

How to start or update an allotment to the CPOA

Dues: \$24.00 per year

<http://www.uscgcpoa.org/> CPOA National

Direct Access – have employee ID and password ready

If you do not know it contact Topeka customer service at

1 (866) 772-8724 or 1 (785) 339-2200

For help info online (TOPEKA): <http://www.uscg.mil/hq/psc/cghrms/index.htm>

Select Allotments and Bonds on the left

Sign in to Direct Access – Select Self Service

Select Employee – Select Tasks – Select Allotment

Click on START NEW ALLOTMENT tab

You will see a blank box with a drop down arrow

Click the drop down arrow and select CG Assoc. Dues

Click on DETAILS box, Begin Year 2004/12 for December

2004 for example

Monthly Deduction: \$2.00 in that box – tab to Select Payee

Enter payee code 00066, click on Lookup box

Click on CPOA blue line that comes up and it should fill in the box. Click OK if you have info in the appropriate boxes. That should do it – see screen print below also:

Self-service Allotments Compon - Microsoft Internet Explorer provided by U.S. Coast Guard

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media History

Address <https://cg.direct-access.us/servlets/clientervlet/USCGP1HR/?cmd=start&> Go Links

PeopleSoft®

Home Worklist Help Sign Out

Home > Self Service > Employee > Tasks > Allotments [New Window](#)

**Member General Allotment Data**

View All First 1 of 1 Last

Start CG Association Dues Entry 11/02/2004 Entry Seq: 0

Date:

Begin Year/Mo (YYYY/MM):  Stop Year/Mo (YYYY/MM):

Monthly Deduction:

Institution Account Identification

Enter Transit # Acct # when known; else use lookup for payee:

Select Payee:  Chief Petty Officer Assn Uscg (066)

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To change CPOA allotment from \$1.50 to \$2.00 per month

LES Seq#	Allotment	What do you want to do?	Details	Begin Year/Month	Stop Year/Month	Monthly Deduction
003	CG Mutual Assist Contributions	Display	Details	2001/05		10.00
014	Insurance Premium	Choose...	Details	1998/03		42.00
022	Personal Savings	Choose...	Details	1999/07		300.00
028	Loan Repay-Other	Choose...	Details	2001/07		100.00
031	Loan Repay-Other	Choose...	Details	2003/04		450.00
032	Combined Federal Campaign Fund	Display	Details	2004/02	2004/12	25.00

Note: Allotments are subject to available income and certain pay and Allowances. Expected allotment changes should be reviewed on subsequent Leave and Earnings Statements (LES).

Start New Allotment

Save

Log in as above, go to allotments as above. Click on drop down arrow next to the box that says CHOOSE. Select UPDATE, change dollar amount from \$1.50 to \$2.00. Click OK and it should take you back to where you can see all your allotments again. Click SAVE button lower left. Done Watch your LES for the change to make sure it took.

When you retire / leave active duty your CPOA allotment will stop. Topeka has a special form for retirees' allotments. If you want to keep paying your dues by allotment after retiring you need to get the form off their website (possibly on CPOA's website as well) and turn it in to Topeka asking to start an allotment.