



STATE OF DELAWARE OFFICE OF PENSIONS

DECEMBER 2023

REGISTERING FOR MY.DELAWARE.GOV ACCOUNT GUIDE

The following instructions will guide you to register for a My.Delaware.Gov Account. Once you have registered your account, you will be able to view your Paycheck and/or Tax Documents online within 24-48 hrs. If you receive Pension payments from multiple accounts, each payment is viewed separately online.

To view your monthly pension check, you must have an account through My.Delaware.Gov. If you are not transitioning directly from active Delaware employment to retirement, please register using the below Quick Start Guide. If you are transitioning directly from active Delaware employment to retirement, please continue to use your existing My.Delaware.Gov Account.

NAVIGATE TO THE WEBSITE

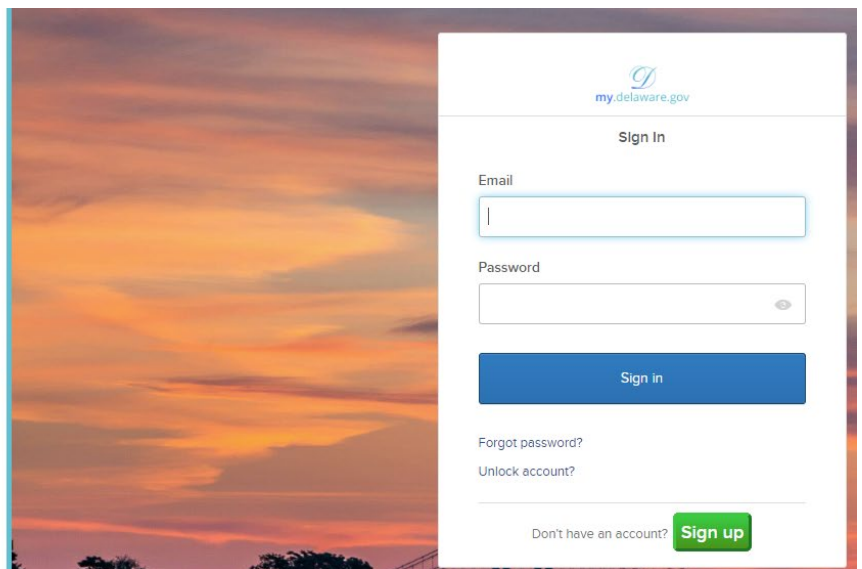
1. Go to <https://my.delaware.gov>



My Delaware is your Delaware Digital Identity.

Use your **My Delaware** account across many State of Delaware websites.

- [Forgot Password?](#)
- [Registration Help](#)
- [General Application Help](#)



2. Click on Sign Up
3. Complete the following using your personal email address



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my.delaware.gov

Sign up

Email
John.doe@test.com

Password

Password requirements:

- At least 10 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name

Confirm Password

Primary phone Optional
3026701111

First name
John

Middle name Optional
J

Last name
Doe

Street address
123 Main Street

City
Felton

ZIP Code
19943

State
Delaware

Country
USA Optional

Account Purpose
For My Self

Register

Already have an account?

Password requirements:

- ✓ 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'

4. Click Register



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We sent an email to
... Click the verification link in your email to
continue or enter the code below.

Enter a verification code instead

[Return to authenticator list](#)

[Back to sign in](#)

You will be prompted with this message box telling you the Activation Email has been sent.

5. Go to the Activation Email

--- Forwarded Message ---
From: "My Delaware" <NoReply@my.state.de.gov>
To: "r.hartnett-sterner@att.net" <r.hartnett-sterner@att.net>
Cc:
Sent: Thu, Jun 24, 2021 at 3:15 PM
Subject: Activate Account



Hi Robin,

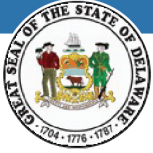
Welcome to My.Delaware

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

6. Click Activate Account. This will provide you with the Verification Code.



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7. Go back to this message box and select “Enter a verification code instead” and enter the Verification Code.

We sent an email to
Click the verification link in your email to continue or enter the code below.

Enter a verification code instead

Return to authenticator list

Back to sign in

8. Secure your access and set multifactor authentication methods, beginning with Email: click the Set Up button. **IMPORTANT:** This is REQUIRED to activate your account. It also allows you to unlock your account and/or reset your password.

my.delaware.gov

Secure access and set multifactor authentication methods

mydelawareuser@gmail.com

Verify your email, create your password, set up at least one more authentication factor. Security methods help protect your account by ensuring only you have access.

Set up required

- Email**
Verify with a link or code sent to your email
Used for recovery
- Okta Verify**
Okta Verify is an authenticator app, installed on your phone, used to prove your identity
Used for access or recovery
- Phone**
Verify with a code sent to your phone
Used for access or recovery
- Security Question**
Choose a security question and answer that will be used for signing in
Used for access

You should set up at least two (2) authentication methods.

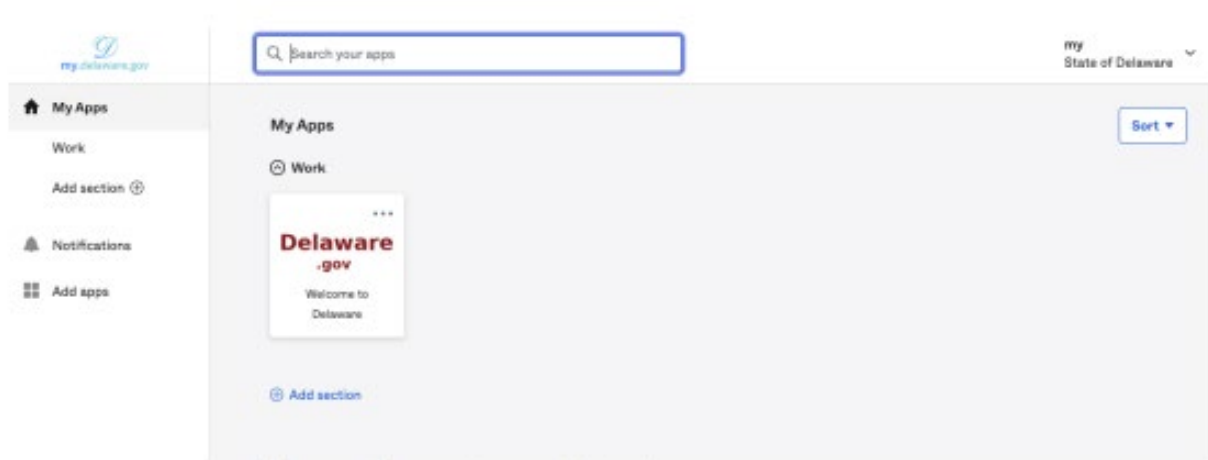


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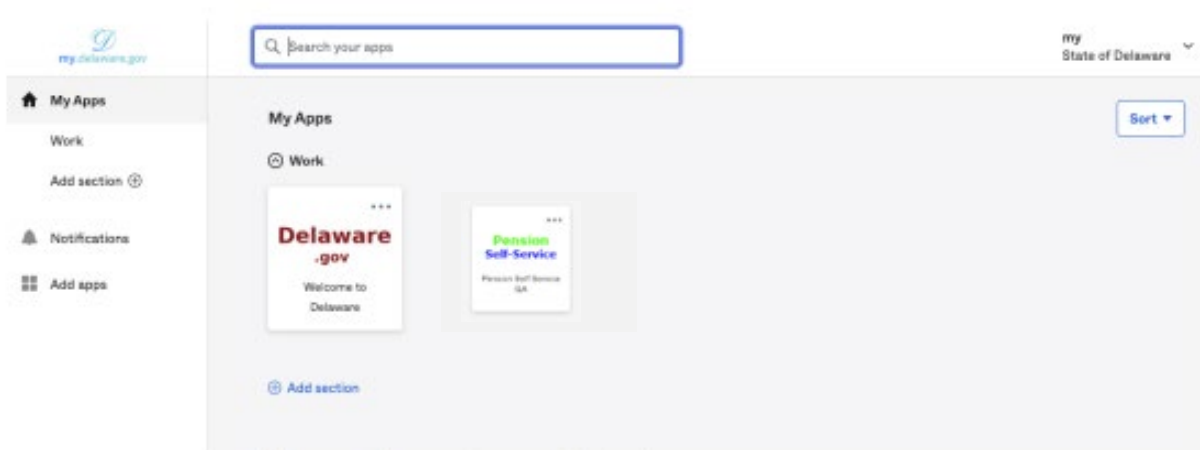
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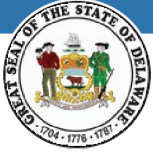
9. Once your multifactor authentication is complete, you will be directed to the My Apps page.



10. You will be able to view your Pension Self-Service tile within 24-48 hours



11. When you click the Pension Self-Service tile you can view your Paycheck and/or Tax Documents.



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12. If you wish to view your Paychecks, then click on the “View Paycheck” tile.

13. If you receive Pension checks from multiple accounts, each account is viewed separately. Select the Employee ID (EMPLID) you wish to view.

EMPLID
112395
128332S01

14. Click on the Check Date you wish to view.

Check Date	Company	Pay Begin Date / Pay End Date	Net Pay	Paycheck Number
03/31/2021	Office of Pensions	03/01/2021 03/31/2021	\$2141.20	6236818
02/26/2021	Office of Pensions	02/01/2021 02/28/2021	\$2141.20	6203792
01/29/2021	Office of Pensions	01/01/2021 01/31/2021	\$2139.57	6170763



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My Apps Dashboard | State of D

SSPUSADV.pdf

Office of Pensions
McArdle Building, 860 Silver Lake Blvd., Ste. 1
Dover, DE 19904-2402

Pay Group: SEP-State Employees Pension Plan
Pay Begin Date: 07/01/2013
Pay End Date: 07/31/2013

Business Unit: STDBU
Advice #: 000000005152255
Advice Date: 07/31/2013

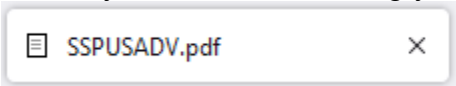
Jane Test 123 Main Street Dover, DE 19901-4407	Employee ID: 100111 Department: PEN-SEPP-State Employees Pension Plan Location: Office of Pensions Job Title: Service Pension Payee	TAX DATA: Federal DE State
		Marital Status: Single Single Allowances: 1 1 Addl. Pct: Addl. Amt: 100.00

HOURS AND EARNINGS				TAXES		
Description	Current	YTD	Earnings	Description	Current	YTD
SEP Non-Taxable Benefit			12.23	Fed Withholding	415.95	2,911.65
SEP Taxable Benefit			2,862.60	DE Withholding	46.99	328.93
TOTAL:	0.00	2,874.83	0.00	TOTAL:	462.94	3,240.58

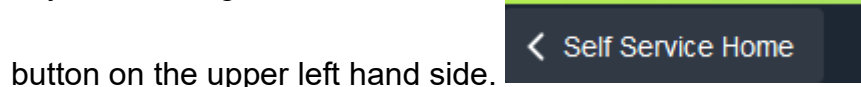
BEFORE-TAX DEDUCTIONS			AFTER-TAX DEDUCTIONS			EMPLOYER PAID BENEFITS		
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD
			Comprehensive - BCBS	82.80	549.84	Comprehensive - BCBS	542.14	3,599.86
						Blood Bank of Delaware	0.42	2.94
TOTAL:	0.00	0.00	TOTAL:	82.80	549.84	*TAXABLE		

	TOTAL GROSS	FED TAXABLE GROSS	TOTAL TAXES	TOTAL DEDUCTIONS	NET PAY
Current	2,874.83	2,862.60	462.94	82.80	2,329.09
YTD	20,123.81	20,038.20	3,240.58	549.84	16,333.39

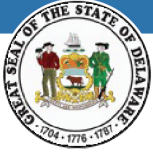
15. When you are done viewing your Paycheck. You can click the “x” next to the .pdf file



16. If you want to go back to the Self-Service Home page, then click on the “Self Service Home”



button on the upper left hand side.

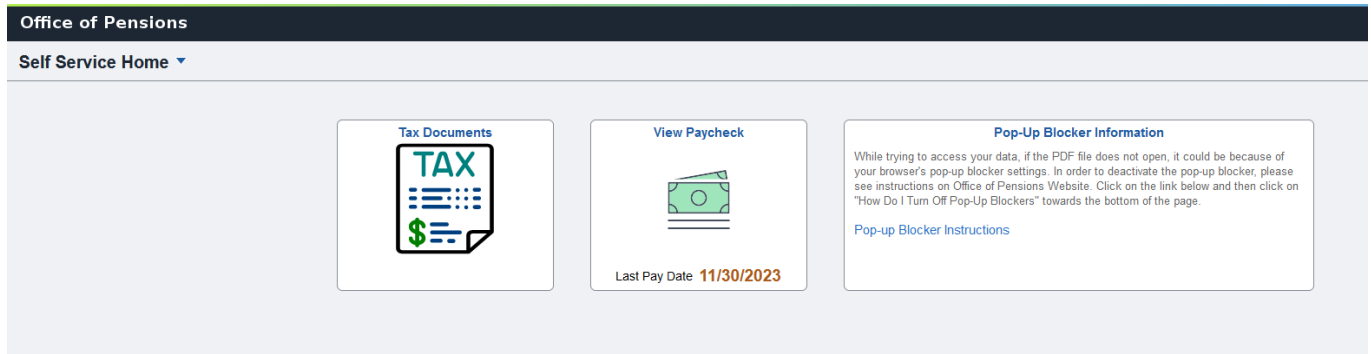


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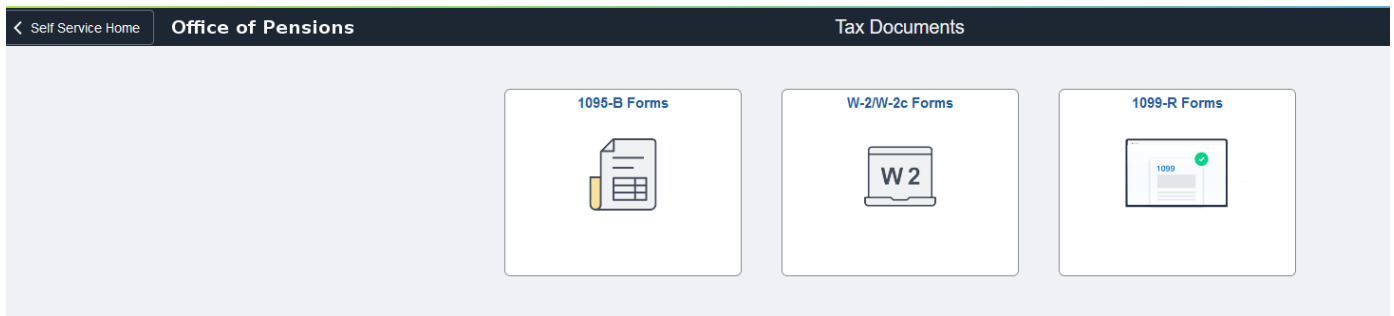
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17. If you want to view your Tax Documents, then click on the “Tax Documents” tile.



18. Select the form you wish view.



19. When you have completed viewing your Paycheck and tax information, click  in the upper right corner then click Sign Out. There is also an arrow  next to your name in the upper right corner that has a Sign Out option. Sign Out.

Need Help?

Login Issues?

Contact the Office of Pensions Help Desk:

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