

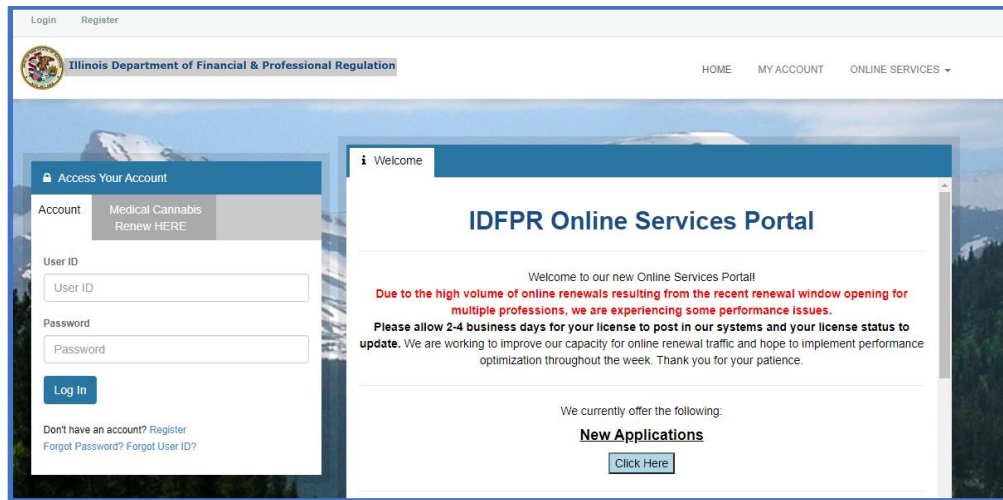


2022 Auctioneer Renewal Help Sheet

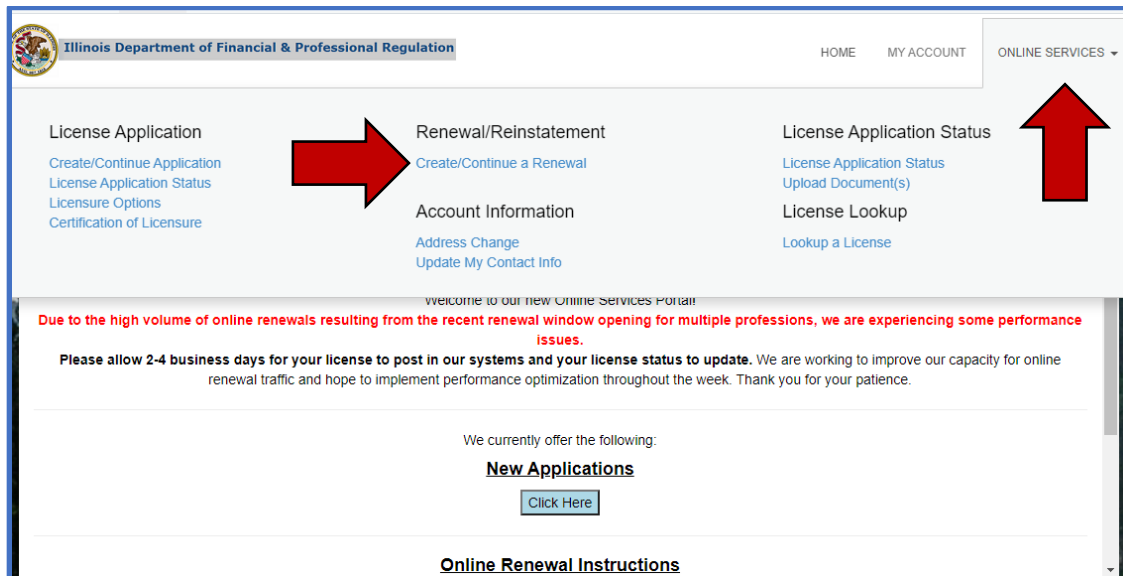
How to submit a Renewal Application for 2022?

- ➔ Log into <https://online-dfpr.micropact.com/> using your User ID and Password.
 - If you have not yet registered, you will need to do so before you can log in by clicking the “Register” link.

PLEASE NOTE: If you hold both an individual Auctioneer license and an Auction Entity License a Renewal must be submitted for each separate online account.



- ➔ Once logged in, click the Online Services link on the top right



- ➔ A drop down will appear. Click “Create/Continue a Renewal” link





2022 Auctioneer Renewal Help Sheet

How to submit a Renewal Application for 2022?

- ➔ Click “Start” next to the appropriate License Number (if you hold multiple licenses, they may appear on this screen)

Completed	License	Description	From	To	Note
Start	475 120546	Licensed Real Estate Broker	02/03/2022	04/30/2024	

- ➔ The Renewal Application will open and will ask you to answer a few questions.
- **IMPORTANT NOTE:** On question #2, only answer “Yes” if your address has moved to an address outside of the United States. If you need to update your address, you should answer “No” and then update via the “Edit Address” button.

2. Do you have an address change from your Credential Address below to a location outside of the United States? NOTE: if your Credential Address below already shows an address outside of the United States, then answer “No”.

* Yes No

3. Enter/update your Main Address:

Attention Line
Address Line 1 576 SARDONIA DR
Address Line 2
City GRAYSLAKE
State Illinois
Zip Code 60030
County LAKE
Country
Phone (847) 668-7333
Cell Phone (847) 223-7333

-- OR -- Change to an address already on file:

- ➔ You must answer all questions and submit the application to complete the renewal process. You may click “Close and Save” to complete the Application in the future. To start over, please click the “Restart” link.

If you should have any questions, please email fpr.realestate@illinois.gov

