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**STATE OF DELAWARE**  
**OFFICE OF CONTROLLED SUBSTANCES**  
**PRESCRIPTION MONITORING PROGRAM**

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## **REGISTRATION INSTRUCTIONS FOR DELEGATES**

### **Delegate Accounts**

Delaware-licensed practitioners or Delaware-licensed dispensing pharmacists may authorize one or more delegates to access the Prescription Monitoring Program (PMP) database on their behalf in order to obtain their patients' controlled substance prescription histories. Practitioners or dispensing pharmacists may have multiple delegates, and a delegate may be linked to multiple practitioners or dispensing pharmacists.

### **Managing Delegates**

It is the practitioner's or dispensing pharmacist's responsibility to manage any delegate accounts that he or she has authorized. Only the practitioner/pharmacist can link or unlink a delegate's PMP account.

### **How to Register for a Delegate Account**

Delegates register for a PMP account online using the same online registration form as the practitioners and pharmacists.

1. Go to [www.pmp.delaware.gov](http://www.pmp.delaware.gov).

2. Under **Delegate**, click **Register**.

*Result:* The *Registration* page will appear. This page lists the Terms and Conditions that you must agree to.

3. Read the Terms and Conditions. Click on the check box that follows the Terms and Conditions.

*Result:* A registration box with instructions will appear.

4. Click the <https://depdm-phreg.hidinc.com> link.

5. In the **Username** field, type: **newacct**

6. In the **Password** field, type: **welcome**

Click Log In

*Result:* The registration form will appear.

7. On the **Health Profession License Type** drop-down, select **Delegate**. Complete the remainder of the form.

**Do not** enter information into the *DEA Number*, *Delaware State Professional License number*, or *NPI number* fields. **These fields must remain blank in order to submit your User Access Request Form.**

*Result:* Selecting Delegate will start the Delegate registration. If you click *Other* or any other profession on the drop-down, you will not be able to register.

## What Happens Next

When you have submitted the registration form, you will receive two emails with logon information from [DEPMP-info@hidinc.com](mailto:DEPMP-info@hidinc.com). Please ensure your email software is configured to receive emails from this address. (If you do not receive the emails, check your Spam or Junk folders.)

***You will be able to query the PMP database only after the practitioner/pharmacist has linked your delegate account.*** The practitioner/pharmacist should log onto their own PMP account and click on *Delegate Accounts* under the *User Management* tab.