

# Change Delivery Options

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**Introduction** This guide provides the procedures to change the delivery options for your Payslips and the Retiree Newsletter, The Long Blue Line, in Direct Access (DA).

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**Something to Remember** If you previously opted out of receiving your Payslips by mail, you may always opt back in using the procedures provided in this guide. Payslips and the Retiree Newsletters can always be viewed digitally using the following links: [View My Payslips](#) user guide: [Retiree Newsletters](#).

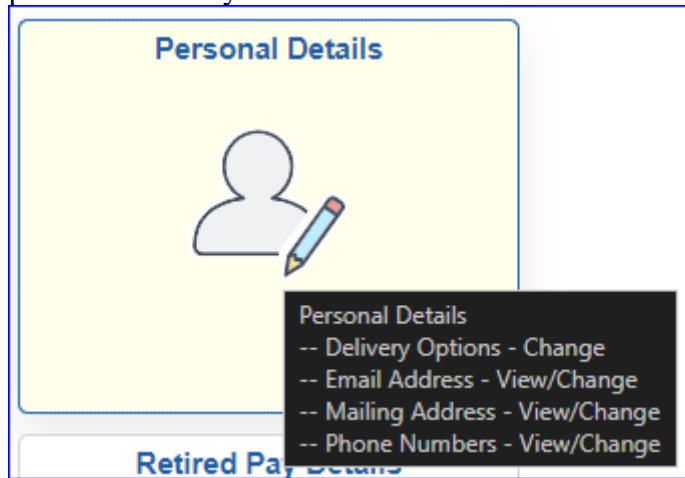
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**Information**

- Log into DA Self Service at [Direct Access Self Service](#)
- Be sure to visit PPC’s RAS webpage for Retiree-related news, updates, and archived Retiree Newsletters at <https://www.dcms.uscg.mil/ppc/ras/>

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**Changes to Direct Access Homepage** You will notice a change in how Direct Access displays upon login. There is a new “hover” feature that shows what is covered under a particular tile as your mouse moves over the tile as shown below.

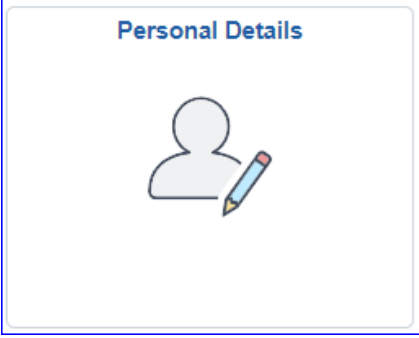
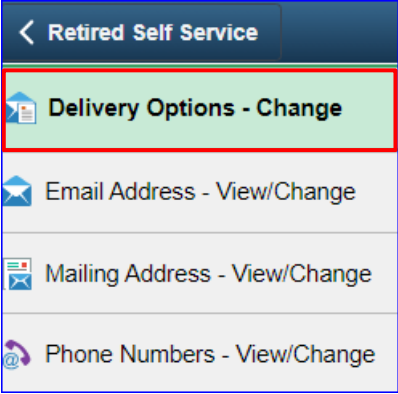
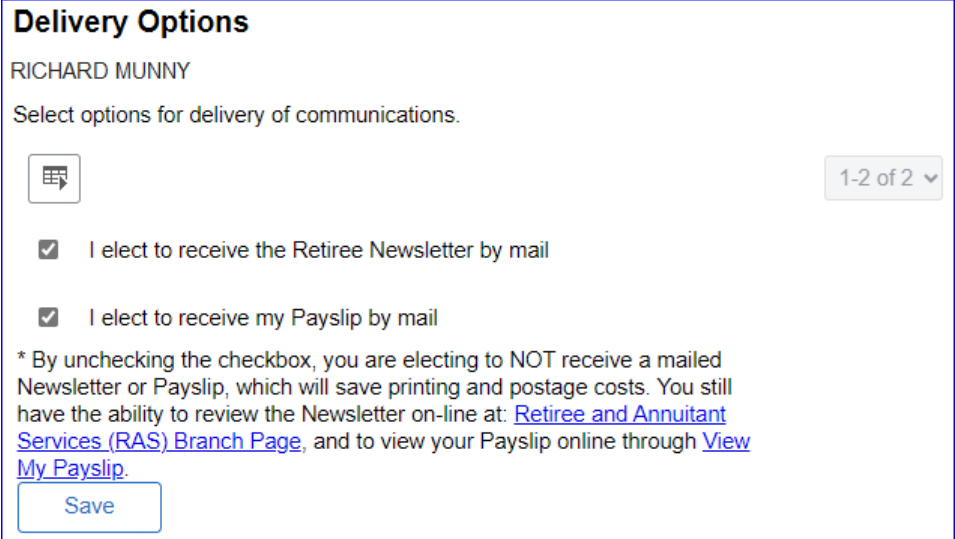


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## Change Delivery Options, Continued






**Procedures** See below.

Step	Action
1	<p>Select the <b>Personal Details</b> tile from the Retiree Self Service homepage.</p> 
2	<p>Select the <b>Delivery Options - Change</b> option.</p> 
3	<p>The Delivery Options page will display with your current delivery options. If no changes are necessary, click the House icon in the upper right corner of DA.</p> 

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## Change Delivery Options, Continued

Procedures,  
continued

Step	Action
4	<p>To receive Payslips by mail, ensure the <b>boxes</b> are checked as appropriate. To stop receiving either or both by mail, uncheck the boxes as appropriate. Click <b>Save</b>.</p> <p><b>NOTE 1:</b> The Retiree Newsletter, The Long Blue Line, will be emailed regardless of the selection made in Delivery Options.</p> <p><b>NOTE 2:</b> The Retiree Newsletter and /or your Payslips may always be viewed digitally. Payslips may be viewed using the <a href="#">View My Payslips</a> guide: Retiree Newsletters may be viewed at the <a href="#">Retiree Newsletters</a> link.</p> <div data-bbox="328 775 1369 1379" style="border: 1px solid black; padding: 5px;"> <p><b>Delivery Options</b></p> <p>RICHARD MUNNY</p> <p>Select options for delivery of communications.</p> <div style="display: flex; justify-content: space-between; align-items: center;">  <span>1-2 of 2 ▾</span> </div> <div style="border: 1px dashed gray; padding: 5px; margin-top: 5px;"> <p><input type="checkbox"/> I elect to receive the Retiree Newsletter by mail</p> <p><input type="checkbox"/> I elect to receive my Payslip by mail</p> </div> <p><small>* By unchecking the checkbox, you are electing to NOT receive a mailed Newsletter or Payslip, which will save printing and postage costs. You still have the ability to review the Newsletter on-line at: <a href="#">Retiree and Annuitant Services (RAS) Branch Page</a>, and to view your Payslip online through <a href="#">View My Payslip</a>.</small></p> <p style="text-align: center;"><b>Save</b></p> </div>
5	<p>A Save Confirmation message will display.</p> <div data-bbox="328 1435 818 1626" style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p style="text-align: center;"><b>Save Confirmation</b></p> <p style="text-align: center;"> The Save was successful.</p> </div>
6	<p>To return to the main homepage, click the <b>Retired Self Service</b> back button or the <b>House</b> icon.</p> <div data-bbox="328 1720 1374 1765" style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>Retired Self Service</span> <span>Retired Personal Details</span> <div style="text-align: right;">    </div> </div> </div>