View/Add/Delete My Email Address Overview

Introduction

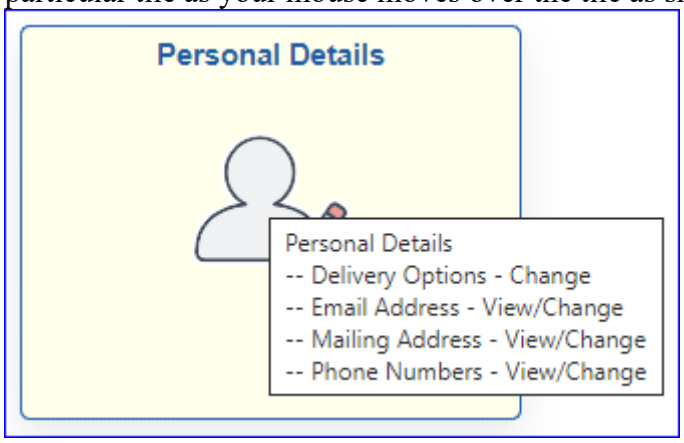
This guide provides procedures for the Retiree, Annuitant, or Former Spouse to view, add, or delete email addresses in Direct Access (DA).

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.



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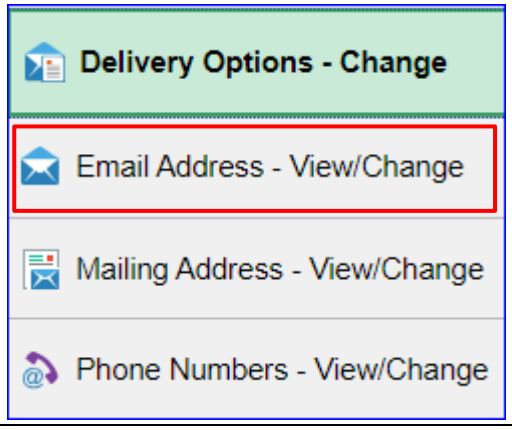
View My Email Address

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

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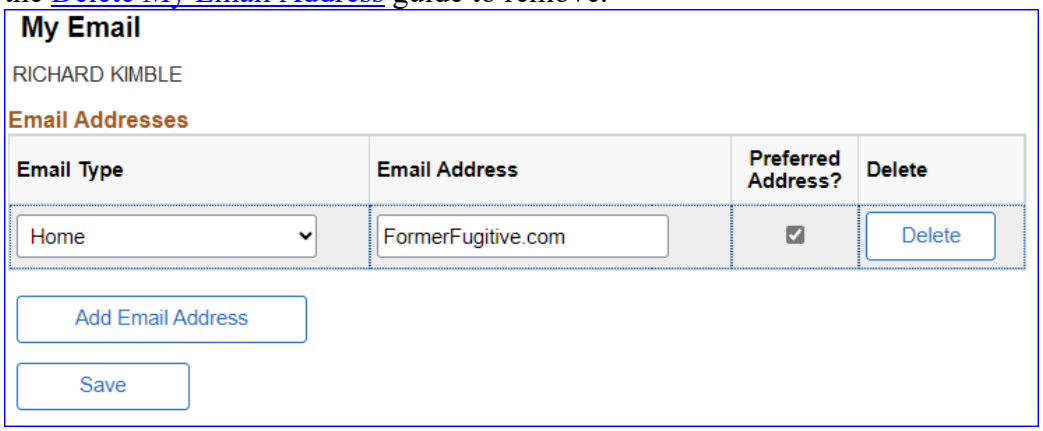
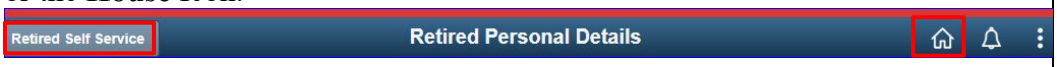
View My Email Address, Continued

Procedures,
continued

Step	Action
3	The My Email page will display. If the email address listed is incorrect, refer to the Delete My Email Address guide to remove. 
4	Return to the main homepage by clicking the **Retired Self Service** back button or the **House** Icon. 

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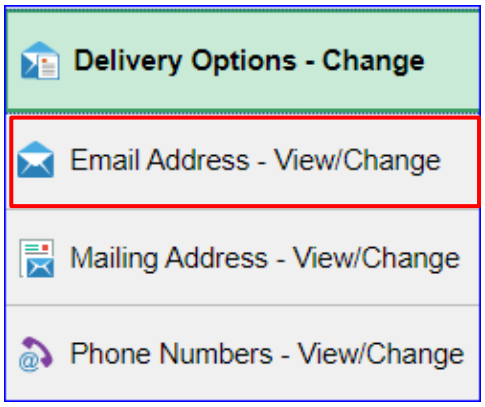
Add My Email Address

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	Select the **Personal Details** tile from the retiree Self Service homepage.
2	Select the **Email Address – View/Change** option. 

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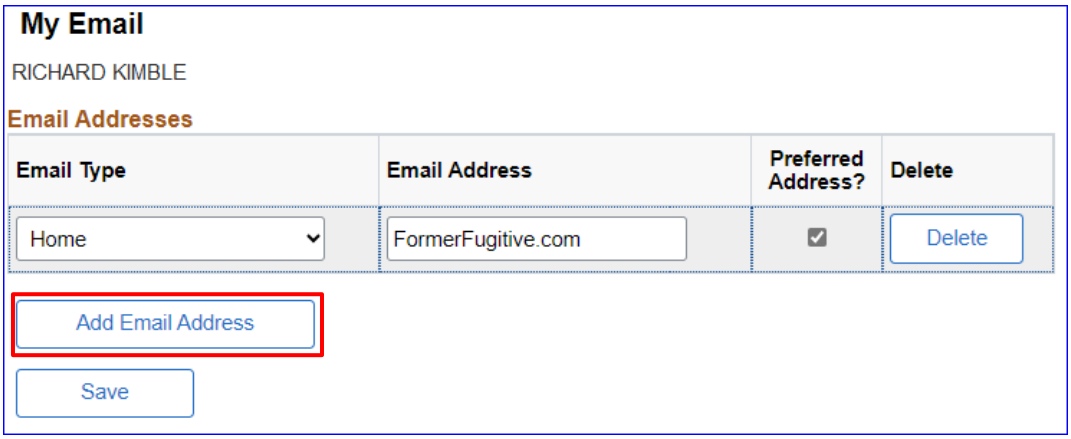
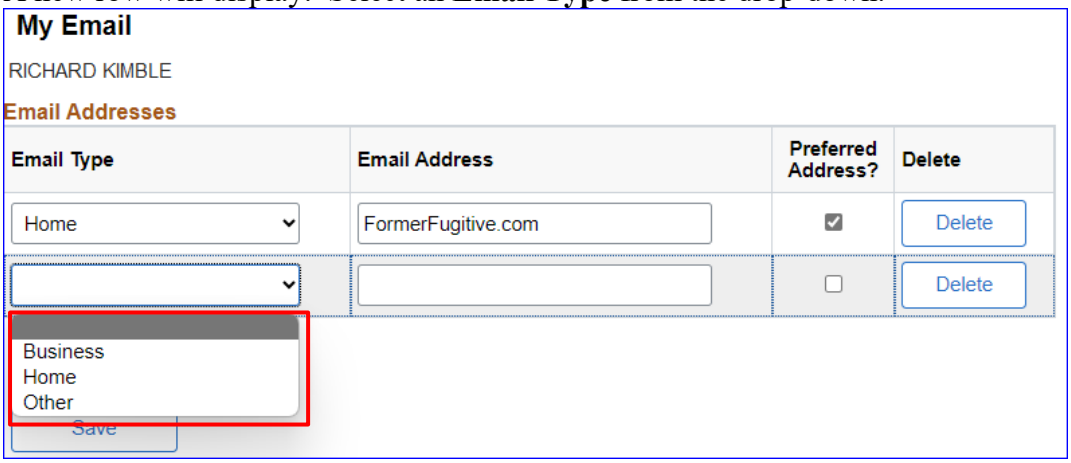
Add My Email Address, Continued

Procedures,
continued

Step	Action
3	The My Email page will display. To add an email address click **Add Email Address**. 
4	A new row will display. Select an **Email Type** from the drop-down. 

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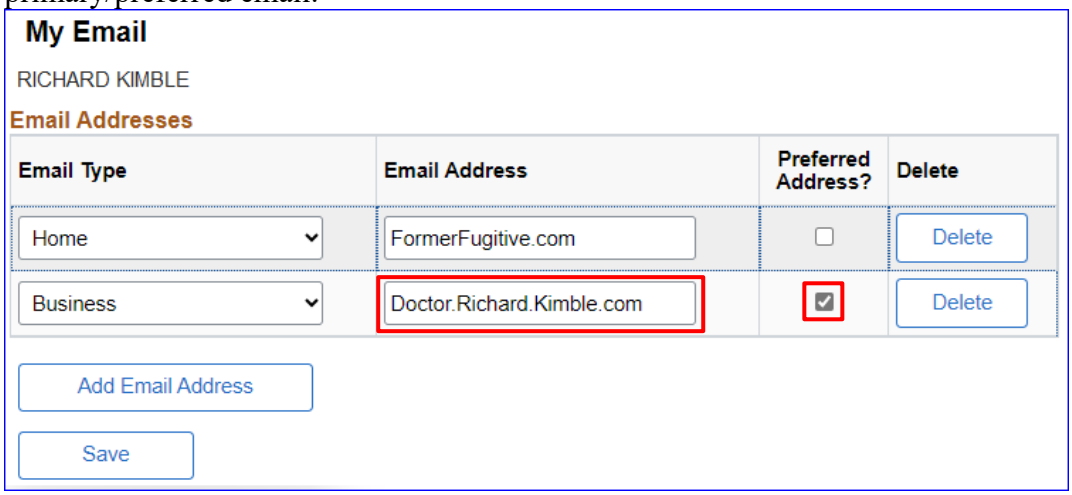
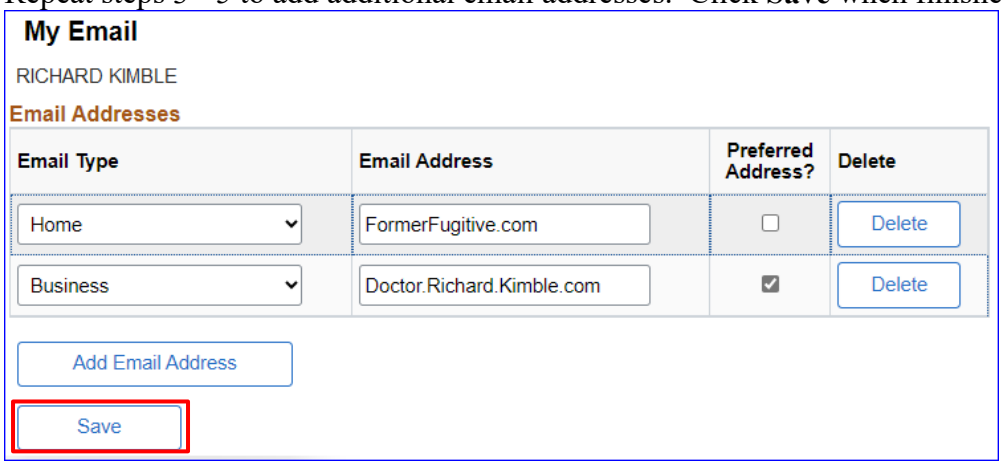
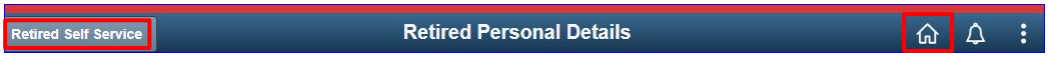
Add My Email Address, Continued

Procedures,
continued

Step	Action
5	Enter the **Email Address**. Check the **Preferred** box if that email address is the primary/preferred email. 
6	Repeat steps 3 - 5 to add additional email addresses. Click **Save** when finished. 
7	Return to the main homepage by clicking the **Retired Self Service** back button or the **House** Icon. 

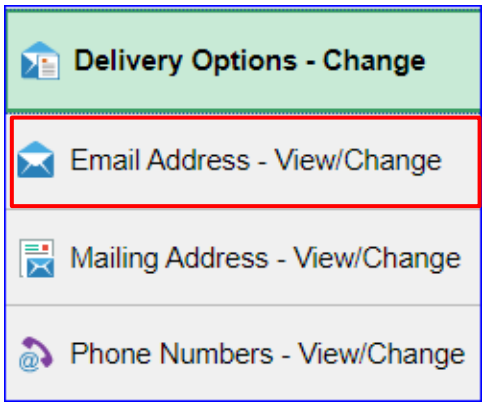
Delete My Email Address

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

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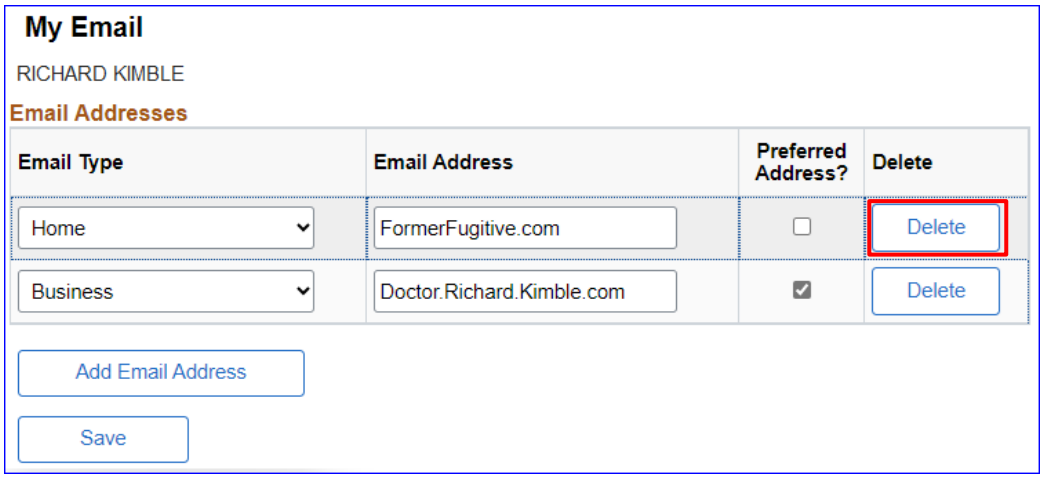
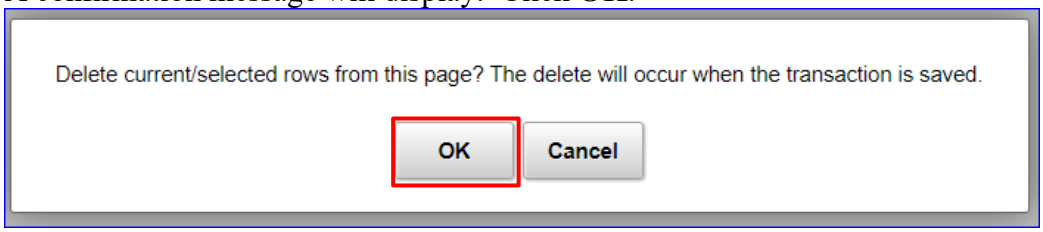
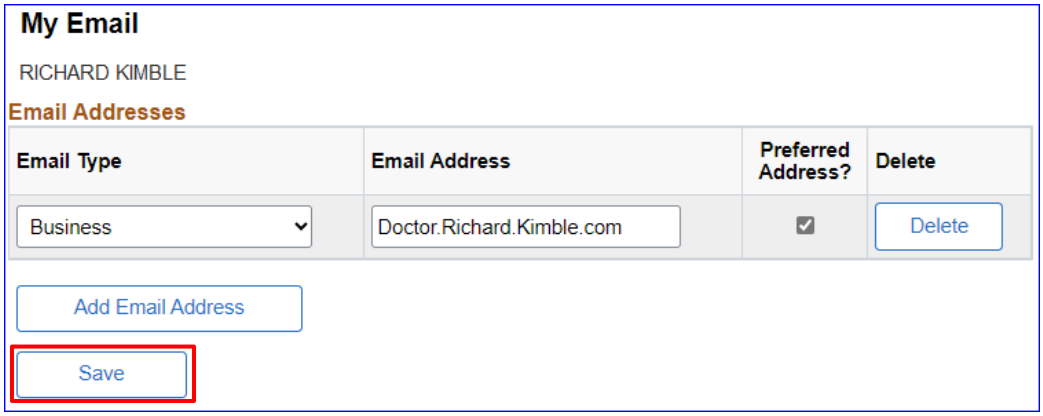
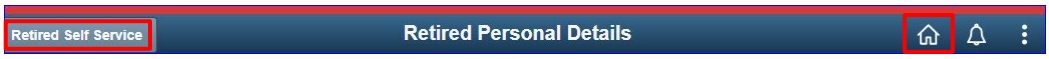
Delete My Email Address, Continued

Procedures,
continued

Step	Action
3	The My Email page will display. To remove an email address, click **Delete** for the email to be removed. 
3	A confirmation message will display. Click **OK**. 
4	The email address will be removed. Click **Save**. 
5	Return to the main homepage by clicking the **Retired Self Service** back button or the **House** Icon.