A First Time Self-Service Login Instructions

First Time Self-Service Login ONLY:

1. Open Internet Browser (For Example: Internet Explorer)
2. Type the Self-Service web address in *Address Box*

   https://eapps.erp.delaware.gov
3. Press **Enter** or Click **Go**
4. Enter **User ID** (User ID = six-digit Employee ID number)
5. Enter **Default Password** in *Password* box=**de$mmdd####**

   de=de (for Delaware)

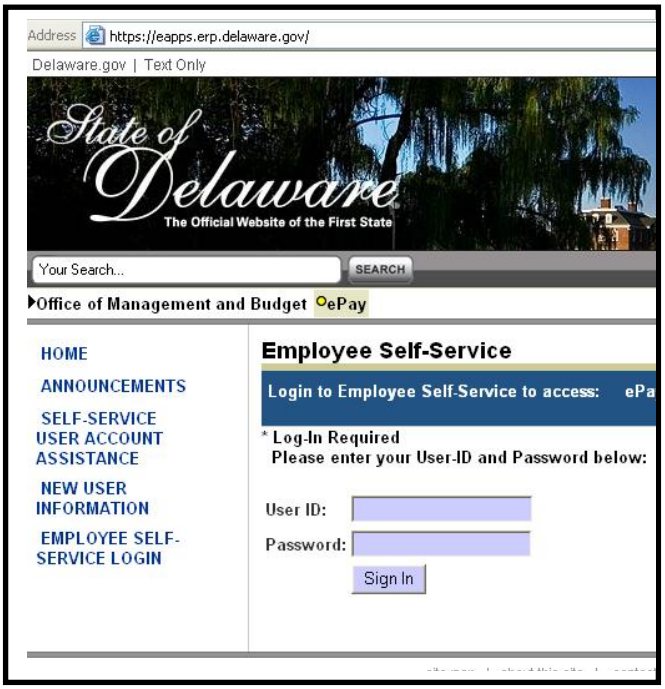
   **$**=$ (Dollar Sign Symbol on Keyboard)

   mm = your birth month (Ex: 04 for April birth month)

   dd =your birth day (Ex: 26 for the 26th day of birth month)

   ####=last 4 digits of your Social Security Number
6. Click **Sign In** -You will be prompted to change password
7. Click **Change Password**
8. Enter **Default Password** = **de$mmdd####** (See Step 5)
9. Create and enter a **new "Strong" Password**
   - Strong Passwords are case-sensitive and may not contain your UserID (Employee ID number)
   - **Strong Passwords must:**:
     - be at least eight-characters long
     - include alpha characters
     - contain at least one number
     - contain at least one of the following "special" characters ! @ # $ % ^ * ( ) ?
10. Enter **new Password** again
11. Click **Change Password**
    - Following Message will appear:

      "**Your password has been changed"**
12. Click OK
13. Click **Employee Self Service**



B Self-Service Login after Changing Default Password

ePay Self-Service Login:

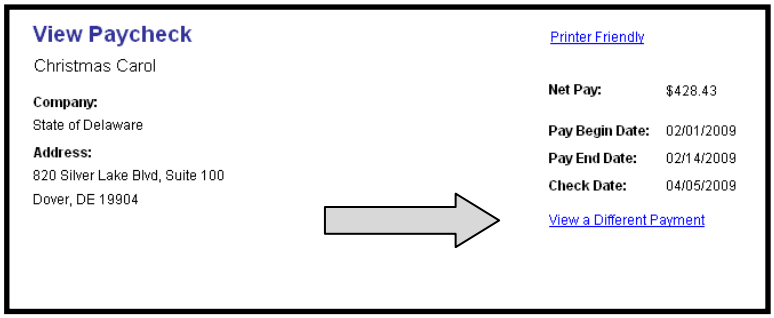
1. Open Internet Browser (For Example: Internet Explorer)
2. Type the Self-Service web address in *Address Box.*

https://eapps.erp.delaware.gov

3. Press **Enter** or Click **Go**
4. Enter **User ID** (Six-digit Employee ID number)
5. Enter your **Password**
6. Click **Sign In**
7. Click **Employee Self Service**
8. Click **Payroll and Compensation**
9. Click **View Paycheck** - The page displays the most current pay data

To View Prior Paychecks:

1. Click **View a Different Payment**
2. Click the **Pay Period End Date** of the pay data you wish to view.



Login Issues?
Contact the Employee Self-Service Call Center toll-free at (866)751-7833

Need More Information?
For Employee Announcements, User Account Assistance, and New User Information, visit the Employee Communications Website:

https://eapps.erp.delaware.gov