

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

Retiree/Annuitant/Former Spouse Change Email Address

Introduction This document provides the procedure for viewing, adding or changing your email address in Direct Access II/Retired Global Pay Self-Service.

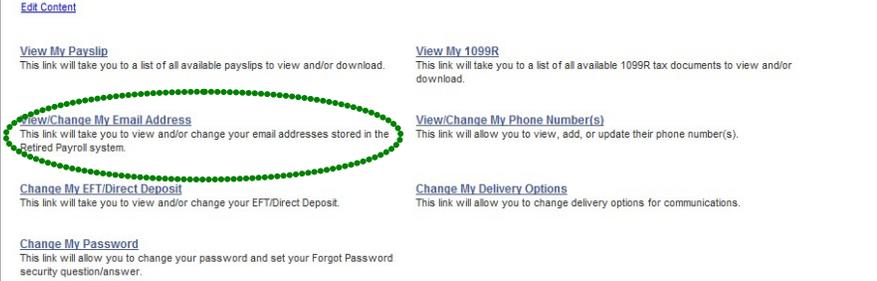
Before you begin If you haven't used Self Service before, please review the initial log-on instructions available at <http://www.uscg.mil/ppc/ras/gp/> or in Issue 01/2010 of the *Retiree Newsletter* (<http://www.uscg.mil/ppc/retnews/2010/January10newsletter.pdf>).

Discussion E-Mail subscriptions to the *Retiree Newsletter* are handled outside of Direct Access. You must visit <http://www.uscg.mil/ppc/ras/maillist.asp> to join or leave the mailing list. Changing your e-mail address in Direct Access will not change the e-mail address used for newsletter e-mail notifications.

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Retiree/Annuitant/Former Spouse Change Email Address, Continued

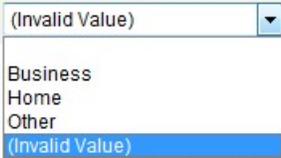
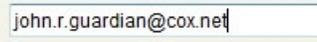
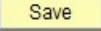
Procedure Log into DA II Self-Service at <https://portal.direct-access.us/> and follow these steps to change your Email Address:

Step	Action
1	<p>Select the “View/Change My Email Address” link from the home page menu.</p>  <p>Note: If you have more than Retiree Self-Service user access, you must click the “Self Service” tab to access the self-service menu shown above.</p> 
2	<p>The currently recorded email address will display:</p> 

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Retiree/Annuitant/Former Spouse Change Email Address, Continued

Procedure (continued)

Step	Action
3	<p>Enter your Email information. If you choose to list more than one Email address, you must select one as a preferred address (by marking the checkbox to the right of the email address row).</p> <p>A. Select the email address type from the drop down list:</p> <p><u>Email Type</u></p>  <p>B. Enter a valid email address, be sure to include the “@” sign and the domain (.e.g. .com, .net. .edu. .mil. .gov):</p> <p><u>Email Address</u></p>  <p>C. Mark the “Preferred Address” checkbox if this is the only email address or if this is your primary email address (when more than one is listed)</p> <p><u>Preferred Address?</u></p> 
4	<p>If desired:</p> <p>Click the  to insert another email address.</p> <p>Click the  button to remove an address</p>
5	<p>Click the Save button to save your change(s) -- </p>