

Account Creation: Existing Licensees

Revised 2-26-18

Overview

This guide is to assist **existing licensees** in the creation of an online account to ensure that the information contained within the database is properly associated with your account. If you are a new applicant and have never applied for and/or had a license with IDFPR, please refer to the account creation guide for new applicants in the online portal.

1. Access the Online Services Portal at: <u>https://ilesonline.idfpr.illinois.gov/DFPR/Default.aspx</u>

2. Select "Register" from "Access Your Account" section or select 'Click Here' under new applications

| Login Register | |
|--|--|
| IDFPR | HOME MY ACCOUNT ONLINE SERVICES - |
| | i Welcome |
| Access Your Account Account Renew HERE | IDFPR Online Services Portal |
| User ID | Welcome to our new Online Services Portal! We currently offer the following: |
| User ID | 1. New Professional License Applications: Advance Practice Nurses (APNs), Barbers, Cosmetologists, |
| Password | Estheticians, Licensed Certified Public Accountants (CPAs), Dentists, Dental Hygienists, Licensed Massage Therapists, Licensed Practical Nurses (LPNs), Nail Technicians, Permanent Employee |
| Password | Registration Cards (PERCs), Pharmacy Technicians, Registered Nurses (RNs), and Real Estate Brokerage |
| Log In | 2. New Business License Applications: Limited Liability Companies (LLCs), Medical Corporations, |
| | Professional Service Corporations (PCs), Public Accounting Firms, Salons/Shops 3. New License Applications or Renewals: Medical Cannabis Dispensary Agents |
| Don't have an account? <u>Register</u> Forgot Password? Forgot User ID? | New and Additional Controlled Substance Applications: Advance Practice Nurses(APNs), Dentists, Optometrists, Physician Assistants, Physicians, Podiatrists and Veterinarians |
| | New Applications |
| | Click Here |
| | |

3. For the next page below, select 'Yes' and click 'Next.'

| Register new Account | |
|--|-----------|
| | |
| Fields marked with an asterisk * are required. | |
| Step 1. Business or Individual | |
| Register as: | |
| Individual | |
| Business | |
| | |
| Assount Matching | |
| 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. | CLICK NO |
| 2. I am a current licensee of the IDFPR. | CLICK YES |
| 3. I have been fingerprinted for a license application and those results have been sent to IDFPR. | CLICK YES |
| 4. I previously applied for a license or sat for an examination, but never received a license from the IDFPR. | CLICK YES |
| 5. I had a license or registration with the IDFPR, but its status is now either: not renewed, expired or inactive. | CLICK YES |
| | |
| Yes | |
| ○ No | |
| | |
| | |
| Next Cancel | |

4. Enter your information into at least two of the fields below and click 'Finish.'

| Account M | atching |
|--|--|
| Step 2. Answer We will try to fin Items with * are | vith an asterisk * are required. Security Questions d your account by asking you the questions below: required. nter at least 2 optional field(s). |
| SSN Last Name Date of Birth Access ID | |
| Finish | Cancel |

- 5. You will then see the screen below with a system generated user ID.
- 6. Enter or update your email address in the 'Email' field and provide answers to the security questions. Answers to these questions will be needed if you ever forget your user ID and password.
- 7. Enter the Captcha Verification Code into the 'Enter Code' field and click 'Create Account.'

| Registration | | | |
|---|--|---------------------------|--|
| Account Information | | * denotes required fields | |
| *User ID 🗸 | User345 | | |
| *Email | | | |
| *Password | Password | | |
| Confirm Password | Confirm Password | | |
| Secret Questions | CUIIIIIII Passivuu | | |
| Secret Questions | | | |
| Secret Question 1 | In what city did you meet your spouse/significant 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 Verification | | | |
| Please note that this code is case sensitive. | | | |
| ny k 6 H8 | Enter Code* | | |
| ▶ 0:00 / 0:09 ● ● ● ● | | | |
| | | Create Account | |

8. You will then see the screen below and will receive a confirmation email from FPR.Notice@Illinois.gov

| IDFPR | | HOME | MY ACCOUNT | 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. | | | | |
| User ID: | User345 | | | Change User ID |
| E-mail: | test@aol.com | | | Change Email |
| Password: | Change Password | | | |
| Security Questions: | Change Security Questions | | | |
| | | | | |
| | | | | |

9. Click on the link in the email to complete the account registration process.

| P Reply Q R | eply All G Forward Wed 2/28/2018 1:51 PM FPR.Notice@Illinois.gov New Account Created | | |
|--|--|--|--|
| To John Smith | | | |
| Phish Alert | | | |
| Dear John Sm This notice is | nith s to verify the email address you provided to the IDFPR's Online Application Portal. | | |
| This email wi | ill be your primary point of contact for all communication with the IDFPR going forward. Please be sure to keep this email up to date. | | |
| To complete | the email verification process, click the following link: | | |
| https://ilesor | nline.idfpr.illinois.gov/DFPR/Account/VerifyEmail.aspx?&guid=5006d972-f485-4d8a-9329-49c5bc43d5f1&email | | |
| , . | linois Department of Financial and Professional Regulation | | |
| Licensing and Testing Unit Phone: 1 (800) 560-6420 http://www.idfpr.com/ | | | |

10. You can now log into the system at <u>https://ilesonline.idfpr.illinois.gov/DFPR/Default.aspx</u>