



STATE OF DELAWARE OFFICE OF PENSION DE – SINGLE SIGN ON FORGOT USER LOGIN GUIDE

The following instructions will guide you on how to reset your User Login 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, search bar, and 'State Services & Information' link. Below this is a header section with the office name and contact information. The main content area is divided into several sections: 'Retirement Counseling' with a group photo, 'At a Glance' with a list of links including 'Self Service Login' (highlighted with a red box and a blue arrow), 'ACTIVE MEMBERS' with a group photo and a list of pension plans, and 'RETIREES' with a photo of a couple walking and a list of pension benefits.

2) Already a Registrant

Retiree Self Service Assistance

Welcome to ePay, the State of Delaware's secure online pay information system. As a State of Delaware retiree, you have been given secure access to view and print your current and past pay information.

New Registrants

Retirees who retired prior to October 2013, you must contact Office of Pensions to request to view your pay advice on-line. Once you have access to view your pay advice on-line, you will no longer receive a paper copy in the mail.

[Click here to register.](#)

Already a Registrant

If you have already registered, click the Retiree Self Service Link/ECRIS and sign in. Once signed in, you will be directed to the State of Delaware Sign-On (DE-SSO) page. Click on the Delaware Pensions: Retiree Self Service Pay Advises - click here to view on-line advice.

[Retiree Self Service Link/ECRIS](#)

3) Select the *Forgot User Id?* link

Welcome to State of Delaware Single Sign-On (DE-SSO)

Please Sign In With Your DE-SSO User Id

* User Id:

* Password:


[New User Registration](#)

[Forgot User Id?](#)

[Forgot Password?](#)

[Contact Us](#)

[Help](#)



4) Enter your **E-mail address** and then Click the *Submit* button

Delaware.gov
The Official Website of the First State

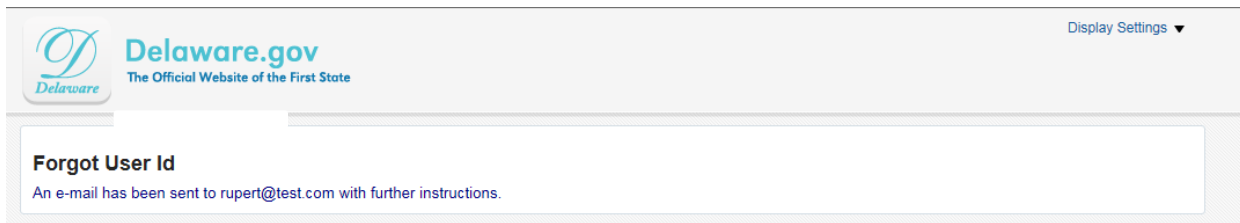
Display Settings ▼

Forgot User Id

▲ Please identify yourself * Required field.

* E-mail Address State of Delaware Employee Services - enter work email address established when registering your account
Public Services - enter personal email address

5) An e-mail will be sent to the address provided when you first set up the account with further instructions



Sample e-mail message:

Our records show that you requested for your user login for the State of Delaware Single Sign On System.

Your Login Id is: **C00000163**

If you have questions regarding this matter, please contact Help Desk of the application you are attempting to access.

For a list of application contacts, click [here](#).

Regards,
System Administrator

6) Click ***Back to Login***



Welcome to State of Delaware Single Sign-On (DE-SSO)

Please Sign In With Your DE-SSO User Id

* User Id:

* Password:

Sign In

[New User Registration](#)

[Forgot User Id?](#)

[Forgot Password?](#)

[Contact Us](#)

[Help](#)



WARNING

Access to the requested resource is protected.
Use of this system is monitored in compliance with the State and Federal Law.
Unauthorized use or misconduct will be forwarded to the appropriate authorities.
By progressing past this point you accept the conditions listed above.

7) Enter new **User ID** and **Password**; click the **Sign In** button. The system returns to the Home page; click the State of Delaware Office of Pensions: Retiree Self Service to access Pay Advices icon



Home

Application Links



Delaware Pensions: Retiree Self
Service Pay Advices



Manage My DE-SSO Account

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



-Click the **View Paycheck icon**

Test Environment: PA92ST

< Self Service Home

Pay

Home Menu

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	>

-Click the **Check Date** of the pay advise you wish to view.

If you have multiple accounts:



-Click the **View Paycheck** icon

The following page displays:

Test Environment: PA92ST

Paycheck

Home Menu


EMPLID
145000
145223S01

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



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
145000
145223S01

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.

Need to Change Your Password?

Retirees can change their password by clicking the My Information link located on the Welcome page for Delaware Pensions: Retiree Self-Service. This is also the area where updates to Basic and Contact Information and Challenge Questions can be made.