

View/Add/Delete My Email Address

Overview

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

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

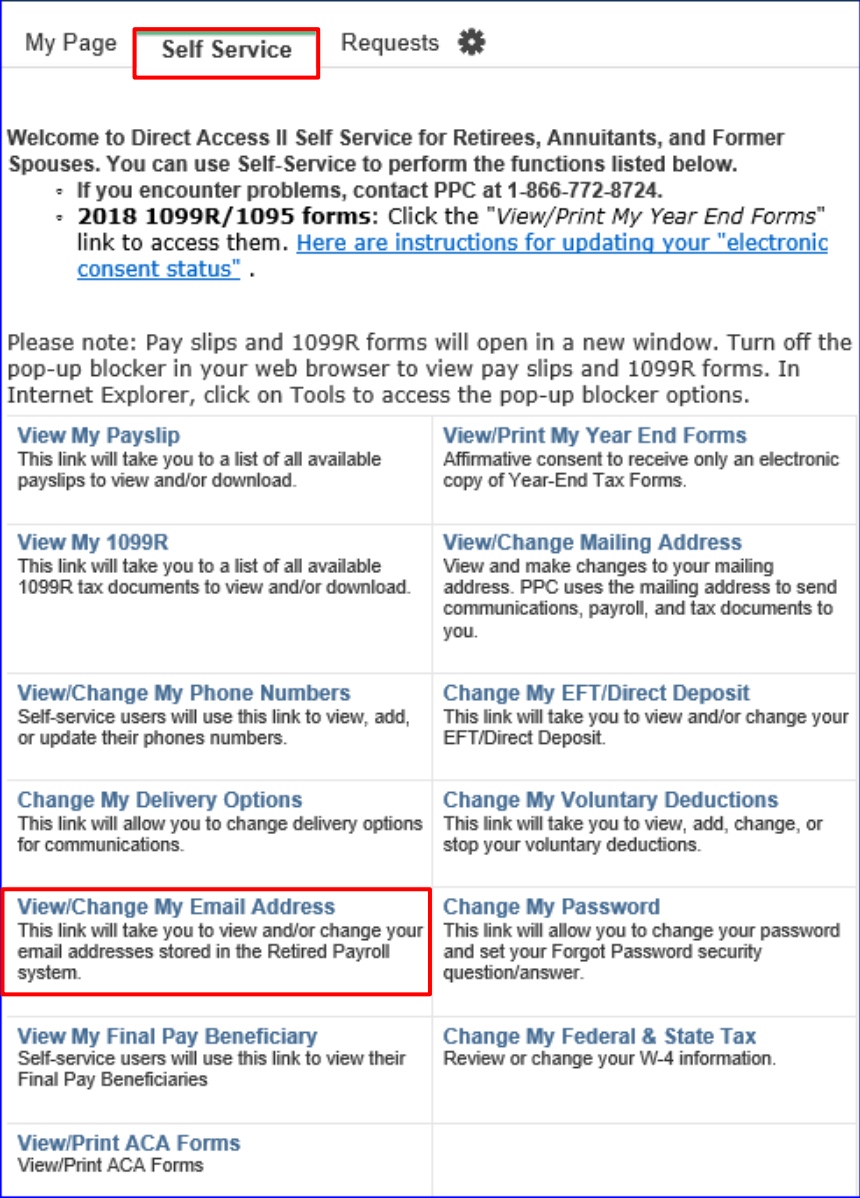
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View My Email Address

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

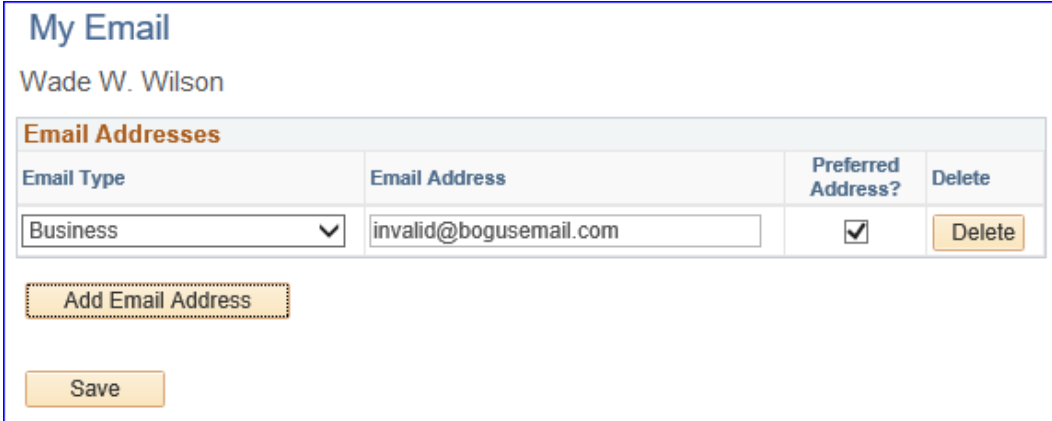

Procedures See below.

Step	Action
1	<p>Select View/Change My Email Address.</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. 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. (This link is highlighted in the image.) 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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View My Email Address, Continued

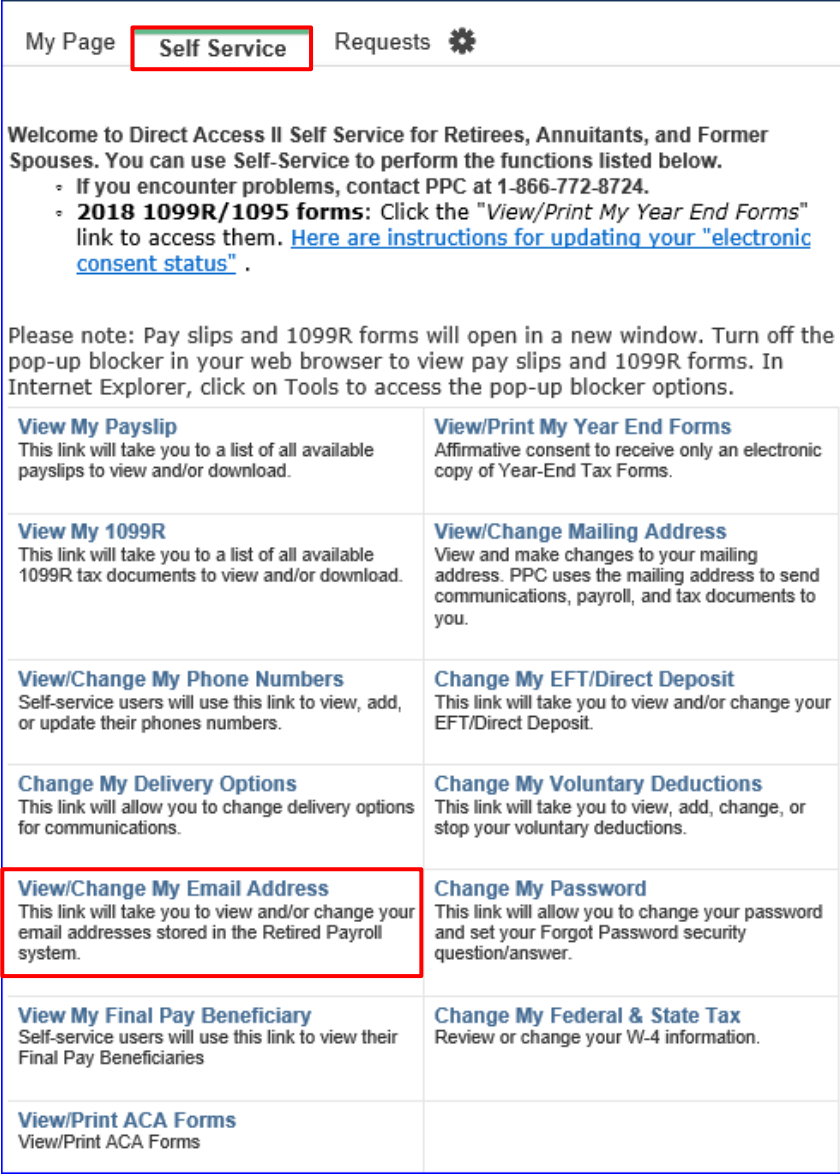
Procedures,
continued

Step	Action
2	<p>The My Email page will display. If the email address listed is incorrect, refer to the Delete My Email Address guide to remove.</p> 
3	<p>To return to the Self Service Menu, click the House 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).

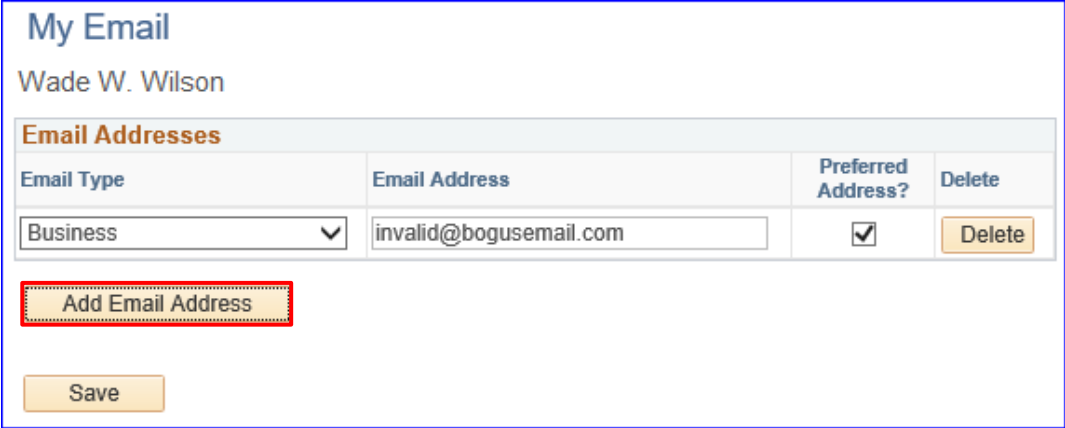
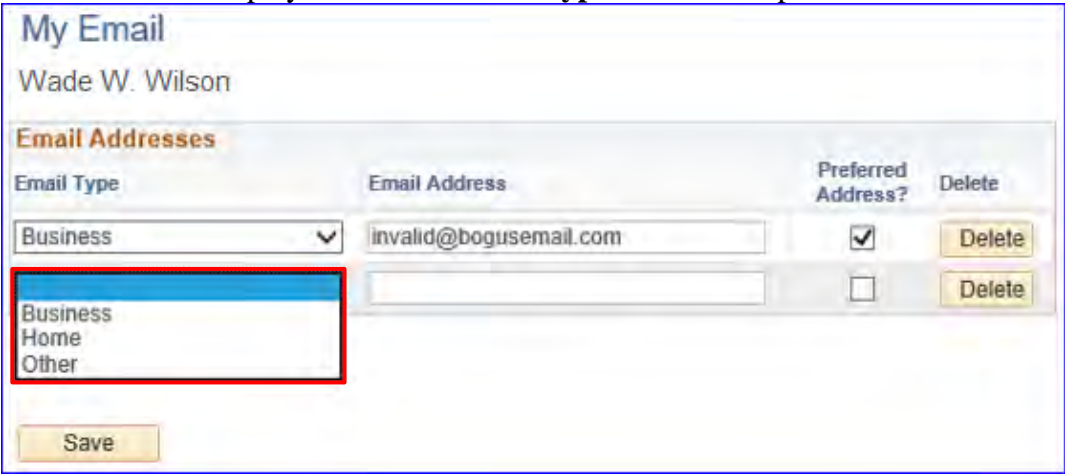
Procedures See below.

Step	Action
<p>1</p>	<p>Select View/Change My Email Address.</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>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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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 a checked 'Preferred Address?' box. Below the table, the 'Add Email Address' button is highlighted with a red box. A 'Save' button is also visible 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 the 'Email Addresses' table. The 'Email Type' dropdown menu is open, showing three options: 'Business', 'Home', and 'Other'. The 'Business' option is highlighted with a blue background and a red border. The table now has two rows, with the second row having an empty 'Email Address' field and an unchecked 'Preferred Address?' box. A 'Save' button is at the bottom.</p>

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Add My Email Address, Continued

Procedures,
continued

Step	Action												
<p>4</p>	<p>Enter the Email Address. Check the Preferred box if that email address is the primary/preferred email.</p> <div data-bbox="327 562 1394 1025" style="border: 1px solid blue; padding: 5px;"> <p>My Email Wade W. Wilson</p> <p>Email Addresses</p> <table border="1" data-bbox="341 680 1380 869"> <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>Add Email Address</p> <p>Save</p> </div>	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										
<p>5</p>	<p>Repeat steps 2 – 4 to add additional email addresses. Click Save when finished.</p> <div data-bbox="327 1104 1394 1568" style="border: 1px solid blue; padding: 5px;"> <p>My Email Wade W. Wilson</p> <p>Email Addresses</p> <table border="1" data-bbox="341 1223 1380 1411"> <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 type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Home</td> <td>myhome@domain.com</td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p>Add Email Address</p> <p>Save</p> </div>	Email Type	Email Address	Preferred Address?	Delete	Business	invalid@bogusemail.com	<input type="checkbox"/>	Delete	Home	myhome@domain.com	<input checked="" type="checkbox"/>	Delete
Email Type	Email Address	Preferred Address?	Delete										
Business	invalid@bogusemail.com	<input type="checkbox"/>	Delete										
Home	myhome@domain.com	<input checked="" type="checkbox"/>	Delete										
<p>6</p>	<p>To return to the Self Service Menu, click the House icon in the upper right corner of Direct Access.</p> <div data-bbox="327 1682 1394 1751" style="border: 1px solid blue; padding: 5px;">  </div>												

Delete My Email Address

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

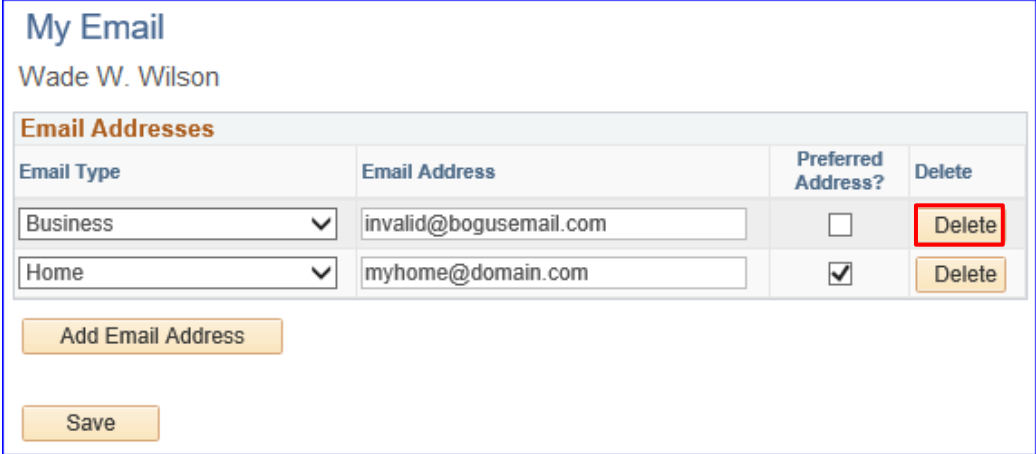
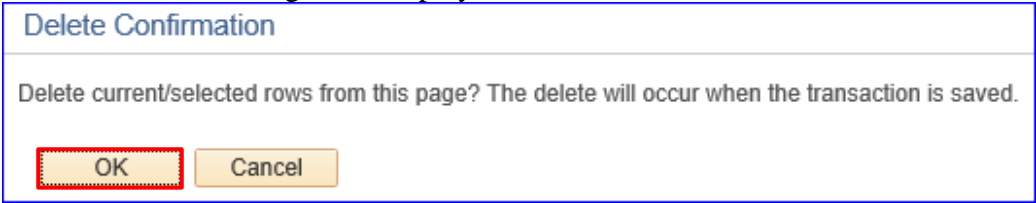
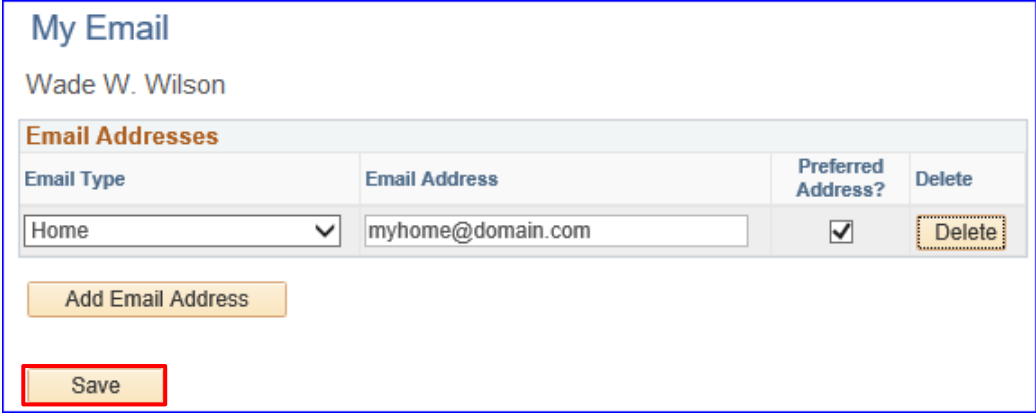
Procedures See below.

Step	Action
<p>1</p>	<p>Select View/Change My Email Address.</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 a note about contacting PPC at 1-866-772-8724 and a link for '2018 1099R/1095 forms'. A note about pop-up blockers is also present. A grid of service links follows, with 'View/Change My Email Address' highlighted in red. Other links include 'View My Payslip', 'View/Print My Year End Forms', 'View My 1099R', 'View/Change Mailing Address', 'View/Change My Phone Numbers', 'Change My EFT/Direct Deposit', 'Change My Delivery Options', 'Change My Voluntary Deductions', 'View My Final Pay Beneficiary', 'Change My Password', and 'View/Print ACA Forms'.</p>

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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 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> 