

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

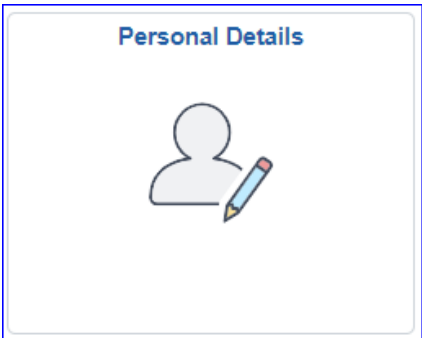
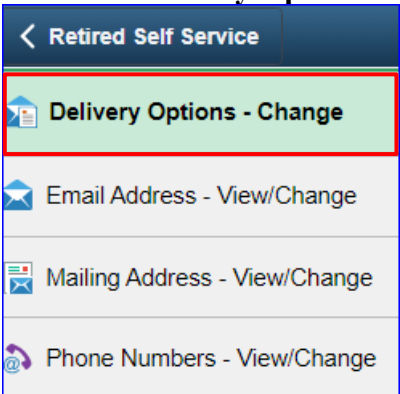
- Log into DA Self Service at [Direct Access Self Service](#)
- Be sure to visit PPC's RAS webpage for Retiree-related news, updates, and archived Retiree Newsletters at <https://www.dcms.uscg.mil/ppc/ras/>

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

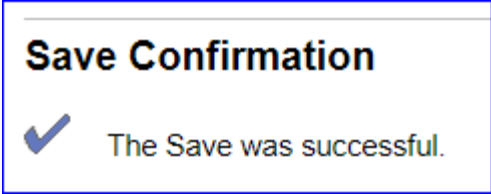
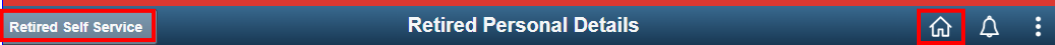
Procedures See below.

| 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: Retire Newsletters may be viewed at the Retiree Newsletters link.</p> |
| 5 | <p>A Save Confirmation message will display.</p>  <p>The image shows a white rectangular box with a blue border. Inside, the text 'Save Confirmation' is in bold black font. Below it is a blue checkmark icon followed by the text 'The Save was successful.' in a smaller black font.</p> |
| 6 | <p>To return to the main homepage, click the Retired Self Service back button or the House icon.</p>  <p>The image shows a dark blue horizontal bar. On the left, there is a button labeled 'Retired Self Service' with a red border. In the center, the text 'Retired Personal Details' is displayed. On the right, there is a 'House' icon (a small house symbol) with a red border, followed by a bell icon and a three-dot menu icon.</p> |
