

# View Form History

## Spousal Coordination of Benefits (SCOB) Policy

### How to access Employee Self Service for the Spousal Coordination of Benefits (SCOB) Form

Login to Employee Self Service at

[www.employeeselfservice.omb.delaware.gov](http://www.employeeselfservice.omb.delaware.gov).

Additional instructions are provided on the Employee Self Service Assistance page, including Password Reset.



### Review SCOB Form History

Members can review past forms and confirm online submissions anytime through [Employee Self -Service](#).

#### State of Delaware Users

Select the button below to access Employee Self-Service. To access **Manage My DE-SSO Account**, choose the **Log Out** tile to return to the DE-SSO login page.

Employee Self Service Login

#### eSTAR Users

Select the button below to access Employee Self Service, then choose the appropriate **eSTAR** tile. To view paycheck, W-2, and other self-service functions, choose the Employee Self Service tile.

eSTAR Employee & Manager Login

### Reviewing the Spousal Coordination of Benefits Form

1. Select **Benefits**.
2. Select **Spousal Coordination of Benef**, then verify **Personal Contact Information**.
3. The screen will appear providing option to **View Form History**.
4. Select **View Form History**, to view a list of all your completed Spousal Coordination of Benefits forms by date.

Click "CREATE NEW FORM" button to generate a new form.

Empl ID: 123456      Effective Date: 05/14/20XX      Empl Status: Active

Name: State Employee

Spouse Name: Employee Spouse

Create New Form      View Form History

Click Here	Empl ID	Effective Date	Employee Carrier	Name	Spouse Name	Auth1	Auth2	Auth3
1 Click Here		05/15/20XX	Aetna	State Employee	Employee Spouse	Y	Y	N
2 Click Here		11/10/2020	Aetna	State Employee	Employee Spouse	Y	Y	Y
3 Click Here		09/11/2020	Aetna	State Employee	Employee Spouse	Y	Y	Y

Return

A form will **ONLY** be submitted to the carrier if all three (3) authorizations are marked with "Y".

You may select each form to review. If information is incorrect or missing, you will need to complete a new form by returning to the **CREATE NEW FORM**.

**NOTE:** "N" or N/A" will display on the form summary for questions that did not require a response.