

## Change My Delivery Options

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**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).

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**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 [View/Change My Mailing Address](#) 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 [HERE](#) 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

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**Unsubscribing from the Retiree Newsletter** Retirees (regardless of retirement date) and Annuitants may unsubscribe to the Retiree Newsletter by emailing [Robert.C.Hinds@uscg.mil](mailto:Robert.C.Hinds@uscg.mil), requesting to be removed from the Retiree Newsletter distribution list.

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**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](#); [Retiree Newsletters](#).

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**Information** 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/>.

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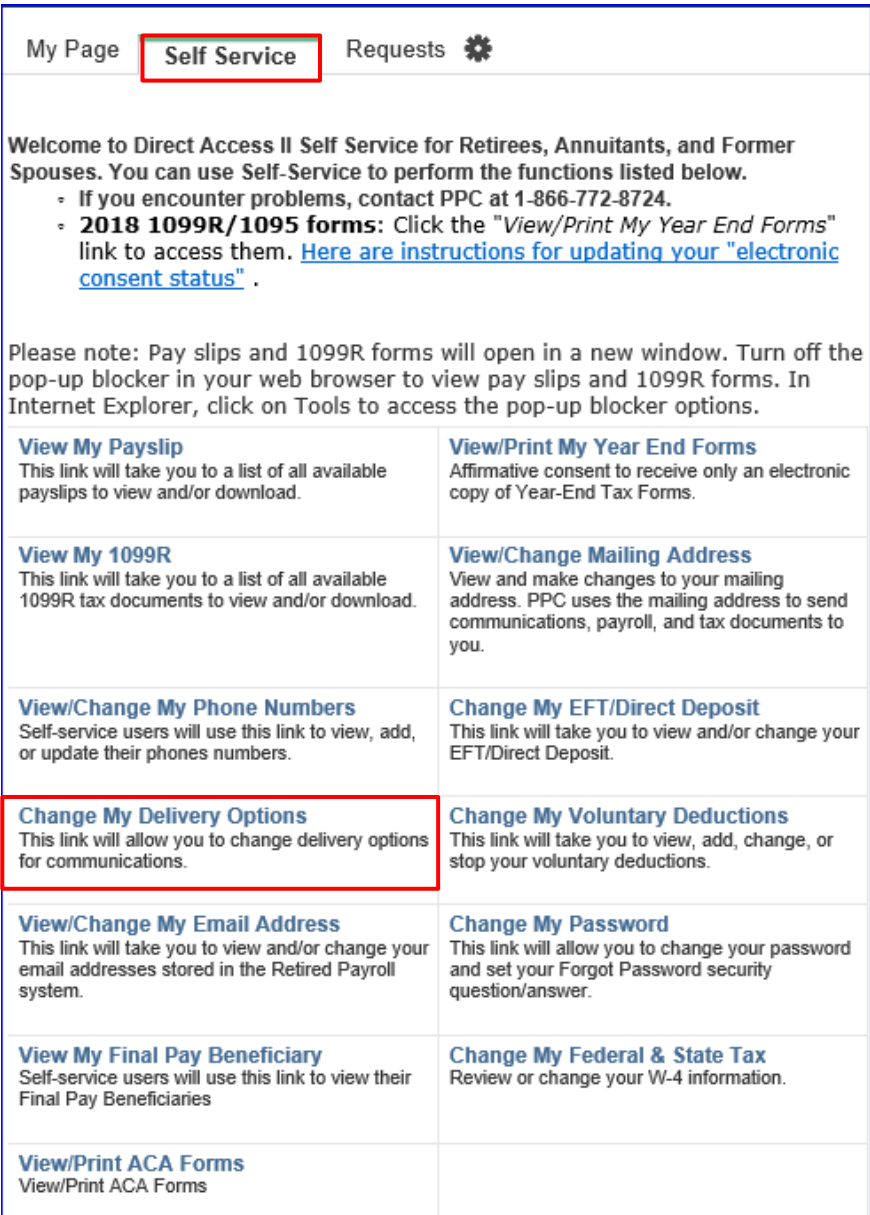
## Change My Delivery Options, Continued

**Additional Information**

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

**Procedures**



See below.

| Step | Action   |
|------|--|
| 1    | <p>Select <b>Change My Delivery Options</b>.</p> <p><b>Note:</b> Some Retirees may have more than one user access; in which case, you will need to select the <b>Self Service</b> tab to view the Self Service menu.</p>  <p>The screenshot shows the 'Direct Access II Self Service' interface. At the top, there are navigation tabs: 'My Page', 'Self Service' (highlighted with a red box), and 'Requests' with a gear icon. Below the tabs, a welcome message reads: 'Welcome to Direct Access II Self Service for Retirees, Annuitants, and Former Spouses. You can use Self-Service to perform the functions listed below.' It includes a note about contacting PPC at 1-866-772-8724 and a link for '2018 1099R/1095 forms'. Below this is a note about pop-up blockers. A grid of service options follows, with 'Change My Delivery Options' highlighted by a red box. The options include: View My Payslip, View/Print My Year End Forms, View My 1099R, View/Change Mailing Address, View/Change My Phone Numbers, Change My EFT/Direct Deposit, Change My Delivery Options, Change My Voluntary Deductions, View/Change My Email Address, Change My Password, View My Final Pay Beneficiary, Change My Federal &amp; State Tax, and View/Print ACA Forms.</p> |

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## Change My Delivery Options, Continued

Procedures,  
continued

| Step | Action   |
|------|--|
| 2    | <p>Your current delivery options will display. If no changes are necessary, click the House icon located in the upper right corner of Direct Access.</p> <div data-bbox="316 551 1050 1003" style="border: 1px solid blue; padding: 5px;"> <p><b>Delivery Options</b></p> <p>Eddie Brock</p> <p>Select options for delivery of communications.</p> <p style="text-align: right;">Personalize   </p> <p><input checked="" type="checkbox"/> I elect to receive the Retiree Newsletter by mail</p> <p><input checked="" type="checkbox"/> I elect to receive my Payslip by mail</p> <p>* 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: <a href="#">Retiree and Annuitant Services (RAS) Branch Page</a>, and to view your Payslip online through <a href="#">View My Payslip</a>.</p> <p><input type="button" value="Save"/></p> </div>  |
| 3    | <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 <b>Save</b>.</p> <p><b>Note 1:</b> The Retiree Newsletter will be emailed regardless of the selection made in Delivery Options. The Retiree Newsletter will only be mailed to those individuals <b>without</b> internet access. To request the Retiree Newsletter be mailed, see the <a href="#">Before You Begin</a> section at the beginning of this guide.</p> <p><b>Note 2:</b> The Retiree Newsletter and/or your payslips may always be viewed digitally. Payslips may be viewed using the <a href="#">View My Payslips</a> guide; Retiree Newsletters may be viewed at <a href="#">Retiree Newsletters</a> link.</p> <div data-bbox="316 1417 1050 1870" style="border: 1px solid blue; padding: 5px;"> <p><b>Delivery Options</b></p> <p>Eddie Brock</p> <p>Select options for delivery of communications.</p> <p style="text-align: right;">Personalize   </p> <p><input type="checkbox"/> I elect to receive the Retiree Newsletter by mail</p> <p><input type="checkbox"/> I elect to receive my Payslip by mail</p> <p>* 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: <a href="#">Retiree and Annuitant Services (RAS) Branch Page</a>, and to view your Payslip online through <a href="#">View My Payslip</a>.</p> <p><input type="button" value="Save"/></p> </div> |

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## Change My Delivery Options, Continued

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Procedures,  
continued

| Step | Action  |
|------|---|
| 4    | <p data-bbox="316 495 1254 526">A save confirmation message will display. Click <b>Return to Homepage</b>.</p>  <p data-bbox="336 566 647 607">Save Confirmation</p> <p data-bbox="336 645 686 689"> The Save was successful.</p> <p data-bbox="336 763 472 846">Return to Homepage</p> |

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