

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](#).

Changes to Direct Access Homepage You will notice a change in how Direct Access Displays upon login. There is a new “hover” feature that shows what is covered under a particular tile as your mouse moves over the tile as shown below.



Contents


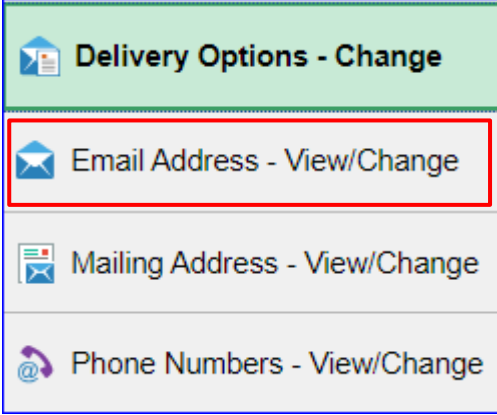
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View My Email Address

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	Select the Personal Details tile from the Retiree Self Service homepage.  A screenshot of a 'Personal Details' tile. The tile has a light blue header with the text 'Personal Details' in blue. Below the header is a white area containing a grey silhouette of a person's head and shoulders, with a blue pencil icon positioned to the right of the silhouette. The entire tile is enclosed in a blue border.
2	Select the Email Address – View/Change option.  A screenshot of a list of options. The options are: 'Delivery Options - Change' (green background), 'Email Address - View/Change' (red border), 'Mailing Address - View/Change' (grey background), and 'Phone Numbers - View/Change' (grey background). Each option has a small icon to its left: an envelope for the first three, and a purple '@' symbol for the last one.

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View My Email Address, Continued

Procedures,
continued

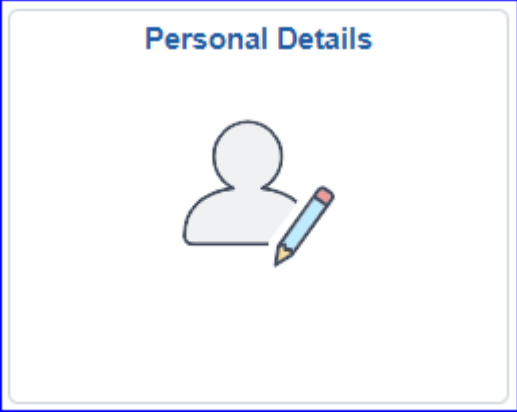
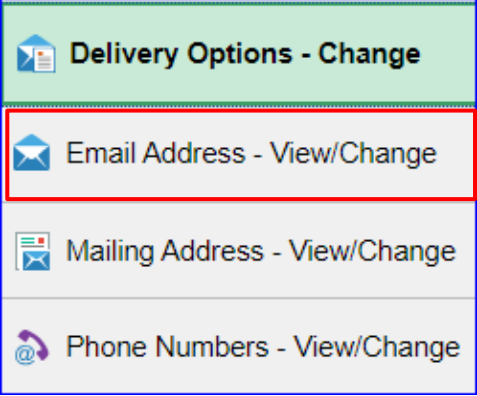
Step	Action								
3	<p>The My Email page will display. If the email address listed is incorrect, refer to the Delete My Email Address guide to remove.</p> <div data-bbox="328 528 1366 945" style="border: 1px solid black; padding: 5px;"> <p>My Email</p> <p>RICHARD KIMBLE</p> <p>Email Addresses</p> <table border="1" data-bbox="328 654 1353 788"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred Address?</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>FormerFugitive.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	Home	FormerFugitive.com	<input checked="" type="checkbox"/>	Delete
Email Type	Email Address	Preferred Address?	Delete						
Home	FormerFugitive.com	<input checked="" type="checkbox"/>	Delete						
4	<p>Return to the main homepage by clicking the Retired Self Service back button or the House Icon.</p> <div data-bbox="328 1061 1375 1106" style="border: 1px solid black; padding: 5px;"> <p>Retired Self Service Retired Personal Details   </p> </div>								

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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).

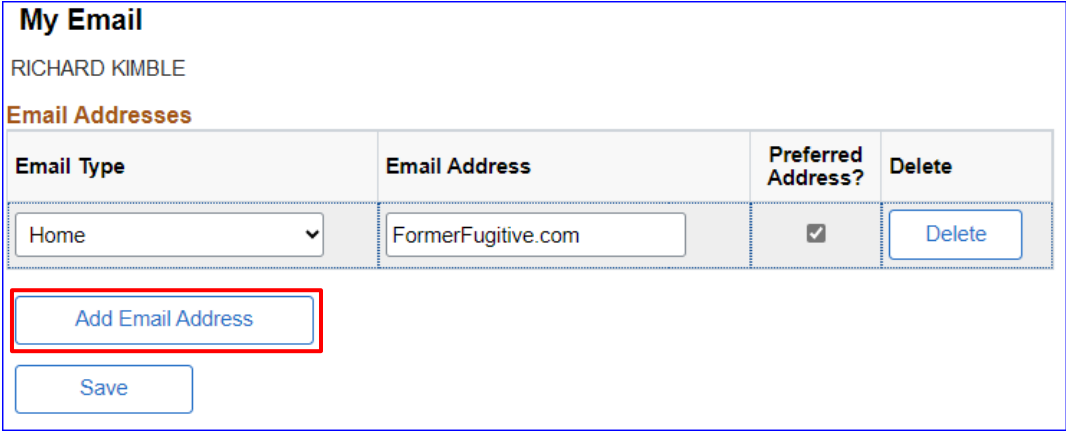
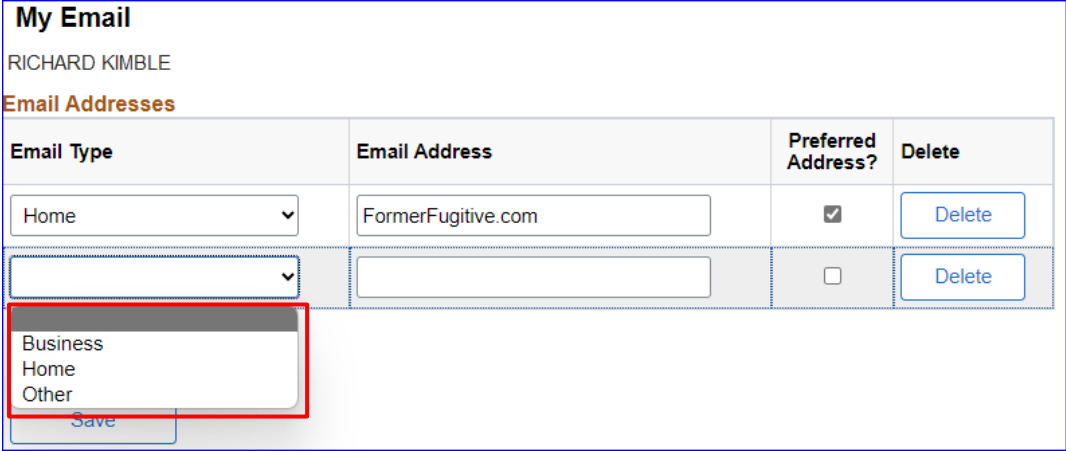
Procedures See below.

Step	Action
1	<p>Select the Personal Details tile from the retiree Self Service homepage.</p>  <p>The image shows a square tile with a light blue border. At the top, the text "Personal Details" is written in blue. Below the text is a grey icon of a person's head and shoulders next to a pencil, indicating a profile or editing function.</p>
2	<p>Select the Email Address – View/Change option.</p>  <p>The image shows a vertical list of four menu items. The first item is "Delivery Options - Change" with a green background. The second item, "Email Address - View/Change", is highlighted with a red border and has a light blue background. The third item is "Mailing Address - View/Change" with a light grey background. The fourth item is "Phone Numbers - View/Change" with a light grey background. Each item has a small icon to its left: a document for Delivery Options, an envelope for Email Address, a mail icon for Mailing Address, and a phone handset for Phone Numbers.</p>

Continued on next page

Add My Email Address, Continued




Procedures,
continued

Step	Action												
3	<p>The My Email page will display. To add an email address click Add Email Address.</p>  <p>My Email RICHARD KIMBLE</p> <p>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>Home</td> <td>FormerFugitive.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	Home	FormerFugitive.com	<input checked="" type="checkbox"/>	Delete				
Email Type	Email Address	Preferred Address?	Delete										
Home	FormerFugitive.com	<input checked="" type="checkbox"/>	Delete										
4	<p>A new row will display. Select an Email Type from the drop-down.</p>  <p>My Email RICHARD KIMBLE</p> <p>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>Home</td> <td>FormerFugitive.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	Home	FormerFugitive.com	<input checked="" type="checkbox"/>	Delete			<input type="checkbox"/>	Delete
Email Type	Email Address	Preferred Address?	Delete										
Home	FormerFugitive.com	<input checked="" type="checkbox"/>	Delete										
		<input type="checkbox"/>	Delete										

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Add My Email Address, Continued

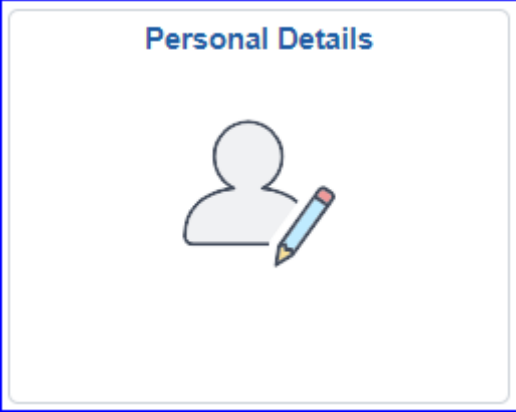
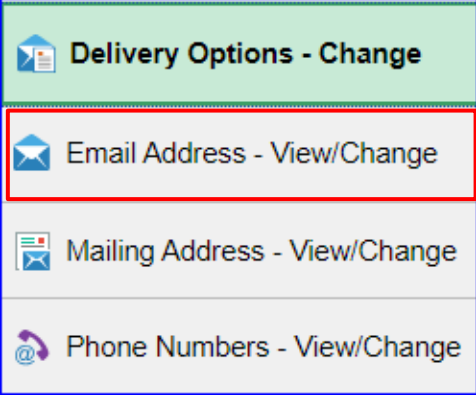
Procedures,
continued

Step	Action												
5	<p>Enter the Email Address. Check the Preferred box if that email address is the primary/preferred email.</p> <div data-bbox="327 526 1396 1008" style="border: 1px solid blue; padding: 5px;"> <p>My Email</p> <p>RICHARD KIMBLE</p> <p>Email Addresses</p> <table border="1" data-bbox="335 660 1388 862"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred Address?</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>FormerFugitive.com</td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Business</td> <td>Doctor.Richard.Kimble.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	Home	FormerFugitive.com	<input type="checkbox"/>	Delete	Business	Doctor.Richard.Kimble.com	<input checked="" type="checkbox"/>	Delete
Email Type	Email Address	Preferred Address?	Delete										
Home	FormerFugitive.com	<input type="checkbox"/>	Delete										
Business	Doctor.Richard.Kimble.com	<input checked="" type="checkbox"/>	Delete										
6	<p>Repeat steps 3 - 5 to add additional email addresses. Click Save when finished.</p> <div data-bbox="327 1086 1324 1534" style="border: 1px solid blue; padding: 5px;"> <p>My Email</p> <p>RICHARD KIMBLE</p> <p>Email Addresses</p> <table border="1" data-bbox="335 1198 1316 1388"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred Address?</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>FormerFugitive.com</td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Business</td> <td>Doctor.Richard.Kimble.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	Home	FormerFugitive.com	<input type="checkbox"/>	Delete	Business	Doctor.Richard.Kimble.com	<input checked="" type="checkbox"/>	Delete
Email Type	Email Address	Preferred Address?	Delete										
Home	FormerFugitive.com	<input type="checkbox"/>	Delete										
Business	Doctor.Richard.Kimble.com	<input checked="" type="checkbox"/>	Delete										
7	<p>Return to the main homepage by clicking the Retired Self Service back button or the House Icon.</p> <div data-bbox="327 1646 1372 1691" style="border: 1px solid blue; padding: 5px;"> <p>Retired Self Service Retired Personal Details   </p> </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).

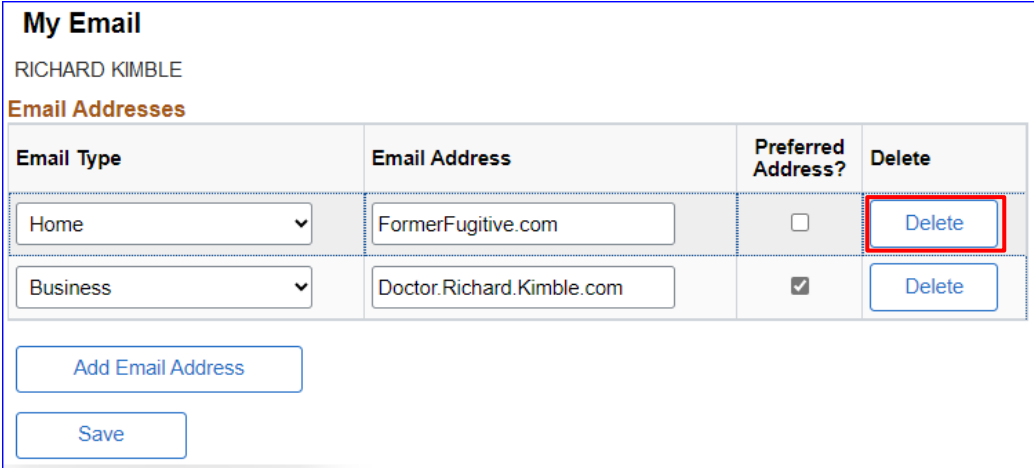
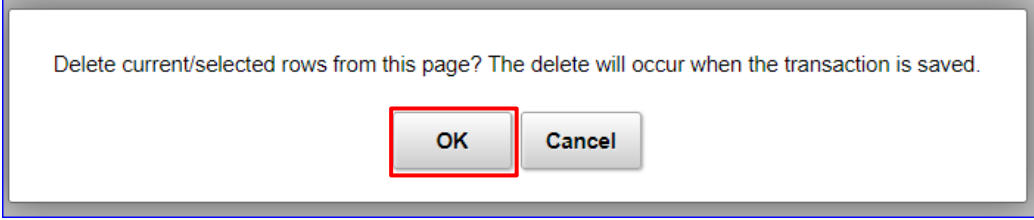
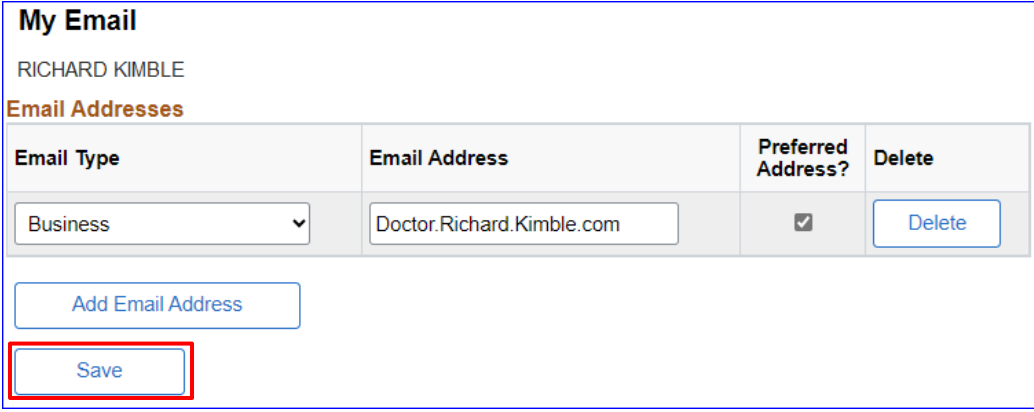
Procedures See below.

Step	Action
1	<p>Select the Personal Details tile from the Retiree Self Service homepage.</p>  <p>The screenshot shows a white rectangular tile with a blue border. At the top, the text "Personal Details" is written in blue. Below the text is a grey icon of a person's head and shoulders, with a blue pencil icon positioned to the right of the person's head, indicating an edit or details function.</p>
2	<p>Select the Email Address – View/Change option.</p>  <p>The screenshot shows a vertical list of four menu items. The first item, "Delivery Options - Change", is highlighted with a green background. The second item, "Email Address - View/Change", is highlighted with a red border. The third item is "Mailing Address - View/Change" and the fourth is "Phone Numbers - View/Change". Each item has a small icon to its left: a blue envelope for the first, a blue envelope with a checkmark for the second, a blue envelope with a location pin for the third, and a purple phone handset for the fourth.</p>

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Delete My Email Address, Continued

Procedures,
continued

Step	Action
3	<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> 
4	<p>The email address will be removed. Click Save.</p> 
5	<p>Return to the main homepage by clicking the Retired Self Service back button or the House Icon.</p> 