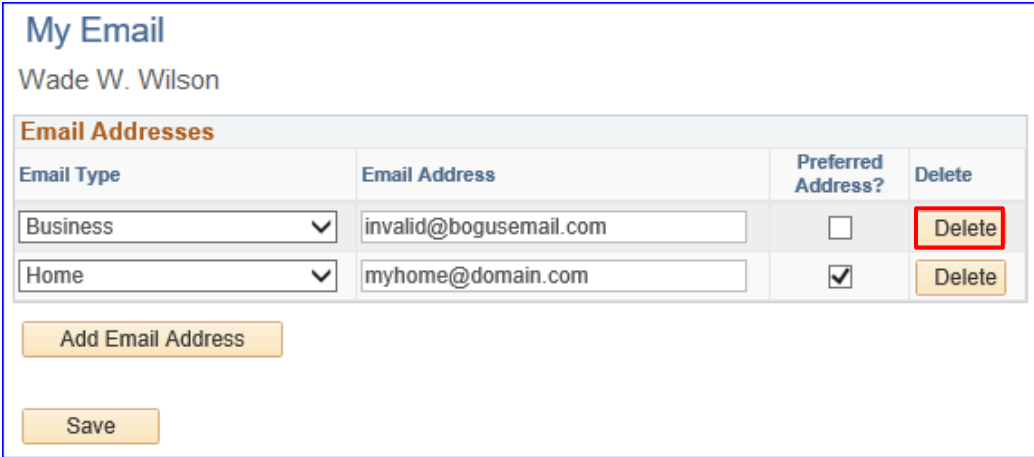
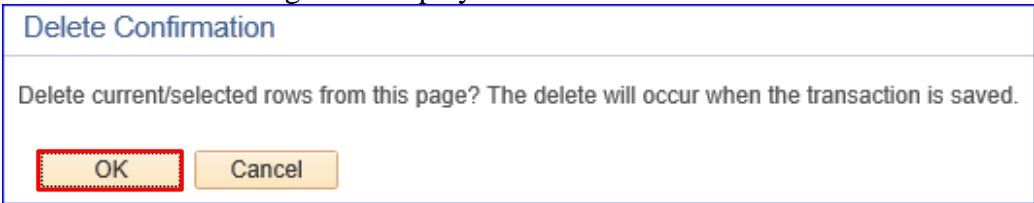
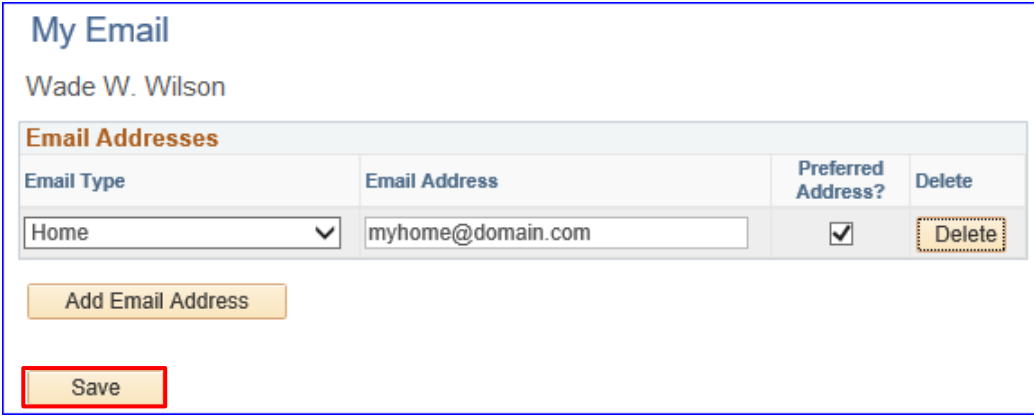
**Procedures** See below.

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

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## Delete My Email Address, Continued

Procedures,  
continued

Step	Action
2	<p>The My Email page will display. To remove an email address, click <b>Delete</b> for the email to be removed.</p> 
3	<p>A confirmation message will display. Click <b>OK</b>.</p> 
3	<p>The email address will be removed. Click <b>Save</b>.</p> 
4	<p>To return to the Self Service Menu, click the <b>House</b> icon in the upper right corner of Direct Access.</p> 