Online Instructions for Real Estate Licensees  
How to Add a New Sponsoring Broker (only if currently unsponsored)

Step 1: Log into the Online Services Portal at: https://online-dfpr.micropact.com 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.

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.

Step 5: Select "Join a New Brokerage Firm" from the drop-down menu

Join a New Brokerage Firm (Only If Unsponsored)
Add yourself to a new Brokerage Firm if you are currently Inoperative
Step 6: Add a New Sponsoring Broker

Click “Add” button to begin search

Enter New Sponsoring Broker Information and click "Search"

Best results are obtained by entering only their License Number

Select Sponsoring Broker from Search Results

Click “Add” for your selection or "Detail" if additional information is needed

Confirm Selection

Action Icons are available if deleting or editing is required

Finalize the Selection

Click “Next” to move to the Transaction Review Screen
Step 7: Review Transaction

Final review of Sponsoring Broker and Fee
Click "Proceed to Payment" to continue

Step 8: Pay Invoice and Submit Transfer Request

Enter payment details then click "Pay Invoice" to submit the request.

Note: Once submitted, transfer requests must be approved by the new Sponsoring Broker within 7 calendar days, or the request will expire and the transfer fee forfeited. Please notify your sponsor that a request has been sent to them.

$25 Non-Refundable Fee for each Transfer – Credit Card or eCheck – convenience fees may apply.

Once transfer request is submitted, you will see a receipt screen and an email confirmation from IDFPR will be sent to you.