

View/Add/Delete My Phone Numbers Overview

Introduction This guide provides procedures for the Retiree, Annuitant, or Former Spouse to view, add, or delete telephone numbers 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.



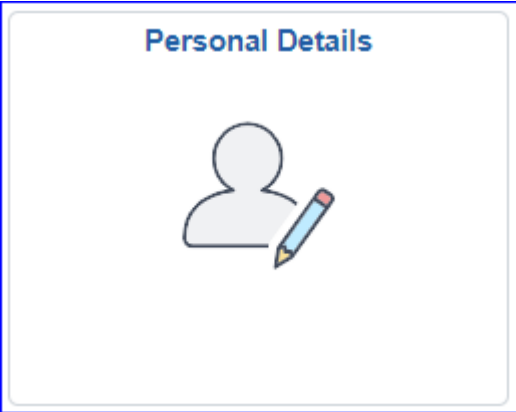
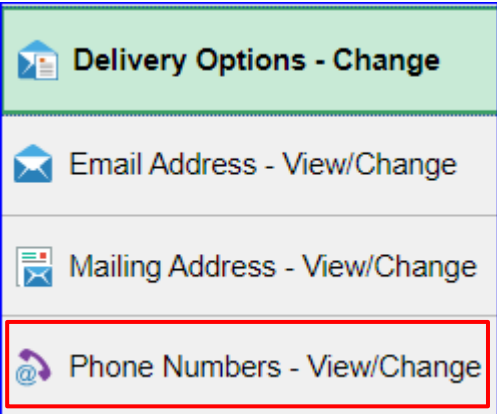
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View My Phone Numbers

Introduction This section provides the procedures for viewing telephone numbers in 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. It has a light blue header with the text 'Personal Details'. Below the header is a 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 Phone Numbers – View/Change option.  A screenshot of a list of options. The first option is 'Delivery Options - Change' with a green background and a house icon. The second is 'Email Address - View/Change' with a light gray background and an envelope icon. The third is 'Mailing Address - View/Change' with a light gray background and a mail icon. The fourth is 'Phone Numbers - View/Change' with a light gray background and a phone icon. This fourth option is highlighted with a red rectangular border.

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View My Phone Numbers, Continued

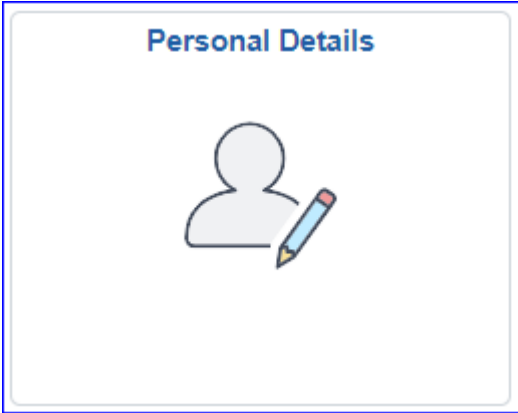
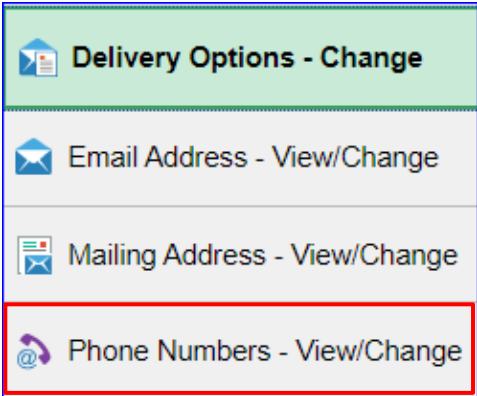
Procedures,
continued

Step	Action															
3	<p>The Phone Numbers page will display. If the phone number(s) listed are incorrect, refer to the Delete My Phone Numbers section to remove.</p> <div><p>Phone Numbers</p><p><u>JOHN MCCLANE</u></p><p>Enter your phone numbers.</p><p>Phone Numbers</p><table><tr><th>Phone Type</th><th>Telephone</th><th>Extension</th><th>Preferred</th><th>Delete</th></tr><tr><td>Business</td><td><input type="text" value="555/999-9999"/></td><td><input type="text"/></td><td><input type="checkbox"/></td><td></td></tr><tr><td>Mobile</td><td><input type="text" value="555/555-5555"/></td><td><input type="text"/></td><td><input checked="" type="checkbox"/></td><td></td></tr></table><div><input type="button" value="Add Phone Number"/></div><div><input type="button" value="Save"/></div></div>	Phone Type	Telephone	Extension	Preferred	Delete	Business	<input type="text" value="555/999-9999"/>	<input type="text"/>	<input type="checkbox"/>		Mobile	<input type="text" value="555/555-5555"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
Phone Type	Telephone	Extension	Preferred	Delete												
Business	<input type="text" value="555/999-9999"/>	<input type="text"/>	<input type="checkbox"/>													
Mobile	<input type="text" value="555/555-5555"/>	<input type="text"/>	<input checked="" type="checkbox"/>													
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>															

Add Phone Numbers

Introduction This section provides the procedures for adding telephone numbers in DA.

Procedures See below.

Step	Action
1	Select the Personal Details tile from the retiree Self Service homepage. 
2	Select the Phone Numbers – View/Change option. 

Continued on next page

Add Phone Numbers, Continued

Procedures, continued

Step

3

Action

The Phone Numbers page will display. To add a phone number, click **Add Phone Number**.

Phone Numbers

JOHN MCCLANE

Enter your phone numbers.

Phone Numbers

Phone Type	Telephone	Extension	Preferred	Delete
Business	<input type="text" value="555/999-9999"/>	<input type="text"/>	<input type="checkbox"/>	
Mobile	<input type="text" value="555/555-5555"/>	<input type="text"/>	<input checked="" type="checkbox"/>	

Add Phone Number

Save

4

A new row will display.

Phone Numbers

Phone Type	Telephone	Extension	Preferred	Delete
Business	<input type="text" value="555/999-9999"/>	<input type="text"/>	<input type="checkbox"/>	
Mobile	<input type="text" value="555/555-5555"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
<div><div></div><div>▼</div></div>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

Add Phone Number

Save

Continued on next page

Add Phone Numbers, Continued

Procedures,
continued

Step

5

Action

Select a **Phone Type** from the drop-down.

Phone Numbers

Phone Type	Telephone	Extension	Preferred	Delete
Business	<input type="text" value="555/999-9999"/>	<input type="text"/>	<input type="checkbox"/>	
Mobile	<input type="text" value="555/555-5555"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
<div><div></div></div>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

Business

Campus

Dormitory

FAX

Home

Home Fax

Main

Mobile

Other

Pager 1

Pager 2

Telex

Work Cell

Work Fax

Add Phone Number

6

Enter the **Telephone** number with area code (or country code of non-U.S. numbers) and the **Extension** (if applicable). Check the **Preferred** box ONLY if that number is the primary/preferred contact number.

Phone Numbers

Phone Type	Telephone	Extension	Preferred	Delete
Business	<input type="text" value="555/999-9999"/>	<input type="text"/>	<input type="checkbox"/>	
Mobile	<input type="text" value="555/555-5555"/>	<input type="text"/>	<input type="checkbox"/>	
<div><div>Home</div></div>	<input type="text" value="555/666-7777"/>	<input type="text"/>	<input checked="" type="checkbox"/>	

Add Phone Number

Save

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Add Phone Numbers, Continued


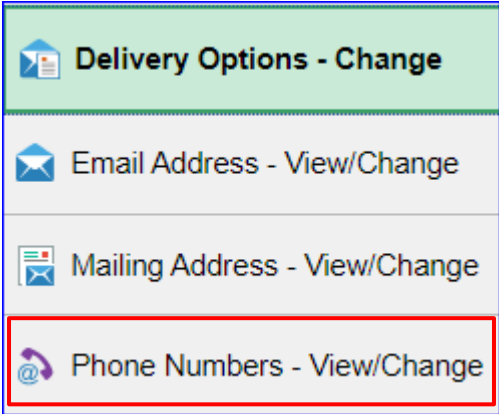
Procedures, continued

Step	Action																				
7	<div><ul style="list-style-type: none">• Repeat steps 4-6 to add additional numbers.• Click Save when finished.<div><div>Phone Numbers</div><table><thead><tr><th>Phone Type</th><th>Telephone</th><th>Extension</th><th>Preferred</th><th>Delete</th></tr></thead><tbody><tr><td>Business</td><td><input type="text" value="555/999-9999"/></td><td><input type="text"/></td><td><input type="checkbox"/></td><td></td></tr><tr><td>Mobile</td><td><input type="text" value="555/555-5555"/></td><td><input type="text"/></td><td><input type="checkbox"/></td><td></td></tr><tr><td>Home ▼</td><td><input type="text" value="555/666-7777"/></td><td><input type="text"/></td><td><input checked="" type="checkbox"/></td><td></td></tr></tbody></table><div><div>Add Phone Number</div><div>Save</div></div></div></div>	Phone Type	Telephone	Extension	Preferred	Delete	Business	<input type="text" value="555/999-9999"/>	<input type="text"/>	<input type="checkbox"/>		Mobile	<input type="text" value="555/555-5555"/>	<input type="text"/>	<input type="checkbox"/>		Home ▼	<input type="text" value="555/666-7777"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
Phone Type	Telephone	Extension	Preferred	Delete																	
Business	<input type="text" value="555/999-9999"/>	<input type="text"/>	<input type="checkbox"/>																		
Mobile	<input type="text" value="555/555-5555"/>	<input type="text"/>	<input type="checkbox"/>																		
Home ▼	<input type="text" value="555/666-7777"/>	<input type="text"/>	<input checked="" type="checkbox"/>																		
8	<div><p>A Save Confirmation message will display.</p><div><div>Phone Numbers</div><div><div>Save Confirmation</div><div> The Save was successful.</div></div></div></div>																				
9	<div><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>																				

Delete Phone Numbers

Introduction This section provides the procedures Deleting telephone numbers in 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 large, light gray rounded rectangle containing a white silhouette of a person's head and shoulders, with a blue pencil icon positioned to the right of the silhouette. The entire tile is outlined with a thin blue border.
2	Select the Phone Numbers – View/Change option.  A screenshot of a list of options. The list is contained within a light gray rounded rectangle. It has four items, each with an icon and text. The first item is 'Delivery Options - Change' with a blue envelope icon and a green background. The second is 'Email Address - View/Change' with a blue envelope icon. The third is 'Mailing Address - View/Change' with a blue envelope icon. The fourth is 'Phone Numbers - View/Change' with a purple phone icon and an '@' symbol, and this item is highlighted with a red border. The entire list container is outlined with a thin blue border.

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Delete Phone Numbers, Continued

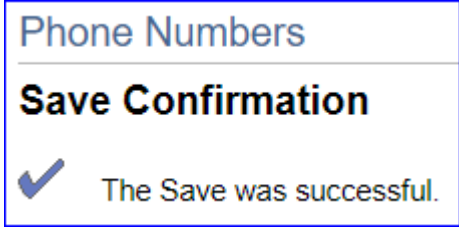
Procedures,
continued

Step	Action															
3	<p>The Phone Numbers page will display. To remove a number, click the trashcan icon for the phone number to be deleted.</p> <div><p>Phone Numbers</p><p>JOHN MCCLANE</p><p>Enter your phone numbers.</p><p>Phone Numbers</p><table><tr><th>Phone Type</th><th>Telephone</th><th>Extension</th><th>Preferred</th><th>Delete</th></tr><tr><td>Mobile</td><td><input type="text" value="555/555-5555"/></td><td><input type="text"/></td><td><input type="checkbox"/></td><td></td></tr><tr><td>Home</td><td><input type="text" value="555/666-7777"/></td><td><input type="text"/></td><td><input checked="" type="checkbox"/></td><td></td></tr></table><div><input type="button" value="Add Phone Number"/></div><div><input type="button" value="Save"/></div></div>	Phone Type	Telephone	Extension	Preferred	Delete	Mobile	<input type="text" value="555/555-5555"/>	<input type="text"/>	<input type="checkbox"/>		Home	<input type="text" value="555/666-7777"/>	<input type="text"/>	<input checked="" type="checkbox"/>	
Phone Type	Telephone	Extension	Preferred	Delete												
Mobile	<input type="text" value="555/555-5555"/>	<input type="text"/>	<input type="checkbox"/>													
Home	<input type="text" value="555/666-7777"/>	<input type="text"/>	<input checked="" type="checkbox"/>													
4	<p>A confirmation message will display. Click Yes – Delete and Save.</p> <div><p>Phone Numbers</p><p>Delete Confirmation</p><p> Are you sure you want to delete Phone Number (Business)?</p><div><input type="button" value="Yes - Delete and Save"/></div><div><input type="button" value="No - Do Not Delete and Do Not Save"/></div></div>															
5	<p>The phone number will be removed. Click Save.</p> <div><p>Phone Numbers</p><p>JOHN MCCLANE</p><p>Enter your phone numbers.</p><p>Phone Numbers</p><table><tr><th>Phone Type</th><th>Telephone</th><th>Extension</th><th>Preferred</th><th>Delete</th></tr><tr><td>Home</td><td><input type="text" value="555/666-7777"/></td><td><input type="text"/></td><td><input checked="" type="checkbox"/></td><td></td></tr></table><div><input type="button" value="Add Phone Number"/></div><div><input type="button" value="Save"/></div></div>	Phone Type	Telephone	Extension	Preferred	Delete	Home	<input type="text" value="555/666-7777"/>	<input type="text"/>	<input checked="" type="checkbox"/>						
Phone Type	Telephone	Extension	Preferred	Delete												
Home	<input type="text" value="555/666-7777"/>	<input type="text"/>	<input checked="" type="checkbox"/>													

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Delete Phone Numbers, Continued

Procedures, continued

Step	Action
6	<p>A Confirmation message will display.</p> 
7	<p>Return to the main homepage by clicking the Retired Self Service back button or the House Icon.</p> 