

DECRS Online Claims System Access Application

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

State User

State Information – Please Print

Please complete **ALL** fields on this form. If you are already enrolled with the CFO, please provide the information currently on file with the CFO.

Tax ID Number State: _____ State Name: _____

State Director Information:

First Name & Last Name: _____ Email: _____

Address _____ City: _____

State: _____ Zip: _____ Phone: () _____ EXT: _____

Primary Contact for Questions: _____

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 DE 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 with CFO.*

User Signature: _____ Date _____

Administrator Signature: _____ Date _____

The date the information is received and processed at the CFO 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 the 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

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State User

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This person is not usually enrolled with the CFO and works as a State User.

The following attributes describe this type of access.

1. The user may view and print claims online on the DECRS Online Claims System.
2. The user will be able to add Provider Enrollments online on the DECRS Online Claims System.
3. The user will be able to add Payee Enrollments online on the DECRS Online Claims System.
4. State will be able add users to the DECRS Online Claims System.