

Steps to submit an application for licensure (individual)

- → Log into the Online Services Portal at: https://online-dfpr.micropact.com/ with your User ID and Password.
  - If you are new to the Online Services Portal and have not yet registered, you will need to do so before you can log in by clicking the "Register" link.



➔ Once logged in, click "Online Services" at the top right.

| Illinois Department of Financial & Pro                         | fessional Regulation  | HOME MY ACCOUNT ONLINE SERVIC  |
|--|---|--|
| License Application  | Renewal/Reinstatement   | License Application Status   |
| Create/Continue Application<br>License Application Status      | Create/Continue a Renewal   | License Application Status<br>Upload Document(s)   |
| Licensure Options<br>Certification of Licensure                | Account Information   | License Lookup   |
|  | Address Change<br>Update My Contact Info  | Lookup a License   |
| Due to the high volume of online renewals                      | resulting from the recent renewal window opening for m<br>issues.   | all<br>nultiple professions, we are experiencing some performance                                  |
| Please allow 2-4 business days for your<br>renewal traffic and | license to post in our systems and your license status<br>hope to implement performance optimization throughout the | to update. We are working to improve our capacity for online<br>week. Thank you for your patience. |
|  | We currently offer the following:   |  |
|  | New Applications  |  |
|  | Online Renewal Instructions   |  |

➔ A drop down will appear. Click "Create/Continue Application".



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➔ A list of Boards will appear - click "Real Estate Board" to see a list of real estate license types - click "Start" to the left of the license type you wish to apply for.

| Pharmacy Board   |             | · · · · · · · · · · · · · · · · · · ·          |
|--|-------------|--|
| Physical Therapy Board   |             |  |
| Physician Assistant Board  |             |  |
| Professional Engineering Board   |             |  |
| Professional Service Corporation   |             |  |
| Real Estate Board  |             |  |
|  | Board       | License  |
| Start  | Real Estate | Licensed Real Estate Leasing Agent Student     |
| Start  | Real Estate | Licensed Real Estate Residential Leasing Agent |
| Start  | Real Estate | Licensed Real Estate Broker                    |
| Start  | Real Estate | Licensed Real Estate Pre-License Instructor    |
| Start  | Real Estate | Licensed Real Estate CE Instructor             |
| Start  | Real Estate | Licensed Real Estate Managing Broker           |
| To apply for a <b>business</b> professional license you must create a business account with the IDFPR. | Real Estate | Licensed Real Estate Broker Corporation        |
| To apply for a <b>business</b> professional license you must create a business account with the IDFPR. | Real Estate | Licensed Real Estate Limited Liability Firm    |
| Structural Engineering Board   |             |  |
| Adult Use Cannabis Board   |             | •  |
|  |             |  |

Completing the application requires that all questions be answered, requested documents be uploaded, and the payment be submitted. Once submitted, you will receive a receipt and email from the Department confirming that your application has been submitted for review.

Questions? please send them to: <a href="mailto:fpr.realestate@illinois.gov">fpr.realestate@illinois.gov</a>