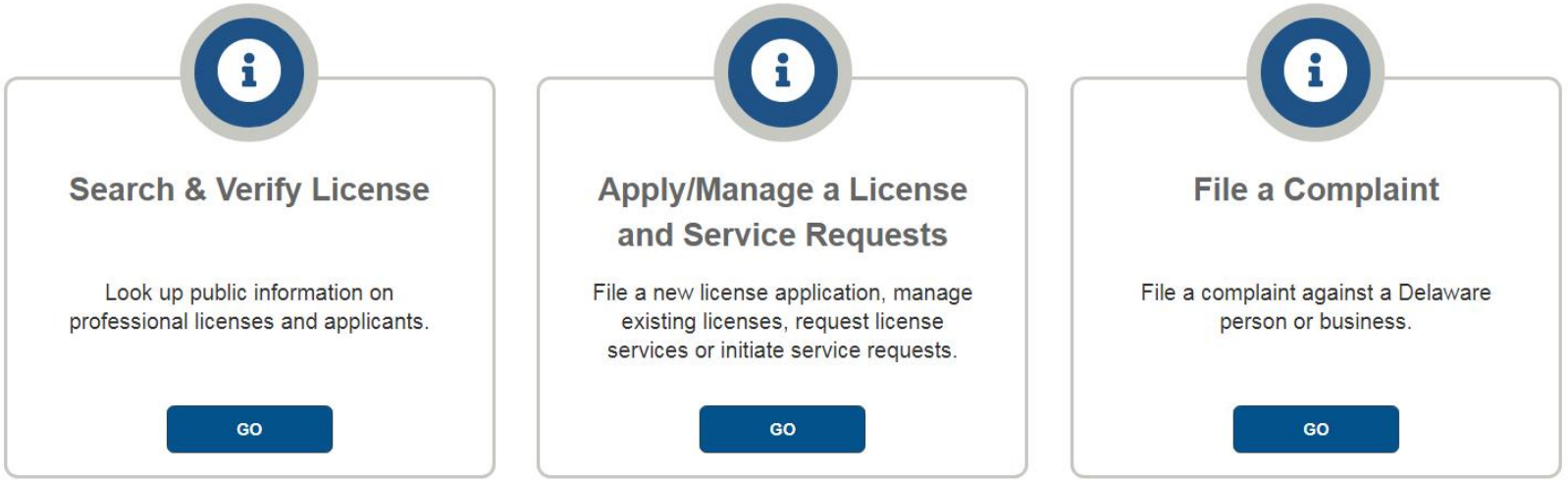
Welcome to **DELPROS:**
DELAWARE **P**ROFESSIONAL **R**EGULATION **O**NLINE **S**ERVICES!

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, renewal, or service.



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.

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.

Cart #X-2019-08-20_10-27-34

Items | Checkout | Confirmation

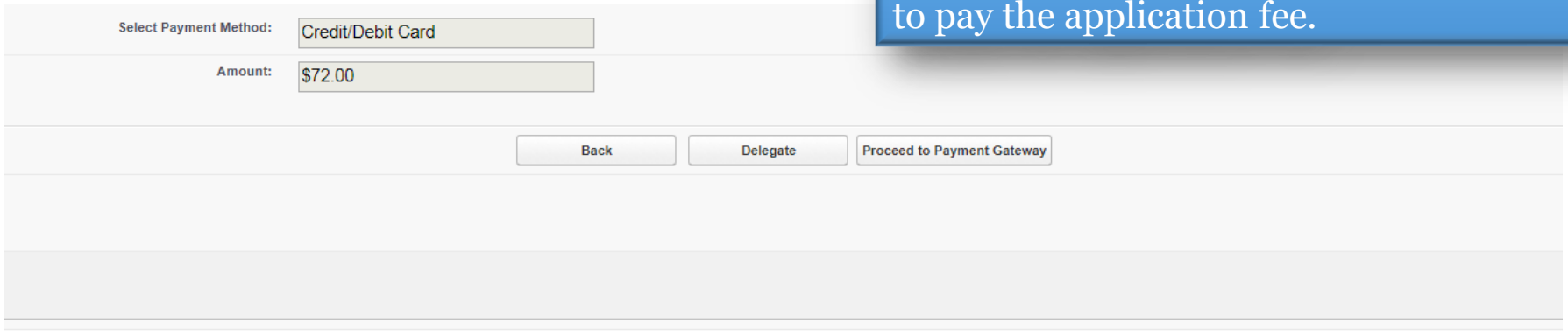
Select Payment Method: Credit/Debit Card

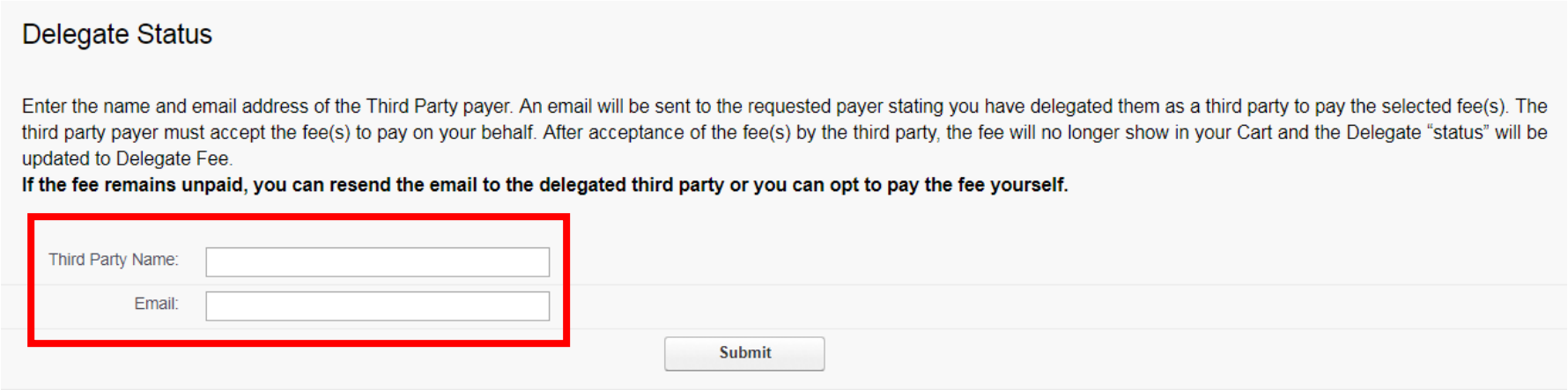
Amount: $72.00

Back | Delegate | Proceed to Payment Gateway

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.

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 the appropriate fees or fines you wish to pay by marking the checkbox located next to the fee, and then press the CONTINUE button.
ALL PAYMENTS ARE NON-REFUNDABLE.

Cart #X-2019-08-20_10-27-34

Items | Checkout | Confirmation

Fees

	Type	Licensee Name	Amount	Amount Outstanding	Fee Type	Delegate Status
☐	ACGME Training	Nicole Tester	$72.00	$72.00	New Application	Fee Delegation Pending

CONTINUE

Delegated Payer will receive an email notice that he or she has been selected to pay an application fee

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.

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.

Click HERE to register in DELPROS.

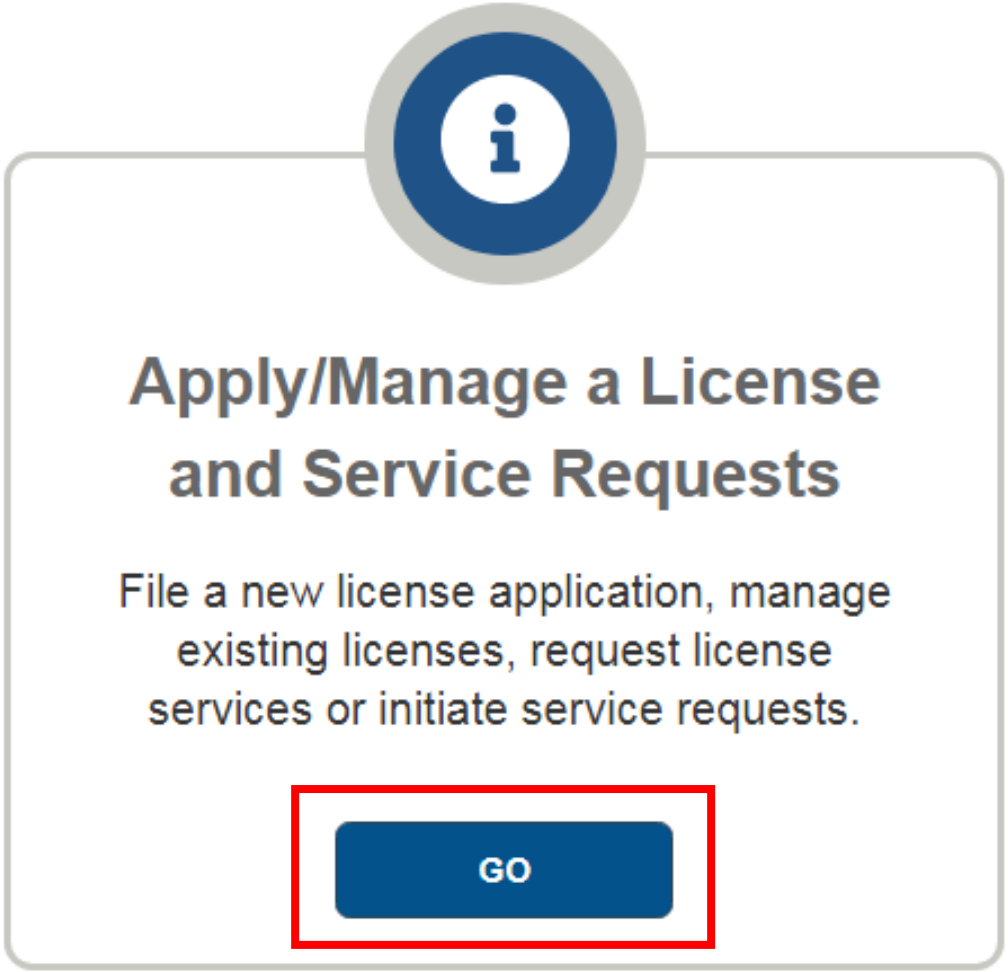
To accept the fee and make the payment, click Pay Delegate Fee.

Click HERE to navigate back to pay the fee after registering.

Sincerely,

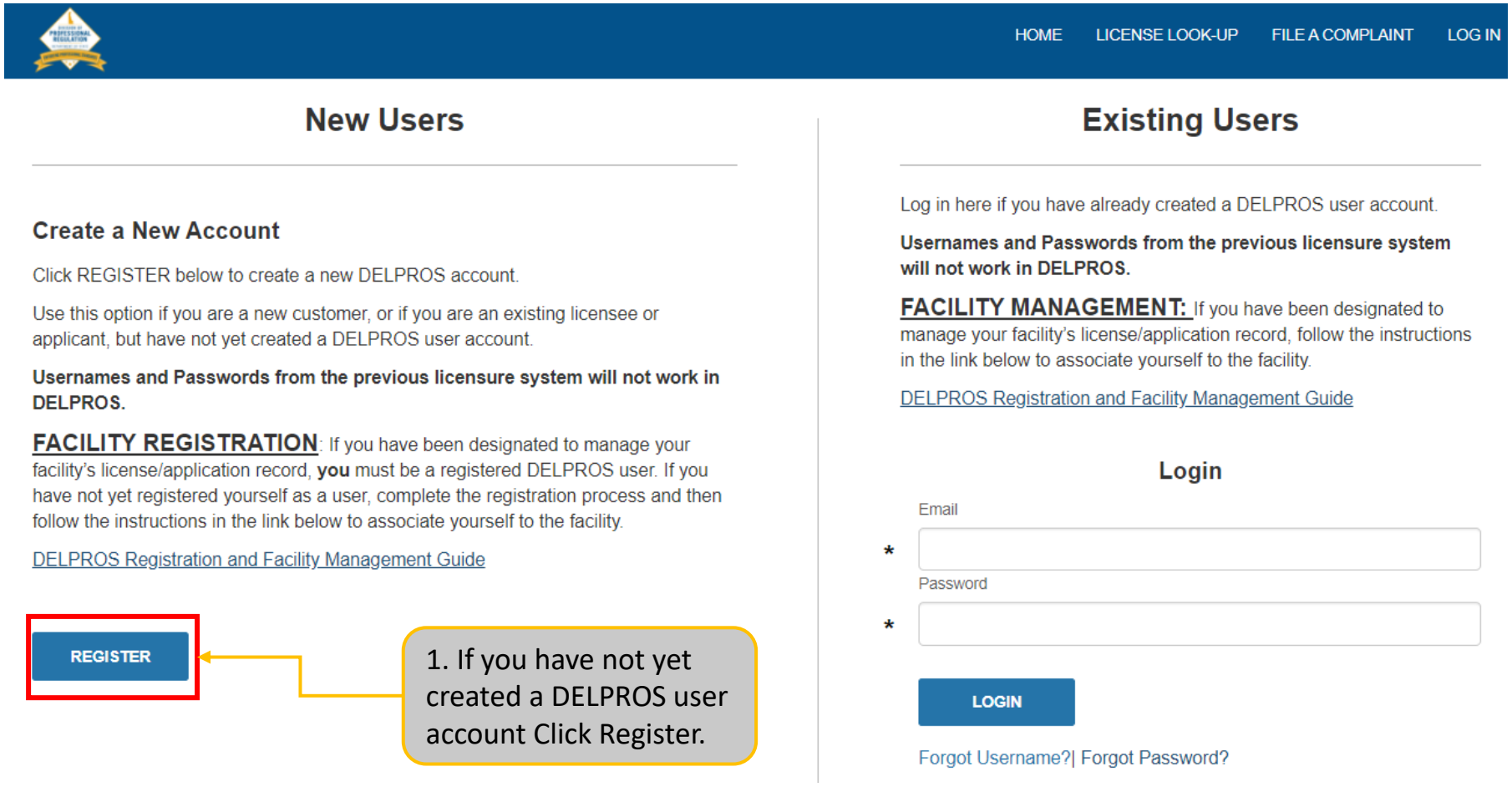
DIVISION OF PROFESSIONAL REGULATION

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



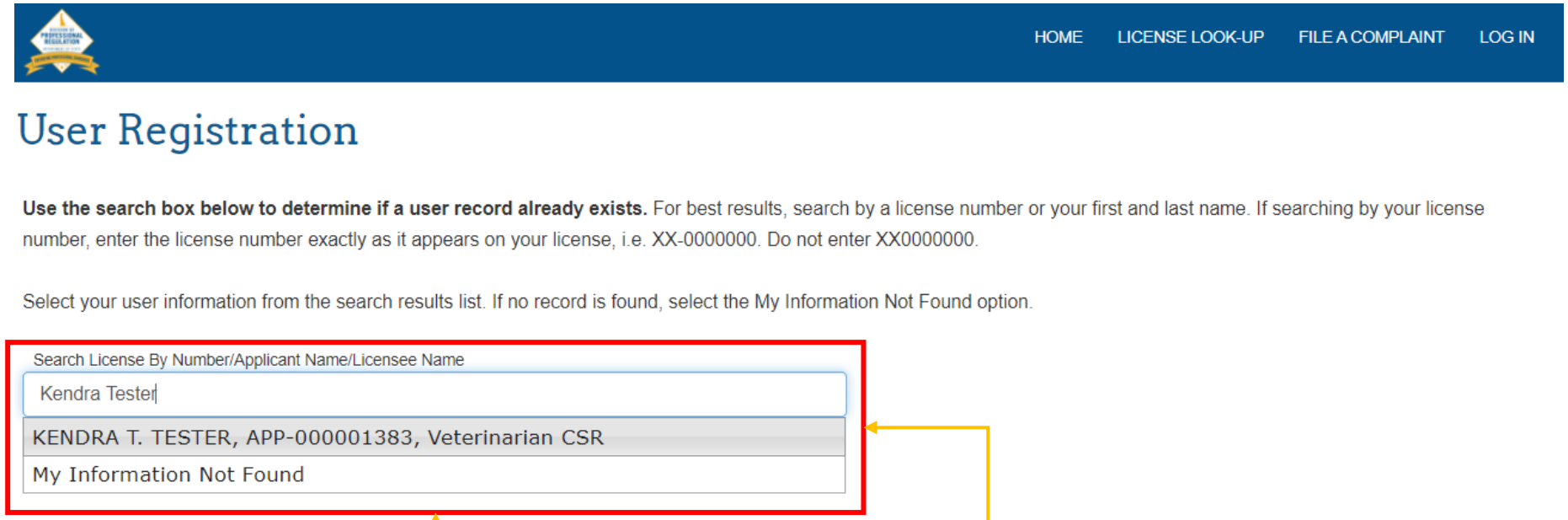
DELPROS User Registration

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



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.

DELPROS User Registration

As a new user after selecting **My Information Not Found**, follow the system prompts to complete the registration process.

HOME | LICENSE LOOK-UP | FILE A COMPLAINT | LOG IN

User Registration

Use the search box below to determine if a user record already exists. For best results, search by a license number or your first and last name. If searching by your license number, enter the license number exactly as it appears on your license, i.e. XX-0000000. Do not enter XX0000000.

Select your user information from the search results list. If no record is found, select the My Information Not Found option.

3. **Enter** the required information.

Search License By Number/Applicant Name/Licensee Name

My Information Not Found

Click Edit to change your selection

EDIT

Your Information

Enter the required information and click the Proceed button. Follow system prompts to complete your registration. If you need to update the information provided, click the Edit button. After updating the information, click the Proceed button.

FACILITY REGISTRATION:
If you have been designated to manage your facility's license/application record, you must be a registered DELPROS user. If you have not yet registered yourself as a user, complete this registration process and then follow the instructions in the link below to associate yourself to the facility.

DELPROS Registration and Facility Management Guide

NOTE: Effective 10/22/2020, the user registration process for DELPROS has changed and no longer requires a security code.

* First Name

Middle Name

Suffix

* Last Name

-None-

Social Security Number

☐ I don't have a Social Security Number

4. Click **Proceed**.

* Date of Birth

* Email

* Phone

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.

Your Information

First Name: * Susan

Middle Name: P.

Last Name: * LastName27995

Suffix: -None-

Social Security Number: [redacted]

☐ I don't have a Social Security Number

Date of Birth: * [redacted]

Email: * [redacted]

Phone: * [redacted]

EDIT

as a user, complete this registration process and then follow the instructions in the link below to associate yourself to the facility.

DELPROS Registration and Facility Management Guide

NOTE: Effective 10/22/2020, the user registration process for DELPROS has changed and no longer requires a security code.

Enter your password information to register. The email address you provided above will be your DELPROS username and the email for all future correspondence from the Division.

5. Enter the password you would like to use.

* Password

* Confirm Password

6. Confirm your password by re-entering it.

Password must contain:

- ☐ More than 10 Characters
- ☐ 1 Uppercase Letter
- ☐ 1 Lowercase Letter
- ☐ 1 Number
- ☐ 1 Special Character (e.g. $%^@#)

Password must not contain:

- ☐ User's First and/or Last Name

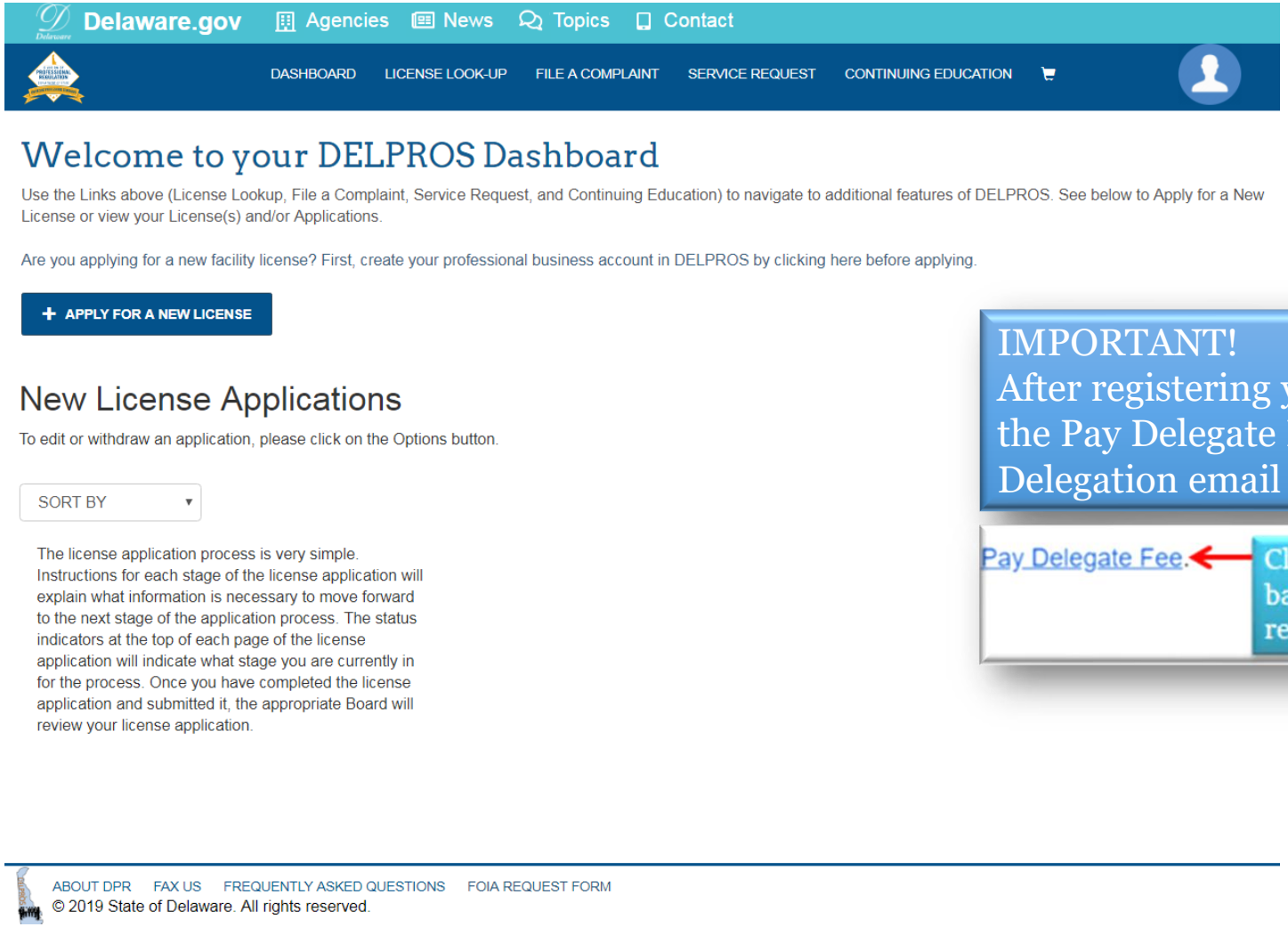
Legal Information: Delaware public records law requires state agencies, boards, and commissions to disclose mos
electronic records. Therefore, information submitted through this web site may be subject to disclosure pursuant to a public records request unless the information is made confidential or otherwise exempted from disclosure pursuant to state or federal law. Please be aware that for public records, Delaware law requires us to disclose the records despite your requests to keep information confidential.

☐ I'm not a robot — reCAPTCHA Privacy - Terms

7. Click the **Submit** button.

SUBMIT

After registration, the delegated payer will be logged into his or her own **DELPROS Dashboard**.



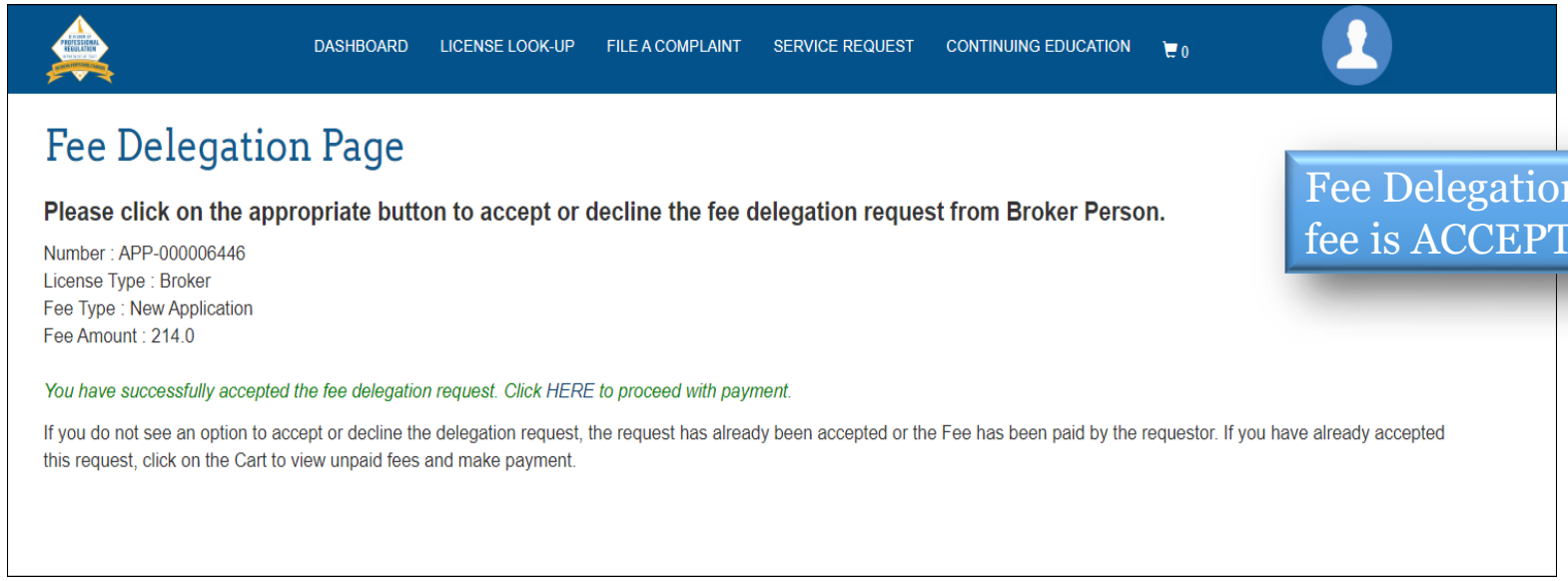
IMPORTANT!
After registering you must click the Pay Delegate Fee link in the Delegation email received.

Pay Delegate Fee.

Click HERE to navigate back to pay the fee after registering.

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.

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.

John Doctor1`s Cart

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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 the appropriate fees or fines you wish to pay by marking the checkbox located next to the fee, and then press the CONTINUE button.

ALL PAYMENTS ARE NON-REFUNDABLE.

Cart #X-2019-08-20_09-59-08

Items | Checkout | Confirmation

Fees

Type	Licensee Name	Fee Type	Amount	Amount Outstanding	Delegate Status
Physician Assistant	John Doctor1	New Application	$203.00	$203.00	
ACGME Training	John Doctor2	New Application	$72.00	$72.00	Delegated Fee
ACGME Training	John Smith	New Application	$72.00	$72.00	Delegated Fee

CONTINUE

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