



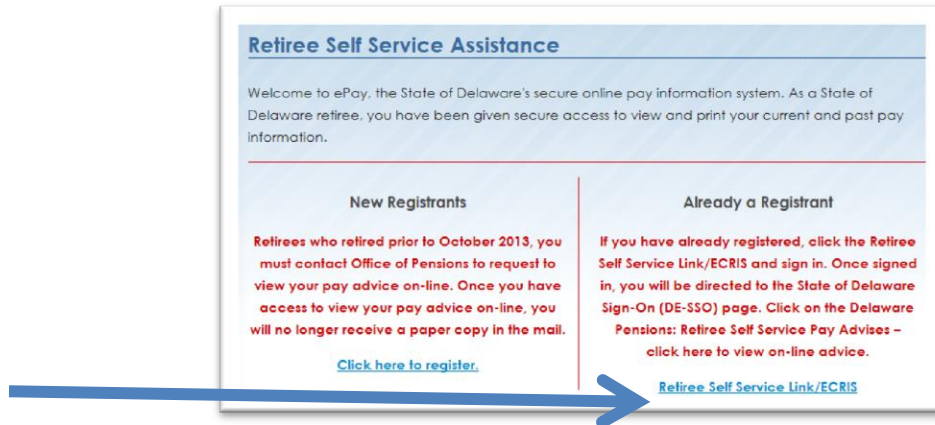
# STATE OF DELAWARE OFFICE OF PENSIONS DE-SINGLE SIGN ON CHANGE PASSWORD GUIDE

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

1) Navigate to [www.delawarepensions.com](http://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, the text 'State of Delaware The Official Website of the First State', a search bar, and a 'State Services & Information' dropdown menu. Below this is a header section with the title 'State of Delaware Office of Pensions' and contact information. A search bar is also present here. The main content area is divided into several sections. On the left, there is a 'Retirement Counseling' section with a group of people. On the right, there is an 'At a Glance' section with a 'Next payment date for Pensioners April 30' and several links: 'Complete payment date list', 'Pension Calculators', 'Office Closings', and 'Customer Service Evaluation'. A 'Latest News' section is also present, with a link to 'Self Service Login' highlighted by a red box and a blue arrow. Below this are sections for 'ACTIVE MEMBERS' and 'RETIRES', each with a group photo and a list of pension plans.

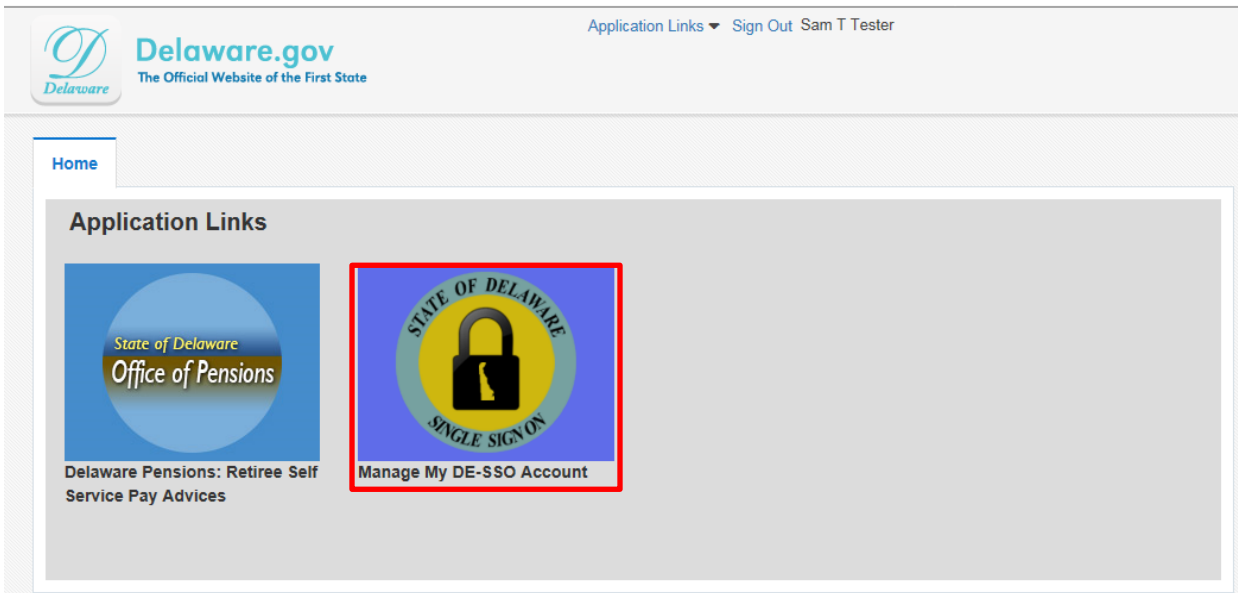
2) Already a Registrant click the link - [Retiree Self Service Link/ECRIS](#)



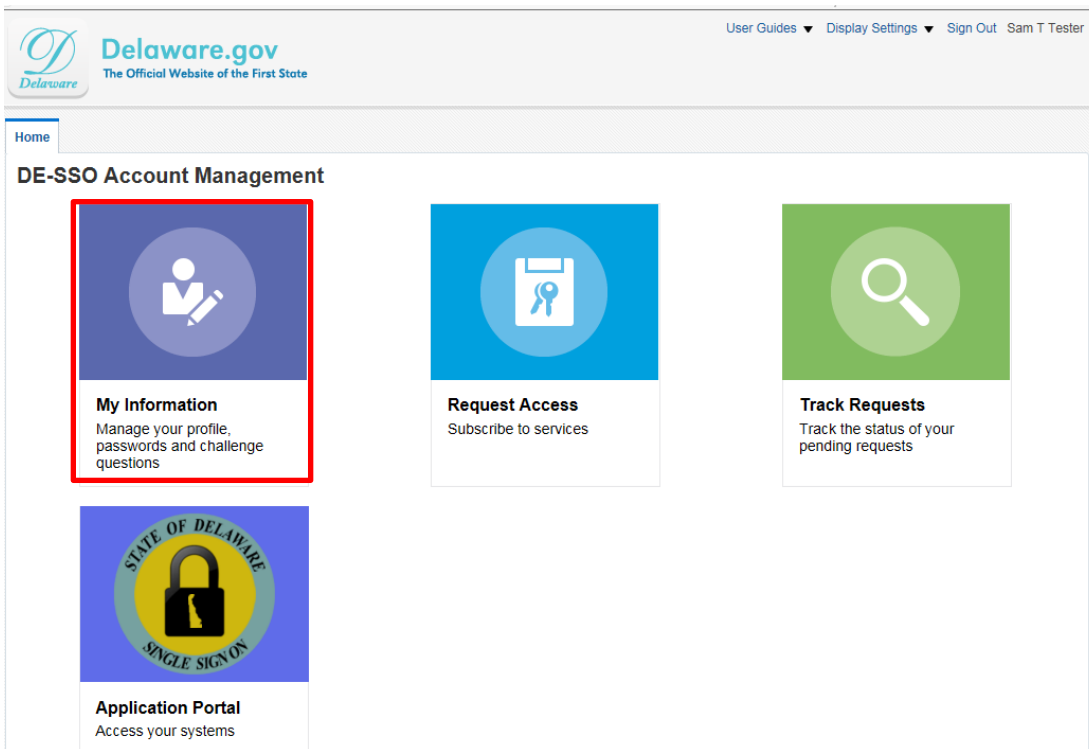
3) Enter **User Id** and **Password**; Click the **Sign In** button.



4) Click the **Manage My DE-SSO Account** tile



5) Click the **My Information** tile



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

► **Change Password**

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

▲ Change Password

\* Indicates Required Fields **Apply** Cancel

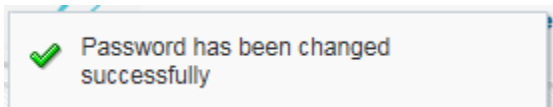
\* Old Password

\* New Password  ⓘ

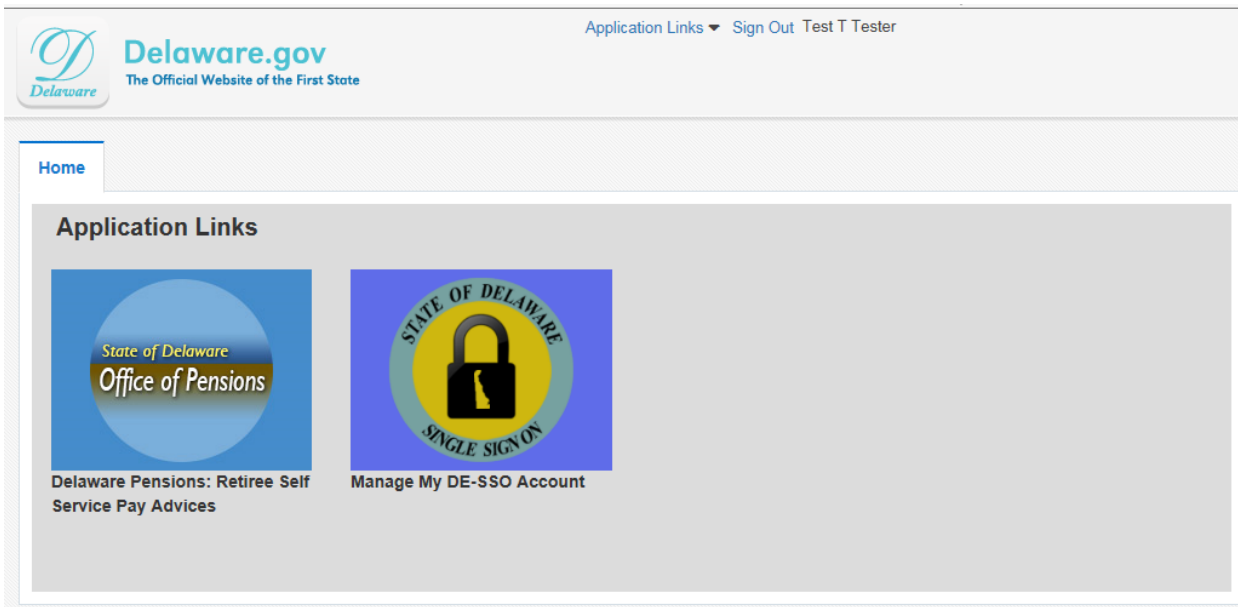
\* Confirm New Password

8) Click the Apply button

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

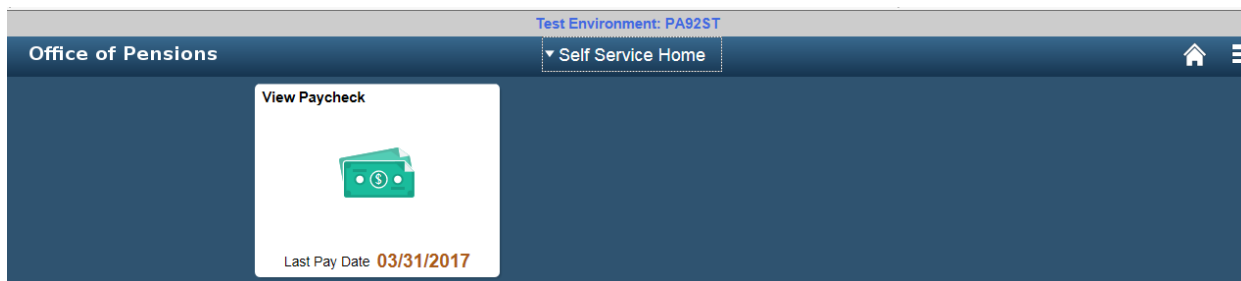


9) Click the **Home** tab to return to the Login page.



Click the State of Delaware Office of Pensions: Retiree Self Service Pay Advices icon

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



You are ready to view your pay advice.

*Note: The page may take a few seconds to display. Wait for the screen to load.*

Select the Check Date of the paycheck you want to view. The page displays the previous eight paychecks. To view previous paychecks, click the **View ## link** (## = number of paychecks in system; will vary by individual).

Test Environment: PA92ST

< Self Service Home Pay

### Paychecks


Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
03/31/2017	Office of Pensions	03/01/2017 03/31/2017	\$591.83	4733199 >
02/28/2017	Office of Pensions	02/01/2017 02/28/2017	\$591.83	4704261 >
01/31/2017	Office of Pensions	01/01/2017 01/31/2017	\$591.83	4676673 >

## If you have multiple accounts:

Test Environment: PA92ST

Office of Pensions Self Service Home

**View Paycheck**



Last Pay Date **03/31/2017**

-Click the **View Paycheck** icon

The following page displays:

Test Environment: PA92ST

Paycheck

EMPLID
<a href="#">145000</a>
145223S01


- Click the Empl ID for the advice you wish to view

< Paycheck Pay

### Paychecks

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
03/31/2017	Office of Pensions	03/01/2017 03/31/2017	\$260.47	4748711 >
02/28/2017	Office of Pensions	02/01/2017 02/28/2017	\$260.47	4719775 >
01/31/2017	Office of Pensions	01/01/2017 01/31/2017	\$260.47	4692281 >



- Click the  to go back to select the other Empl ID

-

Test Environment: PA92ST	
Paycheck	
EMPLID	
<a href="#">145000</a>	
<a href="#">145223S01</a>	

## 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.