Self Service – My Member Info

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

Procedures See below.

| Step | | Act | ion | |
|------|---|---|---|-----------------------|
| 1 | Select the 9 mor | •e link under Tasks in | the Employee pagelet. | _ |
| | Employee | | - | |
| | Profile | Tasks PCS eResumes | View My Profile | |
| | | My Airport Terminal Orders | Member Training Rating | |
| | | Emergency Contacts | My Reserve Points Statement | |
| | | Home and Mailing Address | My Reserve Drills | |
| | | Phone Numbers | View My Payslips (AD/RSV) | |
| | | Allotments | My Employee Reviews | |
| | | Direct Deposit | Employee Review Summary | |
| | | Federal & State Tax Elections | Off Comparison Scale Summary | |
| | | All Duty Report | SWE PDE | |
| | | <u>9 More</u> | 5 More | |
| | | | | |
| 2 | Then select the | My Member Info link | | |
| - | Main Menu > CG AD Self Serv | ice: Employee > | | |
| | Tasks | | | |
| | PCS eResumes View jobs and manage | your applications. | My Airport Terminal Orders My Airport Terminal Orders | |
| | Home and Mailing A Home and Mailing Addr | <u>ddress</u> ess | Add or update phone numbers, or specify your | primary phone number. |
| | Direct Deposit This link will take you to | view and/or change your EFT/Direct Deposit. | Federal & State Tax Elections Review or change your W-4 information. | |
| | Thrift Savings Plan Review a summary of yo | our savings plan enrollments. | Ethnic Groups Ethnic Groups | |
| | My Reserve Orders View/Update Reserve O | orders | My Assignments Endorsements My Assignments Endorsements | |
| | My Member Info XMLP report that contain | ns the Member Information | My eResume My eResume Submission Report | |
| | | | | |

Continued on next page

Self Service – My Member Info, Continued

Procedures,

continued

| Step | Action | | | |
|------|--|--|--|--|
| 3 | 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. | | | |
| | CG Member Info Report | | | |
| | | | | |
| | Empl ID: 1234567 Coastie, Joe | | | |
| | Empl Record: 0 | | | |
| | Create Report | | | |