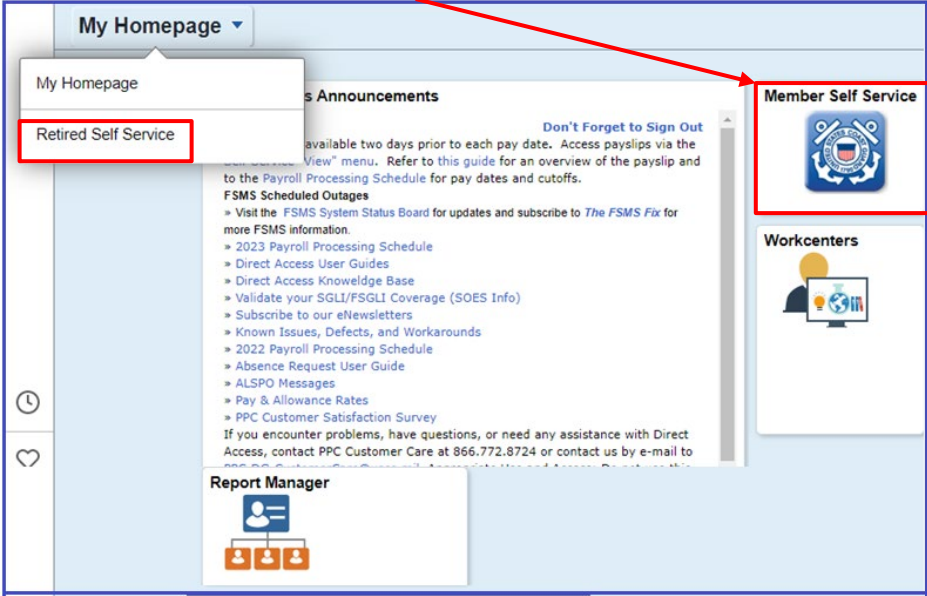
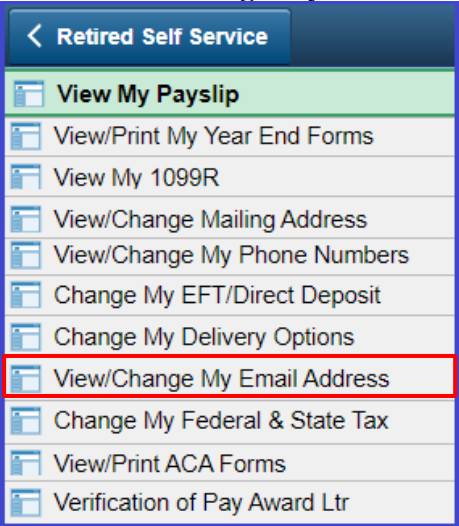


Add My Email Address

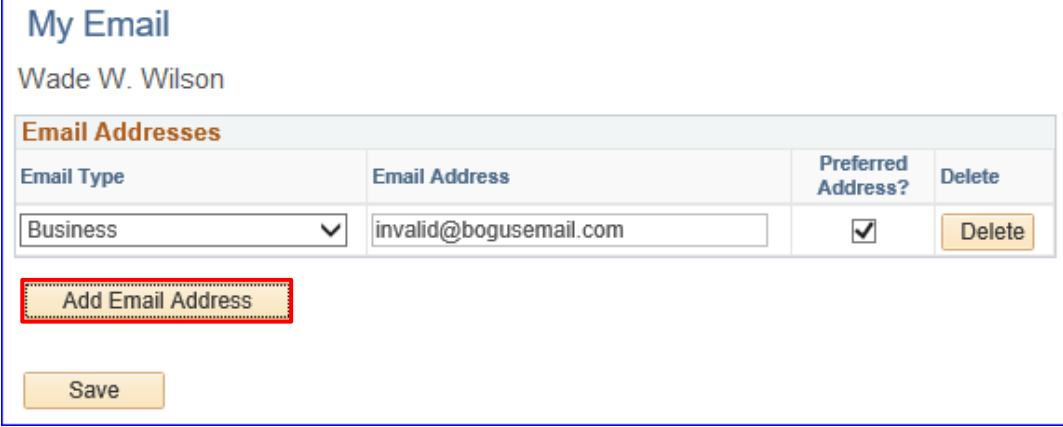
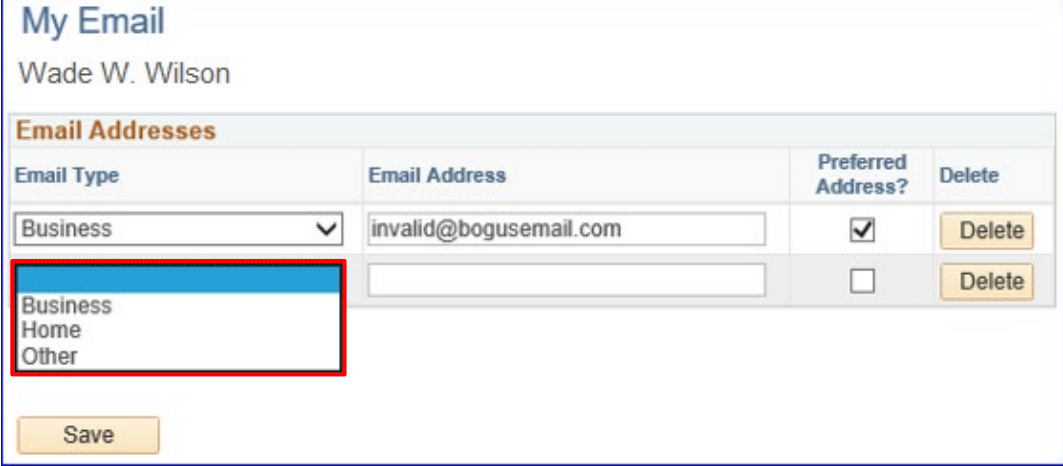
Introduction This section provides procedures for the Retiree, Annuitant, or Former Spouse to add email addresses in Direct Access (DA).

Procedures See below.

Step	Action
<p>1</p>	<p>Select Retiree Self Service from the My Homepage drop-down.</p> <p>NOTE: Some Retirees may have more than one user access; in which case, you will need to select the Member Self Service tile to view the Self Service menu.</p> 
<p>1.5</p>	<p>Select View/Change My Email Address.</p> 

Add My Email Address, Continued

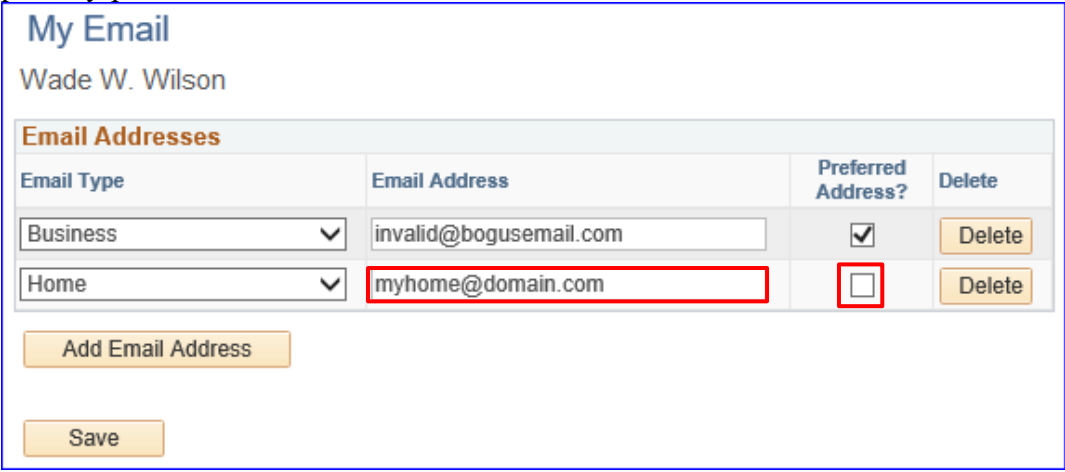
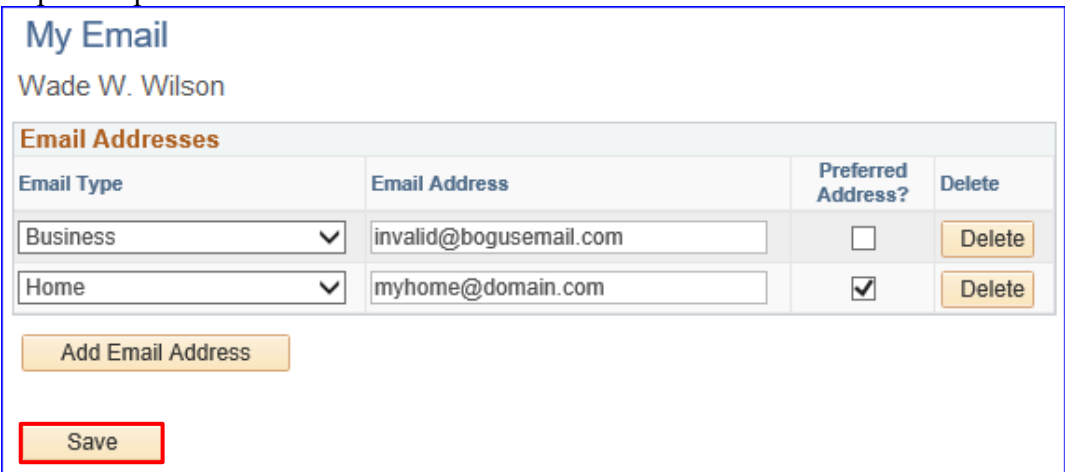

Procedures,
continued

Step	Action
2	<p>The My Email page will display. Click Add Email Address.</p>  <p>The screenshot shows the 'My Email' page for Wade W. Wilson. It features a table titled 'Email Addresses' with columns for 'Email Type', 'Email Address', 'Preferred Address?', and 'Delete'. The first row shows 'Business' as the email type, 'invalid@bogusemail.com' as the address, and 'Preferred Address?' checked. Below the table is a red-bordered box containing the 'Add Email Address' button, and a 'Save' button is at the bottom.</p>
3	<p>A new row will display. Select an Email Type from the drop-down.</p>  <p>The screenshot shows the 'My Email' page with a second row added to the 'Email Addresses' table. The 'Email Type' dropdown menu is open, showing options: Business, Home, and Other. The 'Business' option is highlighted with a blue background. The 'Add Email Address' button is no longer visible, and the 'Save' button remains at the bottom.</p>

Continued on next page

Add My Email Address, Continued

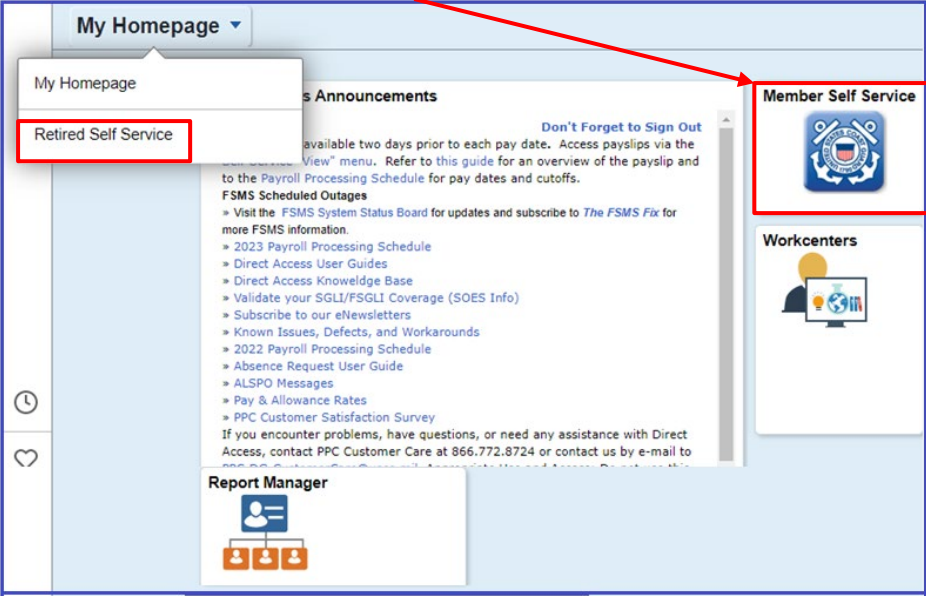
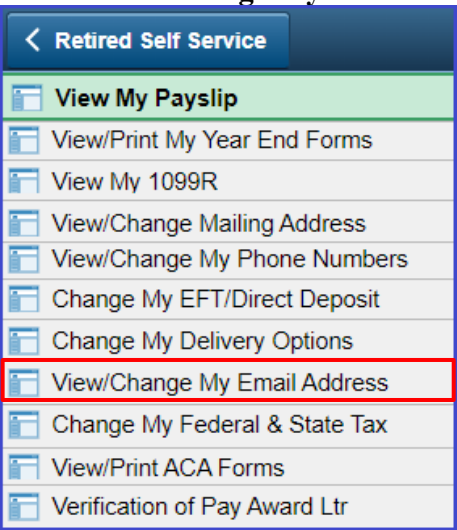
Procedures,
continued

Step	Action												
4	<p>Enter the Email Address. Check the Preferred box if that email address is the primary/preferred email.</p>  <p>The screenshot shows the 'My Email' page for Wade W. Wilson. It features a table of email addresses:</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>Home</td> <td>myhome@domain.com</td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p>Buttons for 'Add Email Address' and 'Save' are visible below the table.</p>	Email Type	Email Address	Preferred Address?	Delete	Business	invalid@bogusemail.com	<input checked="" type="checkbox"/>	Delete	Home	myhome@domain.com	<input type="checkbox"/>	Delete
Email Type	Email Address	Preferred Address?	Delete										
Business	invalid@bogusemail.com	<input checked="" type="checkbox"/>	Delete										
Home	myhome@domain.com	<input type="checkbox"/>	Delete										
5	<p>Repeat steps 2 – 4 to add additional email addresses. Click Save when finished.</p>  <p>The screenshot shows the 'My Email' page with the 'Home' address 'myhome@domain.com' now selected as the preferred address. The 'Save' button is highlighted with a red box.</p>												
6	<p>To return to the Self Service Menu, click the House icon in the upper right corner of Direct Access.</p>  <p>The screenshot shows the navigation bar of the United States Coast Guard Direct Access system. The 'House' icon, representing the Self Service Menu, is highlighted with a red box.</p>												

Delete My Email Address

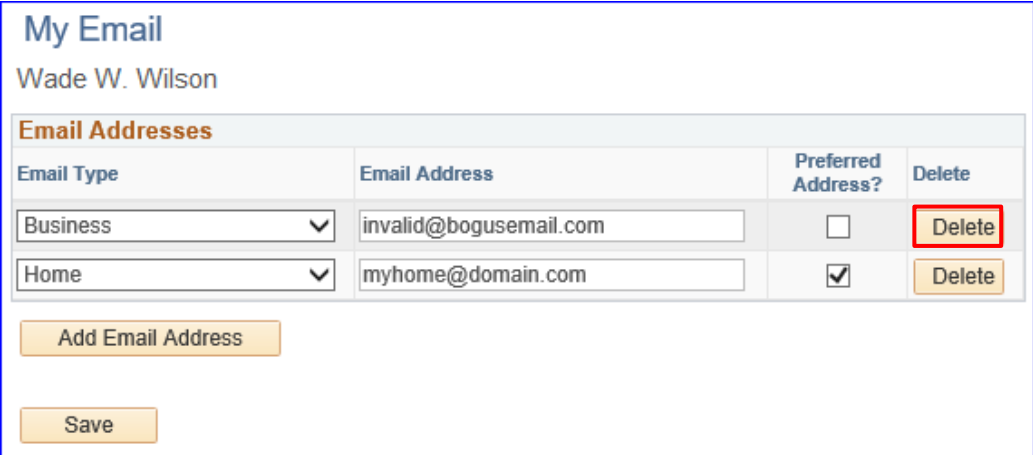
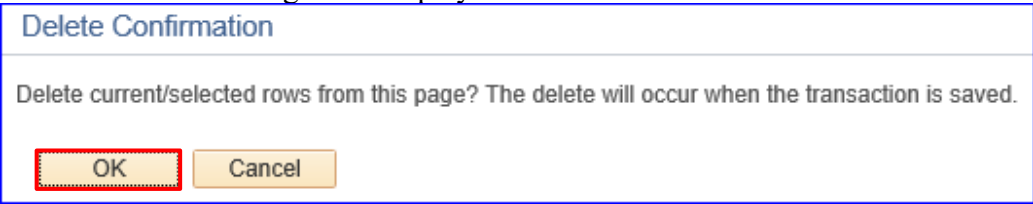
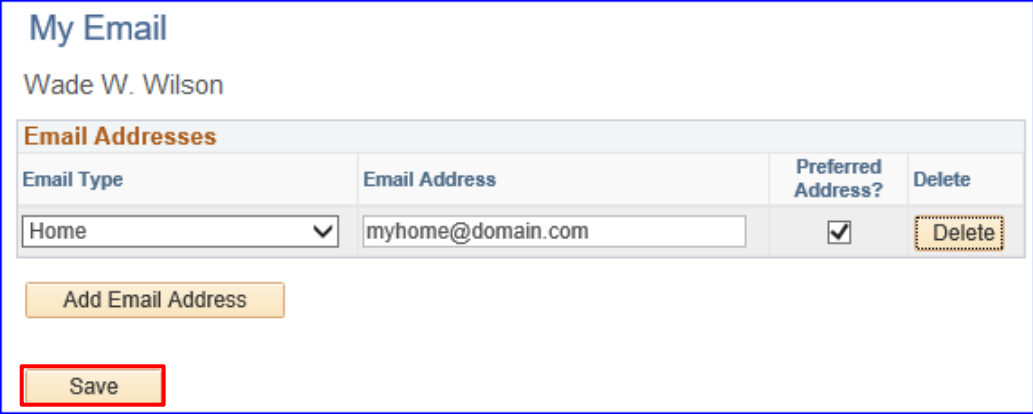
Introduction This section provides procedures for the Retiree, Annuitant, or Former Spouse to delete email addresses in Direct Access (DA).

Procedures See below.

Step	Action
<p>1</p>	<p>Select Retiree Self Service from the My Homepage drop-down.</p> <p>NOTE: Some Retirees may have more than one user access; in which case, you will need to select the Member Self Service tile to view the Self Service menu.</p> 
<p>1.5</p>	<p>Select View/Change My Email Address.</p> 

Delete My Email Address, Continued

Procedures,
continued

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