



# Help us help you to get important benefits information & enrollment materials

Login to PHRST Employee Self-Service at [employeeselfservice.omb.delaware.gov](http://employeeselfservice.omb.delaware.gov) and complete the steps below:

This ensures you receive important materials and updates from SBO and your benefit plan vendors

**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.

*Navigation: DE Employee Self-Service → Benefits → Benefits Notices Consent*

If you consent after 3/15/2018, your 2018 Open Enrollment materials will be sent via mail.

This is a quicker and more cost effective way to receive materials rather than through U.S. 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.

