

Change Delivery Options

Introduction

This guide provides the procedures to change the delivery options for your Payslips and the Retiree Newsletter, The Long Blue Line, in Direct Access (DA).

Something to Remember

If you previously opted out of receiving your Payslips by mail, you may always opt back in using the procedures provided in this guide. Payslips and the Retiree Newsletters can always be viewed digitally using the following links: [View My Payslips](#) user guide: [Retiree Newsletters](#).

Information

- Log into DA Self Service at [Direct Access Self Service](#)
- Be sure to visit PPC's RAS webpage for Retiree-related news, updates, and archived Retiree Newsletters at <https://www.dcms.uscg.mil/ppc/ras/>

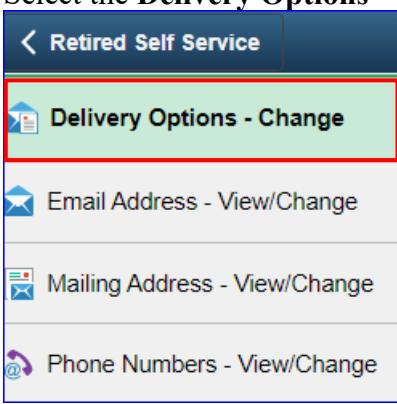
Changes to Direct Access Homepage

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. Direct Access screenshot.

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Change Delivery Options, Continued

Procedures See below.

Step	Action
1	<p>Select the Personal Details tile from the Retiree Self Service homepage.</p> 
2	<p>Select the Delivery Options - Change option.</p> 
3	<p>The Delivery Options page will display with your current delivery options. If no changes are necessary, click the House icon in the upper right corner of Direct Access.</p>

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Change Delivery Options, Continued

Procedures, continued

Step	Action
4	<p>To receive Payslips by mail, ensure the boxes are checked as appropriate. To stop receiving either or both by mail, uncheck the boxes as appropriate. Click Save.</p> <p>NOTE 1: The Retiree Newsletter, The Long Blue Line, will be emailed regardless of the selection made in Delivery Options.</p> <p>NOTE 2: The Retiree Newsletter and /or your Payslips may always be viewed digitally. Payslips may be viewed using the View My Payslips guide: Retiree Newsletters may be viewed at the Retiree Newsletters link.</p>
5	<p>A Save Confirmation message will display.</p> <div style="border: 1px solid blue; padding: 10px; text-align: center;"> <p>Save Confirmation</p> <p> The Save was successful.</p> </div>
6	<p>To return to the main homepage, click the Retired Self Service back button or the House icon.</p> 
