Change My Delivery Options

Introduction	This guide provides the procedures for a Retiree, Annuitant, or Former Spouse to change the delivery options of their payslips and the Retiree Newsletter in Direct Access (DA).			
Before You Begin	Members who retired 31 December 2018 and before were automatically added to the distribution mailing list for the Retiree Newsletter. There is no need to request to be added to the mailing list. To ensure your mailing address is correct and up to date, please refer to the <u>View/Change</u> <u>My Mailing Address</u> guide.			
	Members who retired 1 January 2019 and later will only receive the Retiree Newsletter by email, at the member's home email address listed in Direct Access. Click <u>HERE</u> to be added to the email distribution list for the Retiree Newsletter.			
	Only Retirees and Annuitants without internet access will be mailed the Retiree Newsletter after 1 January 2020. To continue receiving the paper Retiree Newsletter after 1 January 2020, Retirees and Annuitants may call Mr. Robert Hinds at (202) 475-5451 or send a letter to the address listed below, requesting the Retiree Newsletter continue to be mailed. The letter or phone call should indicate internet access is unavailable and include a mailing address.			
	Commandant, U.S. Coast Guard (CG-13) Retiree Services Program Manager, USCG Headquarters Stop 7907 2703 Martin Luther King Jr. Ave SE Washington, DC 20593-7907			
Unsubscribing from the Retiree Newsletter	Retirees (regardless of retirement date) and Annuitants may unsubscribe to the Retiree Newsletter by emailing <u>Robert.C.Hinds@uscg.mil</u> , requesting to be removed from the Retiree Newsletter distribution list.			
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: <u>View My Payslips</u> ; <u>Retiree Newsletters</u> .			
Information	be sure to visit PPC's RAS webpage for Retiree-related news, updates, and archived Retiree Newsletters at <u>https://www.dcms.uscg.mil/ppc/ras/</u> .			

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Additional	Log into DA Self Service at Direct Access Self Service.
Information	-

Procedures See below.

Step	Action				
1	Click the Retired Pay Self Service tile.				
	Retired Self Service -				
	DA Retired Announcements	Retired Pay Self Service			
	Welcome to Direct Access Self Service for Retirees, Ann Former Spouses. You can use Self-Service to perform th				
	 CAUTION: If you are planning to make a char withholding based on the IRS's new form, please not completing "Step 4: Other Adjustments, a) Of an incorrect number. The amount entered should annual amount of any additional income. Whate put in that block will be deducted, in its entirety, fi paycheck. Please consult a tax specialist prior to area. 	e ensure you are her Income" with I NOT reflect the ver number you rom your monthly			
	 User guides and video tutorials are available via at https://www.dcms.uscg.mil/ppc/r 				
	 If you encounter problems, contact call PPC at 1- email PPC-DG-CustomerCare@usc Timing: Please note that pay delivery, allotments deductions), mailing address, and tax withholding entered in after the cutoff date shown below will your next pay check (for the 1st of the following n reflected on your payslip. This is due to payroll pr time. We prepare the monthly payroll between the 	866-772-8724 or g.mil. (voluntary changes of be included in ext month) or occessing lead-			
	NOTE: Some Retirees may have more th				
	will need to select the Member Self Servi	ce tile to view the Self Service menu.			
1.5	Select the Change My Delivery Options	option.			
	📄 View My Payslip				
	Tiew/Print My Year End Forms				
	Tiew My 1099R				
	Tiew/Change Mailing Address				
	T View/Change My Phone Numbers				
	Change My EFT/Direct Deposit				
	E Change My Delivery Options				
	Change My Voluntary Deductions				

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Procedures,

continued

Step	Action		
2	Your current delivery options will display. If no changes are necessary, click the		
	House icon located in the upper right corner of Direct Access.		
	Delivery Options		
	Eddie Brock		
	Select options for delivery of communications.		
	Personalize [₂] ✓ I elect to receive the Retiree Newsletter by mail		
	✓ I elect to receive my Payslip by mail		
	* By unchecking the checkbox, you are electing to NOT receive a mailed		
	Newsletter or Payslip, which will save printing and postage costs. You		
	still have the ability to review the Newsletter on-line at: Retiree and		
	Annuitant Services (RAS) Branch Page, and to view your Payslip online through <u>View My Payslip</u> .		
	Save		
3	To receive Payslips by mail, ensure the boxes are checke		
	stop receiving either or both by mail, uncheck the boxes a Save .	as appropriate. Click	
	Save.		
	Note 1: The Retiree Newsletter will be emailed regardle	ss of the selection made	
	in Delivery Options. The Retiree Newsletter will only be	e mailed to those	
	individuals without internet access. To request the Retir		
	see the <u>Before You Begin</u> section at the beginning of this	guide.	
	Note 2: The Retiree Newsletter and/or your payslips ma	v always he viewed	
	digitally. Payslips may be viewed using the <u>View My Pa</u>		
	Newsletters may be viewed at <u>Retiree Newsletters link</u> .	<u>, , , , , , , , , , , , , , , , , , , </u>	
	Delivery Options		
	Eddie Brock		
	Select options for delivery of communications.		
	Personalize 🔄		
	I elect to receive the Retiree Newsletter by mail		
	I elect to receive my Payslip by mail		
	* By unchecking the checkbox, you are electing to NOT receive a mailed Newsletter or Payslip, which will save printing and postage costs. You		
	still have the ability to review the Newsletter on-line at: <u>Retiree and</u>		
	Annuitant Services (RAS) Branch Page, and to view your Payslip online		
	through View My Payslip.		

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