



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 **Retiree Member Login** link.

The screenshot shows the homepage of the State of Delaware's secure online pay information system. At the top, there is a navigation bar with links for ACTIVE MEMBERS, RETIREES, EMPLOYERS, and INFORMATION. Below the navigation bar, there is a welcome message and a search bar. A blue arrow points to the 'Retiree Member Login' button, which is highlighted with a red box. The page also features a maintenance notice, sections for New Registrants and Already a Registrant, and a Featured Information section with expandable items.

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

1) Navigate to www.delawarepensions.com. Click the **Retiree Member Login** link.

2) Already a Registrant click the link - Retiree Self Service Link/ECRIS

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ACTIVE MEMBERS RETIREES EMPLOYERS INFORMATION

Retiree Self Service Login

Welcome to 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.

Access to your pay information is a two-step process for new users. You first register as a new Single Sign On (SSO) user and then subscribe to access your records. Retirees must complete and submit an Address Change form to the Office of Pensions to have your address updated. [Change Address Form](#)

Retiree Self Service will be unavailable during the following time for maintenance.
Every Sunday from 7:00a.m. until 9:00a.m. EST/DST
Thank you for your patience and understanding.

New Registrants

Retirees who retired prior to October 2012 must contact the 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.

Register Single Sign On (SSO) user and subscribe to Pension account.

Already a Registrant

If you have already registered, select the button below. 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

Featured Information

Please select the item below to expand.

- SSO Quick Start Guide
- Upgraded Look - April 23, 2017
- Instructions
- Already a Registered User?
- How Do I Clear Cache
- Supported Internet Browsers
- Hours of Operation
- Contact Information
- How Do I Turn Off Pop-Up Blockers

Retiree Member Login

Next payment date for Pensioners
June 30
Complete payment date list

Fraud Hotline

Pension Calculators

Office Closings

Customer Service Survey

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

Delaware.gov The Official Website of the First State

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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](#)

STATE OF DELAWARE SINGLE SIGN-ON

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.

4) Click the **My Information** tile

The screenshot shows the Delaware.gov website header with navigation links: Application Links, User Guides, Display Settings, Sign Out, and a user profile 'Jane Test' highlighted in a red box. Below the header is a 'My Information' tab. Underneath, there is an 'Application Links' section featuring a large tile for the 'State of Delaware Office of Pensions' with the text 'Delaware Pensions: Retiree Self Service Pay Advices'. Below this are three main tiles: 'My Information' (highlighted with a red box), 'Request Access', and 'Track Requests'. The 'My Information' tile description reads: 'Manage your profile, passwords and challenge questions'.

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

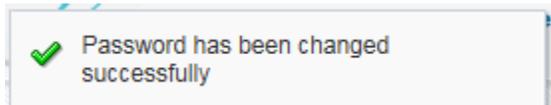
► Change Password

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

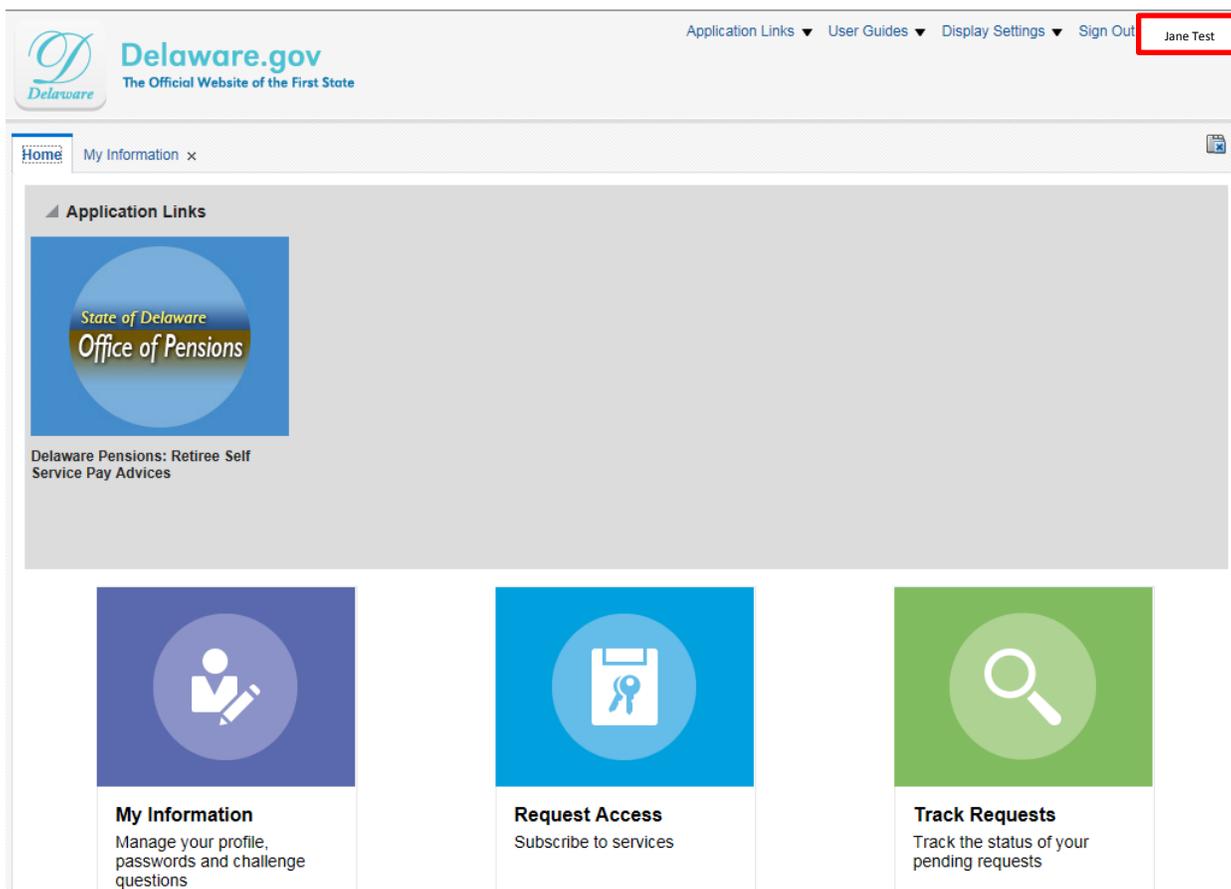
The screenshot shows the 'Change Password' form. It includes three input fields: '* Old Password', '* New Password', and '* Confirm New Password', each with a masked password field. To the right of the form is a legend: '* Indicates Required Fields' followed by 'Apply' and 'Cancel' buttons. The 'Apply' button is highlighted with a red box.

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

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



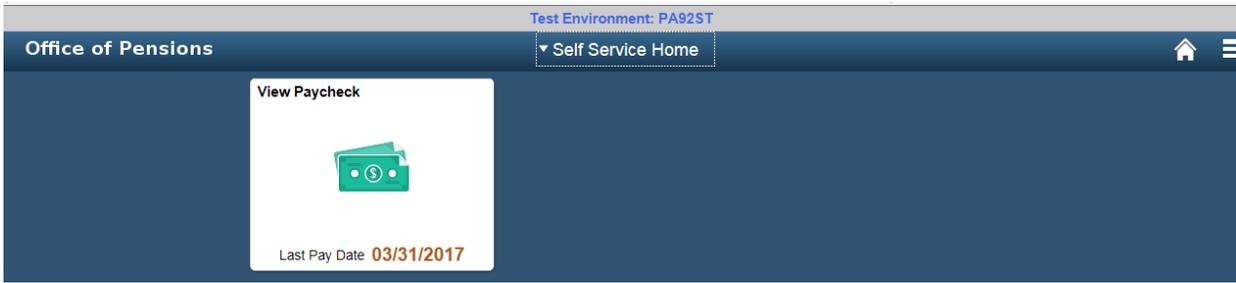
You are ready to view your pay advice.

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).

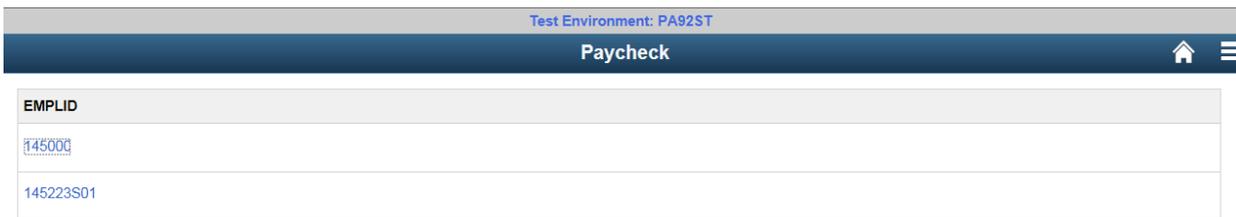
Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number	
03/31/2017	Office of Pensions	03/01/2017 03/31/2017	\$591.83	4733199	>
02/28/2017	Office of Pensions	02/01/2017 02/28/2017	\$591.83	4704261	>
01/31/2017	Office of Pensions	01/01/2017 01/31/2017	\$591.83	4676673	>

If you have multiple accounts:

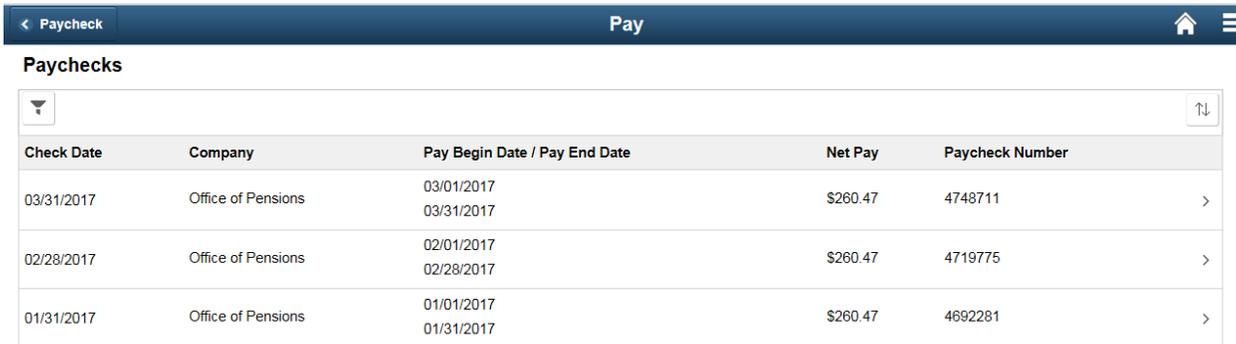


-Click the **View Paycheck** icon

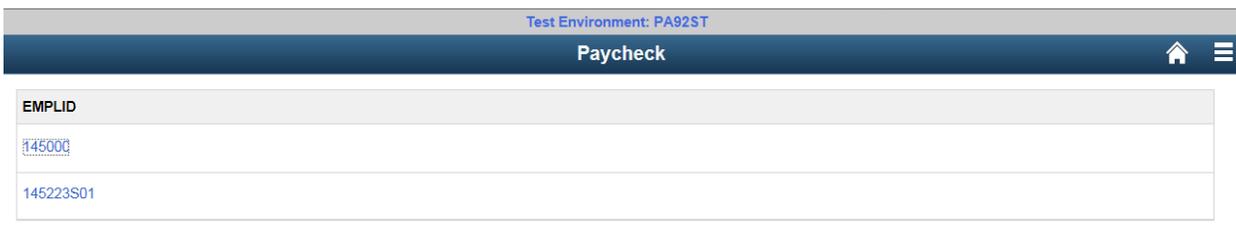
The following page displays:



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



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



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.