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.
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
To become a registered user as a Delegated Payer, click on **GO** from the **Apply/Manage a License and Service Requests**.
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
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1. 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.
DELPROS User Registration

1. **Enter** your Password to login.

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

If the information you enter matches a user profile already registered in DELPROS, your DELPROS login information will appear and you will be required to enter your password. If you forgot your password, click the Forgot Password button.
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:**

- **To ACCEPT or DECLINE the Fee.**

- **Fee Delegation Page:** After fee is ACCEPTED.

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**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.*

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**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.*
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.

The delegate payer can select the fees he or she wants to pay for. The delegated fees can be paid at once or at different times.
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