

JB PRITZKER Governor idfpr.illinois.gov

MARIO TRETO, JR. Secretary

Tips for Renewing a Professional License

(Business Accounts)

(Revised 3.19.24)

(Note: Business and Individual licenses will be on separate accounts. Please see the Individual Account instruction sheet for help renewing an individual license.)

First Time Renewing or Logging In?

Note, if you applied for your initial license via the IDFPR online services portal, you should use the same username and password created at that time. If you need assistance, please see the links below:

- Forgot Your User ID? <u>https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/forms/online/user-id-retrieval-guide.pdf</u>
- Forgot Your Password? <u>https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/forms/online/password-reset-guide.pdf</u>
- 1. Visit the IDFPR Online Services Portal at the following URL: <u>https://online-dfpr.micropact.com/</u>



2. Click on "Register" under the Log In button.

Account	Cannabis Renew HERE	
User ID		
User ID		
Password		
Passwor	rd	
Log In		
Don't have a	in account? Register	
Donthave a	in account? Register	

3. Register as a Business.

Register r	new Account
Fields marked v Step 1. Busines	with an asterisk * are required. ss or Individual
Register as:	
O Indivi ● Busin	dual ess
Next	Cancel

4. Fill in your Account Information, Business Information, Address, and Security Questions. Then "Create Account".

Login Register					
Illinois Depa	rtment of Financial &	Professional Regulation		HOME	MY ACCOUNT ONLINE SERVICES +
Registration					
Account Info	ormation				* denotes required fields
	*User ID 🔺	User ID			
	*Email Email				
	*Password Password				
	Confirm Password	Confirm Password			
Personal Info	ormation				
	Business Name	Business Name			
	FEIN	FEIN			
Public Addre	SS		Mailing Addr	ess	Same as Public Address
Address 1	Address 1		Address 1	Address 1	
Address 2	Address 2		Address 2	Address 2	
City	City		City	City	
State	Illinois	~	State	Illinois	~
Zip	Zip		Zip	Zip	
County	ADAMS	~	County	ADAMS	~
Country	UNITED STATES	~	Country	UNITED STATES	~
Phone	Phone		Phone	Phone	
Cell Phone (if different)	Cell Phone (if different)		Cell Phone (if different)	Cell Phone (if different)	
Secret Ques	stions				
	Secret Question 1	In what city did you meet your spouse/signifi	icant other?	~	Answer 1
	Secret Question 2	In what city does your nearest sibling live?		~	Answer 2
	Secret Question 3	In what city or town was your first job?		~	Answer 3
Captcha Ver	rification				
Please note that this	code is case sensitive.				
8bw)	Ew9	Enter Code	e*		
▶ 0:00 / 0:09		1			
					Create Account

5. Once logged in, follow the instructions on the next page.

Have a Login and Ready to Renew?

1. Visit the IDFPR Online Services Portal at the following URL:

https://online- dfpr.micropact.com/

2. Enter your User ID and Password. If you need assistance, please see the links below:

- Forgot Your User ID? <u>https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/forms/online/user-id-retrieval-guide.pdf</u>
- Forgot Your Password? <u>https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/forms/online/password-reset-guide.pdf</u>

Login Register	nal Regulation H	HOME MY ACCOUNT ONLINE SERVICES -
		at your
Access Your Account	i Welcome	
Account Cannabis Renew HERE	IDFPR Online Servic	es Portal
User ID	Welcome to the IDFPR Online Services Portal! Please allow 2-4 husiness days for your application to post in our systems and your license status to	
Password	Thank you for your patience	ə.
Password Log In	Password & Login Assis Forgot Your User ID?	tance
Don't have an account? Register Forgot Password? Forgot User ID?	Forgot Your Password?	
1.10	New Applications	
ABA, NE		

3. Once logged in, click the "Online Services" link on the top right. A drop down will appear. Click "Create/Continue a Renewal" link.

Illinois Department of Financial &	Professional Regulation	HOME MY ACCOUNT	ONLINE SERVICES
License Application	Renewal/Reinstatement	License Application State	
Create/Continue Application License Application Status	Create/Continue a Renewal	License Application Status Upload Document(s)	
Licensure Options Certification of Licensure	Account Information	License Lookup	
	Address Change Update My Contact Info	Lookup a License	

4. Click "Start" next to the appropriate License Number (if you hold multiple licenses, they may appear on this screen).

Illinois Department of Financial & Professional Regulation					MYACCOUNT	ONLINE SERVICES +
Renewal						^
Renewal	Completed	License	Description	From	То	Note

5. The Renewal Application will open and will ask you to answer a few questions.

IMPORTANT NOTE: On question #2, only answer "Yes" if your address has moved to an address outside of the United States. If you need to update your address (within the United States), answer "No" and then update via the "Edit Address" button.

2. Do you have an address change from your Credential Address below to a location outside of the United States? NOTE: if your Credential Address below already shows an address outside of the United States, then answer "No".
* 🗆 Yes 🗆 No
3. Enter/update your Main Address:
Attention Line Address Line 1 Address Line 2 City State Zip Code County County Phone Cell Phone
Edit Address
ORChange to an address already on file:

6. You must answer all questions and submit the application to complete the renewal process. You may click "Close and Save" to complete the Application in the future. To start over, please click the "Restart" link.