



STATE OF DELAWARE OFFICE OF PENSIONS

MY.DELAWARE.GOV QUICK START GUIDE




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

To view your monthly pension advice or comprehensive annual statement, you must have an account through My.Delaware.Gov. If you are transitioning directly from active Delaware employment to retirement, please continue to use your existing My.Delaware.Gov account. If you have not already registered, follow the Quick Start Guide below.

NAVIGATE TO THE WEBSITE

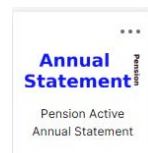
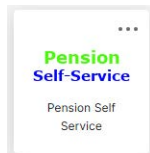
1. Go to <https://my.delaware.gov>

REGISTER FOR OKTA

1. Don't have an account? Click 
2. Enter email and create a password. 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 pension pay advice or comprehensive annual statement the following day

ACCESS YOUR PENSION ACCOUNT INFORMATION

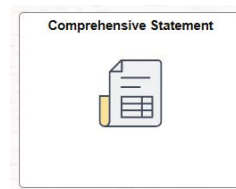
30" Erlenon the tile you have assigned to you: **Pension Self-Service** tile or the **Annual Statement** tile




2." Click the **Tax Documents** or **View Paycheck** tile (retiree) or click the **Comprehensive Statement** tile (non-retired)

Retiree View

Non-Retired



3. Click the Check Date, Tax Document (retiree) or Annual Statement (non-retired) you wish to view (a PDF window will open)
4. When you have completed viewing your tax document, paycheck, or annual statement **close** the PDF window and click  in the upper right corner then click Sign Out