

# DELPROS Portal Dashboard – CSR Practice Location Change



# Submit CSR Practice Location Change Service Request

CSR Practice Location Change using the DELPROS Portal by following the below steps.

DELPROS PORTAL

The screenshot shows the DELPROS Portal dashboard. At the top is a blue navigation banner with the following links: DASHBOARD, LICENSE LOOK-UP, FILE A COMPLAINT, SERVICE REQUEST (highlighted with a red box), and CONTINUING EDUCATION. To the right of the banner is a shopping cart icon with '0' and a user profile icon. Below the banner, the main content area has a white background. It starts with the heading 'Welcome to your DELPROS Dashboard' and a paragraph of introductory text. Below that is the 'Facility Management' section, followed by a 'Status Legend' section. At the bottom left, there is a blue button that says '+ APPLY FOR A NEW LICENSE'. Two blue callout boxes with white text provide instructions: the first points to the 'SERVICE REQUEST' link in the navigation banner, and the second points to the 'Facility Management' link in the main content area.

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

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

## Facility Management

If you have been designated to manage your facility's license/application record, follow the instructions in the [Facility Management link](#) below.

[DELPROS Registration and Facility Management Guide](#)

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

## Status Legend

Click the following link for application and license status descriptions: [Status Legend](#)

**RECOMMENDED BROWSERS** - The following browsers are recommended when using DELPROS: Chrome, Safari, Firefox, or Edge.  
Click [HERE](#) for browser download instructions.

**+ APPLY FOR A NEW LICENSE**

1. Login into your portal account to access your dashboard.  
See [Registering in DELPROS](#) if you have not yet registered.
2. Click on **SERVICE REQUEST** in the blue navigation banner at top of screen.

# Submit CSR Practice Location Change Service Request

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DELPROS PORTAL

## Welcome to your Service Request Dashboard

**RECOMMENDED BROWSERS** - The following browsers are recommended when using DELPROS: Chrome, Safari, Firefox, or Edge.  
Click [HERE](#) for browser download instructions.

+ APPLY FOR A NEW SERVICE REQUEST

3. Click the **APPLY FOR A NEW SERVICE REQUEST** button.

## Service Request

You must provide all of the information that is requested in each section of the Service Request. Once the Service Request is complete and submitted, the appropriate Board will review your Request. You will be contacted by email when the Request is complete.

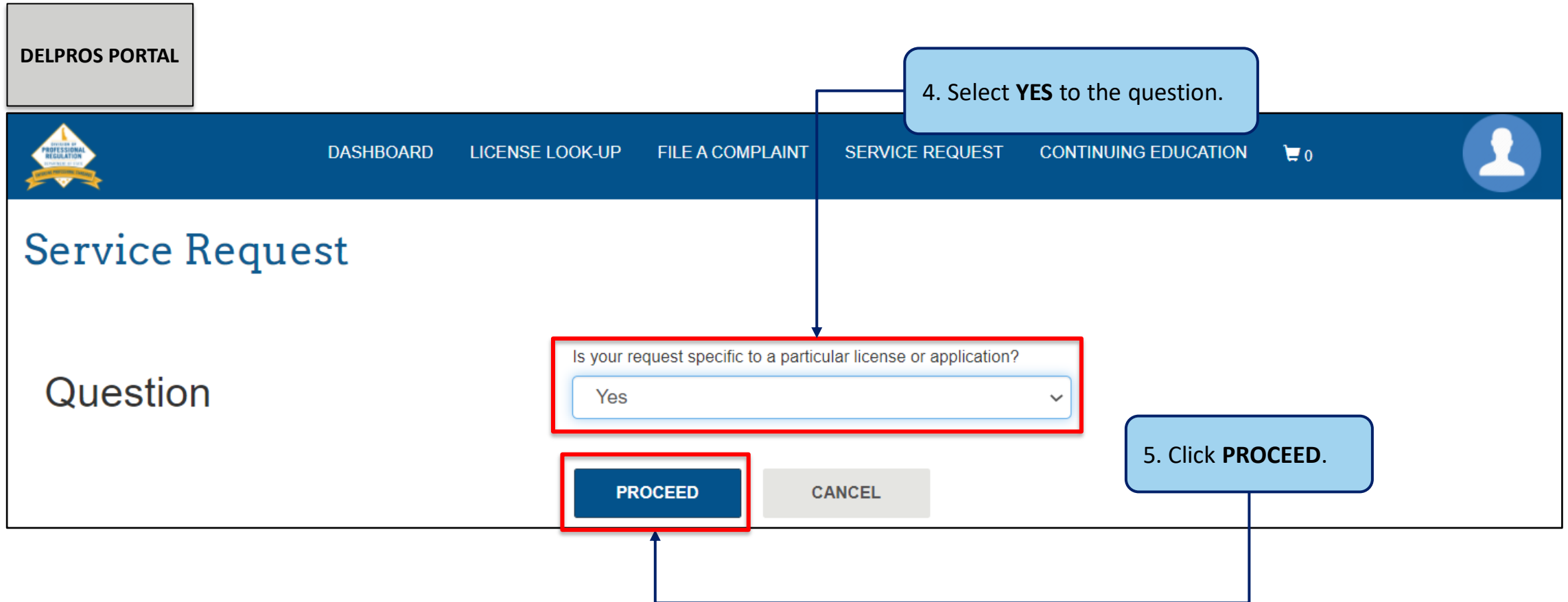
**\*Note: You cannot save your request and return to it at another time.**

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

All Service Requests you have submitted are listed below.

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DELPROS PORTAL

## Service Request

### Your Information

Select your Profession, License Type, and the Service Request you wish to submit to continue.

6. Select the **Profession**, **License Type**, and **Service Request Type** as 'Request to Change Controlled Substances Registration Practice Location.'

Profession  
Controlled Substances

License Type  
Veterinarian CSR

Service Request Type  
Request To Change Controlled Substances Regist

7. Click **PROCEED**.

**PROCEED**

CANCEL

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## Service Request

### Your Information

Select your Profession, License Type, and the Service Request you wish to submit to continue.

Profession

Controlled Substances

License Type

Veterinarian CSR

Service Request Type

Request To Change Controlled Substances Regis

Select



License Number

VE0369

Profession

Controlled Substances

License Type

Veterinarian CSR

CANCEL

SAVE AND CONTINUE

8. Select your license, then click **SAVE AND CONTINUE**.

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**DELPROS PORTAL**

## Service Request

### Request to Change Controlled Substances Registration Location for Practitioners

To report a change in location of your Controlled Substances Registration.

### New Controlled Substances Location

Please answer all questions.

**New Location Information**

Address Line

City

State

Zipcode

Will you store controlled substances for patient administration at the new location?  
 Yes  No

Will you dispense controlled substances at the new location?  
 Yes  No

Will you prescribe controlled substances from the new location?  
 Yes  No

Do you want to change your mailing address?  
 Yes  No

**9. Complete the New Location Information, then click SUBMIT.**