View Form History

Spousal Coordination of Benefits (SCOB) Policy

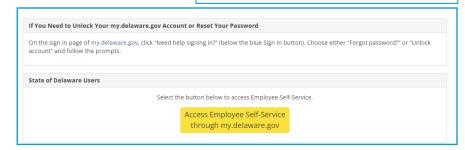
How to access Employee Self-Service for the Spousal Coordination of Benefits (SCOB) Form

Access Employee Self-Service through my.delaware.gov to confirm elections.

If You Need to Unlock Your *my.delaware.gov* Account or Reset Your Password additional instructions are provided.

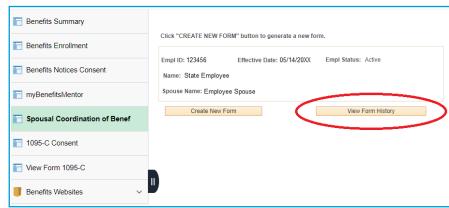


Members can review past forms and confirm online submissions anytime in Employee Self -Service through my.delaware.gov.



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.





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.