

Online Instructions for Managing Brokers

How to Approve Sponsorship of New/Transferring Licensee(s)

Important: The below steps can only be completed via the designated managing broker's individual Portal account

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

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
	Welcome to our new Online Services Portall We currently offer the following:
Password	 New Professional License Applications: Advance Practice Nurses (APNs), Barbers, Cosmetologists, Estheticians, Licensed Centified Public Accountants (CPAs), Dentists, Dental Hygienists, Licensed Massage Therapist, Licensed Practical Nurses (CPAs), Durit Technicans, Permanent: Employee Registration Cardis (PERGs), Pharmacy Technicans, Registred Nurses (IPNs), Durit Central Competitions (PERG), Pharmacy Technicans, Registred Nurses (IPNs), Difference (PERG), Pharmacy Technicans, Registred Nurses (IPNs), Difference Applications, March 2014, Difference (PERG), Pharmacy Technicans, Registred Nurses (IPNs), Difference Applications, Nurses, Nurses,
Log In Don't have an account? Register Forgot Password? Forgot User ID?	Teel customers Exterior Approximations: United States Configurates (ECus): Instance Colponenties, Professional Service Corporations (PCs), Public Accounting Frams, Salons/Shops New License Applications or Renewals: Medical Cannadas Depensary Agents New and Additional Controlled Substance Applications: Advance Particle Nurses(APNs), Dentists, Optometrists, Physician Assistants, Physicians, Podatrists and Veterinarians
	New Applications

Step 2: Click "Online Services"

Step 3: Click "Licensure Options"

IDFPR		HOME MY ACCOUNT	
License Application	License Application Status	Account Information	7
Create/Continue Application License Application Status	License Application Status Upload Document(s)	Address Change Update My Contact Info	2
Licensure Options Certification of Licensure	License Lookup		
	Lookup a License		
Welcon	ne to our new Online Services Portal! We currentl	y offer the following:	
	New Applications		
	To create or continue a new license application click the be	utton below.	



Step 4: Begin (or continue) a Transaction



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: Select "Review Pending Requests From New Broker(s) or Leasing Agent(s)"

Review Pending Request from New Broker(s) or Leasing Agent(s) To Review, Approve, or Deny Requests from Licensees that have added your Brokerage Firm for Sponsorship Click "Next	Licensure Options - Firm & Employees	Fields marked with an asterisk * are required. 2. Select Type of Licensee Change * -select one - Transfer Licensee to Brokerage Firm Remove Active Broker(s) or Leasing Agent(s) from Brokerage Firm Review Pending Request From New Broker(s) or Leasing Agent(s)
		Previous Next

Step 7: Approve/Deny Supervision Requests

471							
Licensure Options	Sponsoring Broker Transfer Authorization						
Licensure Options - Firm & Employees	15. Please up Action	date the Supervision Status field Sponsoring Broker	for the broker(s) you would like to appr Transfer Applicant	ove. 😧	Staturs I	Expiration Date	
Sponsoring Broker Transfer Authorization	8	476	475 WILLIAM				
	B* D*	478	475 JULIA				
		Edit Supervision	Transfer Approve				
Transfer Applicant column will includ transferring and new Licensee(s) see	e both eking	Please update the Sponsoring Brok 478	e Supervision Status field for the	e broker(s) y	ou wo	uld like to approve	
sponsorship Select Approve or Deny via the "Actio paper and pencil) next to each individua	n" Icon al Licensee	Transfer Applicar 475.	WILLIAM				

Once all selections have been made, click "OK" (bottom of left of the page)



Comments

15. Please update the Supervision Status field for the broker(s) you would like to approve. 69

Action	Sponsoring Broker	Transfer Applicant	Comments	Status	Expiration Date
D'	478	475 WILLIAM		Approve	
D'	477.0	475 : C REINA			
D'	477.0	475 PAUL			
D'	478.000000000000000000000000000000000000	475 MATTHEW			
N	477	475 : IFF ULIA			



Step 8: Review list of Action(s) taken & Finish Transaction

							(8
Licensure Options	• Reve	ew					Print Review	
Licensure Options - Firm & Employees	Fees	6					Total Face: \$0.00	
Sponsoring Broker	Lice	nsure Options					1041 Pers. 3030	
Authorization	1.0	onfirm action(s) you would I	like to take.					
Parian		Manage Licensees						
NEW	-48	Fees are Nonrefundable*						
		rees are nonnenninginginging						
	Lice	nsure Options - Firm & Emp						
	2.0	onfirm action(s) you would i	ilke to take.					
		Review Pending Request Fro	m New Broker(s) or Leasing Agent(s)					
	Spor	nsoring Broker Transfer Aut	horization					d
	15.1	Please update the Supervisi	on Status field for the broker(s) you would lik	e to approve.	0			
		Sponsoring Broker	Transfer Applicant	Comments	Status	Expiration Date		
		sponsoning brower						
		478	475 WILLIAM		Approve			
		478	475 WILLIAM 475 RENA		Approve			1
		478 477 477	475 WILLIAM 475 REINA 475 PAUL		Approve			

The system will display all pending transfer requests and their associated statuses. Each Licensee for which an approval decision was made will show the relevant decision in the "Status" column. If the "Status" column is blank, no action will be taken.

Click "Finish" to complete transaction

You will be shown a confirmation screen and a confirmation # as proof of the completed transaction, which can be printed for your records.