

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

**Retiree/Annuitant/Former Spouse Change Pay Slip Delivery  
Option**

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**Introduction** This document provides the procedure for changing your delivery option for the *Retiree Pay Slip* in Direct Access II/Retired Global Pay Self-Service.

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**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>).

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**Discussion** You will have the ability to notify PPC whether or not you would like to continue receiving the Retiree Pay Slip in the mail. If you prefer not to receive one by mail, simply uncheck the box. By electing to not receive a mailed Pay Slip, you save the Coast Guard money in printing and postage costs. You still have the ability to view the Pay Slip on-line.

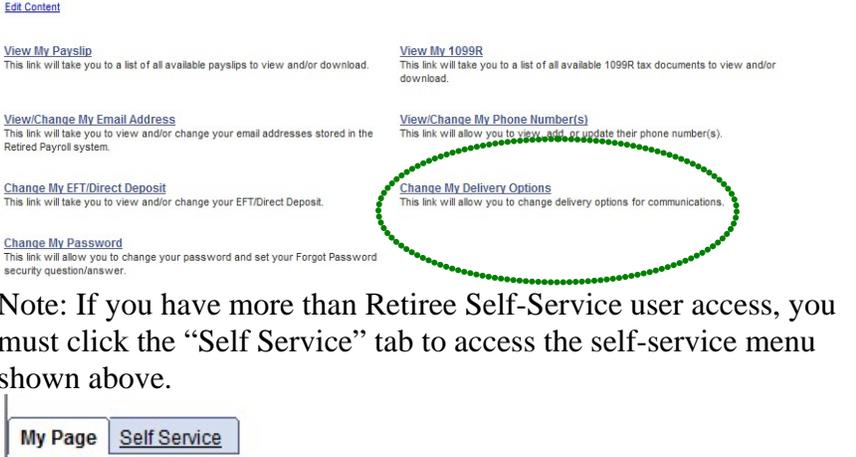
View Retiree Pay Slip procedure:  
<http://www.uscg.mil/ppc/ras/gp/viewpayslip.pdf>

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# Retiree/Annuitant/Former Spouse Change Pay Slip Delivery Option, Continued

**Procedure** Log into DA II Self-Service at <https://portal.direct-access.us/> and follow these steps to change your Pay Slip delivery option:

Step	Action
1	<p>Select the “Change My Delivery Options” link from the home page menu.</p> <p><a href="#">Edit Content</a></p> <p><a href="#">View My Payslip</a> This link will take you to a list of all available payslips to view and/or download.</p> <p><a href="#">View My 1099R</a> This link will take you to a list of all available 1099R tax documents to view and/or download.</p> <p><a href="#">View/Change My Email Address</a> This link will take you to view and/or change your email addresses stored in the Retired Payroll system.</p> <p><a href="#">View/Change My Phone Number(s)</a> This link will allow you to view, add, or update their phone number(s).</p> <p><a href="#">Change My EFT/Direct Deposit</a> This link will take you to view and/or change your EFT/Direct Deposit.</p> <p><a href="#">Change My Delivery Options</a> This link will allow you to change delivery options for communications.</p> <p><a href="#">Change My Password</a> This link will allow you to change your password and set your Forgot Password security question/answer.</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>  <p>My Page Self Service</p>
2	<p>The currently recorded options will display:</p> <p><b>Delivery Options</b></p> <p>Select options for delivery of communications.</p> <p><input 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>Save</p>
3	<p>Remove the checkmark next to the “I elect to receive my Payslip by mail” statement.</p> <p><input type="checkbox"/> I elect to receive my Payslip by mail</p> <p>Note 1: If you previously opted out of Pay Slip delivery, you can restart delivery by checking the box.</p> <p>Note 2: You can access the electronic version of the Pay Slip by clicking the “View My Pay Slip” link on the home page..</p>
4	<p>Click the Save button to save your change -- Save</p>

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## Retiree/Annuitant/Former Spouse Change Newsletter Delivery Option, Continued

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Procedure (continued)

Step	Action
5	<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><a href="#">Save Confirmation</a></p> <p> The Save was successful</p> <p><a href="#">Return to Homepage</a></p> <p>If an error message displays, follow the instructions on the screen or exit the system and contact PPC (RAS) for assistance.</p>

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