## **Self Service - Email Addresses**

**Introduction** This guide provides the procedures for adding an Email Address in Direct Access.

**Procedures** See below.

Step	Action							
1	Select the <b>9 more</b> link from the Employee pagelet.							
	Employee 🗖							
	Profile	Tasks PCS eResumes		View My Profile				
		My Airport Terminal Orders		Member Training Ratir	ng			
		Emergency Contacts		My Reserve Points Sta	atement			
		Home and Mailing Address		My Reserve Drills				
		Phone Numbers		View My Payslips (AD	(RSV)			
		Allotments		My Employee Reviews	<u>1</u>			
		Direct Deposit		Employee Review Sun	nmary			
		Federal & State Tax E	lections	Off Comparison Scale	Summary			
		All Duty Report		SWE PDE				
		9 More		5 More				
2	0-1			1_				
2	Select the My Email Address link. Main Menu > CG AD Self Service: Employee >							
	D Tasks				Edit "CG AD S	elf Service: Employee" Collection		
	PCS eResumes View jobs and manage your applications.		My Airport Terminal Orders My Airport Terminal Orders		Add or update	Contacts your emergency contact information.		
	Home and Mailing Address Home and Mailing Address		Add	hone Numbers dd or update phone numbers, or specify pur primary phone number.		ke you to view, add, change, or stop deductions		
	This link will take you to view and/or change your EFT/Direct Deposit.		Fed Revi	eral & State Tax Elections iew or change your W-4 information.	All Duty Report			
	Thrift Savings Plan Review a summary of your savings plan enrollments.			nic Groups ic Groups	Annual Screen	eening Questionnaire ing Questionnaire		
	My Reserve Orders View/Update Reserve Orders		My My A	Assignments Endorsements Assignments Endorsements	My Email Ac	<u>ldresses</u>		
	My Member Info XMLP report that contains the Member Information		My eResume Submission Report Allows the		Allows the mer and advance to	mber to apply to screening panels		

Continued on next page

## Self Service - Email Addresses, Continued

## Procedures,

continued

Step	Action							
3	The current Email Address(es) will display. To add an Email Address, click on the Add Email Address button. My Email Joe Coastie							
	Email Addresses							
	Email Type	Email Address	<u>Preferred</u> Address? Delete					
	Business V	Joe.Coastie@uscg.mil						
	Add Email Address Save							
4	Use the drop down to select the <b>Email Type</b> . Then type in the <b>Email</b>							
	Address. When finished, c. Email Addresses	lick Save.						
	Email Type	Email Address	Preferred Address? Delete					
	Business 🗸	Joe.Coastie@uscg.mil						
	Home 🗸	Joe.Coastie@yahoo.com						
	Add Email Address							
	Save							