

Home and Mailing Addresses

Introduction This guide provides the procedures for how to add or update addresses in Direct Access.

- Important Information**
- If the member has a Thrift Savings Plan (TSP) account, a TSP Mailing Address **must** be entered into Direct Access.
 - Do not use special characters (e.g. ã, á, ñ, ú, Ñ, Ú, etc) when entering a foreign address. Direct Access is the data source for other information systems which cannot use special characters.
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Changing Home or Mailing Address

Introduction This guide provides the procedures for updating Home and Mailing Addresses in Direct Access.





Procedures See below.

Step	Action																		
<p>1</p>	<p>Select the Home and Mailing Address link under Tasks in the Employee Pagelet.</p>  <p>The screenshot shows a window titled 'Employee' with three columns: Profile, Tasks, and View. Under the 'Tasks' column, the link 'Home and Mailing Address' is highlighted with a red rectangle. Other links in the 'Tasks' column include PCS eResumes, My Airport Terminal Orders, Emergency Contacts, Phone Numbers, Allotments, Direct Deposit, Federal & State Tax Elections, All Duty Report, and 9 More... The 'View' column contains links like My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Employee Reviews, Employee Review Summary, Off Comparison Scale Summary, and SWE PDE.</p>																		
<p>2</p>	<p>The member's current Home and Mailing Address will display. Click the pencil icon to edit the address.</p>  <p>The screenshot shows the 'Home and Mailing Address' page for TONY STARK. It features a table with the following data:</p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>02/18/2012</td> <td>USA</td> <td>123 IRONMAN DRIVE MALIBU, CA 90265</td> <td></td> </tr> <tr> <td>Mailing</td> <td>Current</td> <td>02/18/2012</td> <td>USA</td> <td>123 IRONMAN DRIVE MALIBU, CA 90265</td> <td></td> </tr> </tbody> </table> <p>Below the table, there is a dropdown menu for '*Address Type:' and an 'Add' button. At the bottom, there is a link 'Return to CG AD Self Service: Employee' and a small icon.</p>	Address Type	Status	As Of	Country	Address	Edit	Home	Current	02/18/2012	USA	123 IRONMAN DRIVE MALIBU, CA 90265		Mailing	Current	02/18/2012	USA	123 IRONMAN DRIVE MALIBU, CA 90265	
Address Type	Status	As Of	Country	Address	Edit														
Home	Current	02/18/2012	USA	123 IRONMAN DRIVE MALIBU, CA 90265															
Mailing	Current	02/18/2012	USA	123 IRONMAN DRIVE MALIBU, CA 90265															

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Changing Home or Mailing Address, Continued








Procedures,
continued

Step	Action
3	<p>The member's current address will display.</p> <div data-bbox="352 524 1198 1122" style="border: 1px solid blue; padding: 5px;"> <p>Edit Home Address</p> <p>Change As Of: <input type="text" value="02/18/2012"/>  (example: 01/31/2000)</p> <p>Country: United States <input type="button" value="Change Country"/></p> <p>Address 1: <input type="text" value="123 W IRONMAN DRIVE"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>City: <input type="text" value="MALIBU"/> State: <input type="text" value="CA"/>  California</p> <p>Postal: <input type="text" value="90265"/></p> <p>County: <input type="text"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>
4	<p>Enter the Change As Of date and update the new address. DO NOT use any special characters when entering foreign addresses. Now click Save.</p> <div data-bbox="352 1234 1198 1832" style="border: 1px solid blue; padding: 5px;"> <p>Edit Home Address</p> <p>Change As Of: <input type="text" value="09/01/2014"/>  (example: 01/31/2000)</p> <p>Country: United States <input type="button" value="Change Country"/></p> <p>Address 1: <input type="text" value="555 W PEPPER POTTS LANE"/></p> <p>Address 2: <input type="text"/></p> <p>Address 3: <input type="text"/></p> <p>City: <input type="text" value="MALIBU"/> State: <input type="text" value="CA"/>  California</p> <p>Postal: <input type="text" value="90265"/></p> <p>County: <input type="text"/></p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p> </div>

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Changing Changing Home or Mailing Address, Continued


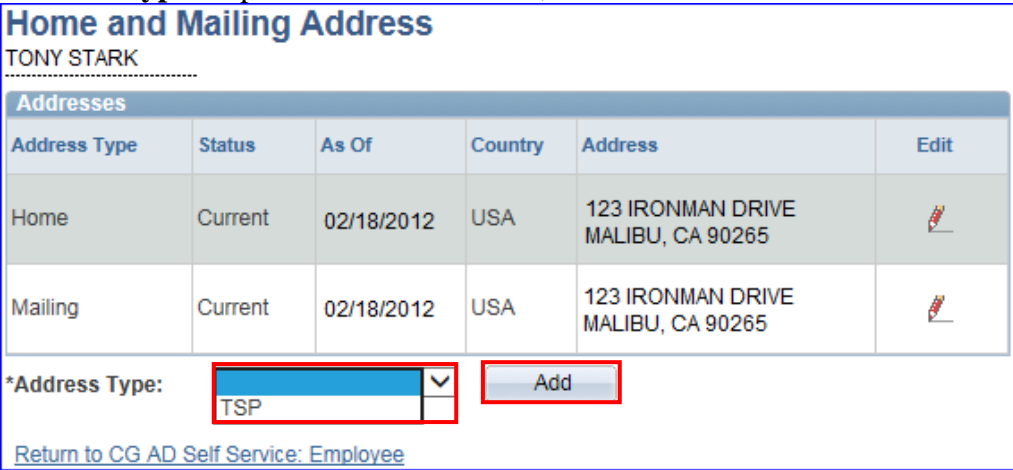
Procedures,
continued

Step	Action																														
5	<p>If the save was successful, this page will display. Click OK.</p> <div data-bbox="352 524 756 808" style="border: 1px solid blue; padding: 5px;"> <p>Home and Mailing Address</p> <p>Save Confirmation</p> <p> The Save was successful.</p> <p><input type="button" value="OK"/></p> </div>																														
6	<p>The updated information will display. Repeat steps 2 through 5 to edit the mailing address. When finished, click the Return to CG AD Self Service: Employee link.</p> <div data-bbox="352 958 1369 1435" style="border: 1px solid blue; padding: 5px;"> <p>Home and Mailing Address</p> <p>TONY STARK</p> <table border="1" data-bbox="359 1070 1362 1368"> <thead> <tr> <th colspan="6">Addresses</th> </tr> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>02/18/2012</td> <td>USA</td> <td>123 W IRONMAN DRIVE MALIBU, CA 90265</td> <td></td> </tr> <tr> <td>Home</td> <td>Future</td> <td>09/01/2014</td> <td>USA</td> <td>555 W PEPPER POTTS LANE MALIBU CA 90265</td> <td></td> </tr> <tr> <td>Mailing</td> <td>Current</td> <td>02/18/2012</td> <td>USA</td> <td>123 W IRONMAN DRIVE MALIBU, CA 90265</td> <td><input type="button" value="edit icon"/></td> </tr> </tbody> </table> <p><input type="button" value="Return to CG AD Self Service: Employee"/></p> </div>	Addresses						Address Type	Status	As Of	Country	Address	Edit	Home	Current	02/18/2012	USA	123 W IRONMAN DRIVE MALIBU, CA 90265		Home	Future	09/01/2014	USA	555 W PEPPER POTTS LANE MALIBU CA 90265		Mailing	Current	02/18/2012	USA	123 W IRONMAN DRIVE MALIBU, CA 90265	<input type="button" value="edit icon"/>
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Adding a Thrift Savings Plan Mailing Address

Introduction This guide provides the procedures for adding a Thrift Savings Plan mailing address in Direct Access.

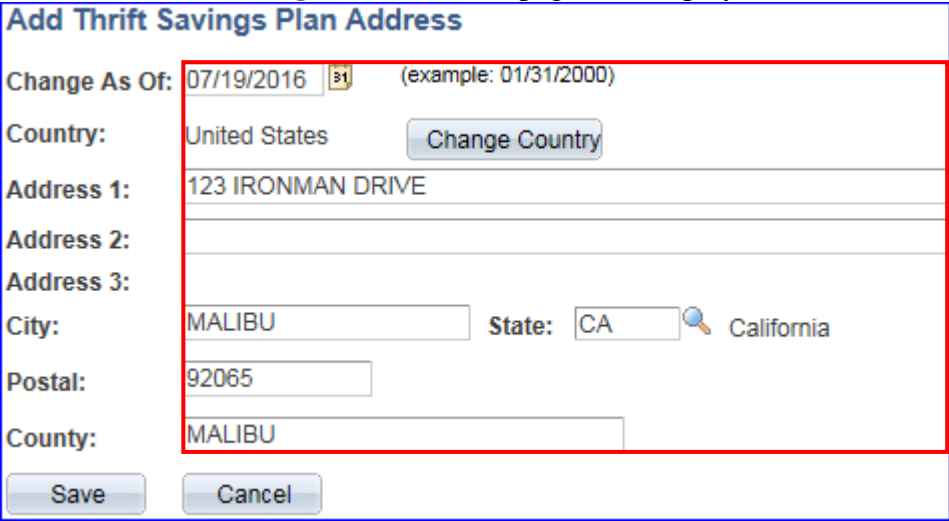
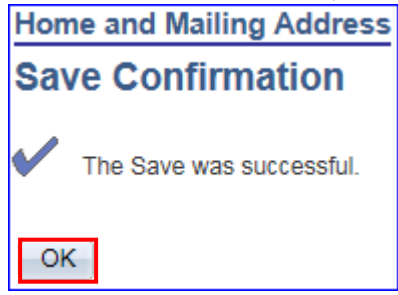
Procedures See below.

Step	Action																		
<p>1</p>	<p>Select the Home and Mailing Address link under Tasks in the Employee Pagelet.</p>  <p>The screenshot shows a window titled 'Employee' with three columns: Profile, Tasks, and View. Under the 'Tasks' column, the link 'Home and Mailing Address' is highlighted with a red rectangular box. Other links in the 'Tasks' column include PCS eResumes, My Airport Terminal Orders, Emergency Contacts, Phone Numbers, Allotments, Direct Deposit, Federal & State Tax Elections, All Duty Report, and 9 More... The 'View' column contains links like My Profile, Member Training Rating, My Reserve Points Statement, My Reserve Drills, View My Payslips (AD/RSV), My Employee Reviews, Employee Review Summary, Off Comparison Scale Summary, and SWE PDE.</p>																		
<p>2</p>	<p>The member's current Home and Mailing Address will display. Click the Address Type drop-down and select TSP, then click the Add button.</p>  <p>The screenshot shows the 'Home and Mailing Address' page for TONY STARK. It features a table with the following data:</p> <table border="1"> <thead> <tr> <th>Address Type</th> <th>Status</th> <th>As Of</th> <th>Country</th> <th>Address</th> <th>Edit</th> </tr> </thead> <tbody> <tr> <td>Home</td> <td>Current</td> <td>02/18/2012</td> <td>USA</td> <td>123 IRONMAN DRIVE MALIBU, CA 90265</td> <td></td> </tr> <tr> <td>Mailing</td> <td>Current</td> <td>02/18/2012</td> <td>USA</td> <td>123 IRONMAN DRIVE MALIBU, CA 90265</td> <td></td> </tr> </tbody> </table> <p>Below the table, there is a form with a label '*Address Type:' followed by a dropdown menu currently showing 'TSP' (highlighted with a red box) and an 'Add' button (also highlighted with a red box). At the bottom, there is a link: 'Return to CG AD Self Service: Employee'.</p>	Address Type	Status	As Of	Country	Address	Edit	Home	Current	02/18/2012	USA	123 IRONMAN DRIVE MALIBU, CA 90265		Mailing	Current	02/18/2012	USA	123 IRONMAN DRIVE MALIBU, CA 90265	
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Adding a Thrift Savings Plan Mailing Address, Continued









Procedures,
continued

Step	Action
<p>3</p>	<p>The Add Thrift Savings Plan Address page will display.</p>  <p>The Change As Of date defaults to the current date. Enter the mailing address. The address CAN NOT contain more than 25 characters. DO NOT use any special characters when entering foreign addresses.</p> <p>When finished, click the Save button.</p>
<p>4</p>	<p>If the save was successful, this page will display. Click OK.</p> 

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Adding a Thrift Savings Plan Mailing Address, Continued

Procedures,
continued

Step	Action																														
5	<p>The updated information will display. When finished, click the Return to CG AD Self Service: Employee link.</p> <div data-bbox="352 562 1369 1070" style="border: 1px solid blue; padding: 5px;"><p data-bbox="352 562 774 600">Home and Mailing Address</p><p data-bbox="352 622 544 656">TONY STARK</p><table border="1" data-bbox="352 685 1369 1025"><thead><tr><th colspan="6" data-bbox="352 685 1369 712">Addresses</th></tr><tr><th data-bbox="352 719 582 752">Address Type</th><th data-bbox="582 719 715 752">Status</th><th data-bbox="715 719 855 752">As Of</th><th data-bbox="855 719 962 752">Country</th><th data-bbox="962 719 1241 752">Address</th><th data-bbox="1241 719 1369 752">Edit</th></tr></thead><tbody><tr><td data-bbox="352 763 582 853">Home</td><td data-bbox="582 763 715 853">Current</td><td data-bbox="715 763 855 853">02/18/2012</td><td data-bbox="855 763 962 853">USA</td><td data-bbox="962 763 1241 853">123 IRONMAN DRIVE MALIBU CA 92065</td><td data-bbox="1241 763 1369 853"></td></tr><tr><td data-bbox="352 853 582 943">Mailing</td><td data-bbox="582 853 715 943">Current</td><td data-bbox="715 853 855 943">02/18/2012</td><td data-bbox="855 853 962 943">USA</td><td data-bbox="962 853 1241 943">123 IRONMAN DRIVE MALIBU CA 92065</td><td data-bbox="1241 853 1369 943"></td></tr><tr><td data-bbox="352 943 582 1025">Thrift Savings Plan</td><td data-bbox="582 943 715 1025">Current</td><td data-bbox="715 943 855 1025">07/19/2016</td><td data-bbox="855 943 962 1025">USA</td><td data-bbox="962 943 1241 1025">123 IRONMAN DRIVE MALIBU CA 92065</td><td data-bbox="1241 943 1369 1025"></td></tr></tbody></table><p data-bbox="352 1032 746 1066">Return to CG AD Self Service: Employee</p></div>	Addresses						Address Type	Status	As Of	Country	Address	Edit	Home	Current	02/18/2012	USA	123 IRONMAN DRIVE MALIBU CA 92065		Mailing	Current	02/18/2012	USA	123 IRONMAN DRIVE MALIBU CA 92065		Thrift Savings Plan	Current	07/19/2016	USA	123 IRONMAN DRIVE MALIBU CA 92065	
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