



# STATE OF DELAWARE OFFICE OF PENSIONS

DECEMBER 2023

## MY.DELAWARE.GOV QUICK START GUIDE

### REGISTRATION FOR MY.DELAWARE.GOV AND PENSION ACCOUNT ACCESS QUICK START GUIDE

To view your monthly pension advice, you must have an account through My.Delaware.Gov. If you are not transitioning directly from active Delaware employment to retirement, please register with OKTA Self Service using the below Quick Start Guide. If you are transitioning directly from active Delaware employment to retirement, please continue to use your existing my.delaware.gov account.

#### NAVIGATE TO THE WEBSITE

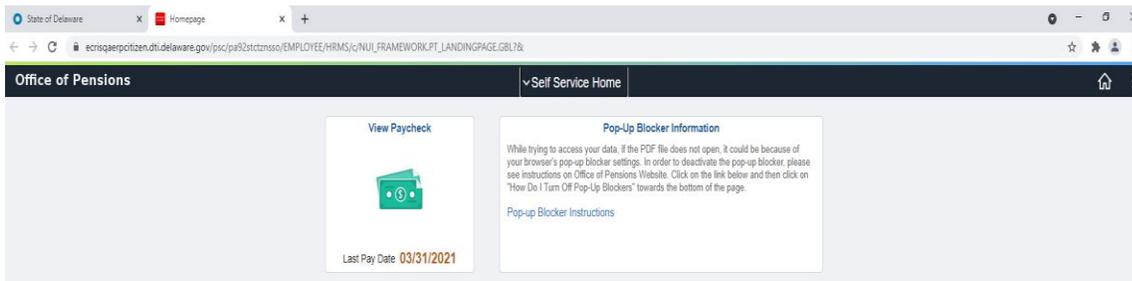
1. Go to <https://my.delaware.gov>

#### REGISTER FOR OKTA

1. Click Don't have an account? Click 
2. Create a password and enter your personal information- Click 
3. You will be prompted with a box telling you the Activation Email has been sent and in blue you will see **“Enter Verification Code Instead”**
4. Check your email to activate your account, please Click  from the verification email. This will provide you with the Activation Code
5. Go back to the message box that is requesting the verification code to complete set-up
6. Secure your access and set multifactor authentication methods, beginning with Email: click the Set Up button. **IMPORTANT: This is REQUIRED to activate your account. It also allows you to unlock your account and/or reset your password**
7. Once your multifactor authentication is complete, you will be directed to the My Apps page
8. You will be able to view your pay advice the following day

#### ACCESS YOUR PENSION ACCOUNT INFORMATION

1. Click the Pension Self-Service tile 
2. Click the **View Paycheck** tile
  - a. Click the Check Date you wish to view



3. When you have completed viewing your paycheck information, click  in the upper right corner then click Sign Out