

IDFPR License Payment Overview


Revised 10-29-18

This guide is intended to assist users with how to pay for license renewals and initial licenses. Please note the screenshots and instructions in this guide are for a renewal payment example and are very similar to the screens displayed for an initial license payment.

1. The screen below will be displayed once you submit your license renewal request. You can verify and update your phone number and email address on this page. *This page will not be displayed on for initial license payments.*
2. Click the 'Enter Payment Information' button to proceed to the next page.

Payment Information

Please address any questions and/or concerns regarding the renewal of this license to IDFPD using the following contact information:



Email: FPR.Renewal@illinois.gov
Phone: 1-800-560-6420 (312-281-0341 for international calls)

| | |
|--------------------------------------|---|
| Today's Date: | 09/18/2018 |
| Your License Expiration Date: | 12/31/2018 |
| Your License Renewal Fee is: | \$45.00 |
| Your Transaction Fee is: | \$1.01 if paying with credit/debit card or \$0.75 if paying with electronic check |

Please Note: The transaction fee is added to your renewal fee to cover payment processing costs.

The following information is needed so we may contact you regarding any problems with this transaction.

| | |
|--|--|
| Your phone number: (Numbers only - no dashes) | Your E-mail address: |
| <input style="width: 100%;" type="text" value="3128141111"/> | <input style="width: 100%;" type="text" value="davesmith@test.com"/> |
| <i>Example: 1112223333</i> | <i>Example: myname@myisp.com</i> |

PLEASE NOTE: Please provide the **email address and phone number associated with the credit card account** that is used to pay for this renewal. The email address and phone number entered here are only used for the credit card transaction - changing either one here will not affect your contact information in our system.

Enter Payment Information Clear

3. Verify and update the billing contact information on the page below as needed and click the **'Next Step: Add Payment Method'** button to proceed to the next page.

Make A Payment - Payment Information - Illinois: Department of Financial and Professional Regulation (IDFPR)

[Cart Information](#) [Payment Information](#)

Billing Contact Information

Name: Dave Smith

Address: 123 State Street

Street Address Continued: Unit 1

City: Chicago

State: Illinois

Zip Code: 60601

Email: davesmith@test.com

Mobile Phone: (312) 814-1111

Shopping Cart

| | |
|----------------------|---------|
| IDFPR TEST | \$45.00 |
| Subtotal | \$45.00 |
| Projected Card Fee | \$0.00 |
| Projected Debit Fee | \$0.00 |
| Projected eCheck Fee | \$0.00 |

Payment Details

IDFPR TEST
123456789 - \$45.00

[Cancel Transaction](#)

Next Step: Add Payment Method


4. Enter payment information into the fields below and click the **'Next Step: Review Payment'** button to proceed to the next page. Users may pay for their license renewal with a debit card, credit card, or eCheck. The example in this guide is for a credit card.

Make A Payment - Payment Information - Illinois: Department of Financial and Professional Regulation (IDFPR)

Cart Information Payment Information

Payment Information Shopping Cart

Please select your Payment Method

Credit Card 

Debit Card

Name on Card: Dave Smith

Card Number: 1111222233334444

Expiration Month: 01


Expiration Year: 2020

Security Code: 123

Card Zip Code: 60601

Amount Due: \$ 45.00

Payment: \$ 45 . 0000

eCheck 

Shopping Cart:

| | |
|----------------------|---------|
| IDFPR TEST | \$45.00 |
| Subtotal | \$45.00 |
| Projected Card Fee | \$0.00 |
| Projected Debit Fee | \$0.00 |
| Projected eCheck Fee | \$0.00 |

Payment Details

IDFPR TEST
123456789 - \$45.00

[✕ Cancel Transaction](#)

[← Back to Payment Information](#) [Next Step: Review Payment ▶](#)

- Review everything on the screen below. Click the **'Back to Payment Method'** button if any information needs to be corrected.
- If the information is correct, check the box agreeing to the terms and then click the **'Make Payment'** button to finalize the payment.

Make A Payment - Review Payment - Illinois: Department of Financial and Professional Regulation (IDFPR)

Review Payment

| Item | Amount |
|-------------------------------|-----------|
| IDFPR TEST | \$45.00 |
| Total Amount Due: | \$45.00 |
| 35 ***** 0000 expires 01/2020 | (\$45.00) |
| Total Payment Methods: | (\$45.00) |

Billing Contact Information

Dave Smith (312) 814-1111
 123 State Street
 Unit 1
 Chicago, IL 60601

 davesmith@test.com

I agree to the [Payment Terms of Service](#) and authorize this payment

Shopping Cart

| | |
|------------|---------|
| IDFPR TEST | \$45.00 |
| Subtotal | \$45.00 |

Payment Details

IDFPR TEST
 123456789 - \$45.00

- The screen below will be displayed upon successful **license renewal payment**.

Please print this page for your records - this is your only receipt.

Please do not use the 'BACK' button or you may be charged again.

Your license: 123456789 has been successfully renewed.
 Your authorization number is 2000040

Your account has been charged a renewal fee of \$45.00
 plus an additional convenience fee of \$1.00.

Your payment is being processed.

This typically takes 2 business days but may take longer due to increased volume or database downtime. An email with instructions on how to obtain your license electronically will be sent to you after processing.

Please click [here to return to the agency home page](#).

If you have other licenses to renew, you can click [here to return to the renewal start page](#).