



## DMAP Provider Alert

### DMAP Web Interactive Services Registration Procedure

- Go to <http://www.dmap.state.de.us>.
- Click on the Interactive Services Tab.
- Click Register.
- Enter your current Provider NPI / Atypical ID, Taxonomy, and PIN.
- Click on Submit.

**IMPORTANT NOTE:** The first person logging in will become the Master User and have the ability to add and delete all other users associated with their provider number.

- Enter an appropriate User ID no more than 15 characters.
- Enter a password and a confirmation password between 6 and 8 characters.
- Create two security questions and responses. Please make the security questions and responses specific to the master user.
- Click Submit.

You will now be able to access all the features on the enhanced DMAP Website.

Once logged in, be sure to click on the “Manage Users” link, followed by the “Add User” link. This will allow you to add subordinate users for your provider NPI / Atypical ID and specify the various screens each user may access.

When creating subordinate user IDs, be sure they begin with an S, contain at least two numbers, and are between 8 and 15 characters long. All subordinate users should be notified regarding their initial User ID and password values. When new subordinate users log in for the first time, they will be prompted to change their password and create their own security questions and responses.

After you have created a User ID and password:

- Go to <http://www.dmap.state.de.us>.
- Click on the Interactive Services Tab.
- Enter your User ID and Password.
- Click on Submit.

For additional assistance, please call us!

Contact Provider Relations, Monday-Friday 8 am-5 pm, at:

302-454-7154, option 0, option 2

or

1-800-999-3371 in DE, MD, NJ, PA, and DC

