

## 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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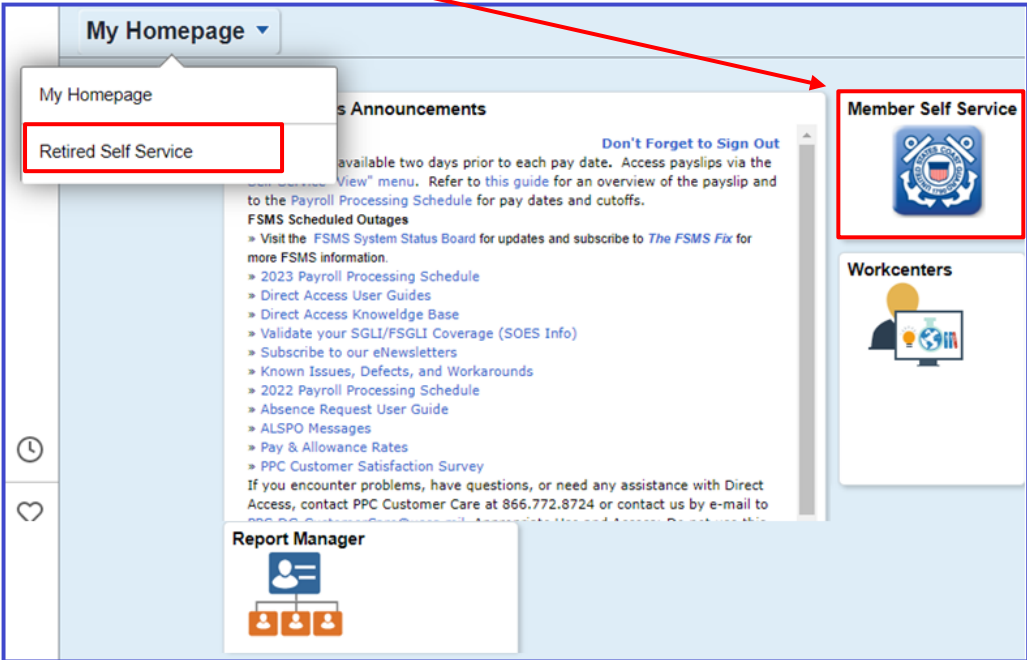
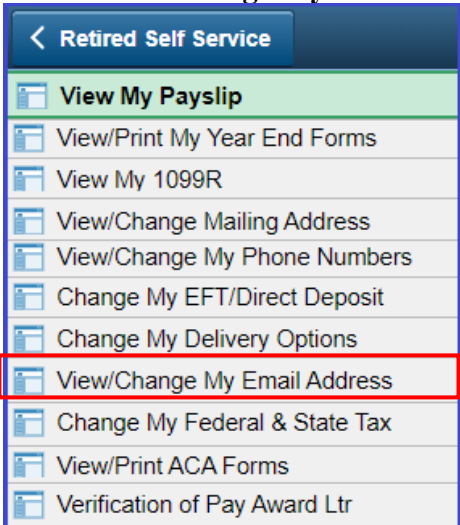
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## View My Email Address, Continued

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

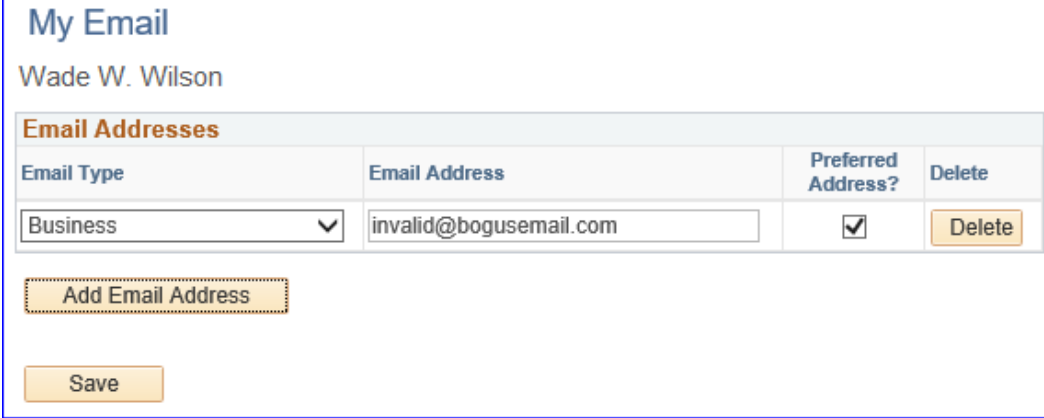

**Procedures** See below.

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

## View My Email Address, Continued

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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>  <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>To return to the Self Service Menu, click the <b>House</b> icon in the upper right corner of Direct Access.</p>  <p>United States Coast Guard U.S. Department of Homeland Security</p> <p>House icon highlighted</p>								

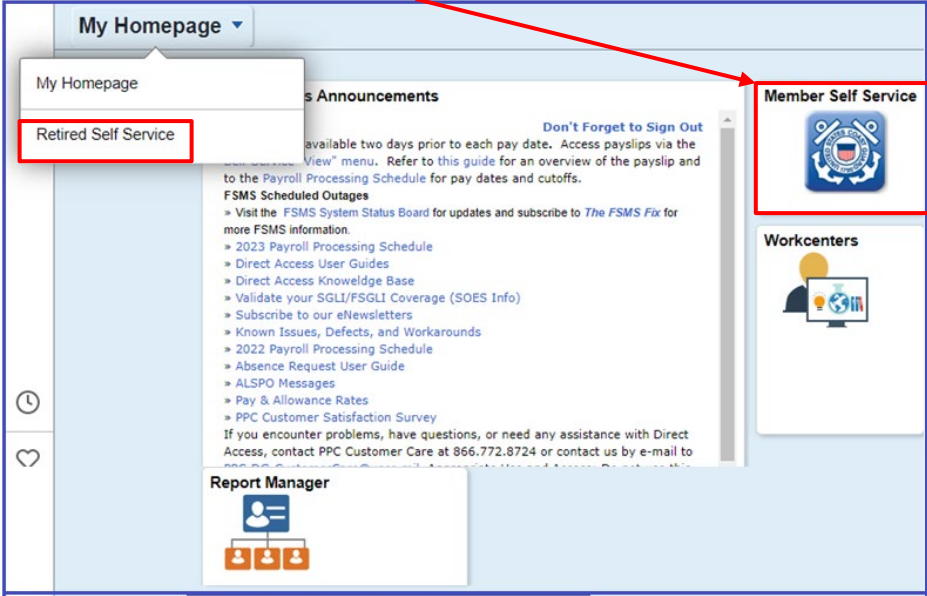
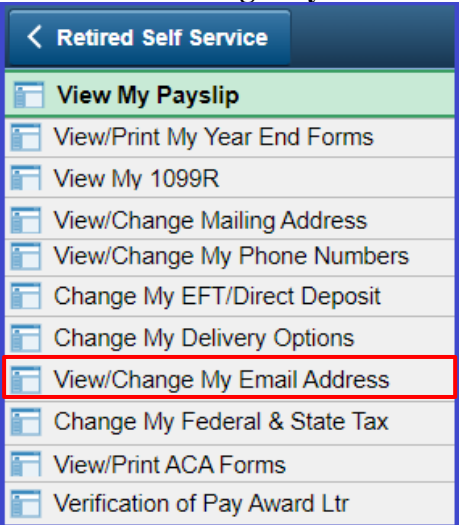
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# Add My Email Address

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

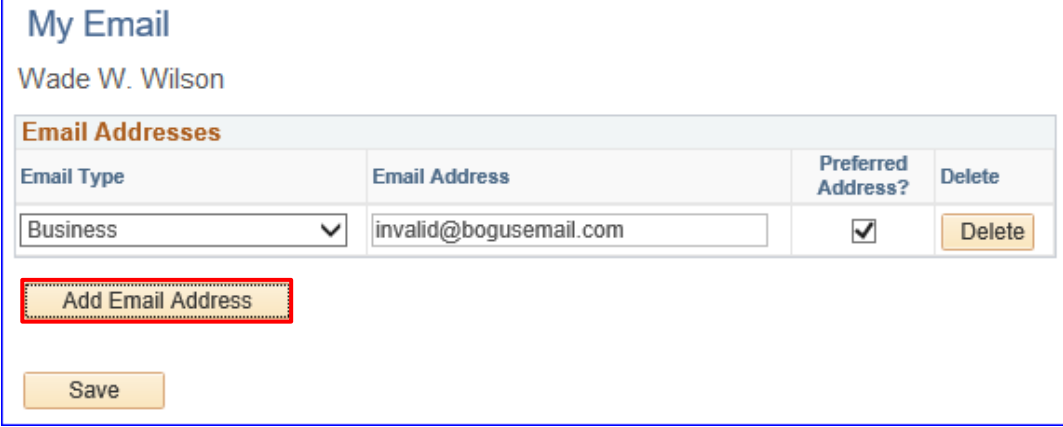
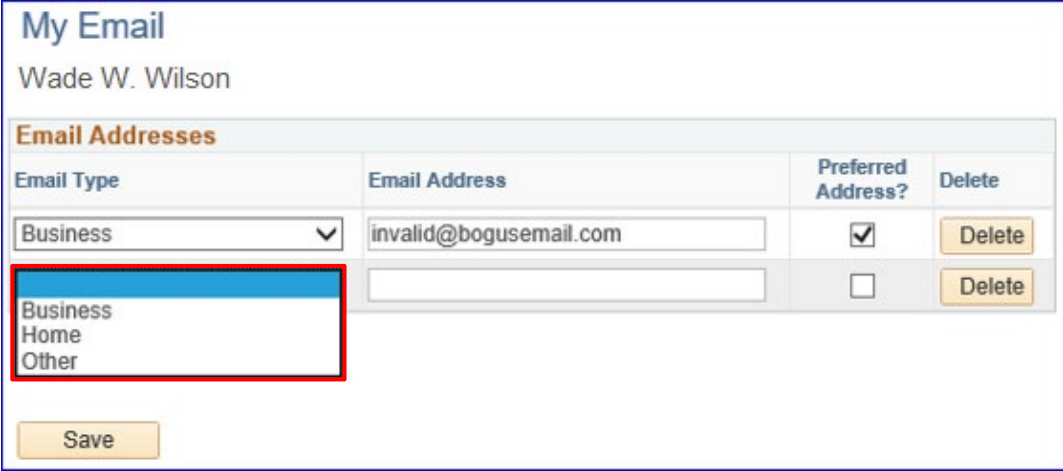
**Procedures** See below.

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

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## Add My Email Address, Continued

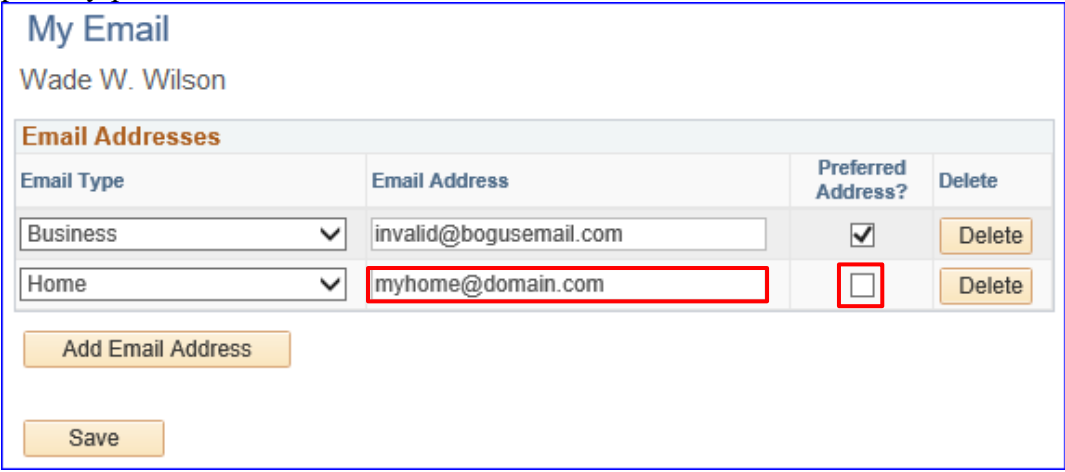
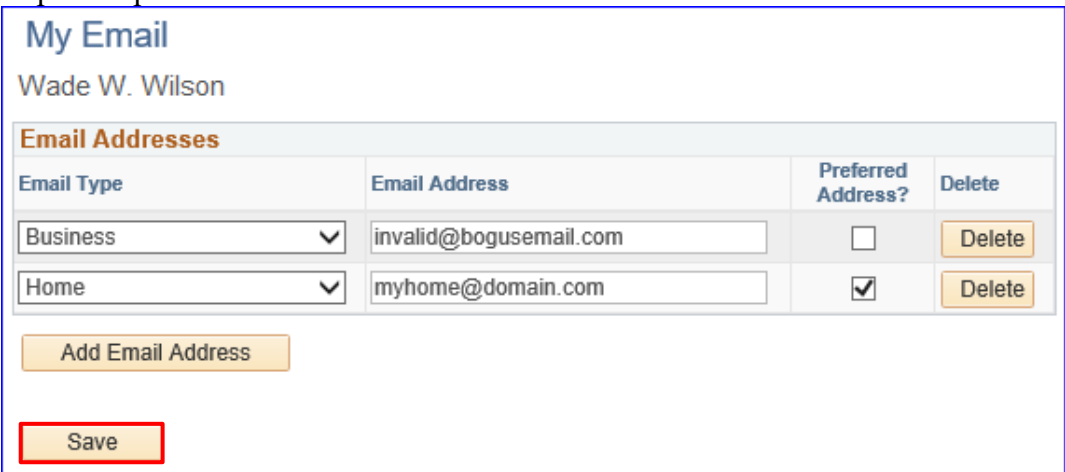

Procedures,  
continued

Step	Action
2	<p>The My Email page will display. Click <b>Add Email Address</b>.</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 an 'Add Email Address' button, which is highlighted with a red dashed box in the original image. A 'Save' button is also visible at the bottom.</p>
3	<p>A new row will display. Select an <b>Email Type</b> from the drop-down.</p>  <p>The screenshot shows the 'My Email' page for Wade W. Wilson. The 'Email Addresses' table now has two rows. The first row is the same as in the previous step. The second row has an empty 'Email Address' field and 'Preferred Address?' unchecked. The 'Email Type' dropdown menu is open, showing three options: 'Business', 'Home', and 'Other'. The dropdown menu is highlighted with a red box in the original image. A 'Save' button is visible at the bottom.</p>

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## Add My Email Address, Continued


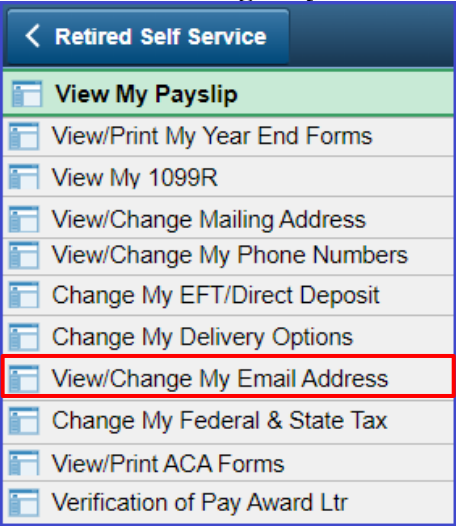
Procedures,  
continued

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>  <p>The screenshot shows the 'My Email' page for Wade W. Wilson. Under the 'Email Addresses' section, there is a table with the following data:</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 <b>Save</b> when finished.</p>  <p>The screenshot shows the 'My Email' page for Wade W. Wilson. Under the 'Email Addresses' section, the 'Home' address 'myhome@domain.com' is now selected as preferred, indicated by a checked checkbox. The 'Save' button at the bottom is highlighted with a red box.</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>  <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

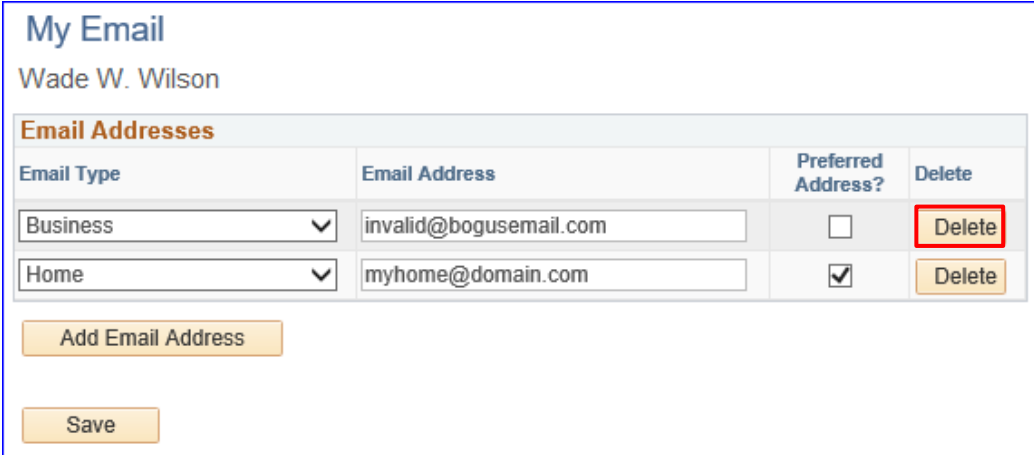
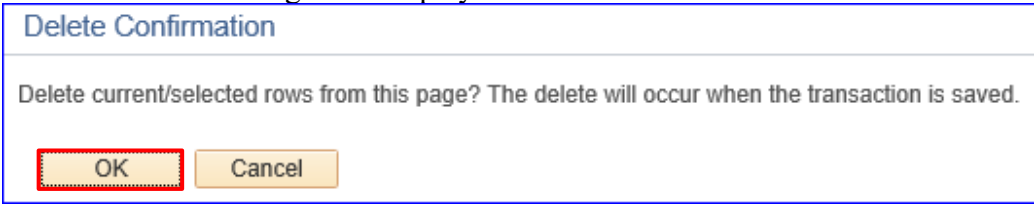
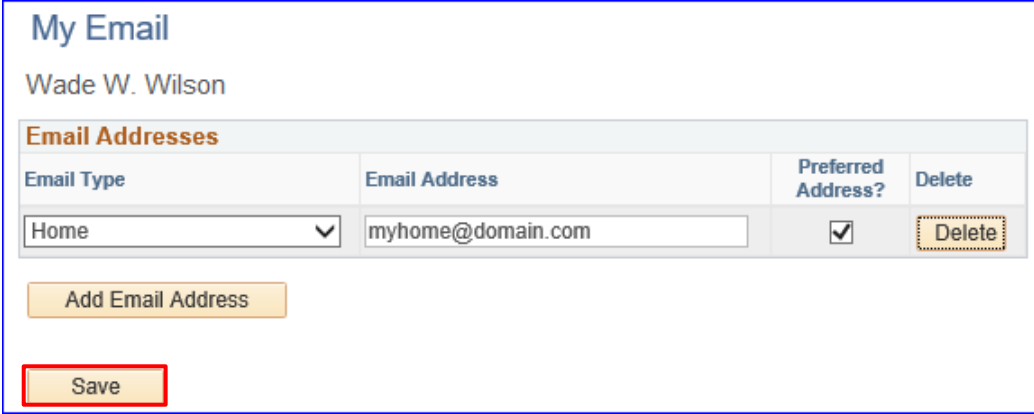
**Introduction** This section provides procedures for the Retiree, Annuitant, or Former Spouse to delete email addresses in Direct Access (DA).

**Procedures** See below.

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

## 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> 