

# REGISTRATION FOR SINGLE SIGN-ON (SSO) AND PENSION ACCOUNT ACCESS QUICK START GUIDE

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## NAVIGATE TO THE WEBSITE

1. Go to [www.delawarepensions.com](http://www.delawarepensions.com)

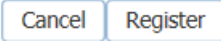
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## REGISTER AS A SINGLE SIGN-ON (SSO) USER


1. Click on [Self Service Login](#)

2. Under the New Registrants area, click on [Click here to register.](#)

3. Complete the entire page. Create your SSO User Login and Password of your choosing.

4. When finished, click on **Register** in the upper right corner 

5. You will receive a User Registration Confirmation


6. Click on the  button in the upper right corner to access your Pension account.

7. Click on [Operation completed successfully. Click here to login.](#)

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## SUBSCRIBE TO YOUR PENSION ACCOUNT

1. Sign in using the Userid and Password you just created on the SSO page.

2. Click on Request Access (middle tile), click again and select 

3. Click on  **Delaware Pensions: Retire Self-Service**

4. Click 

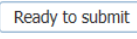
5. Enter your Pension Emplid and the PIN you received in your letter from the Pension Office

**Step 1: Enter Pension ID** (6 digits – do not use your active State Employee ID – this will be your new Pension ID which is contained on paperwork received from Office of Pensions)

\* Pension Id

**Step 2: Enter PIN Number** (contained on paperwork received from Office of Pensions – P is upper case and the remaining 6 are digits; example P111111)



\* PIN Number

6. Click on **Ready to Submit** on the right side  and then **Submit**

  in the upper right corner

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## ACCESS YOUR PENSION ACCOUNT INFORMATION

1. Click the Application Portal tile  then the State of Delaware Office of Pensions tile 

2. Click on the **View Paycheck** tile

a. Click the Check Date you wish to view



3. When you have completed viewing your paycheck information, click  in the upper right corner then click Sign Out