



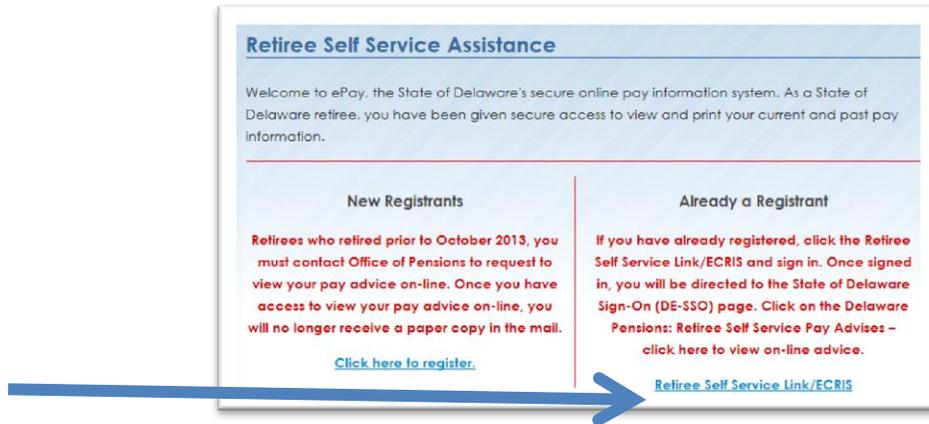
STATE OF DELAWARE OFFICE OF PENSIONS DE-SINGLE SIGN ON CHANGE PASSWORD GUIDE

The following instructions will guide you on how to reset your password in the event it is forgotten.

1) Navigate to www.delawarepensions.com. Click the **Self Service Login** link.

The screenshot shows the homepage of the State of Delaware Office of Pensions. At the top, there is a navigation bar with the state logo and the text 'State of Delaware The Official Website of the First State'. Below this is a search bar and a 'State Services & Information' dropdown menu. The main content area is divided into several sections. On the left, there is a 'Retirement Counseling' section with a group of people. In the center, there is an 'At a Glance' section with a search bar and a list of links: 'Complete payment date list', 'Pension Calculators', 'Office Closings', and 'Customer Service Evaluation'. On the right, there is a 'Latest News' section with a link to 'Self Service Login', which is highlighted with a red box and a blue arrow. Below the 'At a Glance' section, there are two columns: 'ACTIVE MEMBERS' and 'RETIREES', each with a group photo and a list of links to various pension plans.

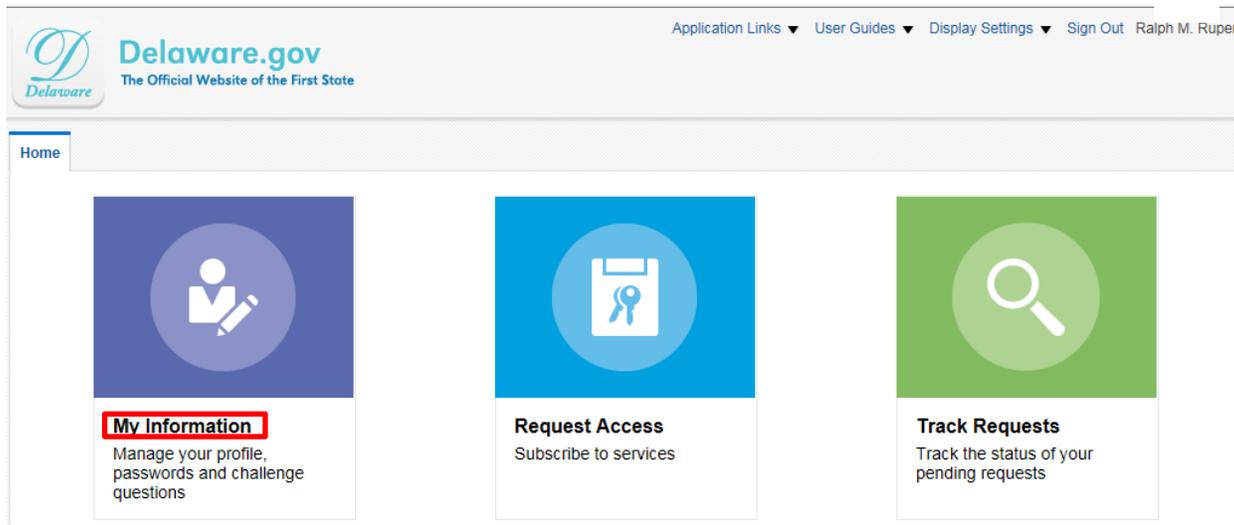
2) Already a Registrant click the link - [Retiree Self Service Link/ECRIS](#)



3) Enter **User Id** and **Password**; Click the **Sign In** button.



4) Click the **My Information** tile



5) Click the arrow next to **Change Password** to expand the section

► **Change Password**

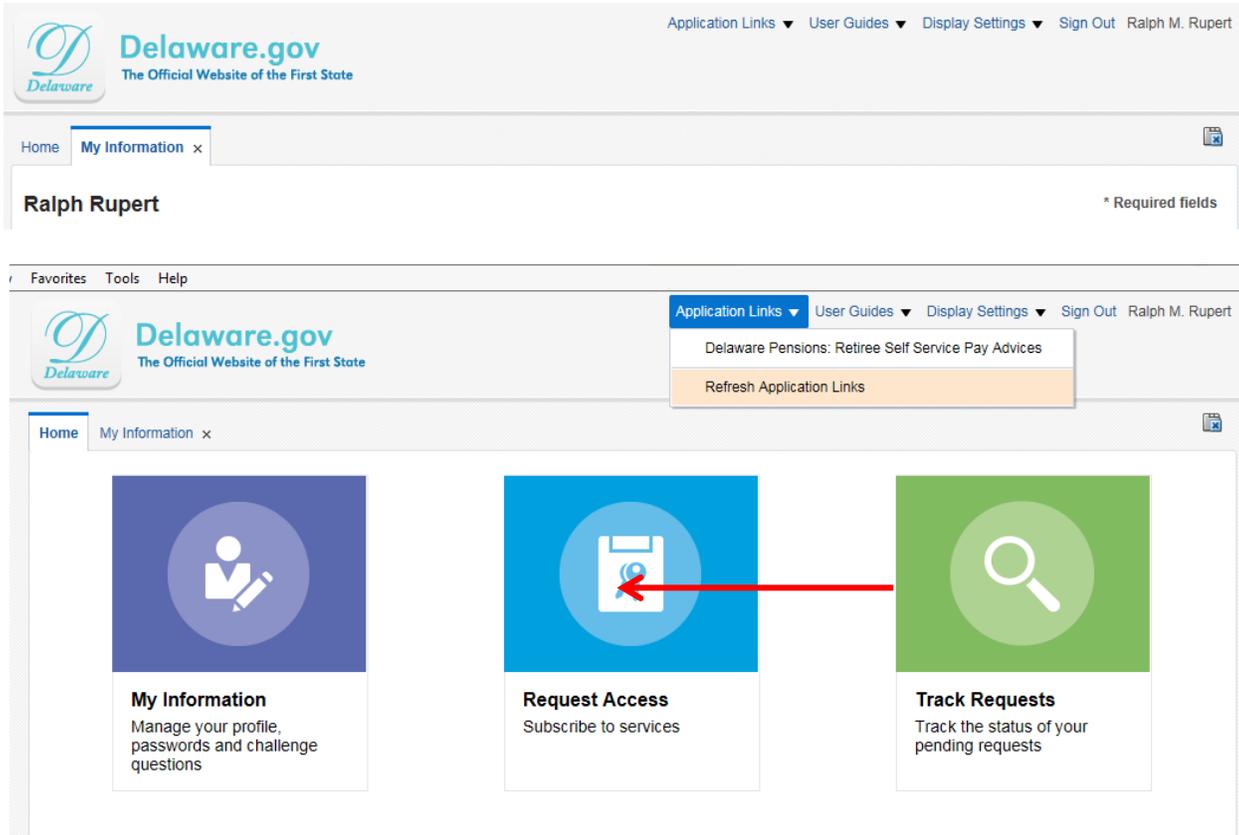
6) Enter your **Old Password**, then enter the **New Password** and **Confirm the New Password** by entering it again

7) Click the Apply button

The system generates a message indicating the password was successfully changed.



8) Click the **Home** tab to return to the Login page.



Click Application Links then Delaware Pensions: Retiree Self Service Pay Advices

After logging in with your new password, the screen below displays.

- Click the **Main Menu** link
- Click the **Self Service** link
- Click the **Payroll and Compensation** link
- Click the **View Paycheck** link
- Enter your Employee ID (EmplID) number and Click **Search**

You are ready to view your pay advice.

Favorites ▾ | Main Menu ▾ > Self Service ▾ > Payroll and Compensation ▾ > View Paycheck

ORACLE User: xxxxxx on Database: PA92PD

View Paycheck

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Empl ID:

[Basic Search](#)  [Save Search Criteria](#)

If you have multiple accounts:

- Click the **Main Menu** link
- Click the **Self Service** link
- Click the **Payroll and Compensation** link
- Click the **View Paycheck** link

The following page displays:

Favorites ▾ Main Menu ▾ > Self Service ▾ > Payroll and Compensation ▾ > View Paycheck

ORACLE User: XXXXXX on Database: PA92PD

View Paycheck Consolidated  Page Header indicates multiple Employee IDs

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Empl ID: begins with

Search Clear Basic Search Save Search Criteria

Click the Search button to obtain the list of Employee IDs available to view:

Favorites ▾ Main Menu ▾ > Self Service ▾ > Payroll and Compensation ▾ > View Paycheck

ORACLE User: XXXXXX on Database: PA92PD

View Paycheck Consolidated

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Empl ID: begins with

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-2 of 2 Last

Empl ID
104498
139111S01

Select the Empl ID for the paycheck you wish to view.

Need Help?

Login Issues?

Contact the Office of Pensions Help Desk:

(302)-739-4208 or toll-free at (800)722-7300

Forgot Password?

Retirees can reset their password by clicking the Forgot Password? link located in the center of the Retiree Self-Service Login page.

Forgot User Id?

Retirees can reset their User Id by clicking the Forgot User Id? link located in the center of the Retiree Self-Service Login page.