

---

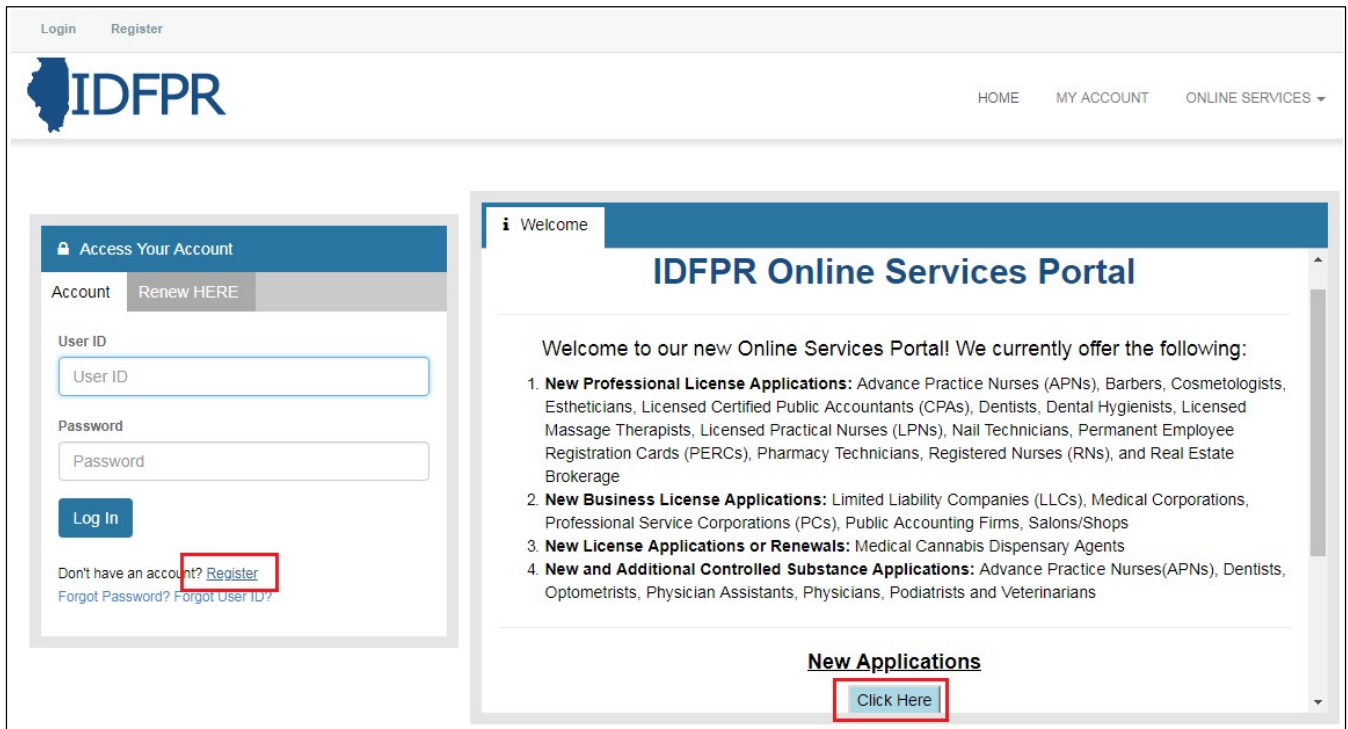
# Account Creation: Existing Licensees

Revised 2-26-18

# Overview

This guide is to assist **existing licensees** in the creation of an online account to ensure that the information contained within the database is properly associated with your account. If you are a new applicant and have never applied for and/or had a license with IDFP, please refer to the account creation guide for new applicants in the online portal.

1. Access the Online Services Portal at: <https://ilesonline.idfpr.illinois.gov/DFPR/Default.aspx>
2. Select “Register” from “Access Your Account” section or select ‘Click Here’ under new applications



3. For the next page below, select 'Yes' and click 'Next.'

### Register new Account

Fields marked with an asterisk \* are required.  
Step 1. Business or Individual

**Register as:**

Individual  
 Business

### Account Matching

*Review the options and then select Yes, or No in the radio buttons or table below.*

1. I am applying for a license with the IDFPR for the first time and have never been issued a professional license by the IDFPR.	<a href="#">CLICK NO</a>
2. I am a current licensee of the IDFPR.	<a href="#">CLICK YES</a>
3. I have been fingerprinted for a license application and those results have been sent to IDFPR.	<a href="#">CLICK YES</a>
4. I previously applied for a license or sat for an examination, but never received a license from the IDFPR.	<a href="#">CLICK YES</a>
5. I had a license or registration with the IDFPR, but its status is now either: not renewed, expired or inactive.	<a href="#">CLICK YES</a>

Yes  
 No

4. Enter your information into at least two of the fields below and click 'Finish.'

## Account Matching


Fields marked with an asterisk \* are required.

Step 2. Answer Security Questions

We will try to find your account by asking you the questions below:

Items with \* are required.

You must also enter at least 2 optional field(s).

<b>SSN</b>	<input type="text" value="__-__-__"/>
<b>Last Name</b>	<input type="text"/>
<b>Date of Birth</b>	<input type="text"/>  (MM/DD/YYYY)
<b>Access ID</b>	<input type="text"/>

Finish

Cancel

5. You will then see the screen below with a system generated user ID.
6. Enter or update your email address in the 'Email' field and provide answers to the security questions. **Answers to these questions will be needed if you ever forget your user ID and password.**
7. Enter the Captcha Verification Code into the 'Enter Code' field and click 'Create Account.'

Registration

---

Account Information \* denotes required fields

\*User ID  User345

\*Email

\*Password

Confirm Password

---

Secret Questions

Secret Question 1


Secret Question 2

Secret Question 3

---

Captcha Verification

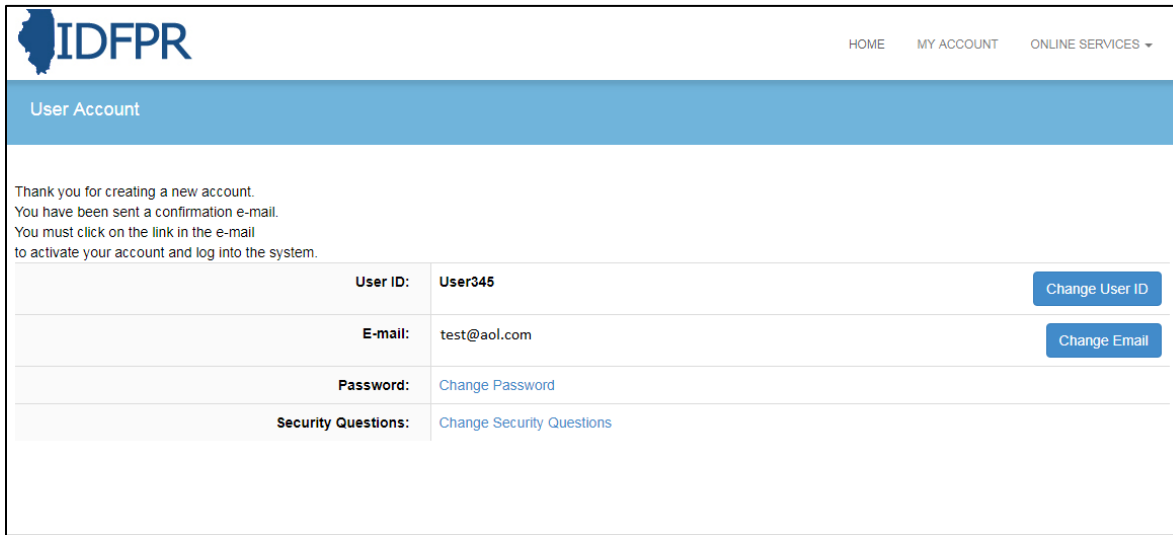
Please note that this code is case sensitive.



Enter Code\*

[Create Account](#)

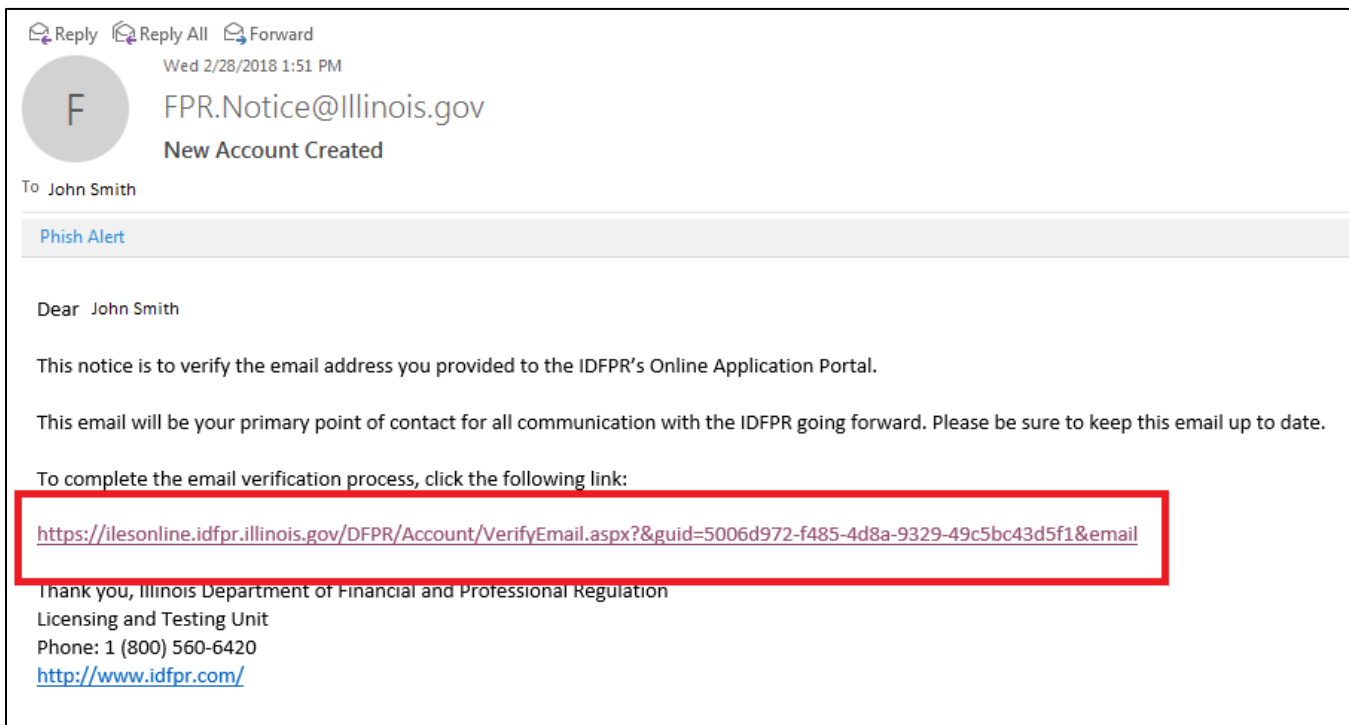
- You will then see the screen below and will receive a confirmation email from FPR.Notice@Illinois.gov



Thank you for creating a new account.  
You have been sent a confirmation e-mail.  
You must click on the link in the e-mail to activate your account and log into the system.

User ID:	User345	<a href="#">Change User ID</a>
E-mail:	test@aol.com	<a href="#">Change Email</a>
Password:	<a href="#">Change Password</a>	
Security Questions:	<a href="#">Change Security Questions</a>	

- Click on the link in the email to complete the account registration process.



Reply Reply All Forward  
Wed 2/28/2018 1:51 PM

**F** FPR.Notice@Illinois.gov  
New Account Created

To John Smith

**Phish Alert**

Dear John Smith

This notice is to verify the email address you provided to the IDFPR's Online Application Portal.

This email will be your primary point of contact for all communication with the IDFPR going forward. Please be sure to keep this email up to date.

To complete the email verification process, click the following link:

<https://ilesonline.idfpr.illinois.gov/DFPR/Account/VerifyEmail.aspx?&guid=5006d972-f485-4d8a-9329-49c5bc43d5f1&email>

Thank you, Illinois Department of Financial and Professional Regulation  
Licensing and Testing Unit  
Phone: 1 (800) 560-6420  
<http://www.idfpr.com/>

- You can now log into the system at <https://ilesonline.idfpr.illinois.gov/DFPR/Default.aspx>