The following instructions will guide you to register your OKTA Self Service account. Once you have your account registered, you will be able to view your Pay Advice online the following day. If you receive Pension payments from multiple accounts, each payment is viewable separately online.

**Note:** If you previously registered and subscribed to DE-SSO to view your Pay Advice, your account will be converted to My.Delaware.gov and you will receive an email to activate your account.

If you are a current State of Delaware employee and retired January 2022 or later, you will use your My.Delaware.gov account from an active employee to review your Pension Pay Advice.

**NAVIGATE TO THE WEBSITE**

1. Go to [https://my.delaware.gov](https://my.delaware.gov)
Don't have an account? **Sign up**

2. Click on Sign up

3. Complete the following using your personal email address

![Registration form](image)

- At least 8 character(s)
- At least 1 number(s)
- At least 1 symbol(s)
- At least 1 lowercase letter(s)
- At least 1 uppercase letter(s)
- Does not contain part of username
- Does not contain ‘First name’
- Does not contain ‘Last name’
Registering your Okta Account Guide

February 2022

John.doe@test.com
3026701111
John
J
Doe
123 Main Street
Felton
19943

State: Delaware
Country: USA

* indicates required field

Register
4. Click Register

--- Forwarded Message ---
From: 'My Delaware' <NoReply@my.state.de.gov>
To: johndoe@test.com
Cc:
Sent: Thu, Jun 24, 2021 at 3:15 PM
Subject: Activate Account

Hi John!

Welcome to My.Delaware

To verify your email address and activate your account,
please click the following link:

[Activate Account]

This is an automatically generated message. Replies are not monitored or answered.
5. Click Activate Account
6. Lands on dashboard

7. Sign out, click down next to your name and select Sign out

8. At your next login, you will be presented with options for recovering your password and unlocking your account
9. Sign-in to your account
10. Add a phone number to the option you would like to be notified for resetting your password or unlocking your account
Welcome to State of Delaware, John!
Create your State of Delaware account.

Add a phone number for resetting your password or unlocking your account using SMS (optional).
Okta can send you a text message with a recovery code. This feature is useful when you don’t have access to your email.

Add a phone number for resetting your password or unlocking your account using Voice Call (optional).
Okta can call you and provide a recovery code. This feature is useful when you don’t have access to your email.

Click a picture to choose a security image.
Your security image gives you additional assurance that you are logging into Okta, and not a fraudulent website.

Create My Account
11. Click Send Code

12. Receive code via text – enter and click Verify
13. Click Done
14. Select a security image and click Create My Account
15. Click Pensions Self-Service tile

16. If you receive Pension payments from multiple accounts, each payment is viewable separately. Select the Employee ID (EMPLID) you wish to view
17. Double click on the Check Date you wish to view
19. To sign out, click down next to your name and select Sign out.
Need Help?

Login Issues?

Contact the Office of Pensions Help Desk:

(302)739-4208 or toll-free at (800)722-7300