Online Instructions for Transferring Licensees

Financial and Professional Regulation How to Approve an Invitation from a Sponsoring Broker

Step 1: Log into the Online Services Portal at: <u>https://online-</u> <u>dfpr.micropact.com</u> with your User ID and Password.

Illinois Department of

Division of Real Estate

Note: 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.

Access Your Account	i Welcome					
Account Renew HERE	IDFPR Online Services Portal					
User ID	Welcome to our new Online Services Portall We currently offer the following:					
Password	Veicome to our new Unline Services Portall We currently offer the following: New Professional License Applications: Advance Practice Nurses (APNs), Barbers, Cosmetologists,					
Password	Estreticians, Licensed Certined Public Accountants (CPAs), Dentists, Dental Hygienists, Licensed Massage Therapists, Licensed Practical Nurses (LPNs), Nail Technicians, Permanent Employee					
Log In	Registration Cards (MERCs), Pharmacy Technicians, Registered Nurses (KNS) New Business License Applications: Limited Liability Companies (LLCs), Medical Corporations,					
Don't have an account? Register	New License Applications or Renewals: Medical Cannabis Dispensary Agents					
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					

Step 2: Click "Online Services"

Step 3: Click "Licensure Options"





Step 4: Begin (or Continue) a Transaction

To begin click the "Start" link.

Note: If you have any in-progress transactions, they will appear on this screen. Click "continue" to resume or "delete" to start over.

Illinois Departme	nt of Financial & Professional Regulation	HOME	MY ACCOUNT	ONLINE SERVICES -
Supervision Authoriz				
Item				^
	Board	License		
Start	Real Estate	471.005024		

Step 5: Select "Review Pending Request From New Brokerage Firm" from the drop-down menu

Brokerage Firm	Broker
Review pending invitations sent by a	Fields marked with an asterisk * are required.
Brokerage Firm or self-sponsored	1. What action(s) would you like to take? @
Managing Broker	* - select one
Click "Next"	
Important: Managing Broker	- select one -
Licensees (who are neither the	Transfer Active License to New Brokerage Firm
designated managing broker nor	Join a New Brokerage Firm (Only If Unsponsored)
self-sponsored) must select "Modify	Leave Current Brokerage Firm (Become Unsponsored)
My Current Licensure" from the first	Review Pending Request From New Brokerage Firm
drop-down menu, click "Next", then	Cancel Pending Brokerage Firm Transfer

Tip: You may save your progress at any point and return to the Transaction later. Click the red "Save to Continue Later" button on the bottom right of each screen



Step 6: Approve/Deny Sponsor's Invite





Step 7: Review & Finish Transaction

475. 19739					8		
Licensure Options -	Review			Print Rev	view		
Broker	Face				_		
Sponsoring Broker Approval	rees			Total Fees: 5	\$0.00		
Review	Licensure Options - Broker						
1. Confirm action(s) you would like to take 🕢							
	All Fees are Nonrefundable						
Sponsoring Broker Approval 4. Sponsoring Broker Approval 9							
	481.0 (36%)4 : ENTERPRISE REALTY, LLC	475.197398 : KIRK JAMES	Approve				
v	Previous Finish			Save to Continue	Later		
	Previous Finish			Save to Continue	Later		

The screen will display the pending approval/denial and its associated status in the "Status" column. If the "Status" column is blank, no action will be taken. If you need to go back and change the status, click "Previous".

Click "Finish" to complete transaction

You will see a message that the transaction has completed successfully. Please allow up to 24 hours for transfer to reflect in our database and on your license.