



# 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', 'Customer Service Evaluation', 'Latest News', and 'Self Service Login'. The 'Self Service Login' link is highlighted with a red box and a blue arrow. Below this are two columns: 'ACTIVE MEMBERS' and 'RETIRES'. The 'ACTIVE MEMBERS' section lists various pension plans, and the 'RETIRES' section lists benefits for different groups.

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 **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 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

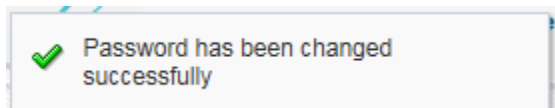
### ► Change Password

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

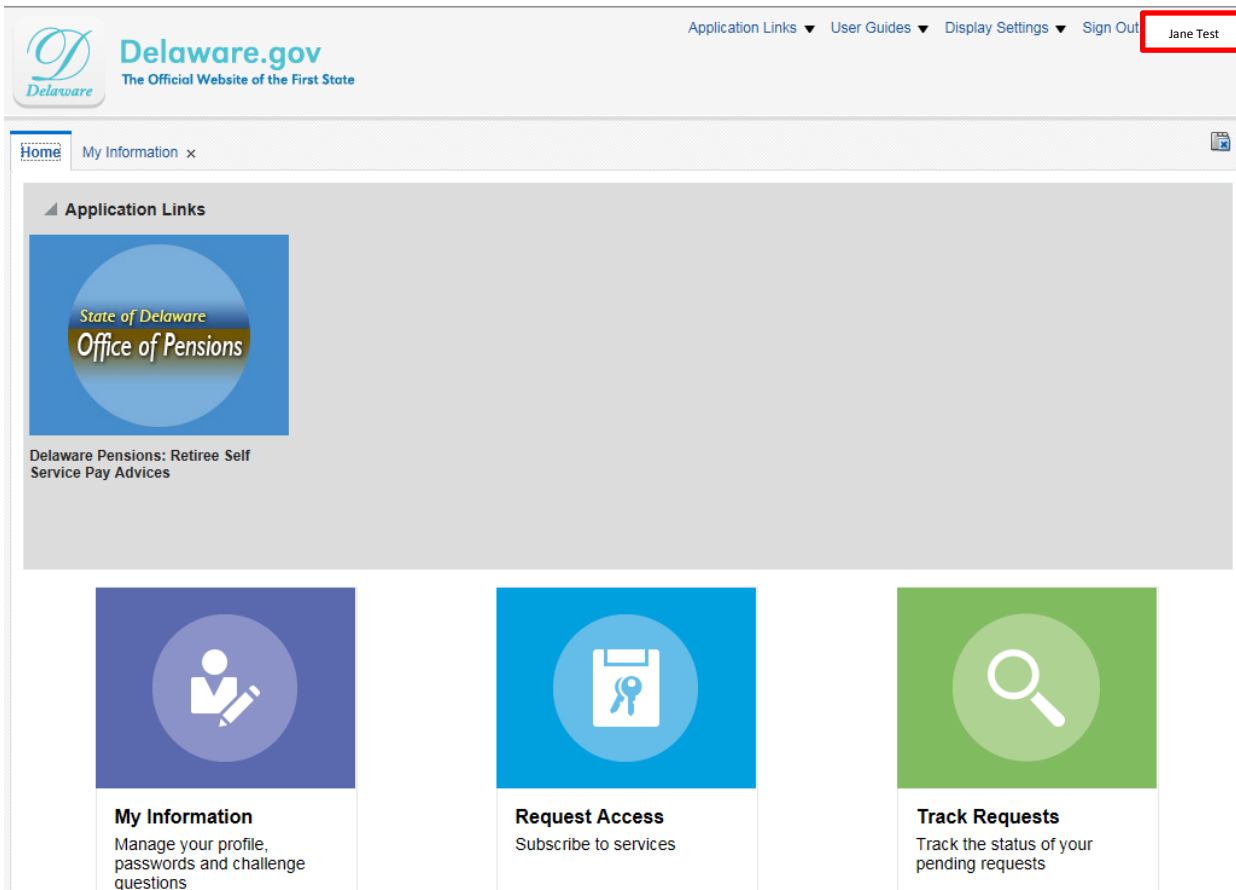
The screenshot shows the 'Change Password' form. It includes a title 'Change Password' and a legend '\* Indicates Required Fields'. There are three input fields: 'Old Password', 'New Password', and 'Confirm New Password', each with a red asterisk indicating it is required. To the right of the 'New Password' field is an information icon. At the bottom right, there are two buttons: 'Apply' (highlighted with a red box) and 'Cancel'.

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.

-Click the **Main Menu** link

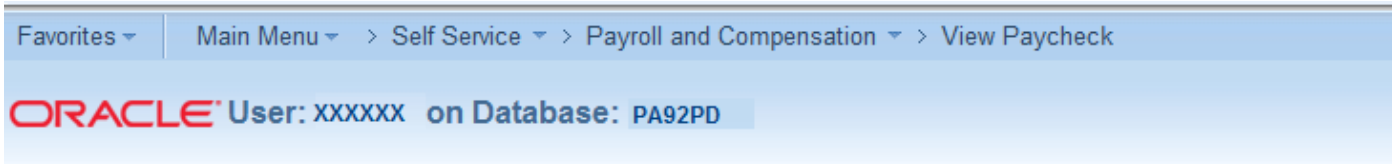
-Click the **Self Service** link

-Click the **Payroll and Compensation** link

-Click the **View Paycheck** link

-Enter your Employee ID (EmplID) number and Click **Search**

You are ready to view your pay advice.



### View Paycheck

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

---

▼ Search Criteria

Empl ID: begins with ▼

Search | Clear | Basic Search | Save Search Criteria

### If you have multiple accounts:

-Click the **Main Menu** link

-Click the **Self Service** link

-Click the **Payroll and Compensation** link

-Click the **View Paycheck** link

The following page displays:

Favorites ▾ Main Menu ▾ > Self Service ▾ > Payroll and Compensation ▾ > View Paycheck


ORACLE User: XXXXXX on Database: PA92PD

View Paycheck Consolidated  **Page Header indicates multiple Employee IDs**

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Empl ID:

[Basic Search](#)  [Save Search Criteria](#)

Click the Search button to obtain the list of Employee IDs available to view:

Favorites ▾ Main Menu ▾ > Self Service ▾ > Payroll and Compensation ▾ > View Paycheck


ORACLE User: XXXXXX on Database: PA92PD

View Paycheck Consolidated



Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ Search Criteria

Empl ID:

[Basic Search](#)  [Save Search Criteria](#)

Search Results

View All First  1-2 of 2  Last

Empl ID
123456
123456501

Select the Empl ID for the paycheck you wish to view.

## 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.