



Self Service – My Member Info

Introduction This guide provides the procedures on how to view My Member Info.

Procedures See below.

Step	Action
<p>1</p>	<p>Select the 9 more... link under Tasks in the Employee pagelet.</p>  <p>The screenshot shows a window titled "Employee" with a menu structure. Under the "Tasks" section, there are several links: PCS eResumes, My Airport Terminal Orders, Emergency Contacts, Home and Mailing Address, Phone Numbers, Allotments, Direct Deposit, Federal & State Tax Elections, All Duty Report, and a red-bordered box containing "9 More...".</p>
<p>2</p>	<p>Then select the My Member Info link.</p>  <p>The screenshot shows a "Main Menu > CG AD Self Service: Employee >" header and a "Tasks" section. Below it is a grid of task cards. The "My Member Info" card is highlighted with a red box. The card text reads: "My Member Info XMLP report that contains the Member Information".</p>

Continued on next page

Self Service – My Member Info, Continued

Procedures,
continued

Step	Action
3	<p>The member's Empl ID will auto populate. Click the Create Report button. The Coast Guard Member Information Report will open in a new window and will be available to view or print.</p> 