# Account Creation:
## New Applicants

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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 applicants 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 previous applicant or existing licensee, please refer to the account creation guide for returning applicants in the online portal.

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.’ If you are a **previous applicant or existing licensee**, please refer to the account creation guide for returning applicants in the online portal.
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/mailing 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.
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.
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.
Portal Dashboard

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