

# View/Add/Delete My Phone Numbers Overview

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**Introduction** This guide provides procedures for the Retiree, Annuitant, or Former Spouse to view, add, or delete telephone numbers in Direct Access (DA).

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**Information** Log into DA Self Service at [Direct Access Self Service](#).

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**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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## Contents

Topic	See Page
<a href="#">View My Phone Numbers</a>	2
<a href="#">Add Phone Numbers</a>	4
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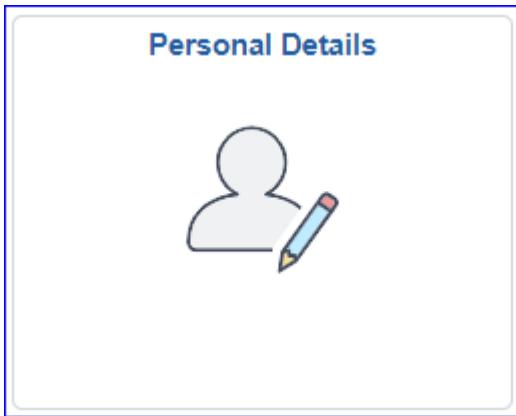
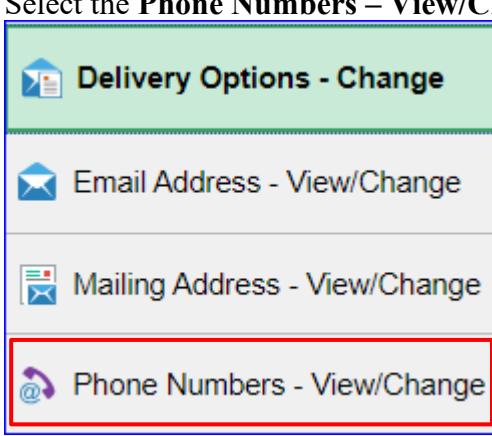
## View My Phone Numbers

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

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**Procedures** See below.

Step	Action
1	<p>Select the <b>Personal Details</b> tile from the Retiree Self Service homepage.</p> 
2	<p>Select the <b>Phone Numbers – View/Change</b> option.</p> 

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## View My Phone Numbers, Continued

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### Procedures, continued

Step	Action															
3	<p>The Phone Numbers page will display. If the phone number(s) listed are incorrect, refer to the <a href="#">Delete My Phone Numbers</a> section to remove.</p> <p><b>Phone Numbers</b></p> <p>JOHN MCCLANE</p> <p>Enter your phone numbers.</p> <p><b>Phone Numbers</b></p> <table border="1"> <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>555/999-9999</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Mobile</td> <td>555/555-5555</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p><a href="#">Add Phone Number</a></p> <p><a href="#">Save</a></p>	Phone Type	Telephone	Extension	Preferred	Delete	Business	555/999-9999		<input type="checkbox"/>		Mobile	555/555-5555		<input checked="" type="checkbox"/>	
Phone Type	Telephone	Extension	Preferred	Delete												
Business	555/999-9999		<input type="checkbox"/>													
Mobile	555/555-5555		<input checked="" type="checkbox"/>													
4	<p>Return to the main homepage by clicking the <b>Retired Self Service</b> back button or the <b>House</b> Icon.</p> <p><a href="#">Retired Self Service</a>      <b>Retired Personal Details</b>        </p>															

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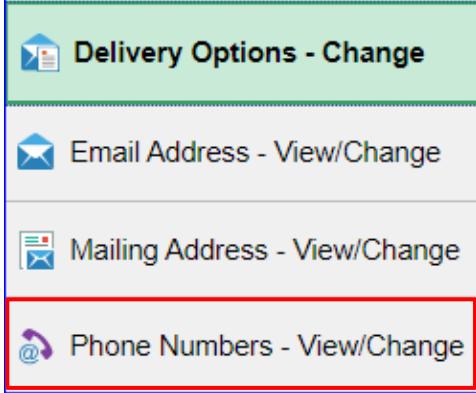
## Add Phone Numbers

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

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**Procedures** See below.

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

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## Add Phone Numbers, Continued

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### Procedures, continued

Step	Action																				
3	<p>The Phone Numbers page will display. To add a phone number, click <b>Add Phone Number</b>.</p> <p><b>Phone Numbers</b></p> <p>JOHN MCCLANE</p> <p>Enter your phone numbers.</p> <p><b>Phone Numbers</b></p> <table border="1"> <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>555/999-9999</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Mobile</td> <td>555/555-5555</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p><b>Add Phone Number</b></p> <p><b>Save</b></p>	Phone Type	Telephone	Extension	Preferred	Delete	Business	555/999-9999		<input type="checkbox"/>		Mobile	555/555-5555		<input checked="" type="checkbox"/>						
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Business	555/999-9999		<input type="checkbox"/>																		
Mobile	555/555-5555		<input checked="" type="checkbox"/>																		
4	<p>A new row will display.</p> <p><b>Phone Numbers</b></p> <table border="1"> <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>555/999-9999</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Mobile</td> <td>555/555-5555</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p><b>Add Phone Number</b></p> <p><b>Save</b></p>	Phone Type	Telephone	Extension	Preferred	Delete	Business	555/999-9999		<input type="checkbox"/>		Mobile	555/555-5555		<input checked="" type="checkbox"/>					<input type="checkbox"/>	
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Business	555/999-9999		<input type="checkbox"/>																		
Mobile	555/555-5555		<input checked="" type="checkbox"/>																		
			<input type="checkbox"/>																		

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## Add Phone Numbers, Continued

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### Procedures, continued

Step	Action																				
5	<p>Select a <b>Phone Type</b> from the drop-down.</p> <p><b>Phone Numbers</b></p> <table border="1"> <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>555/999-9999</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Mobile</td> <td>555/555-5555</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p><b>Phone Type</b> dropdown menu (highlighted with a red box):</p> <ul style="list-style-type: none"> <li>Business</li> <li>Campus</li> <li>Dormitory</li> <li>FAX</li> <li>Home</li> <li>Home Fax</li> <li>Main</li> <li>Mobile</li> <li>Other</li> <li>Pager 1</li> <li>Pager 2</li> <li>Telex</li> <li>Work Cell</li> <li>Work Fax</li> </ul>	Phone Type	Telephone	Extension	Preferred	Delete	Business	555/999-9999		<input type="checkbox"/>		Mobile	555/555-5555		<input checked="" type="checkbox"/>					<input type="checkbox"/>	
Phone Type	Telephone	Extension	Preferred	Delete																	
Business	555/999-9999		<input type="checkbox"/>																		
Mobile	555/555-5555		<input checked="" type="checkbox"/>																		
			<input type="checkbox"/>																		
6	<p>Enter the <b>Telephone</b> number with area code (or country code of non-U.S. numbers) and the <b>Extension</b> (if applicable). Check the <b>Preferred</b> box ONLY if that number is the primary/preferred contact number.</p> <p><b>Phone Numbers</b></p> <table border="1"> <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>555/999-9999</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Mobile</td> <td>555/555-5555</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Home</td> <td>555/666-7777</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p><b>Add Phone Number</b> button</p> <p><b>Save</b> button</p>	Phone Type	Telephone	Extension	Preferred	Delete	Business	555/999-9999		<input type="checkbox"/>		Mobile	555/555-5555		<input type="checkbox"/>		Home	555/666-7777		<input checked="" type="checkbox"/>	
Phone Type	Telephone	Extension	Preferred	Delete																	
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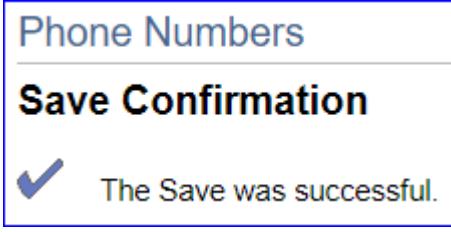
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## Add Phone Numbers, Continued

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### Procedures, continued

Step	Action
7	<ul style="list-style-type: none"> <li>Repeat steps 4-6 to add additional numbers.</li> <li>Click <b>Save</b> when finished.</li> </ul> 
8	<p>A Save Confirmation message will display.</p> 
9	<p>Return to the main homepage by clicking the <b>Retired Self Service</b> back button or the <b>House</b> Icon.</p> 

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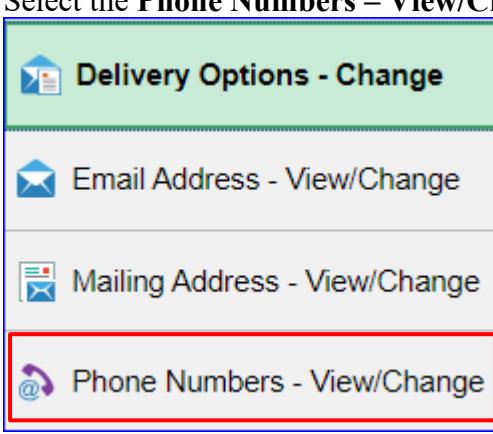
## Delete Phone Numbers

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**Introduction** This section provides the procedures Deleting telephone numbers in DA.

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**Procedures** See below.

Step	Action
1	<p>Select the <b>Personal Details</b> tile from the Retiree Self Service homepage.</p> 
2	<p>Select the <b>Phone Numbers – View/Change</b> option.</p> 

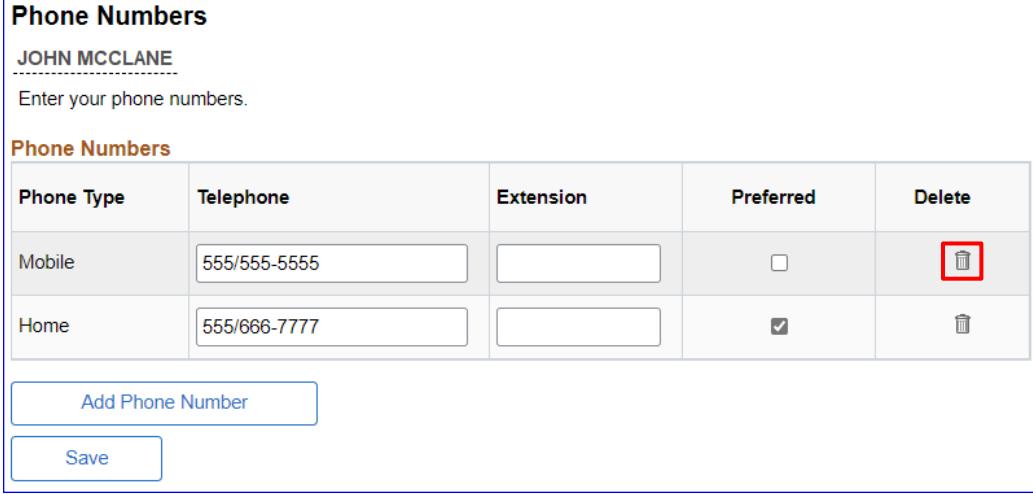
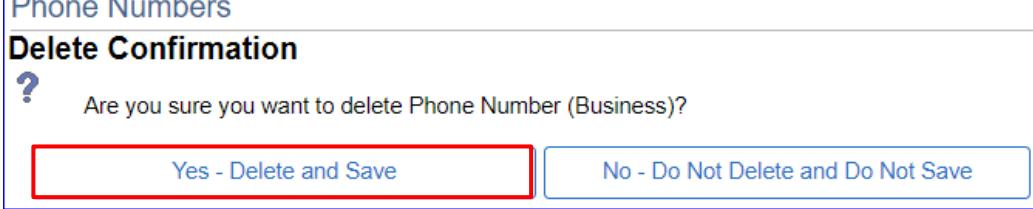
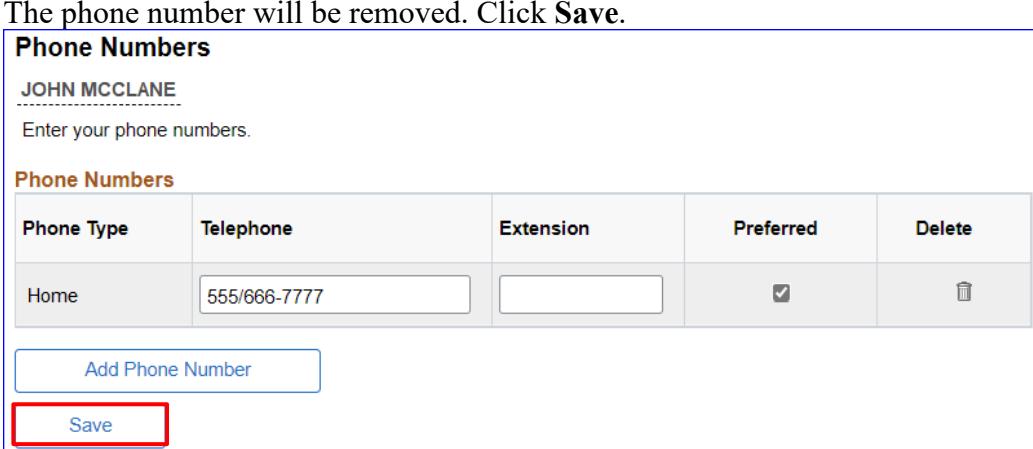
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## Delete Phone Numbers, Continued

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### Procedures, continued

Step	Action
3	<p>The Phone Numbers page will display. To remove a number, click the <b>trashcan</b> icon for the phone number to be deleted.</p> 
4	<p>A confirmation message will display. Click <b>Yes – Delete and Save</b>.</p> 
5	<p>The phone number will be removed. Click <b>Save</b>.</p> 

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## Delete Phone Numbers, Continued

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### Procedures, continued

Step	Action
6	A Confirmation message will display. <p>The screenshot shows a confirmation message box with a blue border. Inside, the text "Phone Numbers" is at the top, followed by "Save Confirmation" in a larger bold font. Below that is a blue checkmark icon followed by the text "The Save was successful." in green.</p>
7	Return to the main homepage by clicking the <b>Retired Self Service</b> back button or the <b>House</b> Icon. <p>The screenshot shows a dark blue navigation bar. On the left, the text "Retired Self Service" is highlighted with a red box. In the center, "Retired Personal Details" is visible. On the right, there are three icons: a house (highlighted with a red box), a bell, and a menu (three vertical dots).</p>

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