DELPROS User Registration

This DELPROS self help user guide will assist you in registering as a new user and navigation your DELPROS e-License Dashboard.

1. Click the GO button.
Choose the option below that applies to you:

1. If you are already a registered user in DELPROS, login to your e-License Dashboard and then proceed to Slide 8 to Associate to an Existing Facility.

2. If you are not a registered user in DELPROS proceed to Slide 4 to register as New User.
DELPROS User Registration
Complete the below steps to register as a new DELPROS user.

1. If you have not yet created a DELPROS user account Click Register.
DELPROS User Registration
Complete the below steps to register as a new DELPROS user.

2. Follow instructions on the page and fill in the required applicable information about yourself.

3. Click the Proceed button.
If the information you enter does not match any user profile in DELPROS, the system will prompt you to enter a new password to complete your registration.

4. Enter the password you would like to use.

5. Confirm your password by re-entering it.

6. Click the Submit button.

7. Once registered, proceed to Slide 8 to Associate to an Existing Facility.
1. Enter your Password to login.

2. If you do not remember your Password, Click Forgot Password to have it reset.

3. Once registered, proceed to Slide 8 to Associate to an Existing Facility.
Associating to an Existing Facility
Complete the following steps to add an existing facility.

1. Navigate to the DELPROS Portal.
2. Click the MANAGE FACILITY link.
Associating to an Existing Facility
Complete the following steps to add an existing facility.

Note: If you manage more than one facility, you will need to repeat Steps 3 to 6 on Slides 10 to 11 to associate yourself to each facility you manage.
Associating to an Existing Facility
Complete the following steps to add an existing facility.

4. Enter the Security Code associated with the Facility
5. Enter the Facility Name as it appears on the license.
6. Click the Submit button.

Note: If you do not have the Facility Security Code, you can click the REQUEST SECURITY CODE button*, enter the Facility email address that is on file with the Division of Professional Regulation or FEIN Number, and the Security Code will be emailed to you. If you receive an error stating that your information cannot be found, you will be advised to contact the Board office.
Associating to an Existing Facility – Requesting Security Code

Follow the below steps to request the Facility Security Code be emailed to you.

1. Click **Email** or **FEIN** then enter the facility email or FEIN number.
2. Click the **Submit** button.

Facility Security Code

In order to obtain the Security Code for a Facility, enter the email address or FEIN on file for the Facility and click ‘Submit’. The Security Code will be sent to the email address on file for that business in DELPROS. If you are still having trouble registering the Facility please contact Customer Service by email at customerservice.dpr@delaware.gov or by phone at (302) 744-4500.