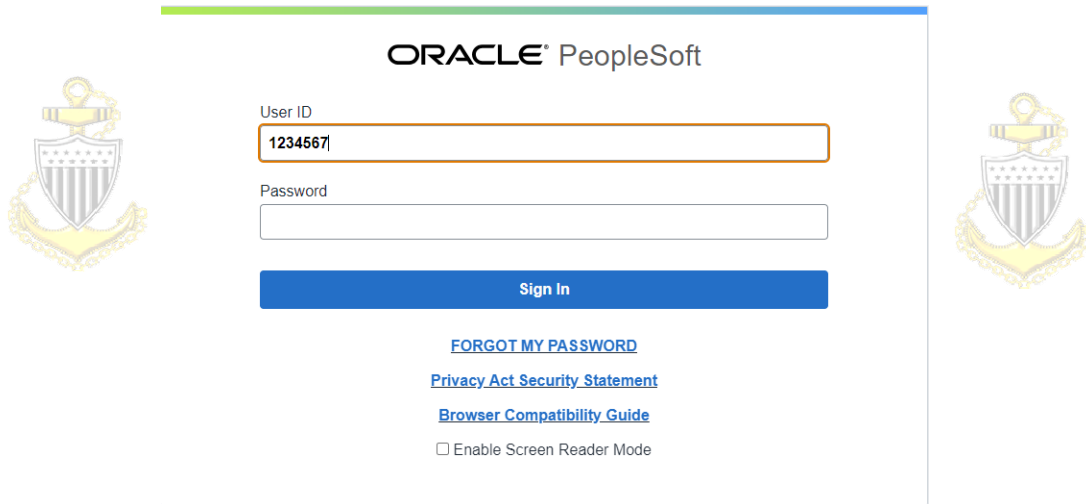


CPOA Allotment Instructions:

Log on To Direct Access: <https://portal.direct-access.us/psp/EPPRD/?cmd=login&languageCd=ENG>



ORACLE® PeopleSoft

User ID
1234567

Password

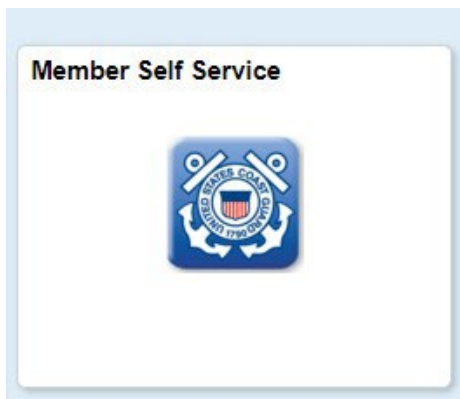
Sign In

[FORGOT MY PASSWORD](#)

[Privacy Act Security Statement](#)

[Browser Compatibility Guide](#)

☐ Enable Screen Reader Mode



Phone Numbers

Allotments

Direct Deposit

Click Allotments to add or increase



My Voluntary Deductions

Your current allotments are listed below:

- To add an allotment, click the Add Deduction link.
- To edit an allotment, click the Edit icon beside the allotment you want to update.
- Dependent Dental Plan and Federal Long Term Care Insurance Program (FLTCIP) allotments cannot be edited. Please contact the vendor for changes to these allotments.
- Only the allotments listed below are available to change through self-service. If an allotment displays without an edit graphic next to it, it cannot be changed through self-service.
- Click on the [Allotment Worksheet link](#) to determine the types of allotments allowed and how many are permitted for each.
- If you have any questions, please contact your SPO.

Voluntary Deductions							
JUMPS Seq	Element	Amount	Begin Date	End Date	Recipient		Edit

[Add Deduction](#)

2. Click “Add Deduction”



My Voluntary Deductions

Enter Allotment information:

- Allotments for current month can be started or changed prior to current mid month payroll cut. Click on the [Processing Schedule link](#) to determine the mid month payroll cutoff dates.
- Allotments can be started or changed for future month.
- If you want to stop your allotment immediately, press the Stop Deduction button below. If pressed prior to end-month Compute cutoff, your stop will be effective at the end of the prior month (any deductions from your mid-month pay will be refunded in your end-month pay). If pressed after end-month Compute cutoff, your stop will be effective at the end of the current month.
- If you want to stop your allotment during a future month, or at the end of the current month, you can stop the allotment by entering an End Date below and then pressing the Save Deduction button.
- Allotments must be set up for payment by direct deposit / electronic funds transfer.

Element Name:

Association Dues
Commercial Insurance
Loan
Navy Mutual Aid Insurance
Other Allotment
Private Venture Housing
Repay home loans, mortgages
Savings
Support of Dependents
Treasury Direct Savings Bonds

3. Click on the Drop Down & choose “Association Dues”



United States Coast Guard
U.S. Department of Homeland Security

[My Page](#) [Requests](#)



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- Allotments can be started or changed for future month.
- If you want to stop your allotment immediately, press the Stop Deduction button below. If pressed prior to end-month Compute cutoff, your stop will be effective at the end of the prior month (any deductions from your mid-month pay will be refunded in your end-month pay). If pressed after end-month Compute cutoff, your stop will be effective at the end of the current month.
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- Allotments must be set up for payment by direct deposit / electronic funds transfer.

Element Name: Association Dues Type: CG Chief Petty Officer Assoc

Amount: \$4.00

Begin Date: 10/01/2014

End Date:

Policy #: 106746741

4. Click on the Drop Down & choose
“CG Chief Petty Officer Assoc”

5. Type “4.00”

Leave the “Begin Date” as is & leave “End Date” Blank

Save Deduction

Return to Summary

6. Click “Save Deduction”



United States Coast Guard
U.S. Department of Homeland Security

[My Page](#) [Requests](#)



Save Confirmation



The Save was successful.

[Return to Summary](#)

6. Click **“Return to Summary”**

Allotments - Windows Internet Explorer provided by U.S. Coast Guard

https://portal.direct-access.us/psp/EPPRD/EMPLOYEE/HRMS/

File Edit View Favorites Tools Help

- New tab Ctrl+T
- Duplicate tab Ctrl+K
- New window Ctrl+N
- New session
- Open... Ctrl+O
- Edit
- Save
- Save as... Ctrl+S
- Close tab Ctrl+W
- Page setup...
- Print... Ctrl+P**
- Print preview...
- Send
- Import and export...
- Properties
- Work offline
- Exit

7. Click **“File”**

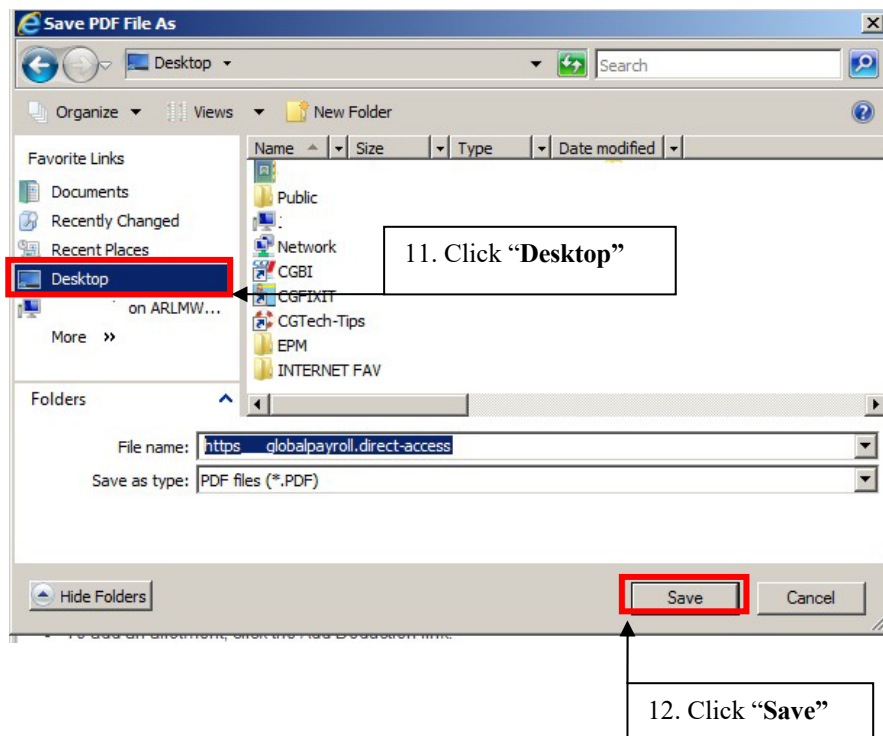
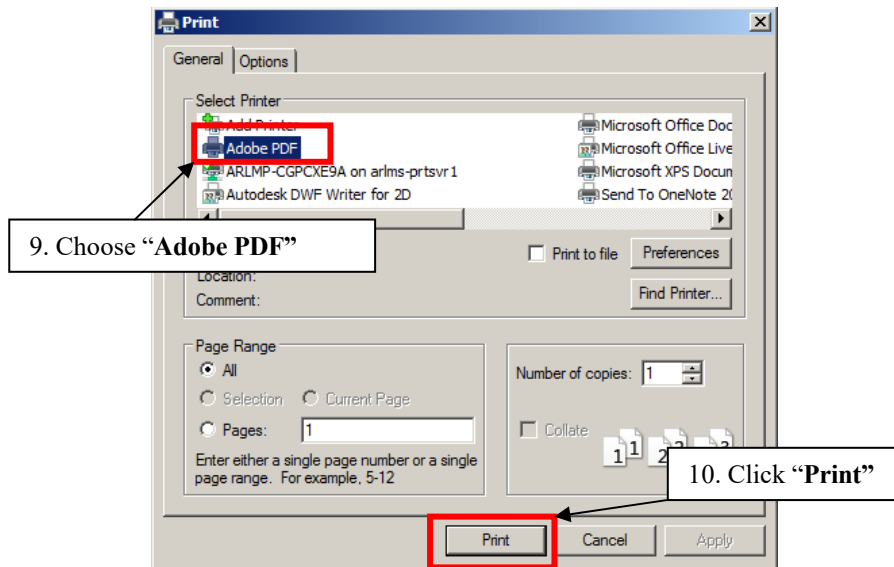
8. Click **“Print”**

United States Coast Guard
U.S. Department of Homeland Security

Instructions

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rect-access.pdf - Adobe Acrobat Pro
UNCLASSIFIED

Tools Sign Co

13. Click "Tools"

14. Click "Edit Text & Images"

ERN/DED Override Component

My Voluntary Deductions

Your current allotments are listed below:

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[Add Deduction](#)

JUMPS Seq	Element	Amount	Begin Date	End Date	Recipient	Edit
102	Association Dues	\$4.0000000	10/01/2014		Chief Petty Officer Assn Uscg	
3	Mutual Assistance Donation	\$2.0000000	06/01/2005		Cg Mutual Assistance Campaign	
100	Association Dues	\$5.0000000	11/01/2013	10/31/2016	Warrant Officer Association	
101	Association Dues	\$2.0000000	11/01/2013	10/31/2014	CWOA WASHINGTON DC CHAPTER (

Content Editing

Edit Text & Images

Add Text

Add Image

Export File to...

More Content

Add or Edit Link

Add Bookmark

Attach a File

Format

Outline Text & Images

Pages

Interactive Objects

Forms

Action Wizard

Text Recognition

My Voluntary Deductions

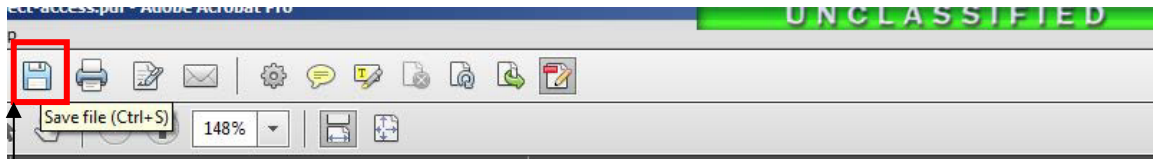
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[Add Deduction](#)

JUMPS Seq	Element	Amount	Begin Date	End Date	Recipient	Edit
102	Association Dues	\$4.0000000	10/01/2014		Chief Petty Officer Assn Uscg	
3	Mutual Assistance Donation	\$2.0000000	06/01/2005		Cg Mutual Assistance Campaign	
100	Association Dues	\$5.0000000	11/01/2013	10/31/2016	Warrant Officer Association	
101	Association Dues	\$2.0000000	11/01/2013	10/31/2014	CWOA WASHINGTON DC CHAPTER (

15. Remove all "Voluntary Deductions" by holding down the left click button on your mouse and drag over all other non-CPOA allotment info & strike the "Delete" button on your keyboard.



ERN/DED Override Component


16. Click “Save”

My Voluntary Deductions

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Voluntary Deductions

JUMPS Seq	Element	Amount	Begin Date	End Date	Recipient	Edit
102	Association Dues	\$4.00000	10/01/2014		Chief Petty Officer Assn UScg Cg Mutual Assistance	

[Add Deduction](#)

Attach your saved file to your email with your application.