



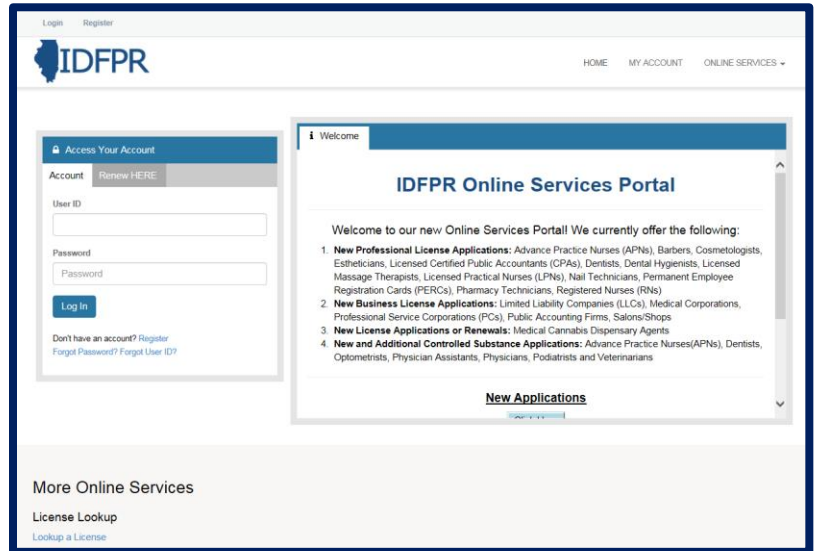
# Online Instructions for Managing Brokers

## How to Invite Licensees to Join Your Brokerage Firm

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

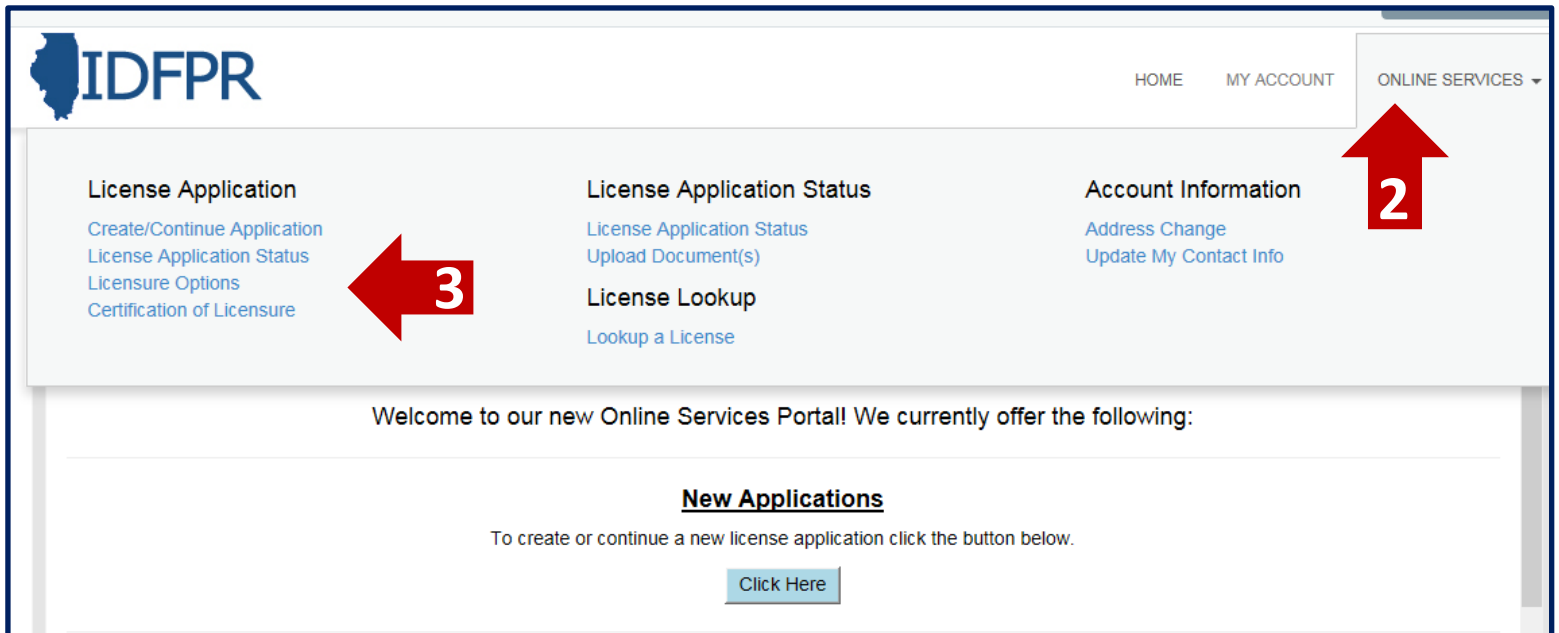
**Step 1:** Log into the Online Services Portal at: <https://online-dfpr.micropact.com> with your User ID and Password.

**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.

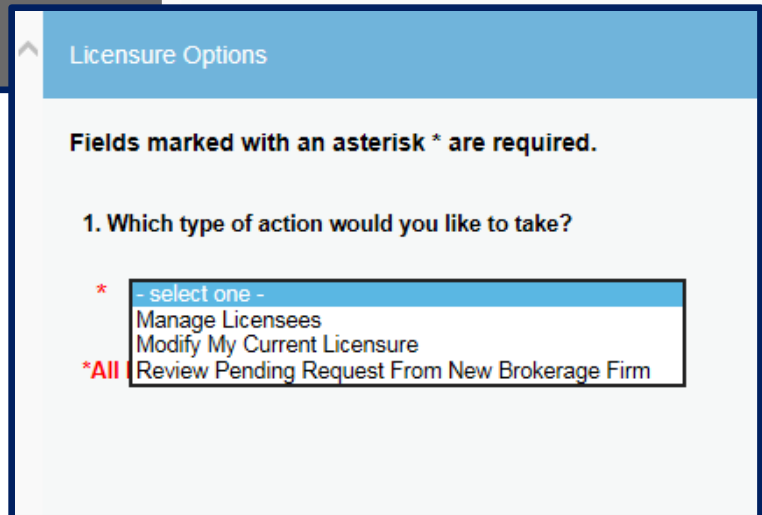
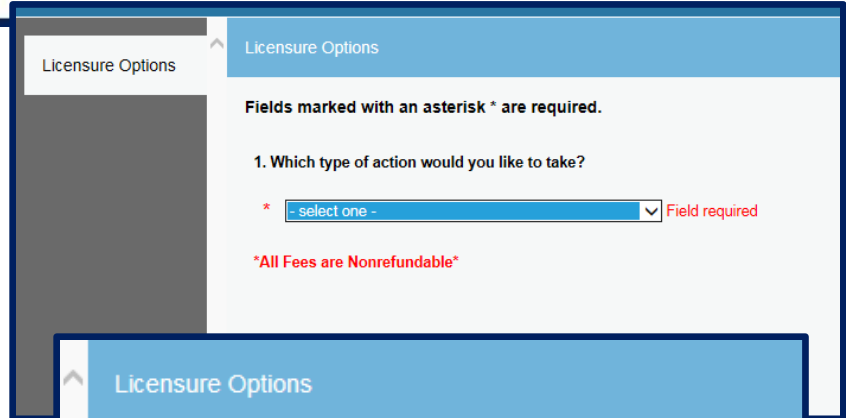


### Step 5: Select "Manage Licensees" from the drop-down menu

#### Manage Licensees

Allows you to Add, Terminate, and Approve Transfers of Licensee(s)

Click "Next"





**Step 6:** Select "Add Licensee to Brokerage Firm" from the drop-down menu

**Add Licensee to Brokerage Firm**

Can only select licensees that are not sponsored

Click "Next"

Licensure Options - Firm & Employees

Fields marked with an asterisk \* are required.

2. Select Type of Licensee Change

\* - select one -  
Add 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)

**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 7: Add licensees

Click the Add button to open a License Lookup window.

Enter the licensee's information and click "Search"

Best results are obtained by entering only their License Number

Note: The system will only display licensee(s) who are currently "Inoperative." If a licensee is actively sponsored by another firm, they will not appear in the search results and the licensee would be required to submit a Transfer Request via their own Portal account

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

License Options - Add New Licensee(s)

Fields marked with an asterisk \* are required.

4. Please add Licensee(s) in the grid below: ?

Action	Employee
	* No Records Found

Add

License Lookup

Search Criteria

Board: ACUPUNCTURE, ADV PRACTICE NURSE, APPRAISAL, ARCHITECT, ATHLETE AGENT

License Status: [dropdown]

License Number: [input]

Legal Business Name: [input]

Doing Business As: [input]

First Name: [input]

	Name	License Status	Credential	City/State	Original Issue Date	Current Expiration Date	Ever Disciplined	License Number
Detail Add	SMITH	ACTIVE		CHICAGO, IL	11/29/1977	01/01/2099	N	
Detail Add	SMITH	ACTIVE		CALLUMET PARK, IL	05/22/2014	05/31/2020	N	
Detail Add	SMITH	ACTIVE		PEORIA, IL	04/07/2009	09/30/2018	N	
Detail Add	SMITH	ACTIVE		Abingdon, IL	03/11/2016	05/31/2018	N	
Detail Add	SMITH	ACTIVE		CHICAGO HEIGHTS, IL	02/21/2017	09/30/2019	N	
Detail Add	SMITH	ACTIVE		DEKALB, IL	07/17/2017	05/31/2020	N	
Detail Add	SMITH	ACTIVE		East Alton, IL	01/29/2018	05/31/2021	N	
Detail Add	SMITH	ACTIVE		BRADLEY, IL	06/01/1994	01/01/2099	N	
Detail Add	SMITH	ACTIVE		PEORIA, IL	07/17/1986	01/01/2999	N	
Detail Add	SMITH	ACTIVE		Chicago, IL	02/27/2004	09/30/2018	N	
Detail Add	SMITH	ACTIVE		CARTERVILLE, IL	03/24/2006	09/30/2019	N	
Detail Add	SMITH	ACTIVE		PEORIA, IL	07/25/2016	05/31/2020	N	



### Step 8: Review Transaction

**Final review of Licensee Transfer and Fee**  
Click "Proceed to Payment" to continue

### Step 9: 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 licensee within 7 calendar days, or the request will expire and the transfer fee forfeited.**

**\$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.**