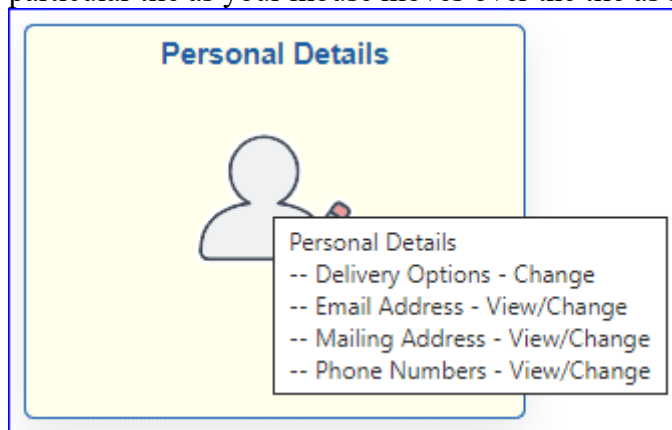


View/Add/Delete My Email Address Overview

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


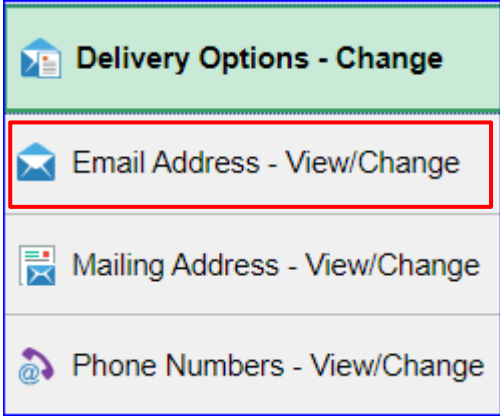
Topic	See Page
View My Email Address	2
Add My Email Address	4
Delete My Email Address	7

Continued on next page

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. 
2	Select the Email Address – View/Change option. 

Continued on next page

View My Email Address, Continued

Procedures,
continued


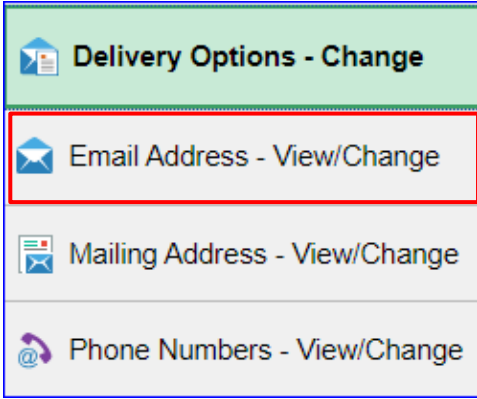
Step	Action								
3	<p>The My Email page will display. If the email address listed is incorrect, refer to the Delete My Email Address guide to remove.</p> <div><p>My Email</p><p>RICHARD KIMBLE</p><p>Email Addresses</p><table><tr><th>Email Type</th><th>Email Address</th><th>Preferred Address?</th><th>Delete</th></tr><tr><td>Home ▾</td><td>FormerFugitive.com</td><td><input checked="" type="checkbox"/></td><td>Delete</td></tr></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><div>Retired Self Service</div><div>Retired Personal Details</div><div></div><div></div><div></div></div>								

Continued on next page

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	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'. Below the header is a large, light gray square containing a white silhouette of a person's head and shoulders, with a blue pencil icon positioned to the right of the silhouette.
2	Select the Email Address – View/Change option.  A screenshot of a list of options. The first option, 'Delivery Options - Change', is highlighted with a green background. The second option, 'Email Address - View/Change', is highlighted with a red border. The third option is 'Mailing Address - View/Change' and the fourth is 'Phone Numbers - View/Change'. Each option is preceded by a small icon: a blue envelope for the first, a blue envelope with a checkmark for the second, a blue envelope with a checkmark for the third, and a purple '@' symbol for the fourth.

Continued on next page

Add My Email Address, Continued


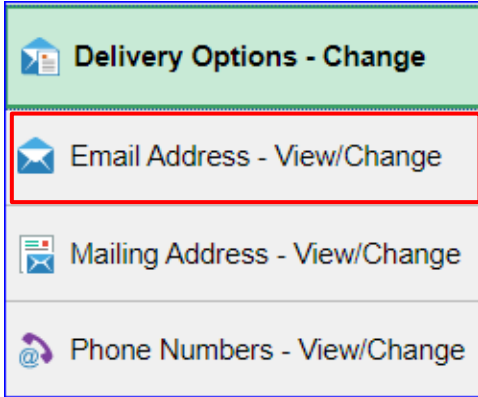
Procedures,
continued

Step	Action												
5	<p>Enter the Email Address. Check the Preferred box if that email address is the primary/preferred email.</p> <div><p>My Email</p><p>RICHARD KIMBLE</p><p>Email Addresses</p><table><tr><th>Email Type</th><th>Email Address</th><th>Preferred Address?</th><th>Delete</th></tr><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></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><p>My Email</p><p>RICHARD KIMBLE</p><p>Email Addresses</p><table><tr><th>Email Type</th><th>Email Address</th><th>Preferred Address?</th><th>Delete</th></tr><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></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><div>Retired Self Service</div><div>Retired Personal Details</div><div></div></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).

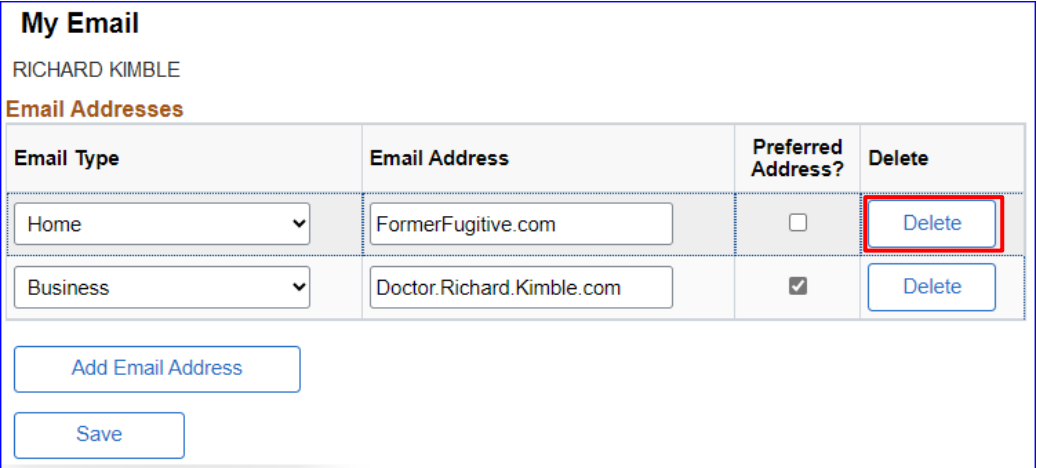
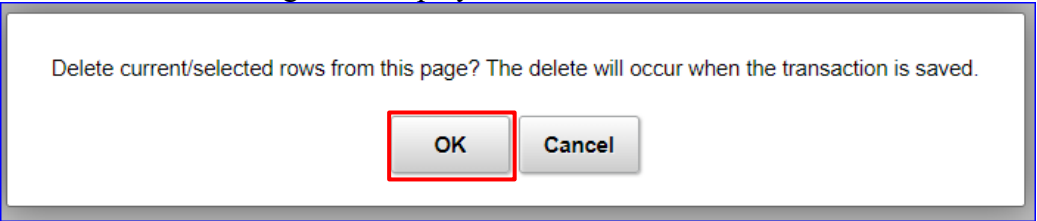
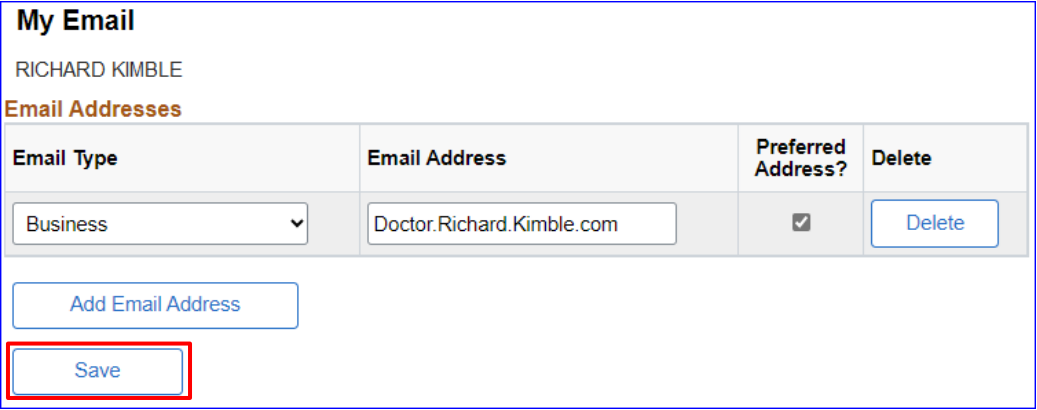
Procedures See below.

Step	Action
1	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 bold. Below the header is a light blue icon of a person's head and shoulders next to a pencil, indicating a profile or editing function. 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 first option, 'Delivery Options - Change', is highlighted with a green background. Below it, the 'Email Address - View/Change' option is highlighted with a red border. The other options are 'Mailing Address - View/Change' and 'Phone Numbers - View/Change', both with light blue backgrounds. Each option has a small icon to its left: a house for delivery, an envelope for email, a mail slot for mailing address, and a phone for phone numbers.

Continued on next page

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> 