



DECRS Online Access Application

Provider

(Access to the DECRS system is limited to enrolled professionals who meet the requirements as established by Birth to Three - Administration.)

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, Security Question and Answer and a four-digit PIN number. 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. The Security Question and Answer and last PIN number is used for user identification/verification and will be required when contacting Birth to Three - Administration for user access. Neither the Security Answer nor the PIN will be used for initial password set-up.

User ID 1) _____ 2) _____

- Security Question (Please choose 1): What is your mother's maiden name?
 What was the name of your first pet?
 What is the name of the street where you grew up?

Answer to Security Question _____

PIN (4 digits) _____

** Deleting Online Access does not end the User's enrollment Birth to Three - Administration.*

User Access - Provider

Agency Name (if a B23 employee, please specify Region) _____

User Signature: _____ Date _____

Administrator Signature: _____ Date _____

The date the information is received and processed at the Birth to Three - Administration office 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, fax or email 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)
[Phone: 302-739-2730](tel:302-739-2730); [Fax 302-622-4141](tel:302-622-4141)