

# DECROnline.dhss.delaware.gov Online Claims System Access Application

Access to the DECRO Online Claims System module is limited to enrolled professionals who meet the requirements as established by Delaware Birth to Three.

## Help Desk/CFO

User Information – PLEASE PRINT

- New User Information**  
 **Change of Information** - Please indicate the type of change:  **Delete Access\***  **Modify Access**

User First Name & Last Name \_\_\_\_\_

Email: Must be unique to each individual user and login account in Delaware Birth to Three \_\_\_\_\_

Phone ( ) \_\_\_\_\_ EXT \_\_\_\_\_

Please enter a User ID. The User's ID or email address may not be duplicated. Please submit a second choice for a User ID in the event the first User ID listed is not available.

User ID 1) \_\_\_\_\_ 2) \_\_\_\_\_

**Please select a four-digit PIN number and a Security Word:** The PIN number and Security Word are used for user identification/verification and will be required when contacting Birth to Three – CFO Help Desk for user access. The Security Word and the PIN will be used for initial password set-up. This is **NOT** the Password.

PIN Number (4 digits) \_\_\_\_\_ Security Word: \_\_\_\_\_

*\* Deleting Online Access does not end the User's enrollment.*

User Signature: \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date \_\_\_\_\_

The date the information is received and processed will determine the effective date of online access. An email will be sent to the user's email address with further directions on how to access the system. **Please keep a copy of this form for your records.**

Please complete this Application and mail the original to:

Birth to Three Early Intervention Program – Administration

**Attn: Part C Data Manager**

410 Federal Street, Suite 7

Dover, DE 19901

Email: [DHSS\\_DPH\\_BirthtoThree@Delaware.Gov](mailto:DHSS_DPH_BirthtoThree@Delaware.Gov)

## Help Desk/CFO

This person works as a Help Desk/CFO for DE Birth to Three. The following attributes describe this type of access.

1. The user may view and print claims online on the DECRO Online Claims System.
2. The user may to view Provider\Payee Enrollment information online on the Online Claims System.