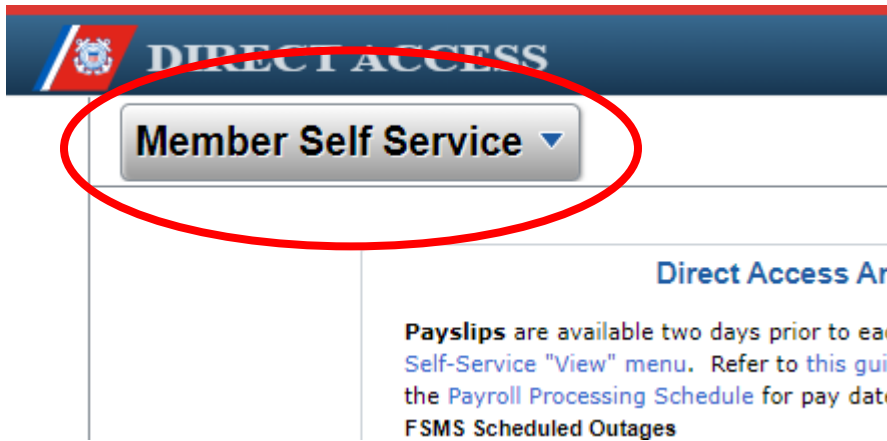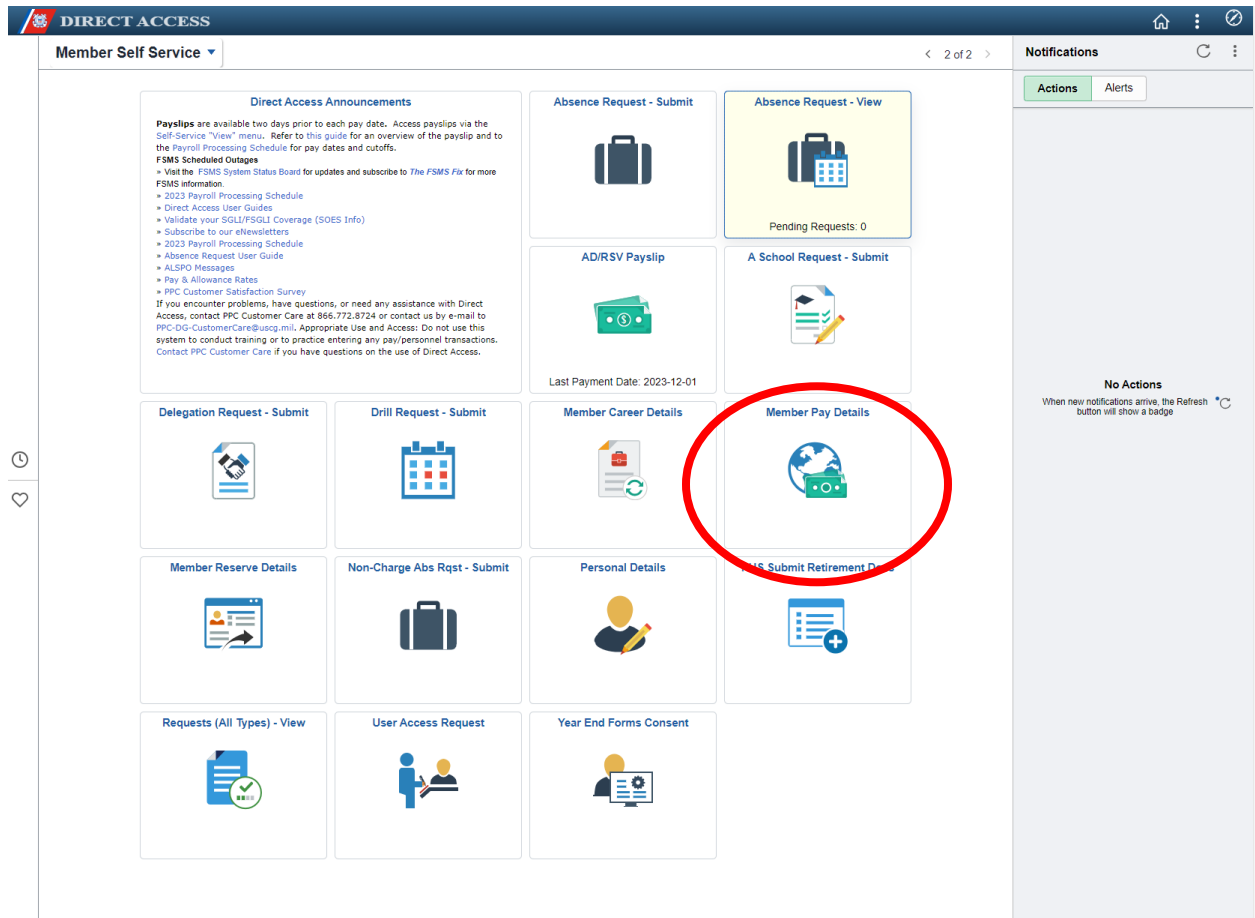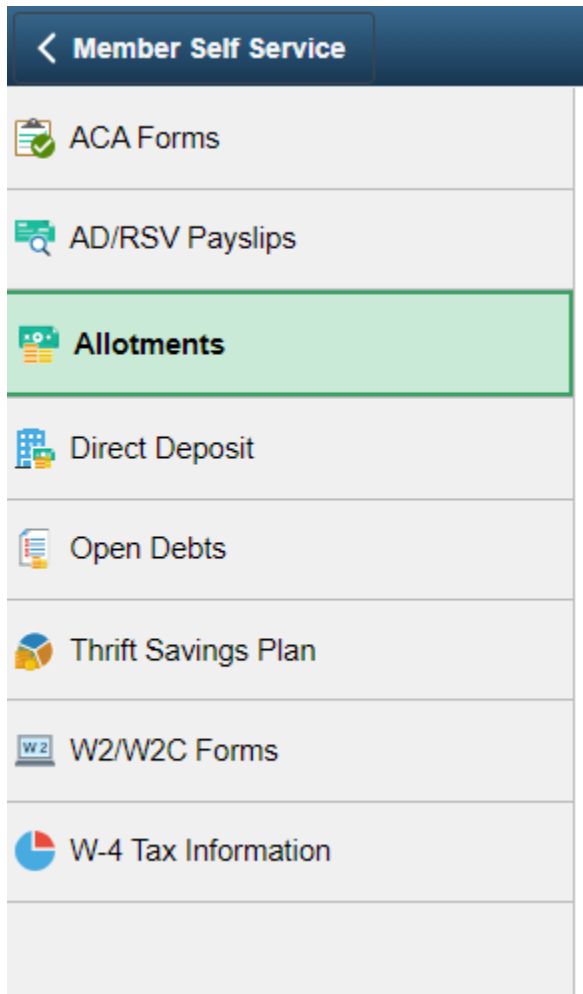1. Log into Direct Access
2. Select Member Self Service in the top left Dropdown

3. Select "Member Pay Details"

4. Click on "Allotments"

5. Click "Add Deduction"

Add Deduction
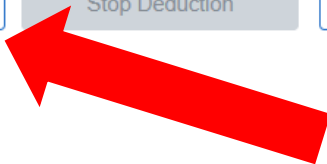
Form should look like this:

Deduction:	Association Dues	
Amount:	4.000000	
Begin Date:	12/01/2023	Type:	CG Chief Petty Officer Assoc
End Date:		Policy #:	001786224

Who receives this deduction

Recipient:	00066	CPOA /CGEA Assoc
Account Name:	CPOA /CGEA Assoc	
Bank Routing #:	056007387	Bank Of America, N.A.
Account Nbr:	00980379	
Account Type:	Checking	Payment Method:	Bank Transfer

Save Deduction	Stop Deduction	Return to Summary

Click "Save Deduction"

THE END