

**U. S. Coast Guard
Pay & Personnel Center
Direct Access II/Retired Global Pay
Self-Service**

**Retiree/Annuitant/Former Spouse Change/Add Phone
Number**

Introduction This document provides the procedure for changing or adding telephone contact numbers in Direct Access II/Retired Global Pay Self-Service.

Before you begin If you haven't used Self Service before, please review the initial log-on instructions available at <http://www.uscg.mil/ppc/ras/gp/> or in Issue 01/2010 of the *Retiree Newsletter* (<http://www.uscg.mil/ppc/retnews/2010/January10newsletter.pdf>).

Discussion You will be able to update your phone numbers, including business, mobile/cell, and home.

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Retiree/Annuitant/Former Spouse Change/Add Phone Number, Continued

Procedure Log into DA II Self-Service at <https://portal.direct-access.us/> and follow these steps to view, add or update phone numbers:

| Step | Action | | | | | | | | | | |
|------------|--|------------|-------------------------------------|------------------------|-----------|--|------|--------------|--|-------------------------------------|------------------------|
| 1 | <p>Select the “View/Change My Phone Number(s)” link from the home page menu.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>View My Payslip This link will take you to a list of all available payslips to view and/or download.</p> <p>View/Change My Mailing Address This link will allow you to view and make changes to your mailing address.</p> <p>Change My Delivery Options This link will allow you to change delivery options for communications.</p> </div> <div style="width: 45%;"> <p>View My 1099R This link will take you to a list of all available 1099R tax documents to view and/or download.</p> <p>View/Change My Phone Number(s) This link will allow you to view, add, or update their phone number(s).</p> <p>Change My Password This link will allow you to change your password and set your Forgot Password security question/answer.</p> </div> </div> | | | | | | | | | | |
| 2 | <p>The currently recorded phone number(s) will display:</p> <p>Phone Numbers</p> <p>Joseph Guardian</p> <p>Enter your phone numbers below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th>Phone Type</th> <th>*Telephone</th> <th>Extension</th> <th>Preferred</th> <th></th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>785/555-1212</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p style="text-align: center;">Add a Phone Number</p> <p style="text-align: center;">Save</p> <p>Correct/change the number as necessary.</p> | Phone Type | *Telephone | Extension | Preferred | | Home | 785/555-1212 | | <input checked="" type="checkbox"/> | Delete |
| Phone Type | *Telephone | Extension | Preferred | | | | | | | | |
| Home | 785/555-1212 | | <input checked="" type="checkbox"/> | Delete | | | | | | | |
| 3 | <p>Click the Add a Phone Number button if you’d like to provide an additional contact number. A new, blank row, will appear.</p> | | | | | | | | | | |
| 4 | <p>Select the phone type from the drop-down list:</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Business</p> <p>Campus</p> <p>Dormitory</p> <p>FAX</p> <p>Home</p> <p>Main</p> <p>Mobile</p> <p>Other</p> <p>Pager 1</p> <p>Pager 2</p> <p>Telex</p> </div> | | | | | | | | | | |

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Retiree/Annuitant/Former Spouse Change/Add Phone Number, Continued

Procedure (continued)

| Step | Action |
|------|--|
| 5 | <p>Enter the area code (or country code for non-U.S. numbers) and the telephone number:</p> <p><input type="text" value="Business"/> <input type="text" value="785/555-1212"/></p> <p>Check the box in the “Preferred” column next to the number that is your primary/preferred contact number.</p> <p>Preferred</p> <p><input type="checkbox"/></p> <p><input checked="" type="checkbox"/></p> |
| 6 | <p>Repeat steps 3, 4 & 5 to add additional numbers.</p> <p>Click the Delete button to remove any unwanted numbers.</p> |
| 7 | <p>Click the Save button to save your change -- <input type="button" value="Save"/></p> |
| 8 | <p>If your changes do not result in an error, a Save Confirmation page will display. Use the “Return to Homepage” link to return to the Self-Service menu.</p> <p>Phone Numbers</p> <p>Save Confirmation</p> <p> The Save was successful.</p> <p>Return to Homepage</p> <p>If an error message displays, follow the instructions on the screen or exit the system and contact PPC (RAS) for assistance.</p> |