

DelPros Portal – Delegating a Payment Guide

This guide will help you delegate a payment to a third-party payer.

- It walks you through the process in simple steps.
- You will learn how to select a payer, enter payment details, and confirm your choices.
- Follow this guide if you need help giving another person or organization permission to make a payment for you.

v2026



DelPros Portal – Payment Cart Screen

This screen illustrates the Delpros user's cart screen.



[DASHBOARD](#) [LICENSE LOOK-UP](#) [FILE A COMPLAINT](#) [SERVICE REQUEST](#) [CONTINUING EDUCATION](#)

 **PAY:**
1



TINY N. TIM'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 before clicking on **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-2026-04-15_03-20-15

Line Items

Fees

Seq#	☐	Type	Licensee Name	Fee Type	Related To	Amount	Amount Outstanding	Delegate Status
1	☒	Cosmetology Instructor	Tiny Tim	New Application	APP-000063303	\$205.00	\$77.00	

Note : You must select at least one fee and no more than 10 fees at a time for payment

Total Amount: \$77.00

Delegate

Proceed to Payment Gateway

1. Select the checkbox next to the fee you wish to delegate.

2. Select Delegate.

Delegating a Payment – Delegating a Payment

This screen illustrates the delegate payment options.

Cart #X-2026-07-16_09-06-14

Line Items

Fees

Seq#	☐	Type	Licensee Name	Fee Type	Related To	Amount	Amount Outstanding	Delegate Status
1	☒	Physician M.D. - Verification Request Fee	SUZIE SMITH	Verification Fee	SR-072718	\$35.00	\$35.00	

Note : You must select at least one fee and no more than 10 fees at a time for payment

Total Amount: \$35.00

Delegate Proceed to Payment Gateway

3. Enter the name and email address of the payer you are delegating.

4. Select Submit.

Delegate Status

Enter the name and email address of the Third Party payer. An email will be sent to the requested payer stating you have delegated them to pay the selected fee(s) on your behalf. The delegate must accept the request before making payment. Once accepted, the fee will no longer show in your Cart and the Delegate 'Status' will be updated to Delegate Fee.
If the fee remains unpaid, you can resend the email to the delegated third party or you can opt to pay the fee yourself.

Third Party Name: Test Third Party

Email: test@fakeemail.com

Submit

Delegating a Payment – Confirmation

This screen illustrates the confirmation of the fee being delegated.

Confirmation

Are you sure you want to delegate the fee?

NO YES

5. Select Yes to confirm you want to delegate the fee.

Total Amount: \$35.00

Delegate Status

Enter the name and email address of the Third Party payer. An email will be sent to the requested payer stating you have delegated them to pay the selected fee(s) on your behalf. The delegate must accept the request before making payment. Once accepted, the fee will no longer show in your Cart and the Delegate 'Status' will be updated to Delegate Fee.
If the fee remains unpaid, you can resend the email to the delegated third party or you can opt to pay the fee yourself.

Delegating a Payment – Fee Delegation Pending

This screen illustrates the status of the delegated fee.

Note: The fee will remain in “Fee Delegation Pending” status until the person you delegated accepts and pays the fee.

SUZIE SMITH`s Cart

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To select a third party as a Delegate to pay a fee on your behalf, click the **Delegate** button.

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Cart #X-2026-07-16_09-06-14

Line Items

Fees

Seq#	☐	Type	Licensee Name	Fee Type	Related To	Amount	Amount Outstanding	Delegate Status
1	☐	Physician M.D. - Verification Request Fee	SUZIE SMITH	Verification Fee	SR-072718	\$35.00	\$35.00	Fee Delegation Pending

You must select at least one fee and no more than 10 fees at a time for payment

Delegating a Payment – Delegated Fee Email Notice

This screen illustrates the email sent to the delegated person to accept the fee.

Note: 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 Debbie Delaware,

You have been designated as the third party payer by SUZIE SMITH in the amount of \$35 for payment of Physician M.D. Verification Fee fee on SR-072718. 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

CANNON BUILDING

861 SILVER LAKE BLVD., SUITE 203

DOVER, DELAWARE 19904-2467

TELEPHONE: (302) 744-4500

FAX: (302) 739-2711

WEBSITE: www.dpr.delaware.gov

EMAIL: customerservice.dpr@delaware.gov

Important: If you have been delegated to pay more than one fee, each delegation request needs to be accepted individually.

6. To register, user selects "Yes" in the email or if already registered, they select "Pay Delegate Fee".

Delegating a Payment – Fee Delegation Page

This screen illustrates the option to accept or reject (decline) the delegated fee.

The screenshot shows the 'Fee Delegation Page' with a navigation bar at the top containing links for DASHBOARD, LICENSE LOOK-UP, FILE A COMPLAINT, SERVICE REQUEST, and CONTINUING EDUCATION, along with a shopping cart icon showing 0 items and a user profile icon. The main content area displays the following information:

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.

At the bottom, there are two buttons: **ACCEPT** and **REJECT**. Both buttons are highlighted with red rectangular boxes. A blue callout box with the text '7. Select Accept to pay the fee or select Reject to decline the fee.' has arrows pointing to both the ACCEPT and REJECT buttons. A green note box at the bottom states: 'Note: If the accept or reject buttons are not visible, then the request has already been accepted or the fee is paid.'

Delegating a Payment – Fee Delegation Accepted

This screen illustrates the accepted delegated fee success message.

Fee Delegation Page

Please click on the appropriate button to accept or decline the fee delegation request from SHEENA LASTNAME.

Number : APP-000002484

License Type : Chiropractor

Fee Type : New Application

Fee Amount : 257.0

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.

When the fee is accepted, this success message displays with a link to go to the cart and pay the fee.

Delegating a Payment – Fee Delegation Accepted Email

This screen illustrates the email sent to the requestor with the delegation is accepted.

Note: If the accept or reject buttons are not visible, then the request has already been accepted or the fee is paid.



STATE OF DELAWARE

Dear SUZIE SMITH

Your delegation request for Physician M.D. Verification Fee fee on SR-072718 was accepted by Debbie Delaware on 7/16/2026.

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

Cannon Building

Delegating a Payment – Fee Displays in Payer's Cart

This screen illustrates the delegated fee in the payer's cart.

DEBBIE DELAWARE's Cart

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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 #New Cart

Line Items

Fees

Seq#	☐	Type	Licensee Name	Fee Type	Related To	Amount	Amount Outstanding	Delegate Status
1	☒	Physician M.D. - Verification Request Fee	SUZIE SMITH	Verification Fee	SR-072718	\$35.00	\$35.00	Delegated Fee

Note : You must select at least one fee and no more than 10 fees at a time for payment

Total Amount: \$35.00

Delegate Proceed to Payment Gateway

The diagram illustrates the process of delegating a payment. A green callout box states: 'The delegated payer selects the delegate fee and then proceeds to payment gateway.' Blue arrows show the flow from the 'Physician M.D. - Verification Request Fee' (which is selected with a checkbox) to the 'Proceed to Payment Gateway' button at the bottom of the page.

Delegating a Payment – GoDE Initial Payment

This screen illustrates the initial GoDE payment screen to choose a payment method.

Once the secure payment form loads, you will be able to select how you choose to pay under Choose a payment method.

- Credit/Debit Card
- Bank Account

The screenshot displays the GoDE initial payment screen. At the top, the header includes the State of Delaware logo, the text 'An official State of Delaware site. Here's how you know', and a 'Get help' link. Below the header, there's a navigation bar with 'Exit payment', 'Pay with Go DE', and 'Get help'. A progress indicator shows three steps: 'Payment Method' (active), 'Review & Pay', and 'Payment Complete'. The main content area is titled 'Choose a payment method' with a subtext: 'You will not be charged until you review this order on the next page.' Below this, it asks 'How would you like to pay?' and provides two buttons: 'Credit/Debit Card' and 'Bank Account'. A large box at the bottom indicates 'Loading secure payment form...'. On the right side, there's a 'Review & Pay' button and a summary box showing the payment details: 'You are making a payment to: Delaware Professional Regulation Online Services (UAT)', 'Description: License and Service Fees', 'Ref. code: R-1782834822326aa197', and 'Payment amount: \$77.00'. A 'Show Details' link is also present. At the bottom right, a 'Secure checkout' message states 'Payment is always safe and secure.'

Delegating a Payment – GoDE Payment Methods

This screen illustrates the GoDE payment methods for Credit/Debit Card or Bank Account.

8. Select Credit/Debit Card or Bank Account as the payment method.

9. Enter your Credit/Debit Card or Bank Account information.

10. Enter your Credit/Debit Card or Bank Account billing address information.

11. Click Review & Pay →.

Choose a payment method
You will not be charged until you review this order on the next page.

How would you like to pay?

Credit/Debit Card Bank Account

Please enter your payment details

Credit/Debit Card Details:

- * Card number
- The following cards are accepted:
- * Expiration Date (MM/YY)
- * Security Code (CVV)
- * Name on card

Billing Address:

- * Country/Region (United States)
- * Address line 1
- Address line 2
- * Postal code
- * City
- * State/Province (Please Select)

Review & Pay →

Bank Account Details:

How would you like to pay?

~~Credit/Debit Card~~ **Bank Account**

Please enter your payment details

Is this a personal or business account?
☐ Personal ☐ Business

Account type
☐ Checking ☐ Savings

- * Name on the account
- * Routing Transit Number
- * Account Number
- * Confirm Account Number

Accountholder Address:

- * Country/Region (United States)
- * Address line 1
- Address line 2
- * Postal code
- * City
- * State/Province (Please Select)

If you select Bank Account, you have the option to use a

- Personal – Checking/Savings or
- Business – Checking/Savings account.

Delegating a Payment – GoDE Make Payment

This screen illustrates the Review and make payment.

The screenshot shows a web interface for reviewing and making a payment. The main heading is "Review & make a payment". Below it is the section "Your payment information". This section contains a card summary for a VISA card ending in 1111, with details for expiration (12/28), name (Tiny N. Tim), and billing address (1234 Test Street, Apt. A, DOVER, DE 19901, US). To the right of this section, there is a summary of the payment to "Delaware Professional Regulation Online Services (UAT)" for "License and Service Fees" with a reference code R-1782834822326aa197 and a payment amount of \$77.00. A "Show Details" link is provided. At the bottom right, a "Secure checkout" message states "Payment is always safe and secure." Two green "Make payment" buttons are highlighted with red boxes: one at the top right and one at the bottom center. Three callout boxes provide instructions: a blue box on the left points to the card details, a blue box on the right points to the top "Make payment" button, and a green box on the right points to the bottom "Make payment" button. A link "Back to Payment Method" is located at the bottom left.

Review & make a payment

Your payment information

VISA ending 1111

Expires: 12/28

Name on Card: Tiny N. Tim

Billing Address: 1234 Test Street
Apt. A
DOVER, DE 19901
US

You are making a payment to:
Delaware Professional Regulation Online Services (UAT)

Description:
License and Service Fees

Ref. code:
R-1782834822326aa197

Payment amount: \$77.00

[Show Details](#)

Secure checkout
Payment is always safe and secure.

[Back to Payment Method](#)

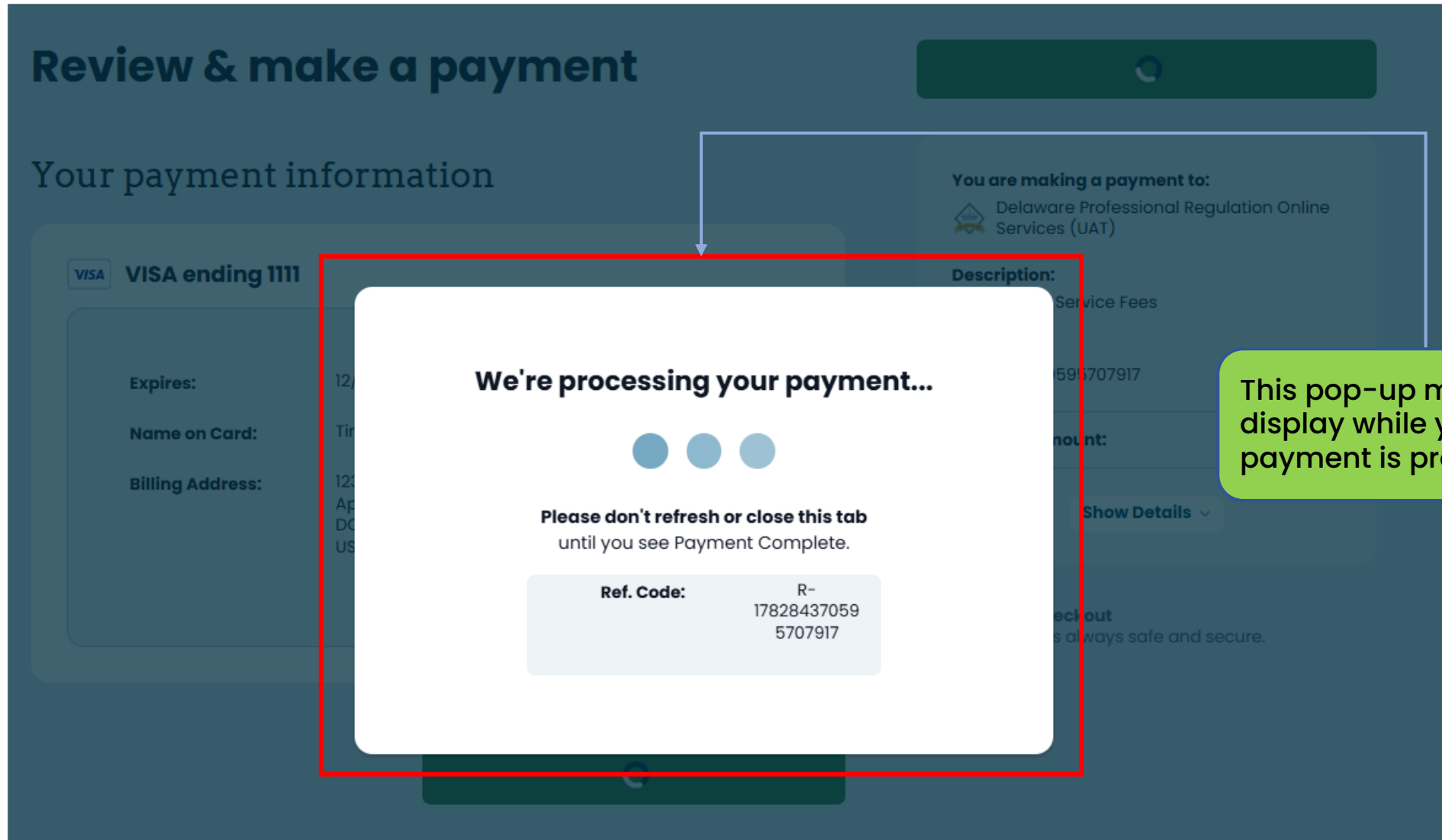
12. Review your Credit/Debit Card or Bank Account information.

13. Select Make payment.

You can use either Make payment button.

Delegating a Payment – GoDE Payment Processing

This screen illustrates the payment is processing.



Delegating a Payment – GoDE Payment Complete

This screen illustrates the payment is complete.

Your payment is complete
Thank you for your payment.

An email confirmation has been sent to nicole.nikkib4594+tinytim@gmail.com.
[Print this page](#)

Transaction details

Organization
Delaware Professional Regulation Online Services (UAT)

Description
License and Service Fees

Transaction Date
6/30/2020 2:22:52 PM

Transaction number
18120955771

Reference code
8-178284370695707987

Payment amount
\$77.00

Payment method
Visa ending in 1111

PAYMENT METHOD Visa ending in 1111

EXPIRES 12/28

NAME ON CARD Tiny N. Tim

BILLING ADDRESS 1234 Test Street
Apt. A
DOVER, DE 19901
US

Item details

1630683	Cosmetology Instructor	1 x \$77.00	\$77.00
SKU:	PAY-20200630-193000		
LICENSEE_NAME	Tiny Tim		
RELATED_TO	APP-000063303		
AMOUNT	205.00		
OUTSTANDING	77.00		

Total \$77.00

Next Steps
Your payment is complete with Go DE. All requests are processed in the order in which they are received. Visit delpros.delaware.gov anytime...7 days a week...24 hours a day to check the status of your request. Ensure you keep your email address and other contact information up-to-date to receive important notices from the Division of Professional Regulation.

[Return to DELPROS](#)

Need help?
For issues with this transaction, please use the following contact information for the Delaware Professional Regulation Online Services:

Website
[Contact Us](#)

Phone
[\(302\) 744-4500](tel:(302)744-4500)

Your transaction details will display in this section.

Your payment is complete
Thank you for your payment.

An email confirmation has been sent to nicole.nikkib4594+tinytim@gmail.com.
[Print this page](#)

Transaction details

Organization
Delaware Professional Regulation Online Services (UAT)

Next Steps
Your payment is complete with Go DE. All requests are processed in the order in which they are received. Visit delpros.delaware.gov anytime...7 days a week...24 hours a day to check the status of your request. Ensure you keep your email address and other contact information up-to-date to receive important notices from the Division of Professional Regulation.

[Return to DELPROS](#)

14. Click Print this page to print your receipt.

15. Click Return to DELPROS to return to your DelPros Dashboard.

An email confirmation is also sent to your email on record in DelPros. You can print your receipt from the email as well.

Delegating a Payment – GoDE Payment Receipt

This screen illustrates the payment receipt from GoDE via email from go-notify@delaware.gov.

Subject: Sand box: Payment Confirmation

GoDE | Pay with Go DE

Your payment receipt
Thank you for your payment.

Transaction details
 DELAWARE PROFESSIONAL REGULATION ONLINE SERVICES (UAT)

DESCRIPTION:	License and Service Fees
TRANSACTION DATE:	7/1/2026 11:47:50 AM
TRANSACTION NUMBER:	202770073264
REFERENCE CODE:	R-178292083462143317
PAYMENT AMOUNT:	\$101.00
PAYMENT METHOD:	ACH ending in 7890
NAME ON ACCOUNT:	Test ACH Agency
PERSONAL OR BUSINESS:	Business

1

Your email receipt will display the transaction details.

ACCOUNT TYPE: Checking

ADDRESS: 861 Silver Lake Blvd. Suite 20
Dover, DE 19904
US

RECEIPT: [View Receipt](#)
Available for 24 hours after payment only.

Item details

1531682
Aesthetician

SKU: PAY-20260701-193014
LICENSEE_NAME: SUZIE SMITH
RELATED_TO: APP-000063497
AMOUNT: 101.00
OUTSTANDING: 101.00

1 x \$101.00

Total **\$101.00**

Need help?
For issues with this transaction, please use the following contact information for the Delaware Professional Regulation Online Services:
Website: [Contact Us](#)
Phone: (302) 744-4500

Next steps

2

Note: The **View Receipt** link is only "Available for 24 hours after payment".