Login to PHRST Employee Self-Service at employeeselfservice.omb.delaware.gov and complete the steps below:

1. Review and update your Personal Contact Information. Choose your Preferred Choice for each category.
   - Navigation: DE Employee Self-Service ➔ Personal Information
     - Home Address
     - Phone Numbers
     - Email Addresses

2. Consent to receive your IRS Form 1095-C online.
   - Navigation: DE Employee Self-Service ➔ Benefits ➔ 1095-C Consent
     If you consent after 1/12/2018, your 2017 1095-C will be sent via mail.

3. Consent to receive your Benefits Open Enrollment packet materials and required federal notices online.
     If you consent after 3/15/2018, your 2018 Open Enrollment materials will be sent via mail.

In 2017, the State of Delaware spent over $129,000.00 on printing and mailing of Open Enrollment packets, required federal notices and Form 1095-C’s.