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

8 D	DIRECTACCESS							
M	Member Self Service							
	Direct Access Ar							
	Payslips are available two days prior to each Self-Service "View" menu. Refer to this gui the Payroll Processing Schedule for pay date FSMS Scheduled Outages							

3. Select "Member Pay Details"

Member Self	Service •				< 2 of 2 >	Notifications	С
	Direct Access Announcements		Absence Request - Submit	Absence Request - View]	Actions Alerts	
	Payslips are available two days prior to each pay date. Access payslips via the Self-Service "View" menu. Refer to this guide for an overview of the payslip and to the Payroll Processing Schedule Porp dates and cutoffs. FSMS Scheduled Outages A Visit the FSMS Systems Status Board for updates and subscribe to <i>The FSMS Fix</i> for more FSMS information. * 2023 Payroll Processing Schedule						
	 Direct Access User Guides Validate your SGLI/FSGLI Coveragi Subscribe to our eNewsletters 	e (SOES Info)		Pending Requests: 0			
	 > 2023 Payroll Processing Schedule > Absence Request User Guide > ALSPO Messages 		AD/RSV Payslip	A School Request - Submit			
	» Pay & Allowance Rates » PPC Customer Satisfaction Survey If you encounter problems, have que Access, contact PPC Customer Care a PPC-DG-CustomerCare@uscg.mil. Ar system to conduct training or to pras Contact PPC Customer Care if you ha	estions, or need any assistance with Direct at 866.772.8724 or contact us by e-mail to propriate Use and Access: Do not use this ctice entering any pay/personnel transactions. ave questions on the use of Direct Access.	• 5 •				
			Last Payment Date: 2023-12-01			No Actions	
	Delegation Request - Submit	t Drill Request - Submit	Member Career Details	Member Pay Details		When new notifications arrive, the button will show a badge	Refresh
)		
	Member Reserve Details	Non-Charge Abs Rqst - Submit	Personal Details	ALS Submit Retirement Dates			
	Requests (All Types) - View	User Access Request	Year End Forms Consent				
		↓ ▲					

4. Click on "Allotments"



5. Click "Add Deduction"

Add Deduction

Form should look like this:

Deduction:	Association Dues	~			
Amount:	4.000	000			
Begin Date:	12/01/2023	Туре:	CG Chief P	etty Officer Assoc	~
End Date:		Policy #:	001786224		
Who receives this dedu	ction				
Recipient:	00066 CPOA	CGEAAssoc			
Account Name:	CPOA /CGEA Assoc				
Bank Routing #:	056007387	Bank Of Ame	Bank Of America, N.A.		
Account Nbr:	00980379				
Account Type:	Checking	Payment N	lethod:	Bank Transfer	
Save Deduction	Stop Deduction	F	leturn to Summa	агу	
Click "Save Deduction"					

THE END