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.
After an application is submitted, the applicant can 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

Complete the below steps to register as a new DELPROS user.

2. Type in your Name or License Number. Select your user information.

NOTE: If you are a new user and do not already have a license or application in DELPROS, select the My Information Not Found option.
As a new user after selecting **My Information Not Found**, follow the system prompts to complete the registration process.

3. **Enter the required information.**

4. **Click Proceed.**
DELPROS User Registration

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.

5. Enter the password you would like to use.

7. Click the Submit button.

6. Confirm your password by re-entering it.
After registration, the delegated payer will be logged into his or her own DELPROS Dashboard.

Welcome to your DELPROS Dashboard

Use the links above (License Lookup, File a Complaint, Service Request, and Continuing Education) to navigate to additional features of DELPROS. See below to Apply for a New License or view your License(s) and/or Applications.

Are you applying for a new facility license? First, create your professional business account in DELPROS by clicking here before applying.

New License Applications

To edit or withdraw an application, please click on the Options button.

SORT BY

The license application process is very simple. Instructions for each stage of the license application will explain what information is necessary to move forward to the next stage of the application process. The status indicators at the top of each page of the license application will indicate what stage you are currently in for the process. Once you have completed the license application and submitted it, the appropriate Board will review your license application.

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.
After acceptance of the delegated fee(s), the payer’s **Cart** page will show all 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