

Employer Paid Leave Registration

Once your business has been registered in Delaware Labor First, you will follow these steps to finish registration for Paid Leave and make your elections for applicable lines of coverage:

- 1. Divisions:** This screen drives to Delaware Labor First lines of business. Select “Paid Leave” to access DPL services.
- 2. Paid Family Medical Leave:** This screen describes the lines of coverage required. You are automatically enrolled in the Delaware Paid Leave plan (the ‘public plan’). You can apply to use a private plan (either a group PFML insurance policy or a self-insured plan) as an alternative. You can also voluntarily enroll for those lines of coverage you are not required to provide
- 3. Private Plan Details:** If you have a private plan for the required lines of coverage, this screen allows you to provide the details of the private plan. All fields marked with an asterisk are required.
- 4. Registration Summary:** Displays all fields and responses from the registration process. Review all responses for accuracy.
- 5. Confirmation:** Confirmation of Division of Paid Leave lines and types of coverage.

Quick Tip: The right- hand side navigation always shows where you are in the process.

Steps



Before You Begin:

If you have not registered your business with Delaware One Stop, you must visit <https://onestop.delaware.gov>.

Each employer user must create their own state account. After a user establishes their credentials, they can access the system from the LaborFirst tile on <https://my.delaware.gov>.

1 Divisions Screen

Department of Labor Division

Paid Leave

Delaware Paid Leave (DPL) provides wage-replacement benefits for employees on approved leave to either bond with a healthy new child or to care for themselves or a loved one in case of serious illness or injury. This online portal provides employers with the ability to manage their Paid Leave account, regardless of whether this benefit is provided through the Delaware Paid Leave plan, a Division-approved private insurance carrier or a self-insurance plan. To manage your Paid Leave account, check this box and select "Next" below.

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Steps

- Department of Labor Division
- Paid Family Medical Leave
- Registration Summary
- Confirmation

Drives to Delaware Labor First lines of business. Select "Paid Leave" to access DPL services.

2 Paid Family Medical Leave Screen

Paid Family Medical Leave

You are automatically enrolled in the Delaware Paid Leave plan for Parental Leave. You can apply to provide this coverage with a private insurance carrier as an alternative. You can also voluntarily enroll in the Delaware Paid Leave plan to offer your employees Family Caregiving and Medical Leave benefits!

* Is your business utilizing a private plan to provide paid leave benefits for one or more lines of coverage?

Yes No

* Would you like to voluntarily enroll in the Delaware Paid Leave plan to provide your employees with Family Caregiving / Qualified Exigency and/or Medical Leave benefits?

Yes No

Would you like to provide your employees with additional PFML benefits (beyond what is required under the program) through a self-insured "top-up" plan administered through Delaware LaborFirst?

Yes No

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Describes the lines of coverage required and provides the ability to apply to use a private plan and the option to voluntarily enroll in additional lines of coverage.

3 Private Plan Details

Private Plan Details

Please provide the name and policy number for each insurance carrier providing these benefits, by type of benefit. Please use the "Add" button located on the top right of this page to add additional insurance carrier information.

* Insurance Carrier

* Insurance Policy Number

* Please indicate the line(s) of coverage addressed by the approved private insurance carrier policy.

Parental Leave	<input type="radio"/> Included	<input type="radio"/> N/A
Medical Leave	<input type="radio"/> Included	<input type="radio"/> N/A
Family Caregiver/Qualified Exigency Leave	<input type="radio"/> Included	<input type="radio"/> N/A

* Please upload a copy of your paid leave insurance policy declaration page. If you have separate policies for the different lines of coverage (Family Caregiving / Qualified Exigency, Medical, and Parental), please upload each declaration page separately.

Or drop files

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If you are applying to use a private plan for the required lines of coverage, this screen allows you to provide the details of the private plan

4 Registration Summary Screen

Registration Summary

▼ Paid Family Medical Leave

- Is your business enrolled into a private certified plan covering one or more lines of Paid Leave coverage? No
- Would you like to opt-into one or more lines of state provided coverage? Yes
- You have confirmed enrollment into the following plans:

Parental Leave	Delaware Paid Leave
Medical Leave	Not Enrolled
Family Caregiver/Qualified Exigency Leave	Not Enrolled

▼ Certification

By checking this box, I certify, under penalty of perjury, that the information provided in this filing is true and correct to the best of my knowledge and belief.

Displays all fields and responses from the registration process. Review all responses for accuracy.

5 Confirmation

Confirmation

Confirmation Number: CON-00662

You have made the following selections for paid leave coverage:

- Parental Leave : **Delaware Paid Leave**
- Medical Leave : **Not Enrolled**
- Family Caregiving/Qualified Exigency Leave : **Not Enrolled**

Please print a copy of this registration confirmation for your records.

If you disagree with this determination, you can appeal the decision. The appeal information will be listed on the determination that is sent to you via email or mail based on your preferred method of communication.

Provides confirmation of Division of Paid Leave lines and types of coverage.