



A group of seven business professionals are gathered around a white conference table in a bright, modern office. One woman with curly hair and glasses stands at the head of the table, holding a tablet and smiling. The others are seated, some with laptops open. Large windows in the background offer a view of a city skyline. The room is lit by natural light and two black pendant lamps hanging over the table.

Applying for a Facility License – DELPROS Portal

Applying for New License – New Facility

Complete the following steps to add a new facility on the DELPROS Portal.

The screenshot shows the DELPROS Portal dashboard. At the top left, a grey box labeled "DELPROS PORTAL" is positioned. The main header is teal and contains the "Delaware.gov" logo and navigation links for "Agencies", "News", "Topics", and "Contact". Below this is a dark blue navigation bar with icons and text for "DASHBOARD", "LICENSE LOOK-UP", "FILE A COMPLAINT", "SERVICE REQUEST", "CONTINUING EDUCATION", and a shopping cart icon with "0". A user profile icon is on the right. A dropdown menu is open from the profile icon, showing "MANAGE PROFILE", "MANAGE FACILITY" (highlighted with a red box), and "LOGOUT".

Below the navigation bar, the main content area has a heading "Welcome to your DELPROS Dashboard" and several paragraphs of text. A blue button with a plus sign and the text "+ APPLY FOR A NEW LICENSE" is visible. Below that is a section titled "New License Applications" with a sub-heading "To edit or withdraw an application, please click on the Options button.".

Annotations on the right side of the screenshot include two blue rounded rectangles with white text. The first rectangle contains the text "1. Navigate to the DELPROS Portal and log in." and has an arrow pointing to the user profile icon. The second rectangle contains the text "2. Click the **MANAGE FACILITY** link." and has an arrow pointing to the "MANAGE FACILITY" link in the dropdown menu.

Applying for New License – New Facility

Complete the following steps to add a new facility on the DELPROS Portal.

DELPROS
PORTAL

Delaware.gov Agencies News Topics Contact

DASHBOARD LICENSE LOOK-UP FILE A COMPLAINT SERVICE REQUEST CONTINUING EDUCATION 0

Manage Facility

To apply for a new Facility License click on the button below.

[+ APPLY FOR A NEW LICENSE](#)

Associate to an Existing Facility

You can add an existing Facility if the Facility is currently licensed. To do so, enter the Facility Security Code and Facility name exactly as it appears on the license and click 'Submit'. If you do not have a Security Code for the Facility, click 'Request Security Code.'

Add New Facility

To add a new Facility, complete the information fields. Select the type of ownership from the 'Registered As' dropdown menu. Each field noted with "*" is a required field. Once you have completed all of the information, click 'Submit' when completed.

The account alias will be used to identify specific Facility if you manage multiple Facility with the same name.

3. Click the carat (^) icon to expand the **Add New Facility** section.

Applying for New License – New Business

Complete the following steps to add a new facility on the DELPROS Portal.

DELPROS
PORTAL

Add New Facility

To add a new Facility, complete the information fields. Select the type of ownership from the 'Registered As' dropdown menu. Each field noted with "*" is a required field. Once you have completed all of the information, click 'Submit' when completed.

The account alias will be used to identify specific Facility if you manage multiple Facility with the same name.

* Facility Name ?

* Facility Alias

Registered As

* -- Select -- ?

Doing Business As ?

* Primary Contact First Name * Primary Contact Last Name ?

* Primary Contact Phone Number Secondary Phone

* Facility Email

4. Enter the information in the fields marked with an asterisk (*).


5. Click the **Submit** button.

SUBMIT

Applying for New License – New Facility

Complete the following steps to add a new facility on the DELPROS Portal.

**DELPROS
PORTAL**



Manage Facility

- To associate to an **EXISTING** Facility, if the Facility is currently licensed, follow the instructions below to **ASSOCIATE TO AN EXISTING FACILITY**.
NOTE: If you do not have the Facility Security Code, you can request the SECURITY CODE by entering the Facility email address that is on file with the Division of Professional Regulation and the Security Code will be emailed to that email address.
- To apply for a new Facility License under a **NEW** facility name you must follow the instructions below to **ADD NEW FACILITY before starting a new application**. You must include both the 'Facility Name' as the legal or corporate name, and the 'Doing Business As' name, if applicable.

Facility Ownership Changes:



- To apply for a new Facility License for an ownership change under the **SAME** Facility name you may proceed with starting a new Facility License application.
- To apply for a new Facility License for an ownership change and the name of your Facility is also changing you **MUST** follow the instructions below to **ADD NEW FACILITY before starting a new application**.

In-State Facility Relocation:

- To apply for a new Facility License for a relocation of the Facility under the **SAME** Facility name you may proceed with starting a new Facility License application.
- To apply for a new Facility License for a relocation of the Facility and the name of your Facility is also changing you **MUST** follow the instructions below to **ADD NEW FACILITY before starting a new application**.

To apply for a new Facility License click on the button below.

[+ APPLY FOR A NEW LICENSE](#)

Facility	Facility Alias	Security Code	First Name	Last Name	Phone	Secondary Phone	Facility Email	Edit
High Rollers Entertainment		0277904	Janey	Doe	3023333333	(302) 555-5555	nicole.nikkib4594+janey@gmail.com	 

Associate to an Existing Facility

You can add an existing Facility if the Facility is currently licensed. To do so, enter the Facility Security Code and Facility name exactly as it appears on the license and click 'Submit'. If you do not have a Security Code for the Facility, click 'Request Security Code.'

The facility has been successfully added.

6. Click the pencil icon to Edit the information.

5

Adding an Existing Facility

Complete the following steps to add an existing facility.

The screenshot shows the DELPROS Portal dashboard. On the left, a grey box labeled "DELPROS PORTAL" points to the website header. The header includes the Delaware.gov logo, navigation links for Agencies, News, Topics, and Contact, and a secondary menu with DASHBOARD, LICENSE LOOK-UP, FILE A COMPLAINT, SERVICE REQUEST, and CONTINUING EDUCATION. A user profile icon is visible in the top right. Below the header, the main content area features a "Welcome to your DELPROS Dashboard" message, instructions on how to use the site, a "Cart Link" for pending fees, and a link to create a Facility Account. A blue button labeled "+ APPLY FOR A NEW LICENSE" is present. Below this is a section for "New License Applications" with an "Options" button. On the right side of the dashboard, a dropdown menu is open, showing "MANAGE PROFILE", "MANAGE FACILITY" (highlighted with a red box), and "LOGOUT". A blue callout box with the number "1" points to the "DELPROS PORTAL" label. Another blue callout box with the number "2" points to the "MANAGE FACILITY" link in the dropdown menu.

DELPROS PORTAL

Delaware.gov Agencies News Topics Contact

DASHBOARD LICENSE LOOK-UP FILE A COMPLAINT SERVICE REQUEST CONTINUING EDUCATION 0

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 for License or view your License(s) and/or Applications.

Use the [Cart Link](#) to navigate to the cart to pay pending fees.

Are you applying for a new facility license? Click [here](#) to create your Facility Account in DELPROS by clicking before starting your application.

+ APPLY FOR A NEW LICENSE

New License Applications

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

MANAGE PROFILE
MANAGE FACILITY
LOGOUT

1. Navigate to the DELPROS Portal.

2. Click the **MANAGE FACILITY** link.

Adding an Existing Facility

Complete the following steps to add an existing facility.

DELPROS PORTAL

Delaware.gov Agencies News Topics Contact

DASHBOARD LICENSE LOOK-UP FILE A COMPLAINT SERVICE REQUEST CONTINUING EDUCATION 0

Manage Facility

To apply for a new Facility License click on the button below.

[+ APPLY FOR A NEW LICENSE](#)

Associate to an Existing Facility

You can add an existing Facility if the Facility is currently licensed. To do so, enter the Facility Security Code and Facility name exactly as it appears on the license and click 'Submit'. If you do not have a Security Code for the Facility, click 'Request Security Code.'

Add New Facility

To add a new Facility, complete the information fields. Select the type of ownership from the 'Registered As' dropdown menu. Each field noted with '*' is a required field. Once you have completed all of the information, click 'Submit' when completed.

The account alias will be used to identify specific Facility if you manage multiple Facility with the same name.

3. Click the carat (^) icon to expand the Associate to an Existing Facility section.

Adding an Existing Facility

Complete the following steps to add an existing facility.

DELPROS PORTAL

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.

Associate to an Existing Facility

You can add an existing Facility if the Facility is currently licensed. To do so, enter the Facility Security Code and Facility name exactly as it appears on the license and click 'Submit'. If you do not have a Security Code for the Facility, click 'Request Security Code.'

Security Code
* 0079030

Facility Name
* Marvel Universe

SUBMIT REQUEST SECURITY CODE







Note: If users do not have their Security Code, they can click the REQUEST SECURITY CODE button*, enter their email address or FEIN Number, and the Security Code will be emailed to them. If they receive an error stating that their information cannot be found, they are advised to contact the Board.

Adding an Existing Facility

Complete the following steps to add an existing facility.

DELPROS
PORTAL

Manage Facility

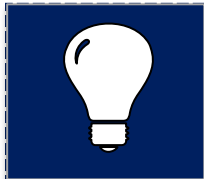
Business	Business Alias	Security Code	First Name	Last Name	Phone	Fax	Business Email	Edit
Delpro Motorcycle Club		00DrSti	Daniel	Mark	(910) 000-1144		daniel@delpromotorcycleclub.com	 
Marvel Industries		0009374	Mark	Webb	(912) 345-6789		mark@marvelindustries.com	 

The **Security Code** is used to retrieve the applicable existing Facility information.

Applying for a Facility License

This screen illustrates the steps users must follow to apply for a new facility license on the DELPROS Portal.

The screenshot shows the DELPROS Portal interface. On the left, a grey box labeled 'DELPROS PORTAL' is visible. The top navigation bar includes the Delaware.gov logo and links for Agencies, News, Topics, and Contact. Below this is a dark blue header with the Division of Professional Regulation logo and navigation links: DASHBOARD, LICENSE LOOK-UP, FILE A COMPLAINT, SERVICE REQUEST, CONTINUING EDUCATION, and a shopping cart icon. A user profile icon is in the top right. The main content area features the heading 'Welcome to your DELPROS Dashboard' and a paragraph: '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.' Below this is another paragraph: 'Are you applying for a new facility license? First, create your professional business account in DELPROS by clicking here before'. A blue button with a white plus sign and the text 'APPLY FOR A NEW LICENSE' is highlighted with a red border. Two blue callout boxes with arrows point to the button: the first says '1. Navigate to the DELPROS Portal and log in.' and the second says '2. Click the **APPLY FOR A NEW LICENSE** button.'



Note: Facilities attached to the contact are required to apply for a Facility License

Applying for a Facility License

This screen illustrates the steps users must follow to apply for a new facility license on the DELPROS Portal.

The screenshot shows the 'License Selection' page on the DELPROS Portal. The page is divided into two main sections: 'License Selection' and 'Eligibility'. The 'License Selection' section contains four dropdown menus: 'Select a Profession' (Architecture), 'Select a License' (Certificate of Authorization-Architect), 'Application Type' (Initial Application), and 'Please select an account' (highlighted with a red box and containing '--None--'). Below the account dropdown is a link: 'Did you not see your business account above? Click here to add a new business account'. The 'Eligibility' section contains a question: 'Is your business a Partnership, "S" Corporation, "C" Corporation, Limited Liability Company, Limited Liability Partnership or a Sole Proprietorship?' with radio buttons for 'Yes' and 'No'. At the bottom of the page are two buttons: 'CANCEL' and 'SAVE AND CONTINUE' (highlighted with a red box). Three blue callout boxes provide instructions: '3. Select a facility account to associate.' points to the account dropdown; '4. Complete the eligibility Wizard and/or Eligibility Questions if applicable. Then Click the SAVE AND CONTINUE button.' points to the 'SAVE AND CONTINUE' button; and an unlabeled box points to the 'SAVE AND CONTINUE' button.

DELPROS PORTAL

License Selection

Select the profession for which you are seeking a license. Next, select the specific license type from the Select a License dropdown.

Select a Profession
Architecture

Select a License
Certificate of Authorization-Architect

Application Type
Initial Application

Please select an account
--None--

[Did you not see your business account above? Click here to add a new business account](#)

Eligibility

By answering the following questions, eligibility for the license application will be determined. Confirmation will be noted if eligibility is met.

Is your business a Partnership, "S" Corporation, "C" Corporation, Limited Liability Company, Limited Liability Partnership or a Sole Proprietorship?
 Yes No

CANCEL **SAVE AND CONTINUE**

3. Select a facility account to associate.

4. Complete the eligibility Wizard and/or Eligibility Questions if applicable. Then Click the **SAVE AND CONTINUE** button.

Applying for a Facility License

This screen illustrates the steps users must follow to apply for a new facility license on the DELPROS Portal.

DELPROS PORTAL

Business Information | Background Information | Questions | Attachments | Review And Submit

Business Information

Provide the necessary business information in the fields to the right. All fields with (*) are required and must be completed to continue the application process.

Business Name
*

Primary Phone
*

Secondary Phone

Email
*

FEIN

Complete all five of the license application sections:

- Business Information
- Background Information, if applicable
- Questions
- Attachments
- Review and Submit

5. The first section is the **Business Information** page. This is the only section that differs from an Individual License.

Applying for New License – Facility

This screen illustrates the steps users must follow to apply for a new facility license on the DELPROS Portal.

DELPROS
PORTAL

**A PUBLIC ADDRESS
IS NOT REQUIRED**

Public Address

This is the address that will be viewable by the public.

To add a public address, click **ADD ADDRESS**. Select the checkbox next to "Use this address as Public". Complete the required fields, marked with an (*) and click **SAVE**.

To save an already existing address as the public address, select the checkbox next to the address you want to designate as mailing and click **SAVE AS PUBLIC**.

To update your public address, click **USE DIFFERENT ADDRESS**. You can either select the checkbox next to the address you want to designate as public, then click **SAVE AS PUBLIC** or click the **ADD ADDRESS** button to enter a new address.

If you use the **ADD ADDRESS** option, select the checkbox next to "Use this address as Public". Complete the required fields, marked with an (*) and click **SAVE**. Select the checkbox next to the address you added to designate as public and click **SAVE AS PUBLIC**.

Once finished, continue with the next section on the page or click **SAVE AND CONTINUE**.

+ ADD ADDRESS

9a. Click the **ADD ADDRESS** button to enter the **Public Address** information.

Applying for New License – Facility

This screen illustrates the steps users must follow to apply for a new facility license on the DELPROS Portal.



Mailing Address

This is the address used for all postal communications from the Division for this license.

To add a **mailing address**, click **ADD ADDRESS**. Select the checkbox next to "Use this address as Mailing". Complete the required fields, marked with an (*), and click **SAVE**.

To save an already existing address as the **mailing address**, select the checkbox next to the address you want to designate as mailing and click **SAVE AS MAILING**.

To update your **mailing address**, click **USE DIFFERENT ADDRESS**. You can either select the checkbox next to the address you want to designate as mailing, then click **SAVE AS MAILING** or click the **ADD ADDRESS** button to enter a new address.

If you use the **ADD ADDRESS** option, select the checkbox next to "Use this address as Mailing". Complete the required fields, marked with an (*), and click **SAVE**. Select the checkbox next to the address you added to designate as mailing and click **SAVE AS MAILING**.

Once finished, continue with the next section on the page or click **SAVE AND CONTINUE**.

REQUIRED: Select the Mailing Address checkbox below to designate your mailing address and click **SAVE AS MAILING ADDRESS**.

Mailing Address	Address Details
<input type="checkbox"/>	MARUTHI COLONY, CHAKRIPURAM, KUSHAIGUDA CT 50006 United States
<input type="checkbox"/>	1 NIKKIB LANE DOVER DE 19901 United States

SAVE AS MAILING ADDRESS

Use this address as Mailing Address

Address Format
US Address

* Street Address Line 1

Street Address Line 2

* City * State * Zip Code

Country
* United States

CANCEL SAVE

9b. Use this section to add a new address.

9c. Click the **Save** button to save the address details.

Applying for New License – Facility

This screen illustrates the steps users must follow to apply for a new facility license on the DELPROS Portal.

The screenshot shows the 'New License Application' page on the DELPROS Portal. The navigation bar includes 'DASHBOARD', 'LICENSE LOOK-UP', 'FILE A COMPLAINT', 'SERVICE REQUEST', 'CONTINUING EDUCATION', and a user profile icon. The main content area is titled 'New License Application' and features a progress bar with icons for 'Business Information', 'Background Information', 'Questions', 'Attachments', and 'Help'. The 'Background Information' section is active and contains three sub-sections: 'Employees Information', 'Pharmacist-In-Charge Information', and 'Ownership Information'. Each sub-section has a corresponding 'ADD' button. A search box for licensees is also present. Instructional callouts (10a-10d) are overlaid on the page, pointing to the 'ADD EMPLOYEES INFORMATION' button, the search box, the 'ADD' button in the search box, and the 'SAVE AND CONTINUE' button at the bottom.

DELPROS PORTAL

DASHBOARD LICENSE LOOK-UP FILE A COMPLAINT SERVICE REQUEST CONTINUING EDUCATION 6

New License Application

Business Information Background Information Questions Attachments Help

Employees Information

Enter all registered pharmacists who will be dispensing at the Pharmacy (include DE Pharmacist License #).

Enter all unregistered employees who will be working at the Pharmacy (include employment start date).

Click on the **ADD EMPLOYEE** button. Click on the **ADD** button to save your entry. Repeat this process for additional entries. All fields marked with (*) are required. Once finished, continue with the next background section or click the **SAVE AND CONTINUE** button.

ADD EMPLOYEES INFORMATION

Pharmacist-In-Charge Information

The Pharmacist-In-Charge (PIC) must currently hold a valid Delaware Pharmacist license in **Active** or **Probation** Status.

Click the **ADD AFFILIATION** button. Search by **License Number**, **Applicant Name** or **Licensee Name**. Select the appropriate value from the drop down, add a Start Date and click on the **ADD** button. Once finished, continue with the next background section or click the **SAVE AND CONTINUE** button.

ADD INDIVIDUAL

Ownership Information

Enter information about the owner(s). For Partnerships, list all active Partners. For Corporations, list all Principal Officers who directly or indirectly own more than 10% interest in the company.

10a. The next section is **Background Information**. Complete the applicable sections by clicking on the **ADD <type>** button for the fields to display.

10b. Complete the required fields

10c. Click the **ADD** button if you wish to add multiple entries.

10d. Click the **SAVE AND CONTINUE** at the bottom of the page.

Search License By Number/Applicant Name/Licensee Name

*

Start Date

*

CANCEL **ADD**

SAVE & FINISH LATER **SAVE AND CONTINUE**

Applying for New License – Facility

This screen illustrates the steps users must follow to apply for a new facility license on the DELPROS Portal.

DELPROS
PORTAL

Delaware.gov Agencies News Topics Contact

DASHBOARD LICENSE LOOK-UP FILE A COMPLAINT SERVICE REQUEST CONTINUING EDUCATION

New License Application

Personal Information Background Information **Questions** Attachments Review + Submit

Questions

Answer the following questions with appropriate responses. Once completed, click on Save And Continue.

[License Law](#)
[Rules and Regulations](#)

Have you ever held any license type to practice as an Architect in any jurisdiction other than Delaware? If yes, enter information in Licensure History section about each architecture license that you have ever held.

Yes No

Have you ever been convicted of or entered a plea of guilty or nolo contendere (no contest) to any felony, misdemeanor or other criminal offense, including any offense for which you have received a pardon, in any jurisdiction?

Yes No

Are criminal charges pending against you in any jurisdiction?

Yes No

Has any jurisdiction (state, the District of Columbia or U.S. territory) ever denied your application for licensure?

Yes No

Have you received any administrative penalty (discipline) regarding your practice of your profession?

Yes No

Are you now, or have you ever been, dependent on the use of alcohol, stimulants, or habit-forming drugs?

Yes No

There is a link to **the License Law and Rules and Regulations** if the user needs more information

11a. The next section is **Questions**. Based on the selected profession, license type and Application By (aka Obtained By), answer the questions with appropriate responses.

11b. Click the **SAVE AND CONTINUE** button at the bottom of the screen.

Applying for New License – Facility

This screen illustrates the steps users must follow to apply for a new facility license on the DELPROS Portal.

DELPROS
PORTAL

Delaware.gov Agencies News Topics Contact

DASHBOARD LICENSE LOOK-UP FILE A COMPLAINT SERVICE REQUEST CONTINUING EDUCATION

New License Application

Personal Information Background Information Questions **Attachments** Review + Submit

Attachments

As needed, upload the requested documents by clicking the Add Attachment button. For documentation that needs to be submitted directly to the Profession or by hardcopy, please acknowledge by clicking the Acknowledge button(s). If no attachment or attestation items appear, please click the Save and Continue button.

Files must be less than 20 MB in size.

*** Required IDP File or IDP Waiver**
Acknowledge that you will arrange for the Board office to receive the Intern Development Program (IDP) file sent from NCARB directly to the Board office OR upload the IDP Waiver form to request a waiver of the IDP requirement if you hold a current license in good standing from a U.S. jurisdiction or Canadian province AND have at least five years of architecture practice acceptable to the Board immediately before you applied for a Delaware license.

ACKNOWLEDGE
ADD ATTACHMENT

SAVE & FINISH LATER SAVE AND CONTINUE

12a. The next section is **Attachments**. Based on the selected profession, license type, Application By (aka Obtained By), and responses to Questions, attach the required documentation or acknowledge additional steps required.

12b. Click the **SAVE AND CONTINUE** button at the bottom of the screen.

Submissions will require you to:

- **Acknowledge:** attest to sending in a hardcopy of the document
- **Add Attachment:** upload a softcopy of the document
- **Do both**

Applying for New License – Facility

This screen illustrates the steps users must follow to apply for a new facility license on the DELPROS Portal.

DELPROS
PORTAL

New License Application

Personal Information — Background Information — Questions — Attachments — Review - Submit

Question Summary

Have you ever held any license type to practice as an Architect in any jurisdiction other than Delaware? -If yes, enter information in Licensure History section about each architecture license that you have ever held.

No

Have you ever been convicted of or entered a plea of guilty or nolo contendere (no contest) to any felony, misdemeanor or other criminal offense, including any offense for which you have received a pardon, in any jurisdiction?

No

Are criminal charges pending against you in any jurisdiction?

No

Has any jurisdiction (state, the District of Columbia or U.S. territory) ever denied your application for licensure?

Yes

Have you received any administrative penalty (discipline) regarding your practice of your profession?

No

Are you now, or have you ever been, dependent on the use of alcohol, stimulants, or habit-forming drugs?

No

Application Review Completed.

13. Verify the answers in the **Question Summary** and click the **I Accept** checkbox.

14. Enter the **First Name** and **Last Name** to sign electronically.

Application

Attestation

AFFIDAVIT
The undersigned, affirm according to law, states that he/she is the person who completed and signs this application, that the statements contained in the application are true, that he/she has not suppressed any information that might affect this application, that he/she understands that participating or cooperating in fraud or material deception in order to be licensed could result in the denial or revocation of the application or license and mandatory reporting of such actions to the Attorney General for further action, and that he/she has read and understands this affidavit.

Consent to Electronic Signature

I Accept

Type your First Name and Last Name as they appear on the application to sign electronically.

(Apurva Asthana)

Submit your Application

After clicking the 'Submit' button below, you will no longer be able to change this application. **DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.** If you want to return to your application, simply log out and log back in.

If this application requires payment you will be prompted to begin the payment process. You must complete the payment process before the board will review your application. If this application does not require payment, you will be navigated back to the eLicense home page and the board will review your application.

SAVE & FINISH LATER **SUBMIT**

15. Click the **SUBMIT** button.

Applying for New License – Facility

This screen illustrates payment portion of a Facility License Application

DELPROS
PORTAL



JANEY DOE`s Cart

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

If you want to return to your home page, 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.

ALL PAYMENTS ARE NON-REFUNDABLE.

Important! Do not save your credit card or any other information on a public computer!

16. Click to select the checkbox.

Cart #X-2022-12-14_02-30-07

Items | Checkout | Confirmation

Fees

<input type="checkbox"/>	Type	Licensee Name	Fee Type	Amount	Amount Outstanding	Delegate Status
<input type="checkbox"/>	Pharmacy - Retail	High Rollers Entertainment	New Application	\$367.00	\$367.00	

CONTINUE

17. Click the **CONTINUE** button.

Applying for New License – Facility

This screen illustrates the payment portion of a Facility License Application

DELPROS
PORTAL

JANEY DOE`s Cart

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

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

To continue paying, click the **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.

Important! Do not save your credit card or any other information on a public computer!

Cart #X-2022-12-14_02-30-07

Items

Checkout

Confirmation

Select Payment Method: Credit/Debit Card

Amount: \$367.00

Back

Delegate

Proceed to Payment Gateway

18. The default payment method is selected.

19. Click the **Proceed to Payment Gateway** button.

Applying for New License – Facility

This screen illustrates the payment portion of a Facility License Application

20. Enter the payment details in the fields marked with asterisk (*).

21. Click the **Continue** button.

22. Click the **Confirm** button.

DELPROS
PORTAL

Required fields are highlighted with an asterisk.

Payment information:
Amount:* \$142.00

Please enter the following information about your payment method:

Cardholder's Name:* Cheryl D Devaney

Cards Accepted:

Card Number:* 4111111111111111

Signature Panel Code:* 999

Expiration Date:* 08 / 2028

Billing information:
Address Line 1:* 1212 Center Street

Address Line 2:

Country:* United States

ZIP Code:* 15137

City: NORTH VERSAILLES

State: Pennsylvania

Continue

Please verify the following information:

Amount: \$142.00

Card information:
Cardholder's Name: Cheryl D Devaney
Card Type: Visa
Card Number: *****1111
Signature Panel Code: ****
Expiration Date: 8/2028

Billing information:
Address Line 1: 1212 Center Street
Country: United States
City: NORTH VERSAILLES
State: Pennsylvania
ZIP Code: 15137

Is this information correct?

Confirm Modify

Applying for New License – Facility

This screen illustrates the payment portion of a Facility License Application

DELPROS
PORTAL

✓ Successful Payment

Thank you for your payment. Your request will be processed within 3 business days.

Transaction details are as follows:

- Payment Id: PAY-20190808-2122
- Amount Paid: \$142.00
- Payment Type: Credit/Debit Card
- Transaction Id: 2431394

[Return to Home](#)

23. The receipt shows the details of the completed transaction.

Click the Return to Home link after viewing the Successful Payment message.

24. Click the **PRINT RECEIPT** button to view a printable pdf version of the payment receipt button.

25. Click the **RETURN TO DASHBOARD** button.

Cheryl Devaney'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.
ALL PAYMENTS ARE NON-REFUNDABLE.

Cart #X-2019-08-08_04-10-41

PRINT RECEIPT

RETURN TO DASHBOARD

Your payment was successful.

Order Status: Successful
Applied Payment: \$142.00
Contact: Cheryl Devaney
Operator: Cheryl Devaney
Process Date: 8/8/2019 4:19 PM

Receipt Number: R-2113220
Payment: Credit/Debit Card
Amount: \$142.00

Fees

Type	Licensee Name	Amount	Amount Outstanding	Fee Type	Payment Amount
Licensed Architect	Cheryl Devaney	\$142.00	\$0.00	New Application	\$142.00

Applying for New License – Facility

This screen illustrates where to see your new application in Submitted status

DELPROS PORTAL

New License Applications

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

SORT BY ▾

Accountancy
C.P.A. Permit
APP-000005176 | Reciprocity

SUBMITTED

OPTIONS ▾

- Download Application
- View Application Status
- Submit Additional Documentation
- Change Address

The applicant can select the following options for their **SUBMITTED** application

26. The license application will display on your DELPRROS Dashboard, and the status of the **SUBMITTED** license request is displayed.

The New License Application is now complete! The next step will be for DPR to process the application in the backend (more details in the License Applications Training deck)