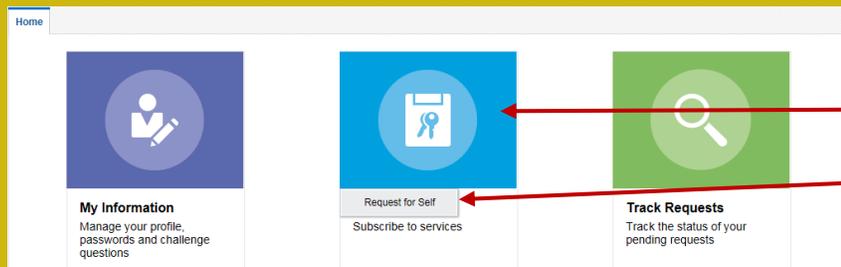




Subscribe to Services Guide

Follow the instructions contained in this guide to subscribe to State of Delaware services.

State of Delaware Single Sign-On Home page



Click the **Request Access** tile then
Click the **Request for Self** pop up box

The Request Access page opens

Search and select individual items from the Catalog tab. Sets of pre-bundled items commonly used in your organization can be selected from the Request Profiles tab.

Request Profiles

Search

Name	Action
Delaware Pensions: Retiree Self-Service Initial offering from OPen will be to allow users to create a DE-SSO account, subscribe to ePensions, and permit users to view their Pay Advice online.	+ Add to Cart
Motor Carrier Services System Interstate commercial vehicle registration and fuel tax reporting system. (International Registration Plan (IRP) & International Fuel Tax Agreement (IFTA))	+ Add to Cart
DCSE Child Support Application for Services The DCSE child support application for 2015-2016 application documents.	+ Add to Cart
DCSE The DCSE child support application for 2015-2016 application documents.	+ Add to Cart
DCSE The DCSE child support application for 2015-2016 application documents.	+ Add to Cart
DCSE The DCSE child support application for 2015-2016 application documents.	+ Add to Cart
GIA Request access to the Grant in Aid application	+ Add to Cart
GIC WordPress User Request access to the State news server, state agency blogs, & municipal websites.	+ Add to Cart
Libraries WordPress User Request access to Library websites only.	+ Add to Cart

Available services are listed under **Request Profiles**
Click the **Add to Cart** button of the service(s) you want access to
Next will become active at the top of the page
Click **Next**

The **Cart Details** page opens

Home Request Access x

Back Add Access Checkout Cancel Next First Name Last Name 1

Cart Details Submit Save As...

Cart Items

Display Name

Delaware Pensions: Retiree Self-Service
Retiree Self-Service to access Pay Advices

Request Details Delaware Pensions: Retiree Self-Service Update

Details Ready to submit

DELAWARE PENSIONS: RETIREE SELF-SERVICE

Initial offering from OPen will be to allow users to create a DE

All fields must be completed including the 2 below for Pension Id a
fields have been completed, click [Ready to submit](#) and then [Submit](#)

For help, please contact the Pensions Help Desk at [OPen_Functi](#)

Step 1: Enter Pension ID (6 digits – do not use your
paperwork received from C

* Pension Id 031401

Step 2: Enter PIN Number (contained on paperwork
example P111111)

* PIN Number P111111

Step 3: Click Ready to Submit button on far right mi

Step 4: Click Submit button on far right side toward t

Step 5: Click below link to access the requested appl

Some services require additional information be provided in order to obtain access to the service.

Instructions for obtaining access will be located in the **Details** section.

When you have provided the additional information needed click **Ready to submit** which will activate the **Submit** button.

If a service does not require additional information the **Submit** button will be active

Click **Submit**

You will be returned to the **Home** page and receive a “Request submitted for approval” message

The **Home** page opens

Delaware.gov Application Links User Guides Display Settings Sign Out: First Name Last Name

Request 9321 was submitted for approval

Home

My Information Manage your profile, passwords and challenge questions

Request Access Subscribe to services

Track Request Track the status of pending requests

Application Links User Guides

DCSE Application for Services

Refresh Application Links

Click **Application Links** to access the service(s) you requested.

If you do not see the service, click **Refresh Application Links**

If the service you requested requires approval to obtain access, you will not see the service until the granting application has processed your request.