Welcome to DELPROS: DELAWARE PROFESSIONAL REGULATION ONLINE SERVICES!

This instructional guide will provide you with instructions on the Delegate Payment process as a Delegated Payer.

DELPROS allows an applicant to submit a request to a designated payee to pay for an online application or renewal application.
After an application is submitted, the applicant is able to delegate a payer to pay for the application by clicking on the **DELEGATE** button.

Once the delegate button is selected, it is the applicant’s responsibility to ensure that the payment is accepted and paid by the delegate.

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**Nicole Tester`s Cart**

**PLEASE DO NOT USE THE BROWSER’S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.**

If you want to return to your application, simply click on the DASHBOARD link located at the top of the page.

To continue paying, select **Proceed to Payment Gateway** button.

To select a third party as a Delegate to pay a fee on your behalf, click the **Delegate** button.

**ALL PAYMENTS ARE NON-REFUNDABLE.**

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The applicant enters the **Third Party Payer** Name and Email then clicks SUBMIT.

The applicant will be asked to confirm. After confirmation, the Delegated Payer will receive an email notice that he or she has been selected to pay the application fee.
After delegating the fee, the applicant’s Cart page will show the Delegate Status as “Fee Delegation Pending”

Applicant is responsible to ensure the payment is made. If the delegated payer has not paid the applicant can contact designee to reassign payment back to him or herself.
Delegated Payer will receive an email notice that he or she has been selected to pay an application fee

Dear Donna Ellis,

You have been designated as the third party payer by Fresh Prince in the amount of $69 for payment of Apprentice Electrician New Application fee on APP-000006304. In order to accept this request and pay, you must be a registered user in DELPROS. If you need to register, click Here.

To accept the fee and make the payment, click Pay Delegate Fee.

Sincerely,

DIVISION OF PROFESSIONAL REGULATION

Delegated Payers will need to create an account, if they have not already done so. Once the account is created, the payer will navigate back to this email to pay the fee.

Click HERE to register in DELPROS.

Click HERE to navigate back to pay the fee after registering.
To become a registered user as a Delegated Payer, click on **GO** from the **Apply/Manage a License and Service Requests**
Click **I DON’T HAVE A LICENSE** if you do not currently have or previously held a Delaware license or have never registered in DELPROS.

Click **I HAVE A LICENSE** if you currently hold or held a license in Delaware or have already registered in DELPROS.
Existing Registered Users, after you click on **I HAVE A LICENSE**, you will need to enter your **Security Code**.

This is your current “Registration code” used for the previous MyLicense services.
New Users, after you click on **I DON’T HAVE A LICENSE**, you will need to enter all required information (marked with an *)
After registration, the delegated payer will be logged into his or her own **DELPROS Dashboard**.

**IMPORTANT!**
After registering you must click the Pay Delegate Fee link in the Delegation email received.
After the assigned payer has registered or logged into DELPROS, the **Cart** page will display the following:

**Fee Delegation Page**

Please click on the appropriate button to accept or decline the fee delegation request from Broker Person.

Number: APP-000006446  
License Type: Broker  
Fee Type: New Application  
Fee Amount: 214.0

If you do not see an option to accept or decline the delegation request, the request has already been accepted or the Fee has been paid by the requestor. If you have already accepted this request, click on the Cart to view unpaid fees and make payment.

- [ACCEPT](#)  
- [REJECT](#)

**Fee Delegation Page: To ACCEPT or DECLINE the Fee.**

**Fee Delegation Page**

Please click on the appropriate button to accept or decline the fee delegation request from Broker Person.

Number: APP-000006446  
License Type: Broker  
Fee Type: New Application  
Fee Amount: 214.0

You have successfully accepted the fee delegation request. Click [HERE](#) to proceed with payment.

If you do not see an option to accept or decline the delegation request, the request has already been accepted or the Fee has been paid by the requestor. If you have already accepted this request, click on the Cart to view unpaid fees and make payment.

**Fee Delegation Page: After fee is ACCEPTED.**
After acceptance of the delegated fee(s), the payer’s **Cart** page will show all of the delegated fees to be paid. 

**Note:** Payment is made online by Credit/Debit Card only.
Once the payer has accepted the delegated fee the applicant will receive an email notification.

If the payment is not paid, the application will remain in a “Pending Payment” status.

STATE OF DELAWARE

Dear Homes For You

Your delegation request for Broker New Application fee on APP-000003351 was accepted by Steve McGee on 4/14/2020.

The Delegated Fee has been accepted and moved to the Delegate’s Cart for payment. If the fee is not paid you will need to contact the Delegate directly or request that they delegate the fee back to you.

Sincerely,

DIVISION OF PROFESSIONAL REGULATION