

View/Add/Delete My Phone Numbers Overview

Introduction This guide provides procedures for the Retiree, Annuitant, or Former Spouse to view, add, or delete telephone numbers in Direct Access (DA).

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

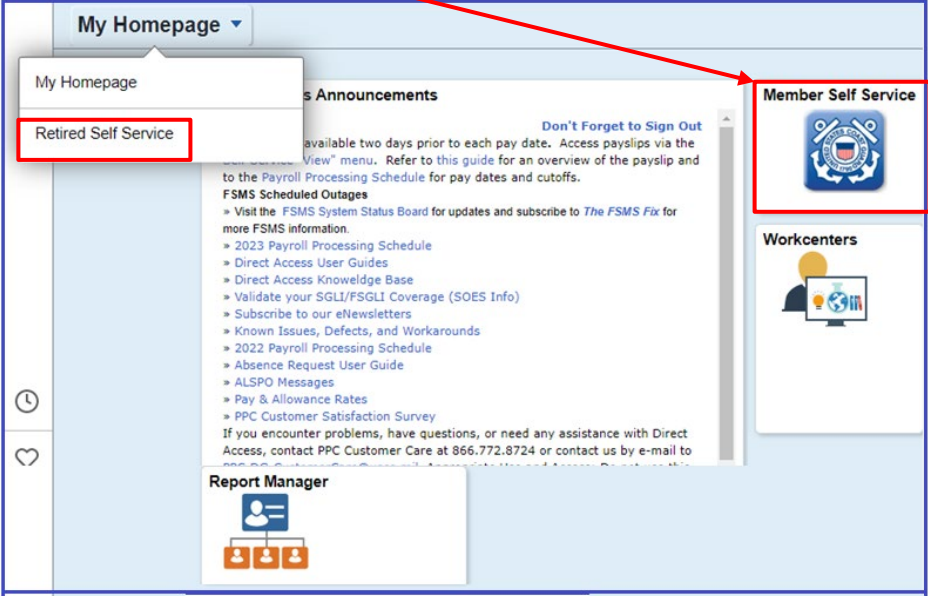
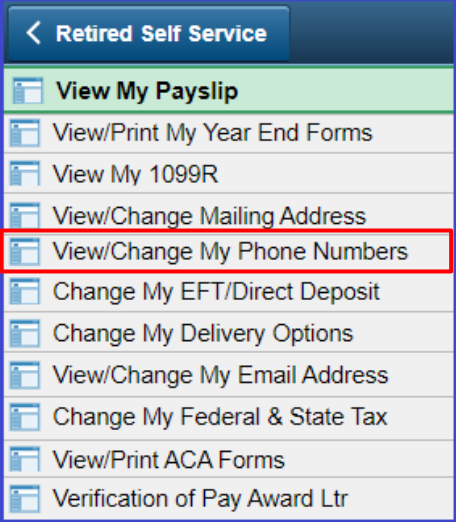
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View My Phone Numbers

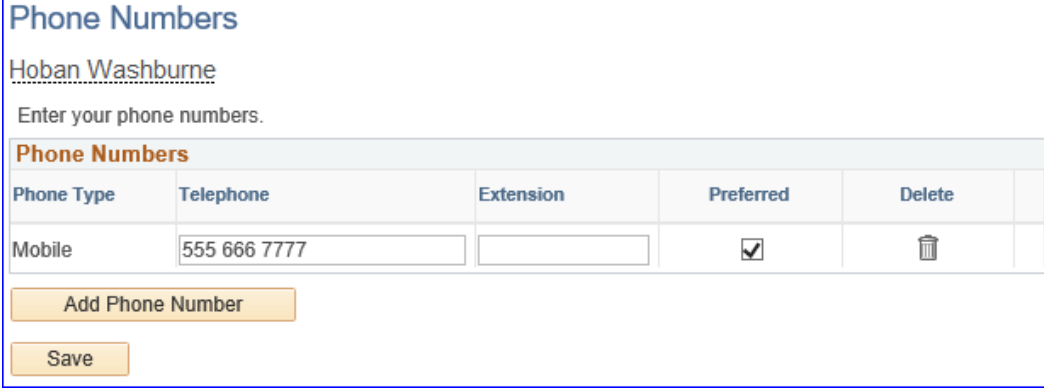

Introduction This section provides procedures for the Retiree, Annuitant, or Former Spouse to view telephone numbers in Direct Access (DA).

Procedures See below.

Step	Action
<p>1</p>	<p>Select Retiree Self Service from the My Homepage drop-down.</p> <p>NOTE: Some Retirees may have more than one user access; in which case, you will need to select the Member Self Service tile to view the Self Service menu.</p> 
<p>1.5</p>	<p>Select View/Change My Email Address.</p> 

View My Phone Numbers, Continued

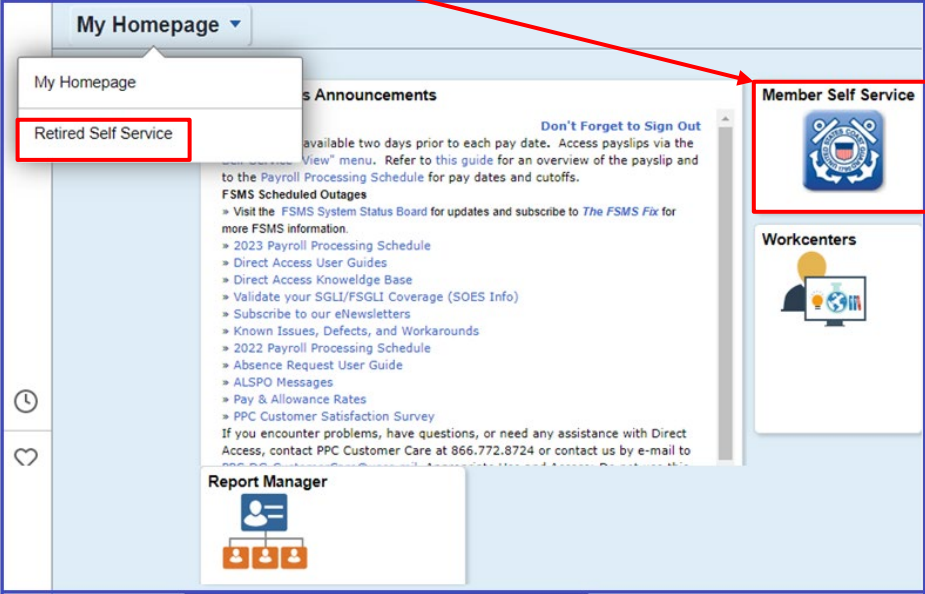
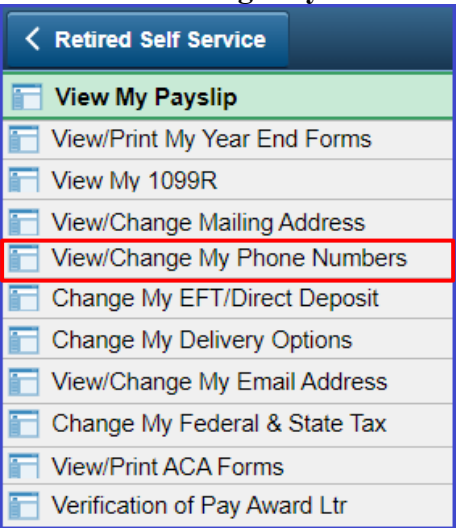
Procedures,
continued

Step	Action															
<p>2</p>	<p>The Phone Numbers page will display. If the phone number(s) listed are incorrect, refer to the Delete My Phone Numbers to remove.</p>  <p>Phone Numbers</p> <p><u>Hoban Washburne</u></p> <p>Enter your phone numbers.</p> <table border="1"> <thead> <tr> <th colspan="5">Phone Numbers</th> </tr> <tr> <th>Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>555 666 7777</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Add Phone Number</p> <p>Save</p>	Phone Numbers					Phone Type	Telephone	Extension	Preferred	Delete	Mobile	555 666 7777		<input checked="" type="checkbox"/>	
Phone Numbers																
Phone Type	Telephone	Extension	Preferred	Delete												
Mobile	555 666 7777		<input checked="" type="checkbox"/>													
<p>3</p>	<p>To return to the Self Service Menu, click the House icon in the upper right corner of Direct Access.</p> 															

Add My Phone Numbers

Introduction This section provides procedures for the Retiree, Annuitant, or Former Spouse to add telephone numbers in Direct Access (DA).

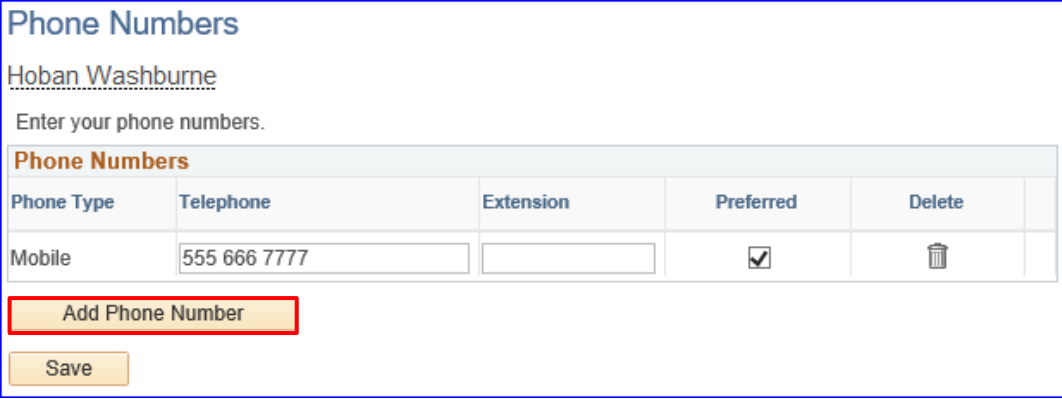
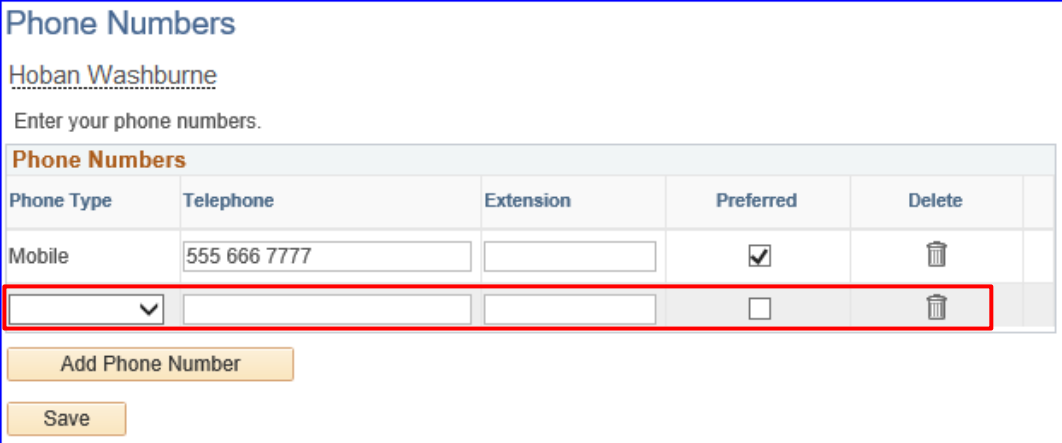
Procedures See below.

Step	Action
<p>1</p>	<p>Select Retiree Self Service from the My Homepage drop-down.</p> <p>NOTE: Some Retirees may have more than one user access; in which case, you will need to select the Member Self Service tile to view the Self Service menu.</p> 
<p>1.5</p>	<p>Select View/Change My Email Address.</p> 

Continued on next page

Add My Phone Numbers, Continued













Procedures,
continued

Step	Action																				
2	<p>The Phone Numbers page will display. To add a phone number, click Add Phone Number.</p>  <p>Phone Numbers</p> <p>Hoban Washburne</p> <p>Enter your phone numbers.</p> <table border="1"> <thead> <tr> <th colspan="5">Phone Numbers</th> </tr> <tr> <th>Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>555 666 7777</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Add Phone Number</p> <p>Save</p>	Phone Numbers					Phone Type	Telephone	Extension	Preferred	Delete	Mobile	555 666 7777		<input checked="" type="checkbox"/>						
Phone Numbers																					
Phone Type	Telephone	Extension	Preferred	Delete																	
Mobile	555 666 7777		<input checked="" type="checkbox"/>																		
3	<p>A new row will display.</p>  <p>Phone Numbers</p> <p>Hoban Washburne</p> <p>Enter your phone numbers.</p> <table border="1"> <thead> <tr> <th colspan="5">Phone Numbers</th> </tr> <tr> <th>Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>555 666 7777</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Add Phone Number</p> <p>Save</p>	Phone Numbers					Phone Type	Telephone	Extension	Preferred	Delete	Mobile	555 666 7777		<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
Phone Numbers																					
Phone Type	Telephone	Extension	Preferred	Delete																	
Mobile	555 666 7777		<input checked="" type="checkbox"/>																		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>																		

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Add My Phone Numbers, Continued

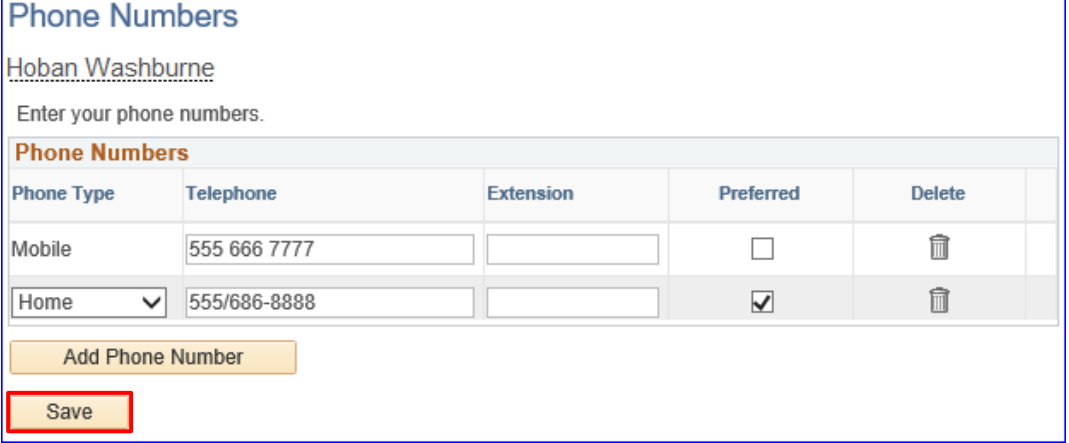
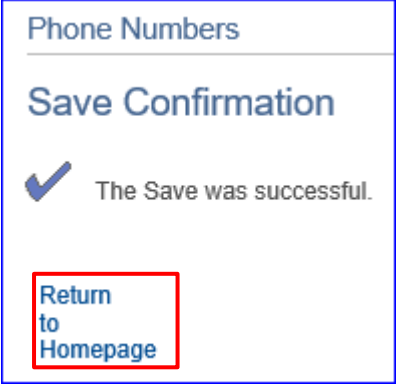
Procedures,
continued

Step	Action															
4	<p data-bbox="327 459 853 492">Select a phone type from the drop-down.</p> <div data-bbox="327 492 1396 1153" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="343 504 574 537">Phone Numbers</p> <p data-bbox="343 548 558 582"><u>Hoban Washburne</u></p> <p data-bbox="343 593 598 627">Enter your phone numbers.</p> <table border="1" data-bbox="343 638 1388 817"> <thead> <tr> <th data-bbox="343 649 502 683">Phone Type</th> <th data-bbox="502 649 805 683">Telephone</th> <th data-bbox="805 649 997 683">Extension</th> <th data-bbox="997 649 1181 683">Preferred</th> <th data-bbox="1181 649 1388 683">Delete</th> </tr> </thead> <tbody> <tr> <td data-bbox="343 716 502 750">Mobile</td> <td data-bbox="502 716 805 750">555 666 7777</td> <td data-bbox="805 716 997 750"></td> <td data-bbox="997 716 1181 750"><input checked="" type="checkbox"/></td> <td data-bbox="1181 716 1388 750"></td> </tr> <tr> <td data-bbox="343 772 502 806"></td> <td data-bbox="502 772 805 806"></td> <td data-bbox="805 772 997 806"></td> <td data-bbox="997 772 1181 806"><input type="checkbox"/></td> <td data-bbox="1181 772 1388 806"></td> </tr> </tbody> </table> <div data-bbox="343 784 502 1142" style="border: 2px solid red; padding: 2px;"> <ul style="list-style-type: none"> Business Campus Dormitory FAX Home Home Fax Main Mobile Other Pager 1 Pager 2 Telex Work Cell Work Fax </div> </div>	Phone Type	Telephone	Extension	Preferred	Delete	Mobile	555 666 7777		<input checked="" type="checkbox"/>					<input type="checkbox"/>	
Phone Type	Telephone	Extension	Preferred	Delete												
Mobile	555 666 7777		<input checked="" type="checkbox"/>													
			<input type="checkbox"/>													
5	<p data-bbox="327 1187 1364 1288">Enter the Telephone number with area code (or country code for non-U.S. numbers) and the Extension (if applicable). Check the Preferred box ONLY if that number is the primary/preferred contact number.</p> <div data-bbox="327 1288 1396 1747" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="343 1299 574 1332">Phone Numbers</p> <p data-bbox="343 1344 558 1377"><u>Hoban Washburne</u></p> <p data-bbox="343 1388 598 1422">Enter your phone numbers.</p> <table border="1" data-bbox="343 1433 1388 1624"> <thead> <tr> <th data-bbox="343 1444 502 1478">Phone Type</th> <th data-bbox="502 1444 805 1478">Telephone</th> <th data-bbox="805 1444 997 1478">Extension</th> <th data-bbox="997 1444 1181 1478">Preferred</th> <th data-bbox="1181 1444 1388 1478">Delete</th> </tr> </thead> <tbody> <tr> <td data-bbox="343 1512 502 1545">Mobile</td> <td data-bbox="502 1512 805 1545">555 666 7777</td> <td data-bbox="805 1512 997 1545"></td> <td data-bbox="997 1512 1181 1545"><input type="checkbox"/></td> <td data-bbox="1181 1512 1388 1545"></td> </tr> <tr> <td data-bbox="343 1568 502 1601">Home <input type="checkbox"/></td> <td data-bbox="502 1568 805 1601" style="border: 2px solid red;">555/686-8888</td> <td data-bbox="805 1568 997 1601" style="border: 2px solid red;"></td> <td data-bbox="997 1568 1181 1601" style="border: 2px solid red;"><input checked="" type="checkbox"/></td> <td data-bbox="1181 1568 1388 1601"></td> </tr> </tbody> </table> <p data-bbox="343 1635 622 1668" style="text-align: center;">Add Phone Number</p> <p data-bbox="343 1691 454 1724" style="text-align: center;">Save</p> </div>	Phone Type	Telephone	Extension	Preferred	Delete	Mobile	555 666 7777		<input type="checkbox"/>		Home <input type="checkbox"/>	555/686-8888		<input checked="" type="checkbox"/>	
Phone Type	Telephone	Extension	Preferred	Delete												
Mobile	555 666 7777		<input type="checkbox"/>													
Home <input type="checkbox"/>	555/686-8888		<input checked="" type="checkbox"/>													

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Add My Phone Numbers, Continued

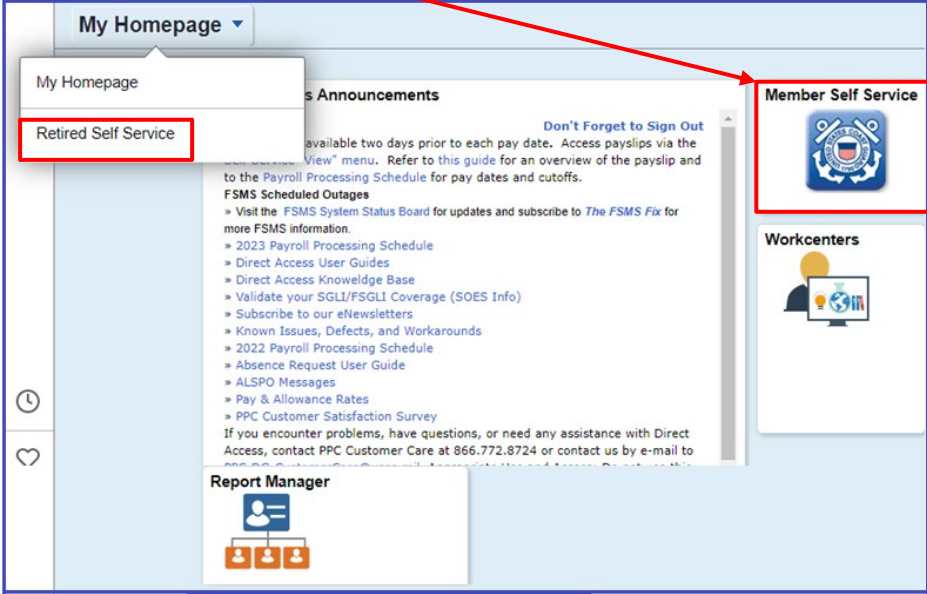
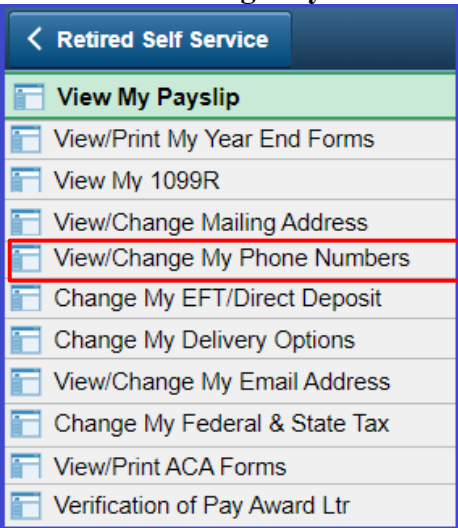
Procedures,
continued

Step	Action
6	<p>Repeat steps 3 – 5 to add additional numbers. Click Save when finished.</p>  <p>The screenshot shows the 'Phone Numbers' page for Hoban Washburne. It includes a table with columns for Phone Type, Telephone, Extension, Preferred, and Delete. The 'Home' entry is selected as preferred. A 'Save' button is highlighted with a red box.</p>
7	<p>A Save Confirmation message will display. Click Return to Homepage.</p>  <p>The screenshot shows a 'Save Confirmation' message with a checkmark and the text 'The Save was successful.' A 'Return to Homepage' button is highlighted with a red box.</p>

Delete My Phone Numbers

Introduction This section provides procedures for the Retiree, Annuitant, or Former Spouse to delete telephone numbers in Direct Access (DA).

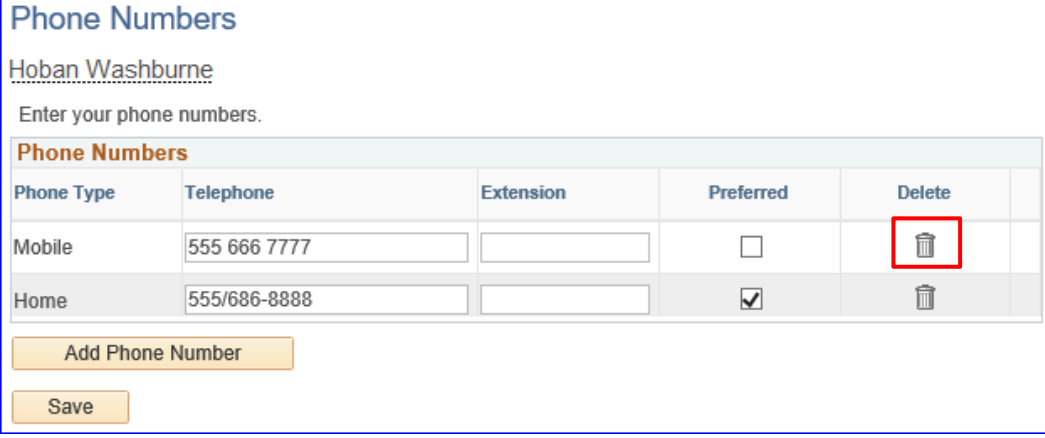






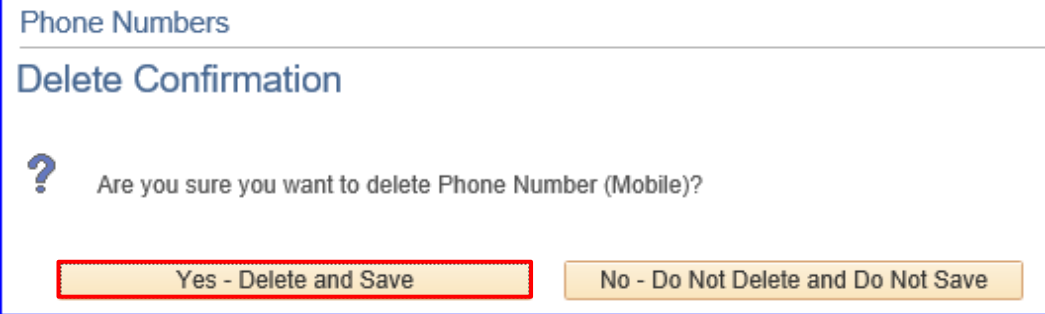
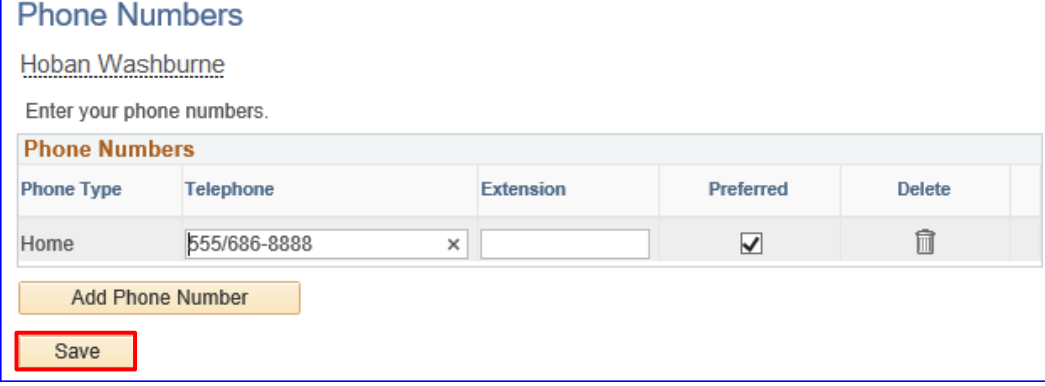



Procedures See below.

Step	Action
<p>1</p>	<p>Select Retiree Self Service from the My Homepage drop-down.</p> <p>NOTE: Some Retirees may have more than one user access; in which case, you will need to select the Member Self Service tile to view the Self Service menu.</p> 
	<p>Select View/Change My Email Address.</p> 

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Delete My Phone Numbers, Continued

Procedures,
continued

Step	Action															
2	<p>The Phone Numbers page will display. To remove a number, click the trashcan icon for the phone number to be deleted.</p>  <p>Phone Numbers Hoban Washburne</p> <p>Enter your phone numbers.</p> <p>Phone Numbers</p> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>555 666 7777</td> <td></td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td>Home</td> <td>555/686-8888</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Add Phone Number</p> <p>Save</p>	Phone Type	Telephone	Extension	Preferred	Delete	Mobile	555 666 7777		<input type="checkbox"/>		Home	555/686-8888		<input checked="" type="checkbox"/>	
Phone Type	Telephone	Extension	Preferred	Delete												
Mobile	555 666 7777		<input type="checkbox"/>													
Home	555/686-8888		<input checked="" type="checkbox"/>													
3	<p>A confirmation message will display. Click Yes – Delete and Save.</p>  <p>Phone Numbers</p> <p>Delete Confirmation</p> <p>? Are you sure you want to delete Phone Number (Mobile)?</p> <p>Yes - Delete and Save No - Do Not Delete and Do Not Save</p>															
4	<p>The phone number will be removed. Click Save.</p>  <p>Phone Numbers Hoban Washburne</p> <p>Enter your phone numbers.</p> <p>Phone Numbers</p> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>555/686-8888 x</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Add Phone Number</p> <p>Save</p>	Phone Type	Telephone	Extension	Preferred	Delete	Home	555/686-8888 x		<input checked="" type="checkbox"/>						
Phone Type	Telephone	Extension	Preferred	Delete												
Home	555/686-8888 x		<input checked="" type="checkbox"/>													

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Delete My Phone Numbers, Continued

Procedures,
continued

Step	Action
5	<p data-bbox="325 461 1276 495">A Save Confirmation message will display. Click Return to Homepage.</p> 