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# Account Creation: New Applicants

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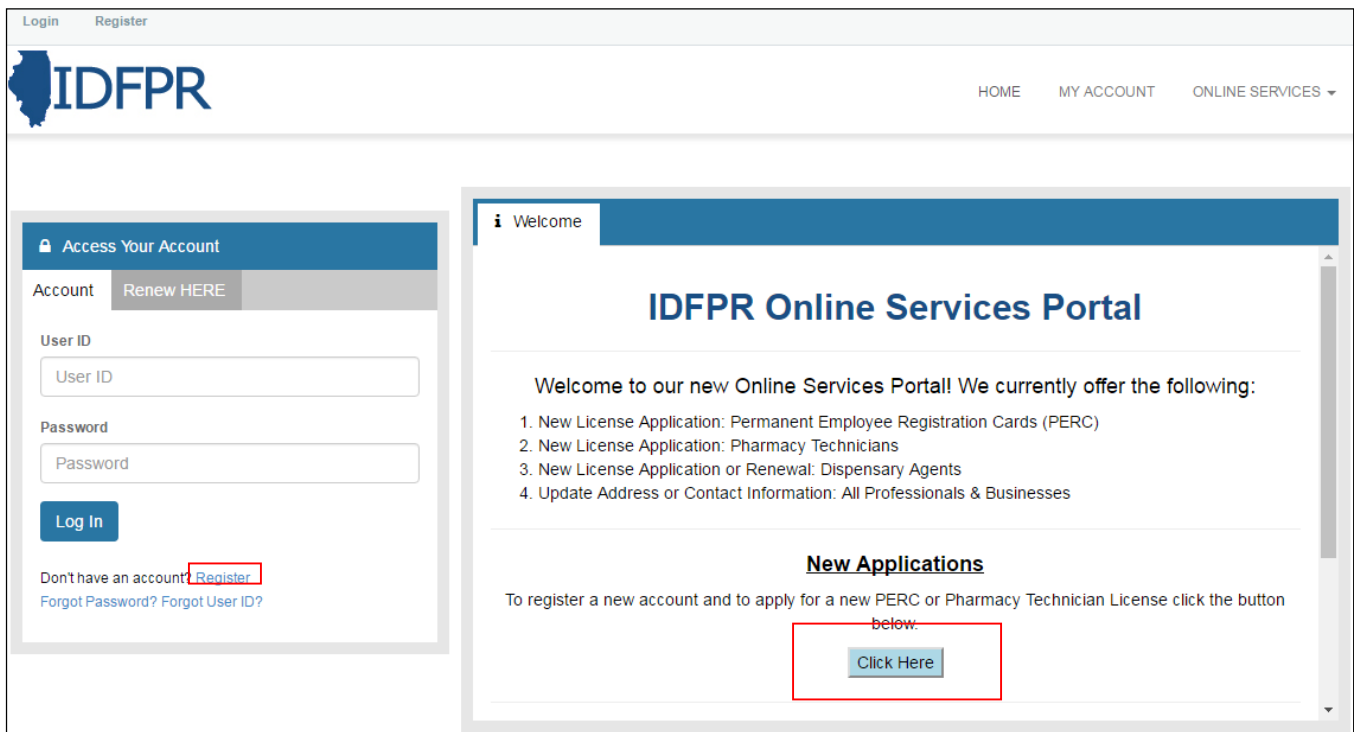
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# Overview

All users will need to create a new account before they can utilize the IDFPR Online Services Portal. This guide is to assist new users in the creation of an online account to ensure that the information contained within the database is properly associated with your account.

1. Access the Online Services Portal at: <https://ilesonline.idfpr.illinois.gov/DFPR/Default.aspx>
2. Select “Register” from “Access Your Account” section or select ‘Click Here’ under new applications



# Account Matching

3. For the next page below, select 'No' and click 'Next.'

HOME MY ACCOUNT

Register new Account

## Account Matching

*Review the options and then select Yes, or No in the radio buttons or table below.*

1. I am applying for a license with the IDFPR for the first time and have never been issued a professional license by the IDFPR.	<a href="#">CLICK NO</a>
2. I am a current licensee of the IDFPR.	<a href="#">CLICK YES</a>
3. I previously applied for a license or sat for an examination, but never received a license from the IDFPR.	<a href="#">CLICK YES</a>
4. I had a license or registration with the IDFPR, but its status is now either: not renewed, expired or inactive.	<a href="#">CLICK YES</a>

Yes  
 No

# Registering a New Account

4. Create a user ID, enter your personal email address, and password. A pop-up menu will assist you in creating a complex password.
5. Enter your personal information and your public/mailling address. Select 3 secret questions and provide answers and enter the letters/number found in the CAPTCHA.
6. Select “Create Account” after all of the required fields have been completed.

Registration

Account Information \* denotes required fields

\*User ID  Jane\_Doe

\*Email  test@illinois.gov

\*Password

Password meets complexity requirements

Confirm Password

Personal Information

\*First Name

Middle Name

\*Last Name

**Password Requirements:**

Your password must contain at least 3 of the following 4 top requirements and must also be 4 characters or more in length.

- ✓ 1 lower case letter.
- ✓ 1 upper case letter.
- ✓ 1 number.
- ✓ 1 special character.
- ✓ 4 characters in length.

<p><b>Public Address</b></p> <p>Address1 <input type="text" value="123 State Street"/></p> <p>Address2 <input type="text" value="Apartment 1"/></p> <p>City <input type="text" value="Chicago"/></p> <p>State <input type="text" value="Illinois"/></p> <p>Zip Code <input type="text" value="60601"/></p> <p>County <input type="text" value="COOK"/></p> <p>Country <input type="text" value="UNITED STATES"/></p> <p>Phone <input type="text" value="217-555-5555"/></p>	<p><b>Mailing Address</b> <input type="checkbox"/> Same as Public Address</p> <p>Address1 <input type="text" value="Address1"/></p> <p>Address2 <input type="text" value="Address2"/></p> <p>City <input type="text" value="City"/></p> <p>State <input type="text" value="Illinois"/></p> <p>Zip Code <input type="text" value="Zip Code"/></p> <p>County <input type="text" value="ADAMS"/></p> <p>Country <input type="text" value="UNITED STATES"/></p> <p>Phone <input type="text" value="Phone"/></p>
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**Secret Questions**

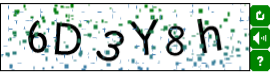
Secret Question 1

Secret Question 2

Secret Question 3


**Captcha Verification**

Please note that this code is case sensitive.



# Verifying Your Account

7. After you create an account, the system will direct you to the page below and send you an email to the address you provided. Close the browser window and check your email. Follow the instructions provided in the email and click on the link in the email to verify your address.

HOME MY ACCOUNT 1 ONLINE SERVICES ▾

**User Account**

Thank you for creating a new account.  
You have been sent a confirmation e-mail.  
You must click on the link in the e-mail  
to activate your account and log into the system.

**⚠ There is currently 1 issue with your account.  
Please resolve it before going further.**

**Your email address has not been verified. If you have not yet received an email to do this, please follow the instructions below.**

<b>User ID:</b>	Jane_Doe	<a href="#">Change User ID</a>
<b>E-mail:</b>	test@illinois.gov	<a href="#">Change Email</a>

Please verify your account.

1. You have been sent a verification email by the system to the address listed above.
2. Click the link provided in the email to verify your account.

If you have not received a verification email:

1. Check your SPAM filter for the verification email.
2. If you are still not able to find the verification email, click the *Generate E-mail* button below and a new email will be sent.

Please note the following:

- Emails at time take up to 10 minutes to send
- After you click the *Generate E-mail* button all older verification emails will be invalid, so be sure to click the most recent link.

# Accessing your Account

8. After verifying your account you will be directed to the following page. Click 'Home' to Enter the Online Services Portal Dashboard.

The screenshot displays the IDFPR website's 'User Account' page. At the top left is the IDFPR logo. To the right are navigation links: 'HOME' (highlighted with a red box), 'MY ACCOUNT', and 'ONLINE SERVICES' with a dropdown arrow. Below the navigation is a blue header bar with the text 'User Account'. A message states: 'Your e-mail address has now been verified. The Online Services link allows you to navigate our site by selecting the appropriate transaction you wish to accomplish. Online Services is located at top and bottom of this screen.' Below the message is a table with user details and links to change them.

<b>User ID:</b>	Jane_Doe	<a href="#">Change User ID</a>
<b>E-mail:</b>	richard.morris@illinois.gov	<a href="#">Change Email</a>
<b>Password:</b>	<a href="#">Change Password</a>	
<b>Security Questions:</b>	<a href="#">Change Security Questions</a>	

# Portal Dashboard

9. You will now have access to you Online Services Portal Dashboard for a variety of license activities:

The screenshot shows the IDFPR Online Services Portal dashboard. At the top, the user is identified as Jane Doe with a Logout link. A shopping cart icon shows a total of \$0.00 and a Checkout button. The main navigation includes HOME, MY ACCOUNT, and ONLINE SERVICES. A secondary navigation bar contains Welcome, My Licenses, Contact Information, Login Information, and Medical Facility Applicant Status. The main content area is titled "IDFPR Online Services Portal" and includes a welcome message. Two primary actions are highlighted: "New Applications" and "Renew Your License", each with a "Click Here" button. The footer features three large icons with corresponding text: a pencil for "Create/Continue Application", a bell for "License Application Status", and a folder for "Upload Document(s)".

Jane Doe Logout \$0.00 Checkout

**IDFPR** HOME MY ACCOUNT ONLINE SERVICES ▾


Welcome My Licenses Contact Information Login Information Medical Facility Applicant Status


## IDFPR Online Services Portal


Welcome to our new Online Services Portal! We currently offer the following:

**New Applications**  
To create or continue a new license application click the button below.  
[Click Here](#)

**Renew Your License**  
To renew your professional or business license online, click the button below.  
[Click Here](#)

 **Create/Continue Application**  
Create or continue a new license application.

 **License Application Status**  
Check the status of your new license application.

 **Upload Document(s)**  
Upload documents to your pending license application.