

CG Exchange Allotment for Dity Bag Bill (Recruit TRACEN SPO only)

1. Log in as SPO user.
2. Navigate to Voluntary Deductions page.
3. Add a new deduction for member.

Deduction:	<input type="text"/>
Amount:	<input type="text"/>
Begin Date:	<input type="text"/>
End Date:	<input type="text"/>
Who receives this deduction	<input type="text"/>
Recipient:	<input type="text"/>
Account Name:	<input type="text"/>
Bank Routing #:	<input type="text"/>

Additional MGIB

Association Dues

CG Exchange

Combined Federal Campaign

Commercial Insurance

Mutual Assistance Donation

Mutual Assistance Loan

Navy Mutual Aid Insurance

Private Venture Housing

Repay home loans, mortgages

Savings

Support of Dependents

Treasury Direct Savings Bond

4. Select CG Exchange.

Deduction:	<input type="text" value="CG Exchange"/>		
Amount:	<input type="text"/>		
Begin Date:	<input type="text" value="01/01/2016"/>	Type:	<input type="text"/>
End Date:	<input type="text"/>	Policy #:	<input type="text"/>
Who receives this deduction			
Recipient:	00799	Coast Guard Exchange (799)	
Account Name:	Coast Guard Exchange (799)		
Bank Routing #:	111000012	Bank Of America, N.A.	
Account Nbr:	3752207585		
Account Type:	Checking	Payment Method:	Bank Transfer

Recipient information appears for 00799. (This information is hard coded and can only be changed by CG-631).

5. Enter Amount and End Date.
6. Save changes.