

## View/Add/Delete My Phone Numbers Overview

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

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

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**Contents**

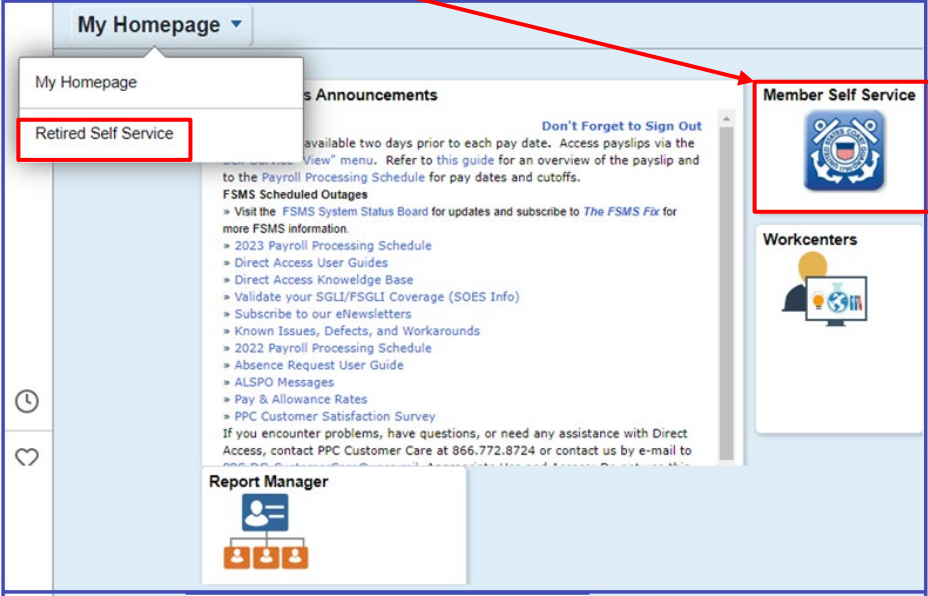
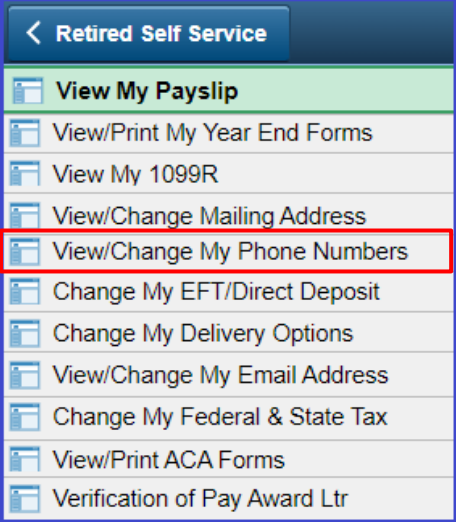
Topic	See Page
<a href="#">View My Phone Numbers</a>	2
<a href="#">Add My Phone Numbers</a>	4
<a href="#">Delete My Phone Numbers</a>	8

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# View My Phone Numbers

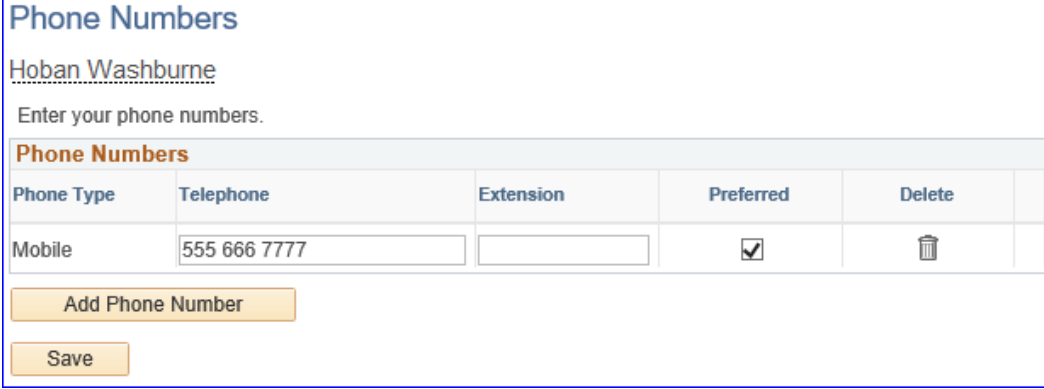

**Introduction** This section provides procedures for the Retiree, Annuitant, or Former Spouse to view telephone numbers in Direct Access (DA).

**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 Phone Numbers, Continued

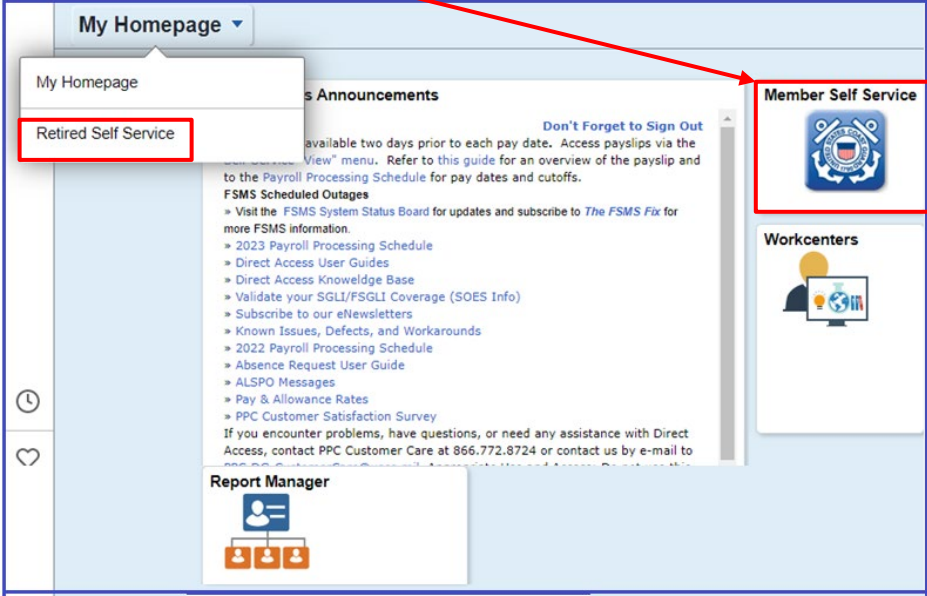
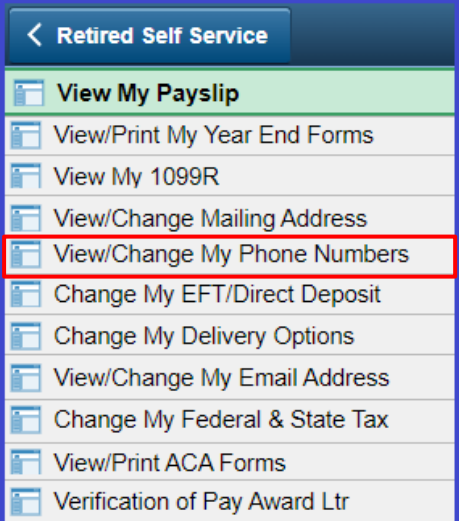
Procedures,  
continued

Step	Action										
<p><b>2</b></p>	<p>The Phone Numbers page will display. If the phone number(s) listed are incorrect, refer to the <a href="#">Delete My Phone Numbers</a> to remove.</p>  <p><b>Phone Numbers</b> Hoban Washburne</p> <p>Enter your phone numbers.</p> <table border="1"> <thead> <tr> <th>Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>555 666 7777</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Add Phone Number</p> <p>Save</p>	Phone Type	Telephone	Extension	Preferred	Delete	Mobile	555 666 7777		<input checked="" type="checkbox"/>	
Phone Type	Telephone	Extension	Preferred	Delete							
Mobile	555 666 7777		<input checked="" type="checkbox"/>								
<p><b>3</b></p>	<p>To return to the Self Service Menu, click the <b>House</b> icon in the upper right corner of Direct Access.</p> 										

# Add My Phone Numbers

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

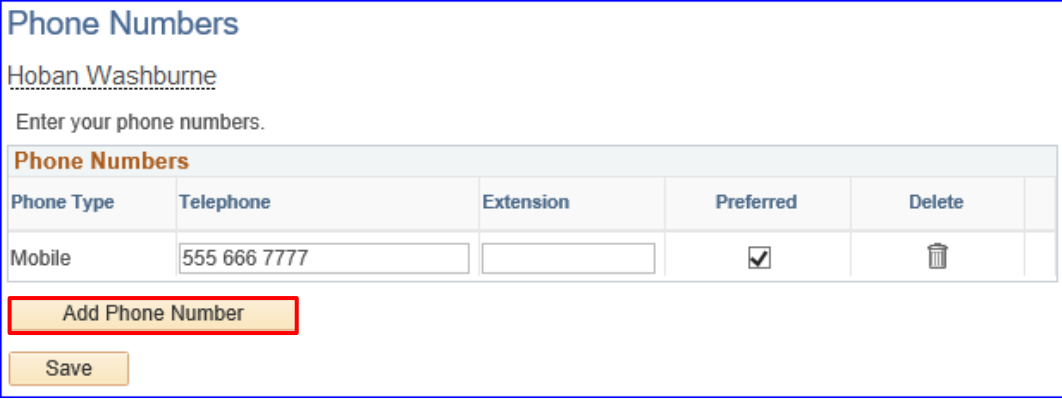
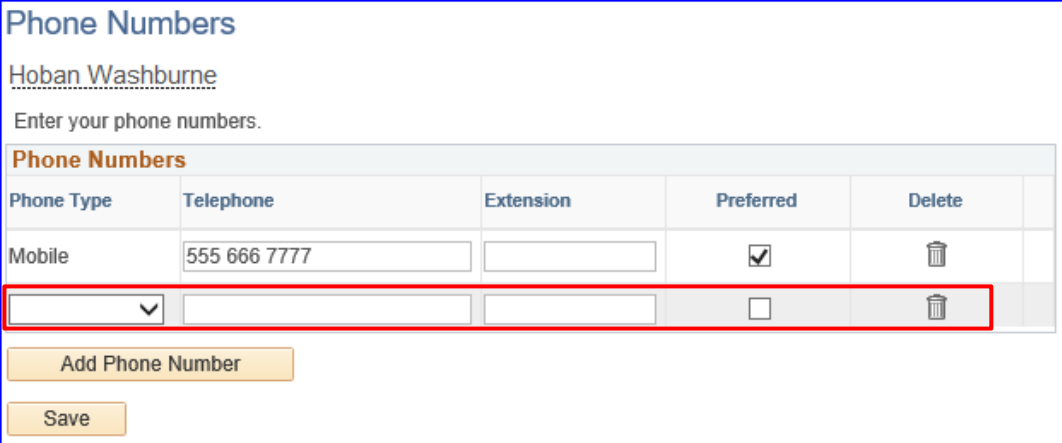
**Procedures** See below.

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> 

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## Add My Phone Numbers, Continued

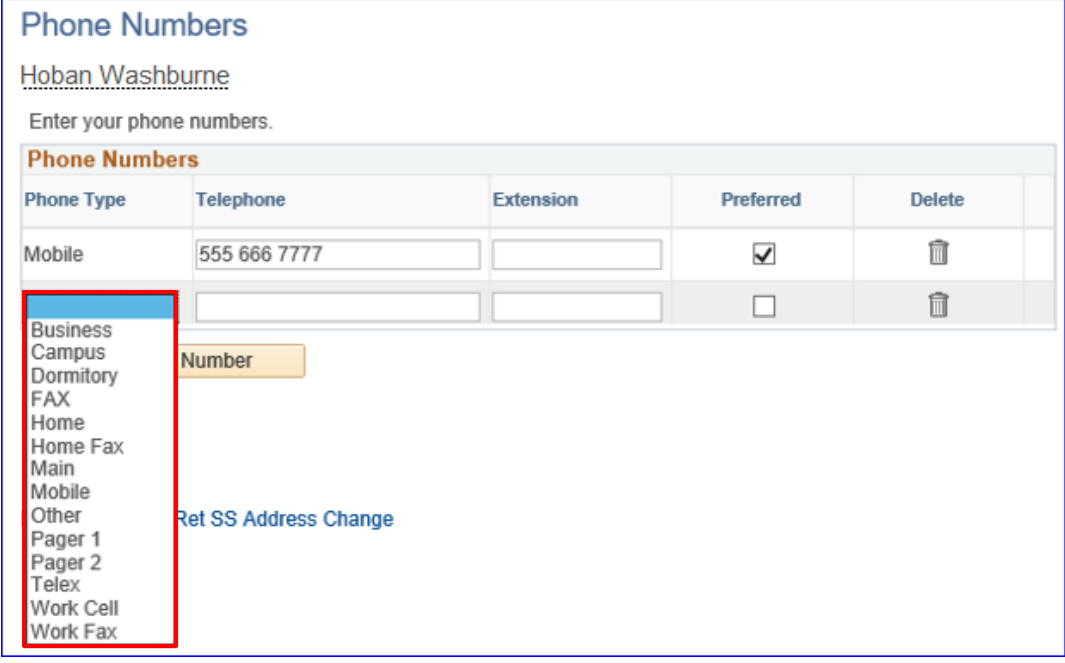
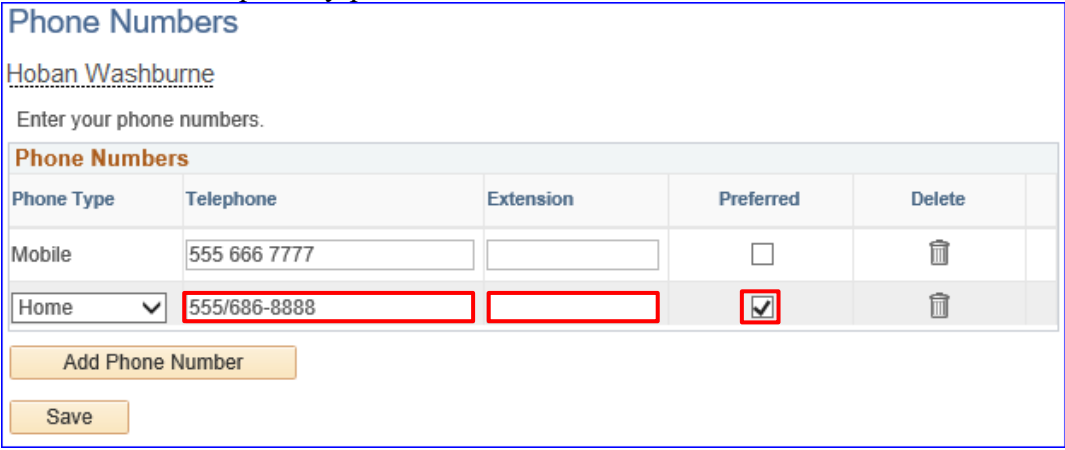
Procedures,  
continued

Step	Action																				
2	<p>The Phone Numbers page will display. To add a phone number, click <b>Add Phone Number</b>.</p>  <p><b>Phone Numbers</b> Hoban Washburne</p> <p>Enter your phone numbers.</p> <table border="1"> <thead> <tr> <th colspan="5">Phone Numbers</th> </tr> <tr> <th>Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>555 666 7777</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p><b>Add Phone Number</b></p> <p>Save</p>	Phone Numbers					Phone Type	Telephone	Extension	Preferred	Delete	Mobile	555 666 7777		<input checked="" type="checkbox"/>						
Phone Numbers																					
Phone Type	Telephone	Extension	Preferred	Delete																	
Mobile	555 666 7777		<input checked="" type="checkbox"/>																		
3	<p>A new row will display.</p>  <p><b>Phone Numbers</b> Hoban Washburne</p> <p>Enter your phone numbers.</p> <table border="1"> <thead> <tr> <th colspan="5">Phone Numbers</th> </tr> <tr> <th>Phone Type</th> <th>Telephone</th> <th>Extension</th> <th>Preferred</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>Mobile</td> <td>555 666 7777</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Add Phone Number</p> <p>Save</p>	Phone Numbers					Phone Type	Telephone	Extension	Preferred	Delete	Mobile	555 666 7777		<input checked="" type="checkbox"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	
Phone Numbers																					
Phone Type	Telephone	Extension	Preferred	Delete																	
Mobile	555 666 7777		<input checked="" type="checkbox"/>																		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>																		

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## Add My Phone Numbers, Continued

Procedures,  
continued

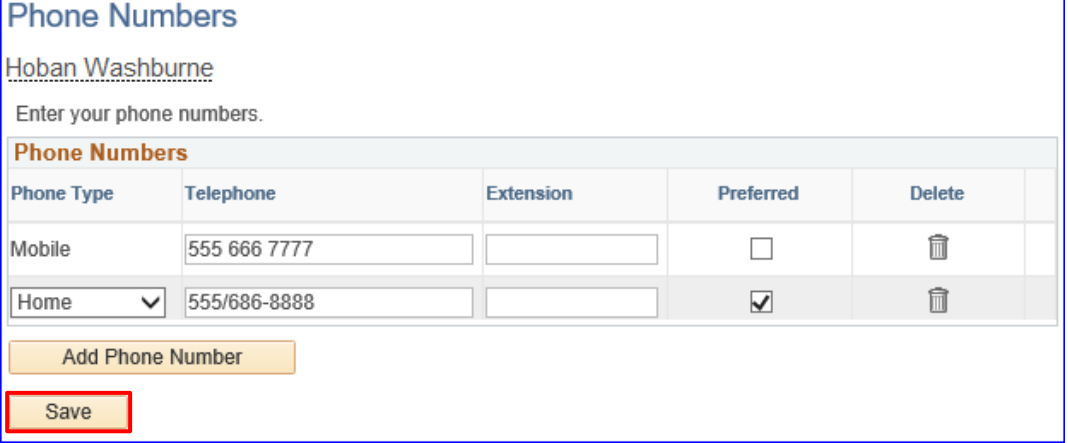
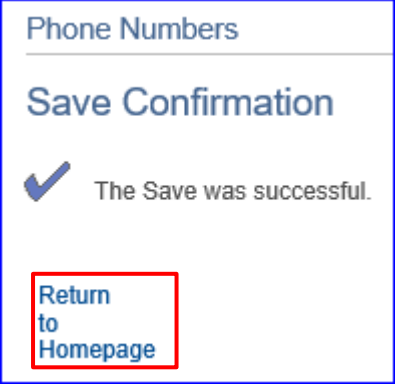
Step	Action
4	<p>Select a phone type from the drop-down.</p>  <p>The screenshot shows the 'Phone Numbers' form for Hoban Washburne. It includes a table with columns for Phone Type, Telephone, Extension, Preferred, and Delete. A dropdown menu is open, listing various phone types. The 'Mobile' number 555 666 7777 is entered in the Telephone field.</p>
5	<p>Enter the <b>Telephone</b> number with area code (or country code for non-U.S. numbers) and the <b>Extension</b> (if applicable). Check the <b>Preferred</b> box ONLY if that number is the primary/preferred contact number.</p>  <p>The screenshot shows the 'Phone Numbers' form with the 'Home' phone type selected. The telephone number 555/686-8888 is entered in the Telephone field, and the Preferred checkbox is checked. The 'Add Phone Number' and 'Save' buttons are visible at the bottom.</p>

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## Add My Phone Numbers, Continued

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Procedures,  
continued

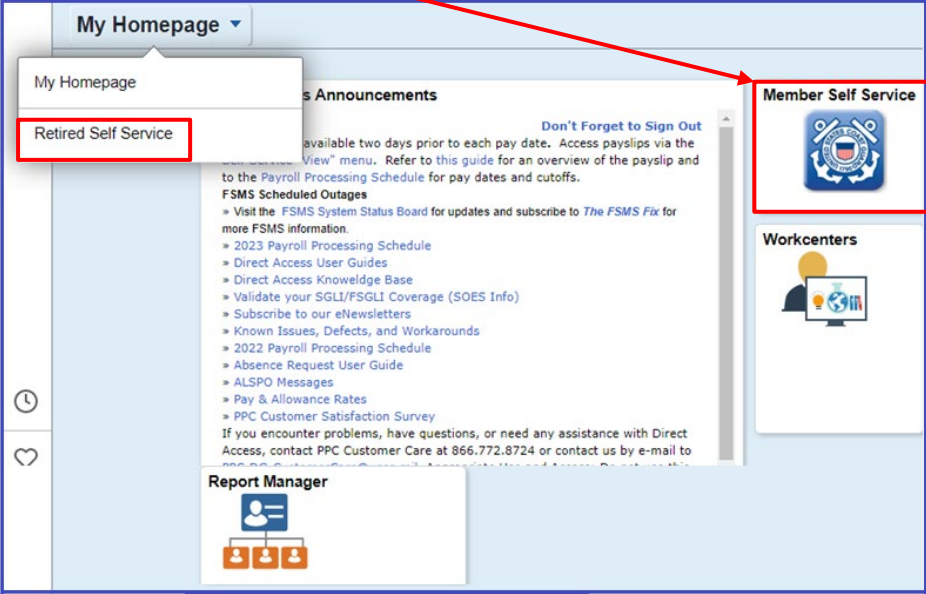
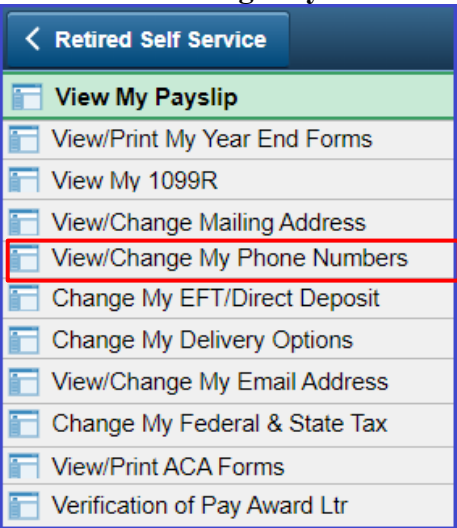
Step	Action
6	<p>Repeat steps 3 – 5 to add additional numbers. Click <b>Save</b> when finished.</p>  <p>The screenshot shows the 'Phone Numbers' page for Hoban Washburne. It includes a table with columns for Phone Type, Telephone, Extension, Preferred, and Delete. The 'Home' phone number is marked as preferred. A 'Save' button is highlighted with a red box.</p>
7	<p>A Save Confirmation message will display. Click <b>Return to Homepage</b>.</p>  <p>The screenshot shows a 'Save Confirmation' message with a checkmark icon and the text 'The Save was successful.' A 'Return to Homepage' button is highlighted with a red box.</p>

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# Delete My Phone Numbers

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

**Procedures** See below.

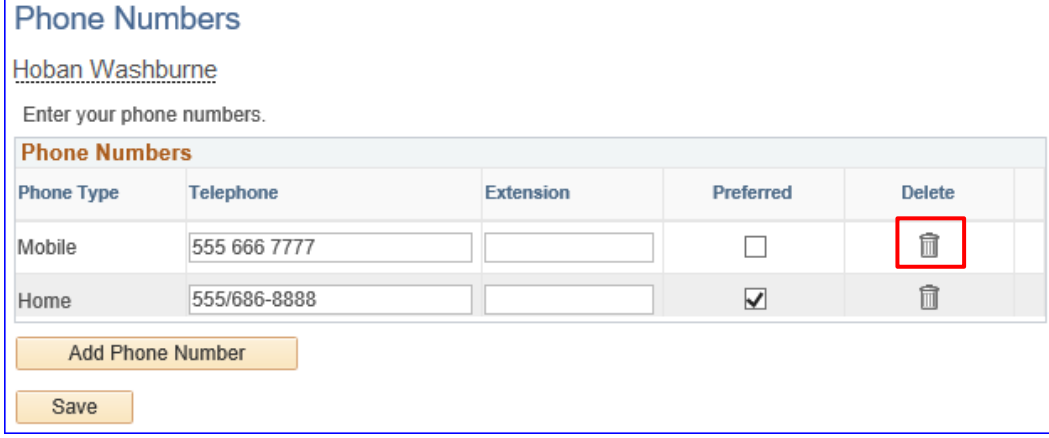
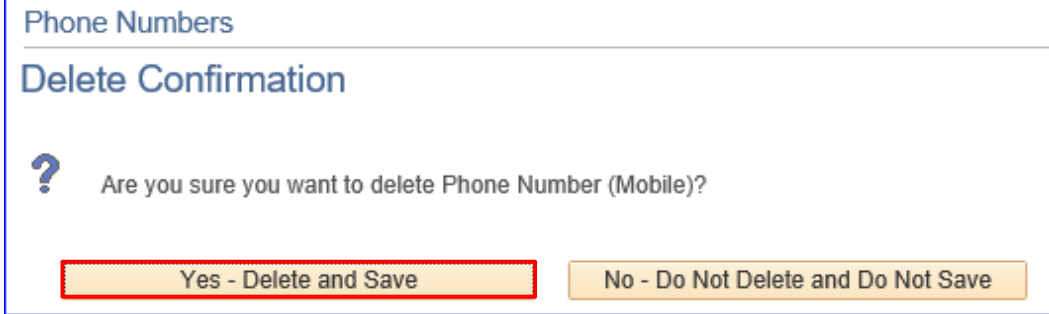
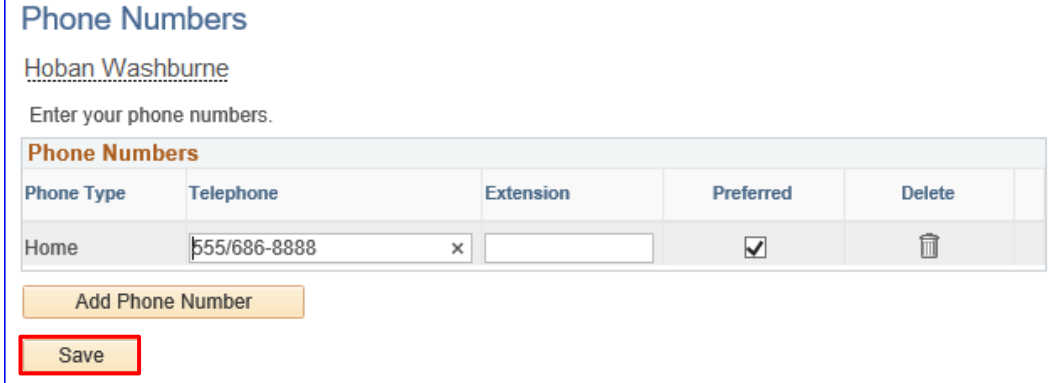
Step	Action
<p><b>1</b></p>	<p>Select <b>Retiree Self Service</b> from the My Homepage drop-down.</p> <p><b>NOTE:</b> Some Retirees may have more than one user access; in which case, you will need to select the <b>Member Self Service</b> tile to view the Self Service menu.</p> 
	<p>Select <b>View/Change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

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## Delete My Phone Numbers, Continued

Procedures,  
continued

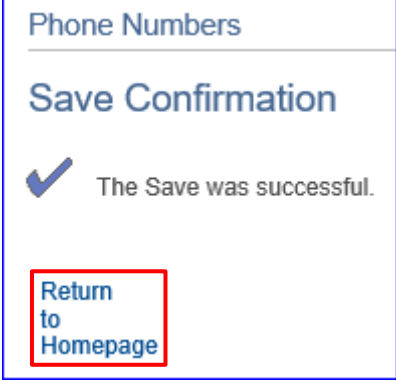
Step	Action
2	<p>The Phone Numbers page will display. To remove a number, click the <b>trashcan</b> icon for the phone number to be deleted.</p> 
3	<p>A confirmation message will display. Click <b>Yes – Delete and Save</b>.</p> 
4	<p>The phone number will be removed. Click <b>Save</b>.</p> 

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## Delete My Phone Numbers, Continued

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Procedures,  
continued

Step	Action
5	<p data-bbox="325 461 1276 495">A Save Confirmation message will display. Click <b>Return to Homepage</b>.</p> 

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