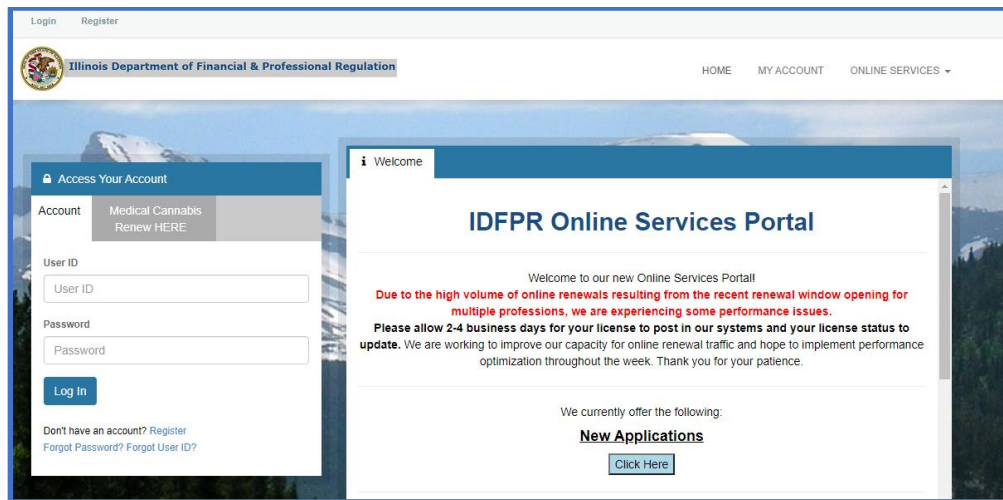




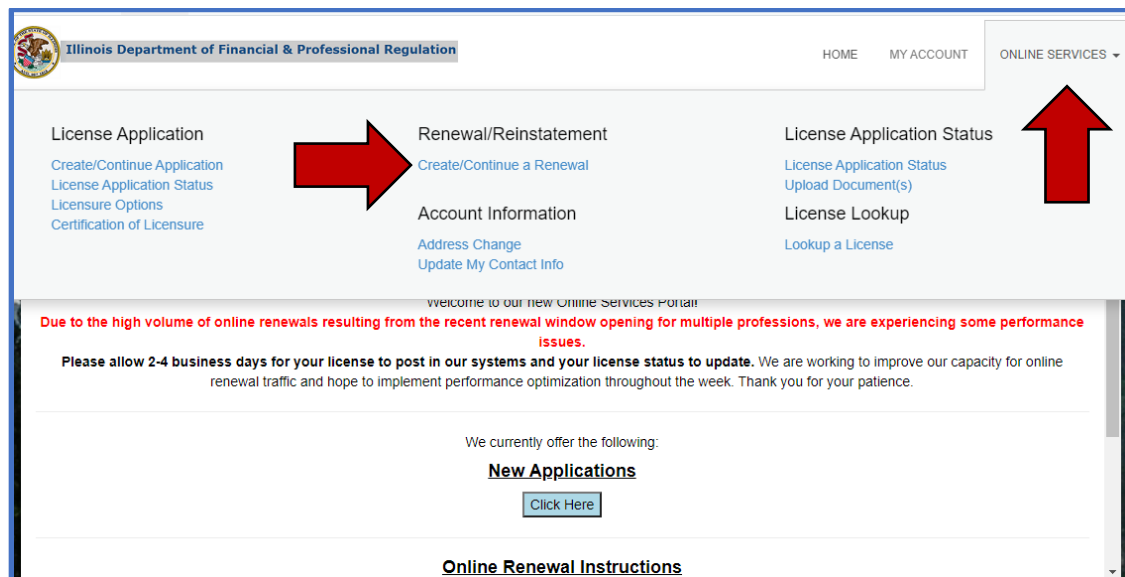
# 2023 Real Estate Managing Broker Renewal Help Sheet

How to submit a Renewal Application for 2023?

- ➔ 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.



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



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





# 2023 Real Estate Managing Broker Renewal Help Sheet

How to submit a Renewal Application for 2023?

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

The screenshot shows the website header with the logo and navigation links: HOME, MY ACCOUNT, and ONLINE SERVICES. Below the header is a blue bar with the word "Renewal" and an upward arrow. A table is displayed with the following columns: Completed, License, Description, From, To, and Note.

Completed	License	Description	From	To	Note
Start	475 120540	Licensed Real Estate Broker	02/08/2022	04/01/2024	

- ➔ 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 1 573 SHORELINE DR  
Address Line 2  
City GRAYSLAKE  
State Illinois  
Zip Code 60030  
County LAKE  
Country  
Phone (847) 658-7533  
Cell Phone (247) 223-7533

-- 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](mailto:fpr.realestate@illinois.gov)

