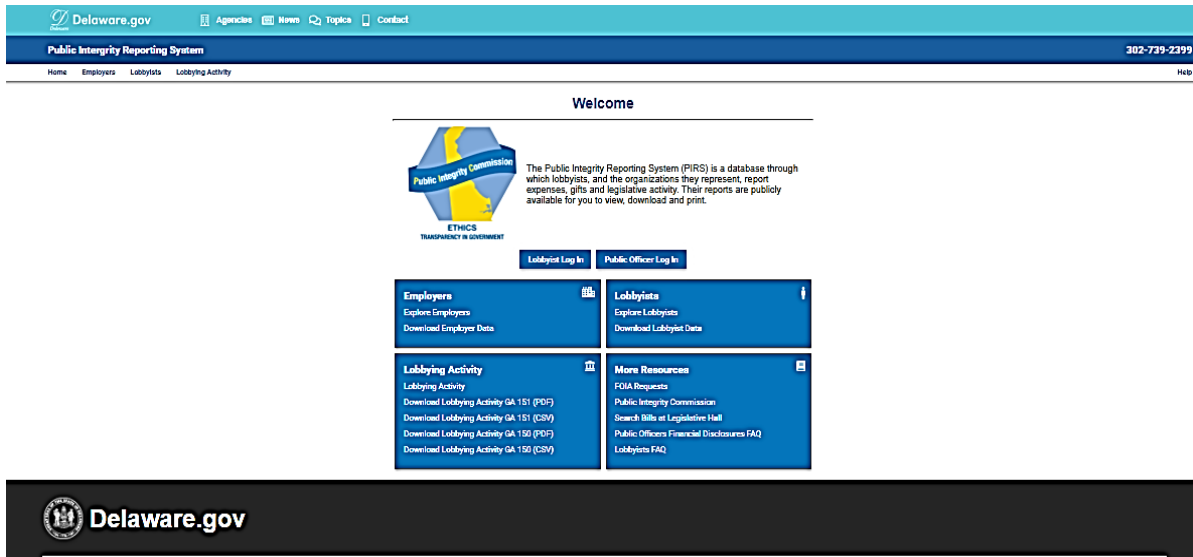


Account Setup for Non-State Public Officers

If you are a Public Officer or Candidate for public office and are logging into PIRS for the first time using a personal email address (ex. gmail, comcast, verizon), follow the instructions below

1. Begin by going to <https://pirs.delaware.gov>




Delaware.gov Agencies News Topics Contact

Public Integrity Reporting System 302-739-2399

Home Employers Lobbyists Lobbying Activity Help

Welcome



The Public Integrity Reporting System (PIRS) is a database through which lobbyists, and the organizations they represent, report expenses, gifts and legislative activity. Their reports are publicly available for you to view, download and print.

Lobbyist Log In **Public Officer Log In**

Employers Explore Employers Download Employer Data	Lobbyists Explore Lobbyists Download Lobbyist Data
Lobbying Activity Lobbying Activity Download Lobbying Activity GA 151 (PDF) Download Lobbying Activity GA 151 (CSV) Download Lobbying Activity GA 150 (PDF) Download Lobbying Activity GA 150 (CSV)	More Resources FOIA Requests Public Integrity Commission Search Bills at Legislative Hall Public Officers Financial Disclosures FAQ Lobbyists FAQ

2. Click on the Public Officer Login Button



Delaware.gov

Public Integrity Reporting System 302-739-2399

Home Employers Lobbyists Lobbying Activity Help

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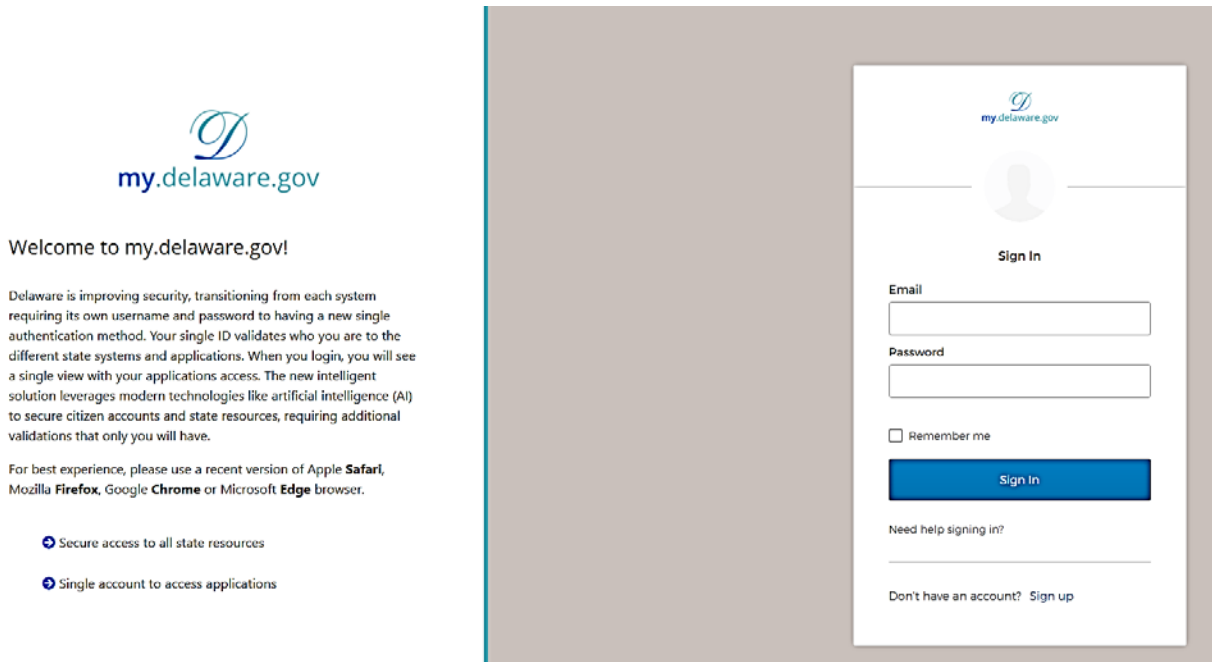
Lobbyist Log In **Public Officer Log In**

Employers **Lobbyists**

3. The Login Page will display. Click on the “Other Sign In” button



4. You will be taken to the My.Delaware.Gov sign-in page similar to the one below



(Continued on the next page)

5. Click on the “Sign-up” link after “Don’t have an account?” at the bottom of the sign-in area

my.delaware.gov

Sign In

Email

Password

Remember me

Sign In

Need help signing in?

Don't have an account? [Sign up](#)

(Continued on the next page)

6. The registration page similar to the one below will display

my.delaware.gov

Welcome to my.delaware.gov!

Delaware is improving security, transitioning from each system requiring its own username and password to having a new single authentication method. Your single ID validates who you are to the different state systems and applications. When you login, you will see a single view with your applications access. The new intelligent solution leverages modern technologies like artificial intelligence (AI) to secure citizen accounts and state resources, requiring additional validations that only you will have.

For best experience, please use a recent version of Apple **Safari**, Mozilla **Firefox**, Google **Chrome** or Microsoft **Edge** browser.

- Secure access to all state resources
- Single account to access applications

Email

Email *

Password *

Primary phone

First name *

Middle name

Last name *

Street address *

City *

Zip code *

State Delaware

Country USA

* indicates required field

Register


[Back to Sign In](#)

7. Fill in the requested information and click on the “Register” button

- When entering your Primary phone number, just provide the numbers. Ex. 3025551212

(Continued on the next page)

8. Upon successful submission, the registration page will change to the following.

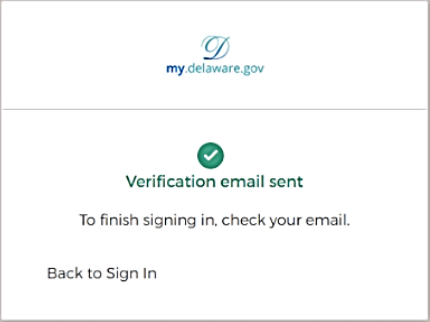


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my.delaware.gov

Verification email sent

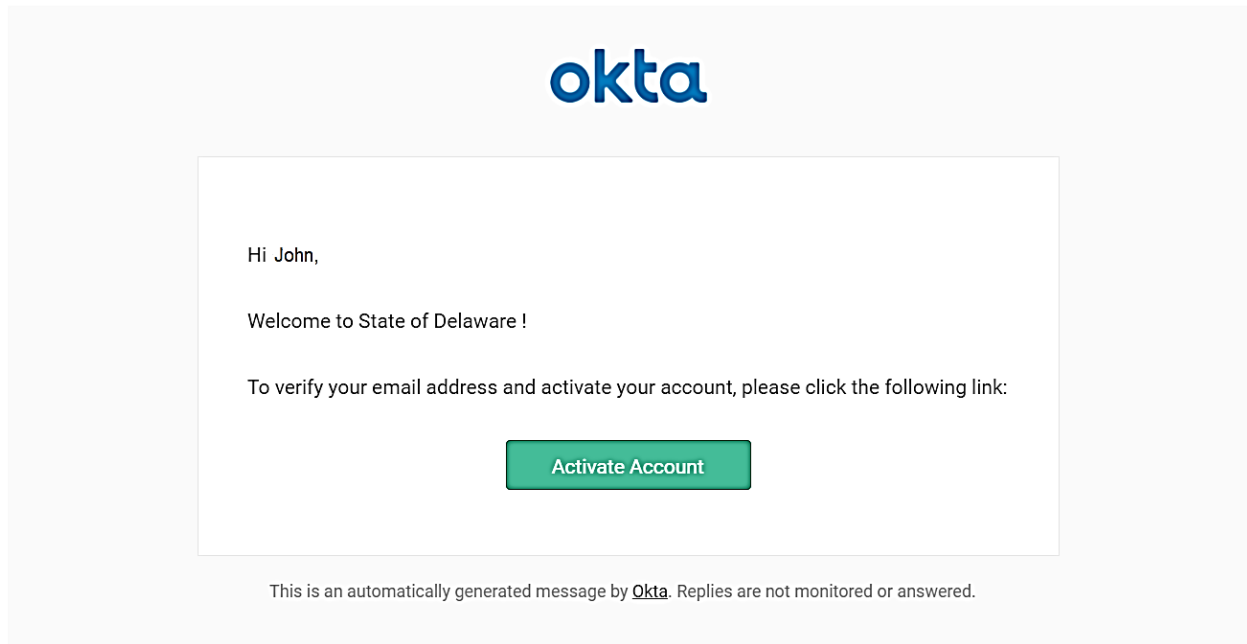
To finish signing in, check your email.

[Back to Sign In](#)

9. You can close this browser tab if you wish.

(Continued on the next page)

10. Proceed to the email account you specified on the registration page and locate the email from My Delaware (NoReply@my.state.de.gov) with the subject line “Activate Account” and open the email. An email similar to the one below will display



11. Click on the “Activate Account” button. A web browser page with the PIRS Login Page. Click on the “Other Sign In” button



(Continued on the next page)

12. You will be returned to the My.Delaware.Gov application to specify the two required methods of multifactor identification: Voice Call Authentication and Secret Question. These will be used to verify your login and will also provide you the ability to use a different method should you forget one



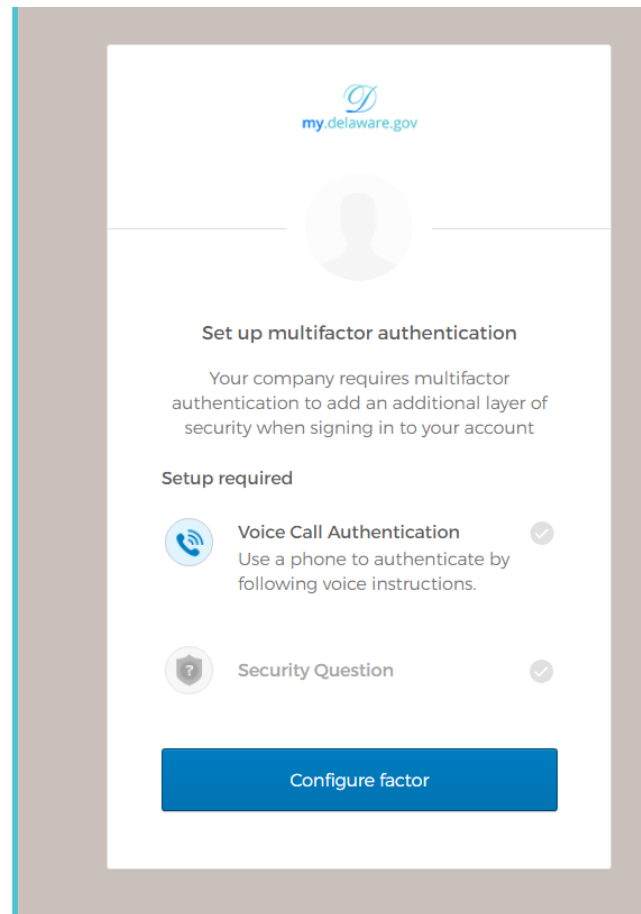
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➔ Secure access to all state resources

➔ Single account to access applications



13. Click on the “Configure factor” button to complete the enrollment for Voice Call Authentication

(Continued on the next page)

14. The screen will change to the following. Enter a phone number and click on the Call button



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A screenshot of the phone authentication screen on my.delaware.gov. At the top is the my.delaware.gov logo. Below it is a circular icon with a blue telephone handset and signal waves. The text reads 'Follow phone call instructions to authenticate'. There is a dropdown menu for 'United States'. Below that are two input fields: 'Phone number' with a '+1' prefix and 'Extension'. A blue 'Call' button is at the bottom, with a 'Back to factor list' link underneath.

(Continued on the next page)

15. You will receive an automated call at the number specified and a verification code will be provided twice for you to enter in the Enter Code box



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- ➔ Single account to access applications

my.delaware.gov

Follow phone call instructions to authenticate

United States

Phone number Extension

+1 3025551212

Calling

Enter Code

Verify

Back to factor list

16. Enter the code provided and click on the Verify button.

(Continued on the next page)

17. The screen will next ask you to provide the second multifactor identification. Click on the “Configure next factor” button.

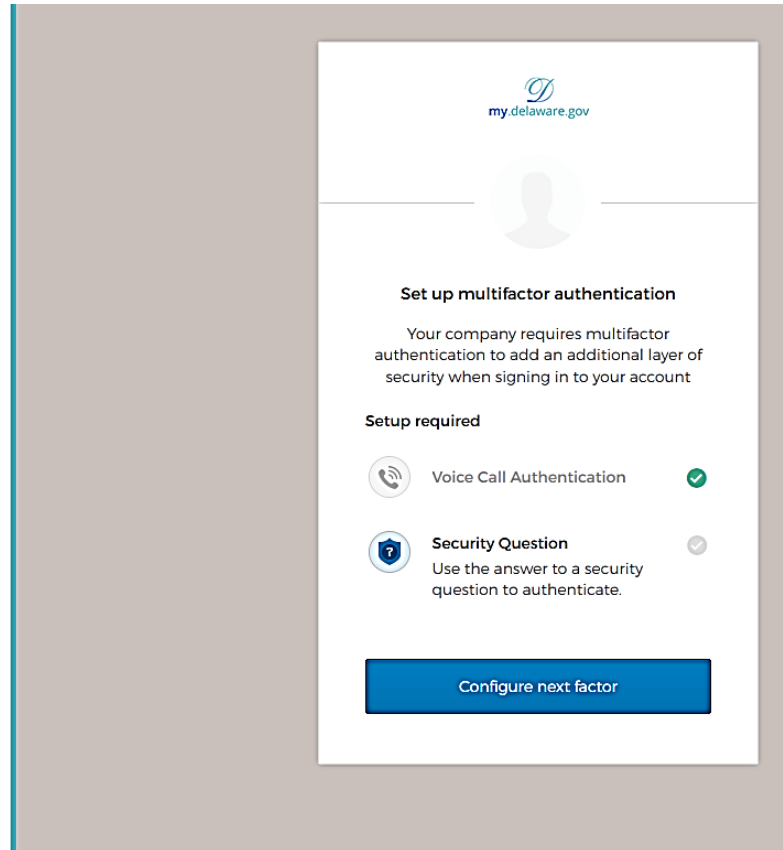


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(Continued on the next page)

18. On the Setup secret question authentication page, choose one the questions from the dropdown. Provide a value in the Answer box and click on the “Save” button”



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- ➔ Secure access to all state resources
- ➔ Single account to access applications

A screenshot of the 'Setup secret question authentication' page on my.delaware.gov. The page features the my.delaware.gov logo at the top, a shield icon with a question mark, and the title 'Setup secret question authentication'. Below the title is a dropdown menu with the text 'What is the food you least liked as a chi...' and a downward arrow. Underneath is an 'Answer' label followed by an empty text input box. A blue 'Save' button is positioned below the input box. At the bottom of the form area, there is a link that says 'Back to factor list'.

(Continued on the next page)

19. You are returned to the Set up multifactor authentication screen. You may optionally choose to configure either one or both of the additional authentication methods. After you have configured your authentication methods, click on the “Finish” button.

The screenshot displays the multifactor authentication setup interface on the my.delaware.gov website. The left sidebar contains a welcome message and browser recommendations. The main content area on the right is titled "Set up multifactor authentication" and lists the user's current authentication factors.

my.delaware.gov

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my.delaware.gov

Set up multifactor authentication

You can configure any additional optional factor or click finish

Enrolled factors

- Voice Call Authentication
- Security Question

Additional optional factors

- Okta Verify**
Use a push notification sent to the mobile app.
- SMS Authentication**
Enter a single-use code sent to your mobile phone.

(Continued on the next page)

20. A screen similar to the one below will be displayed. You may now begin the Financial Disclosure or logout of the PIRS application

The screenshot shows the 'Public Integrity Reporting System' interface. The top navigation bar includes the system name, the user's email 'PublicOfficer@gmail.com', and links for 'Help' and 'Logout'. Below this, there are tabs for 'Profile' and 'Disclosures'. The main heading is 'Financial Disclosures'. A search filter box is present, and the user's name 'John PublicOfficer' and ID '#1003624' are displayed. A table lists financial disclosures with columns for Year, Status, Date Filed, Filed By, and Actions. The first entry is for the year 2020 with a status of 'Due' and a 'Start' link. At the bottom, there is a pagination control showing 'Items per page: 20' and '1 - 1 of 1'.

Year ↓	Status	Date Filed	Filed By	Actions
2020	Due			Start

If you arrive at the following screen, please contact the Public Integrity Commission.

The screenshot shows the 'Public Integrity Reporting System' interface with an error message. The top navigation bar is the same as in the previous screenshot. The main heading is 'Unrecognized User'. A message box contains the following text: 'Welcome! We could not find a Public Officer profile that matches your credentials. Please contact the Public Integrity Commission at 302-739-2399 or send an email at pic@delaware.gov for assistance.'