

## View/Add/Delete My Email Address Overview

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

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

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## View My Email Address, Continued

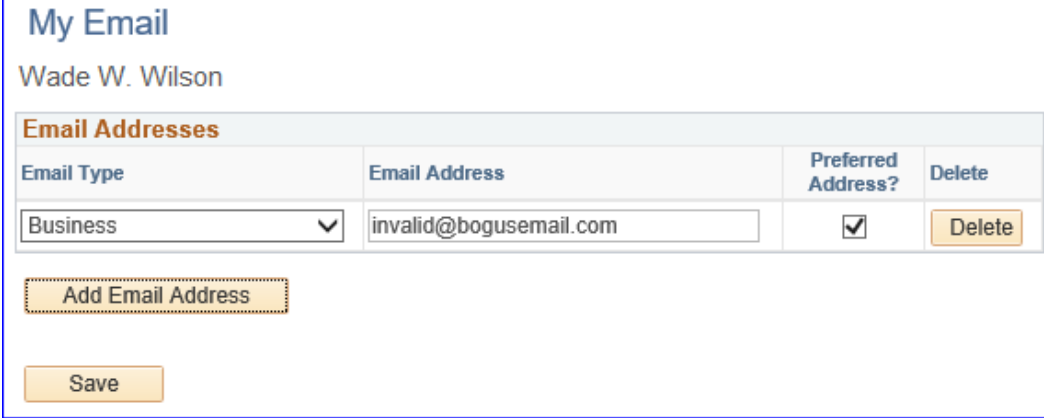

**Introduction** This section provides procedures for the Retiree, Annuitant, or Former Spouse to view email addresses in Direct Access (DA).

**Procedures** See below.

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

## View My Email Address, Continued

Procedures,  
continued

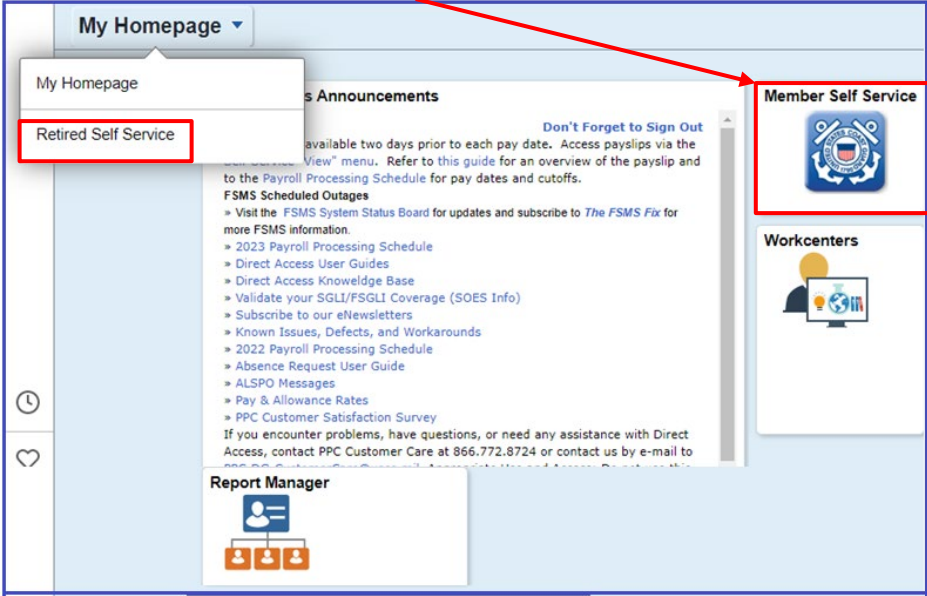
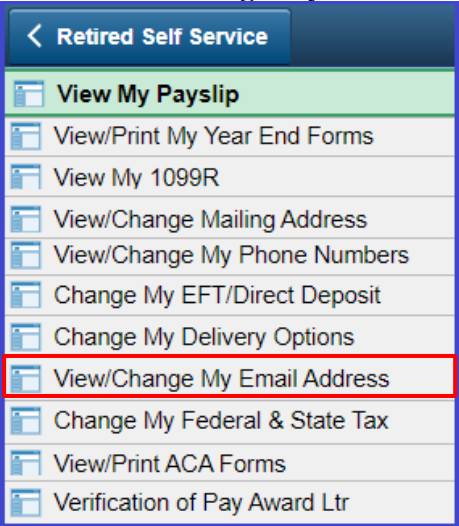
Step	Action								
2	<p>The My Email page will display. If the email address listed is incorrect, refer to the <a href="#">Delete My Email Address</a> guide to remove.</p>  <p><b>My Email</b> Wade W. Wilson</p> <p><b>Email Addresses</b></p> <table border="1"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred Address?</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>invalid@bogusemail.com</td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p>Add Email Address</p> <p>Save</p>	Email Type	Email Address	Preferred Address?	Delete	Business	invalid@bogusemail.com	<input checked="" type="checkbox"/>	Delete
Email Type	Email Address	Preferred Address?	Delete						
Business	invalid@bogusemail.com	<input checked="" type="checkbox"/>	Delete						
3	<p>To return to the Self Service Menu, click the <b>House</b> icon in the upper right corner of Direct Access.</p> 								

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# Add My Email Address

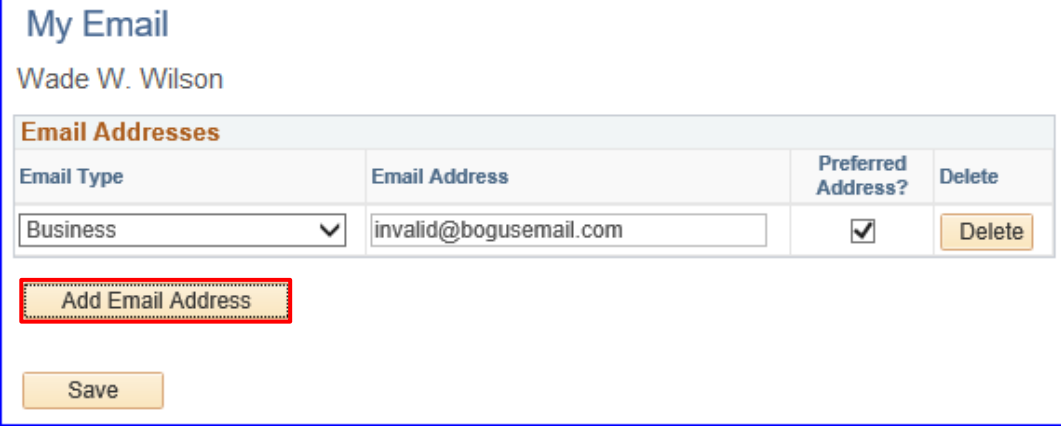
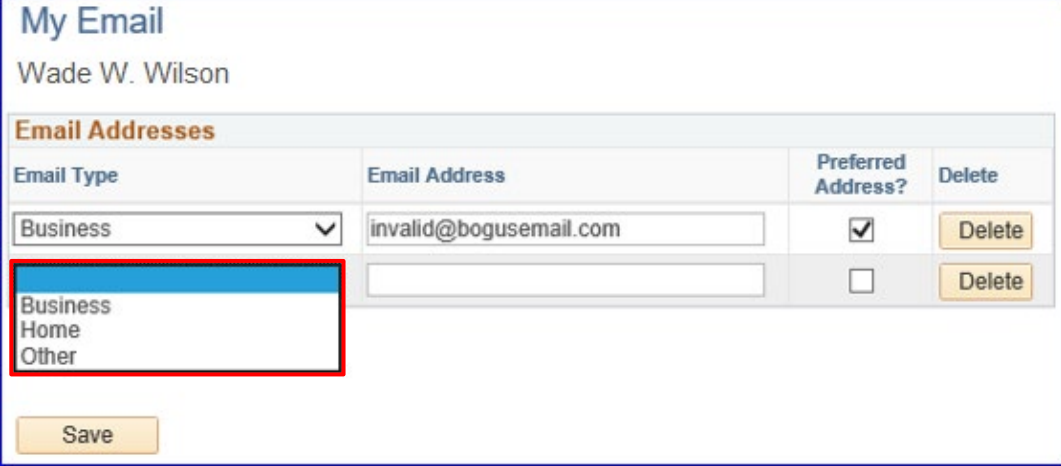
**Introduction** This section provides procedures for the Retiree, Annuitant, or Former Spouse to add email addresses in Direct Access (DA).

**Procedures** See below.

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

## Add My Email Address, Continued

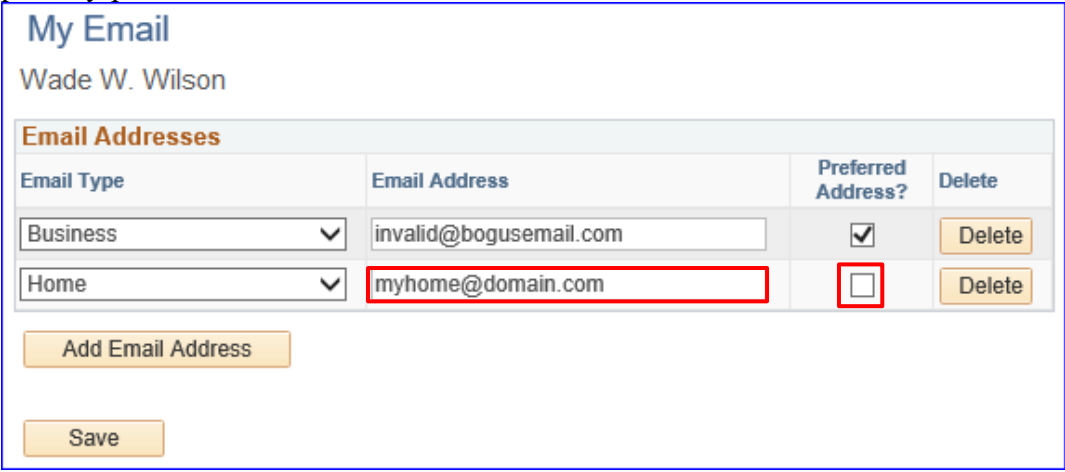
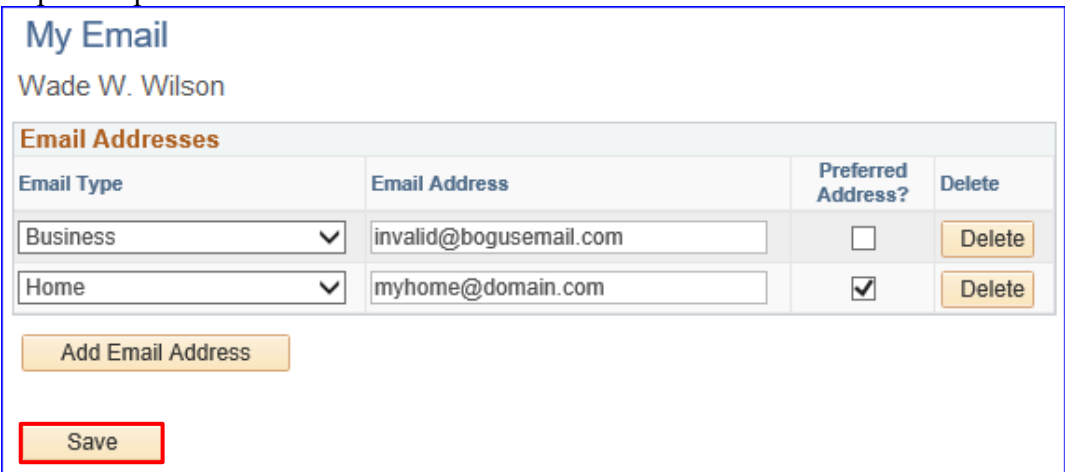

Procedures,  
continued

Step	Action
2	<p>The My Email page will display. Click <b>Add Email Address</b>.</p>  <p>The screenshot shows the 'My Email' page for Wade W. Wilson. It features a table titled 'Email Addresses' with columns for 'Email Type', 'Email Address', 'Preferred Address?', and 'Delete'. The first row shows 'Business' as the email type, 'invalid@bogusemail.com' as the address, and 'Preferred Address?' checked. Below the table is a red-bordered 'Add Email Address' button and a 'Save' button.</p>
3	<p>A new row will display. Select an <b>Email Type</b> from the drop-down.</p>  <p>The screenshot shows the 'My Email' page with the 'Email Addresses' table. The 'Email Type' dropdown menu is open, showing options: Business, Home, and Other. The dropdown is highlighted with a red box. The table now has two rows: the first row is the same as in step 2, and the second row is empty with 'Preferred Address?' unchecked. A 'Save' button is visible at the bottom.</p>

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## Add My Email Address, Continued

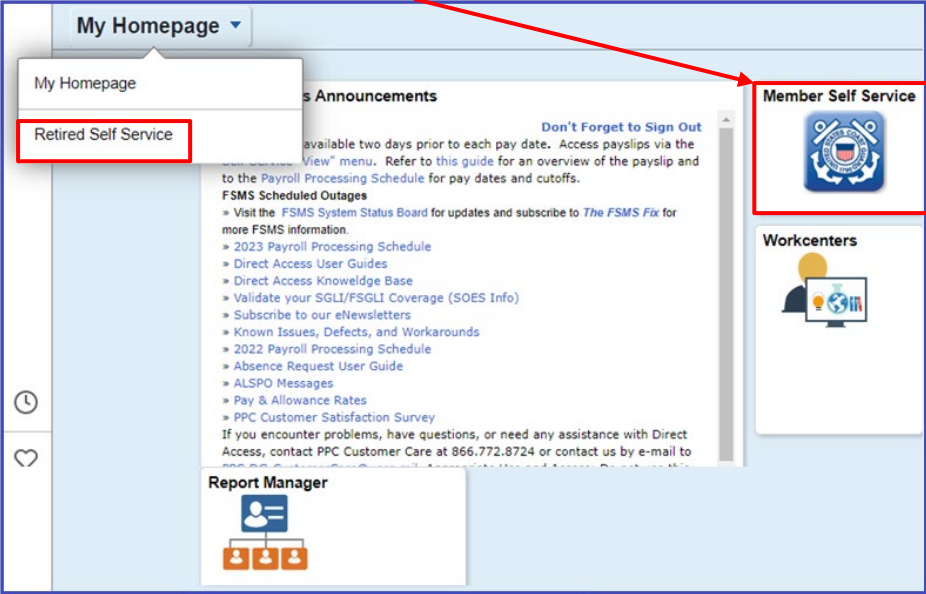
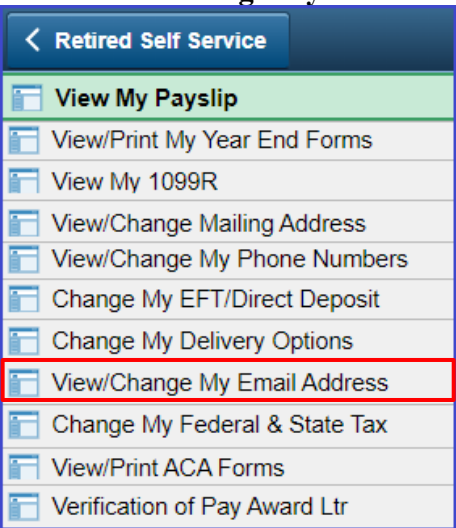
Procedures,  
continued

Step	Action												
4	<p>Enter the <b>Email Address</b>. Check the <b>Preferred</b> box if that email address is the primary/preferred email.</p>  <p>The screenshot shows the 'My Email' page for Wade W. Wilson. Under the 'Email Addresses' section, there is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Email Type</th> <th>Email Address</th> <th>Preferred Address?</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Business</td> <td>invalid@bogusemail.com</td> <td><input checked="" type="checkbox"/></td> <td>Delete</td> </tr> <tr> <td>Home</td> <td>myhome@domain.com</td> <td><input type="checkbox"/></td> <td>Delete</td> </tr> </tbody> </table> <p>Buttons for 'Add Email Address' and 'Save' are visible below the table.</p>	Email Type	Email Address	Preferred Address?	Delete	Business	invalid@bogusemail.com	<input checked="" type="checkbox"/>	Delete	Home	myhome@domain.com	<input type="checkbox"/>	Delete
Email Type	Email Address	Preferred Address?	Delete										
Business	invalid@bogusemail.com	<input checked="" type="checkbox"/>	Delete										
Home	myhome@domain.com	<input type="checkbox"/>	Delete										
5	<p>Repeat steps 2 – 4 to add additional email addresses. Click <b>Save</b> when finished.</p>  <p>The screenshot shows the 'My Email' page for Wade W. Wilson. Under the 'Email Addresses' section, the 'Home' address 'myhome@domain.com' is now selected as preferred, indicated by a checked checkbox. The 'Save' button at the bottom is highlighted with a red box.</p>												
6	<p>To return to the Self Service Menu, click the <b>House</b> icon in the upper right corner of Direct Access.</p>  <p>The screenshot shows the United States Coast Guard Direct Access menu bar. The 'House' icon, representing the Self Service Menu, is highlighted with a red box.</p>												

# Delete My Email Address

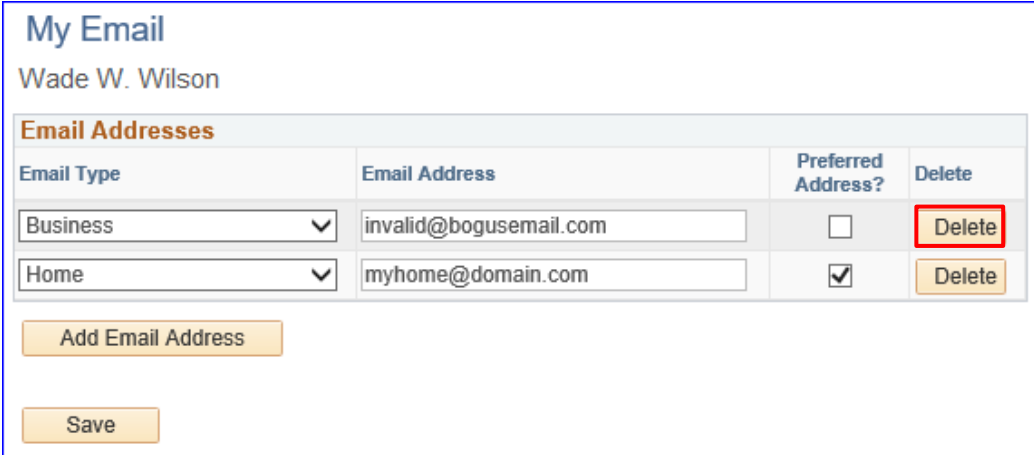
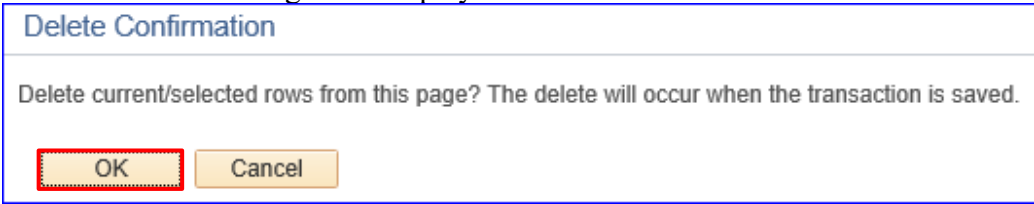
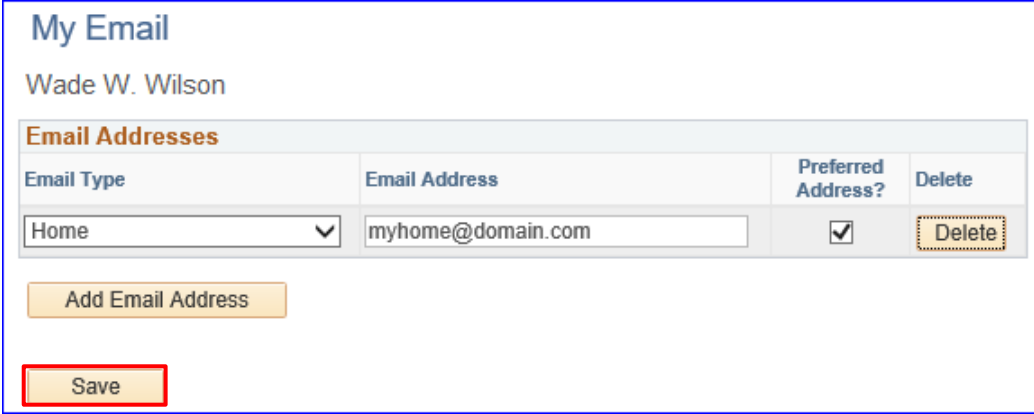
**Introduction** This section provides procedures for the Retiree, Annuitant, or Former Spouse to delete email addresses in Direct Access (DA).

**Procedures** See below.

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

## Delete My Email Address, Continued

Procedures,  
continued

Step	Action
2	<p>The My Email page will display. To remove an email address, click <b>Delete</b> for the email to be removed.</p> 
3	<p>A confirmation message will display. Click <b>OK</b>.</p> 
3	<p>The email address will be removed. Click <b>Save</b>.</p> 
4	<p>To return to the Self Service Menu, click the <b>House</b> icon in the upper right corner of Direct Access.</p> 