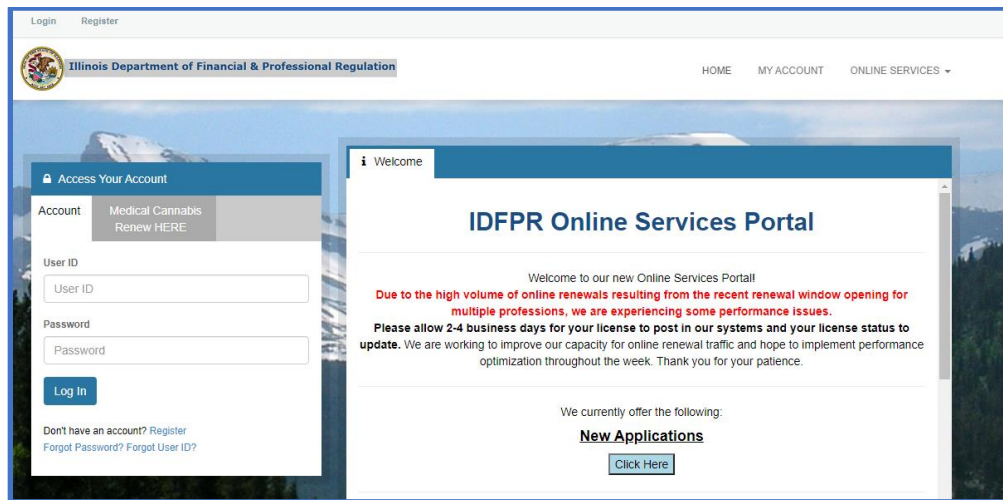




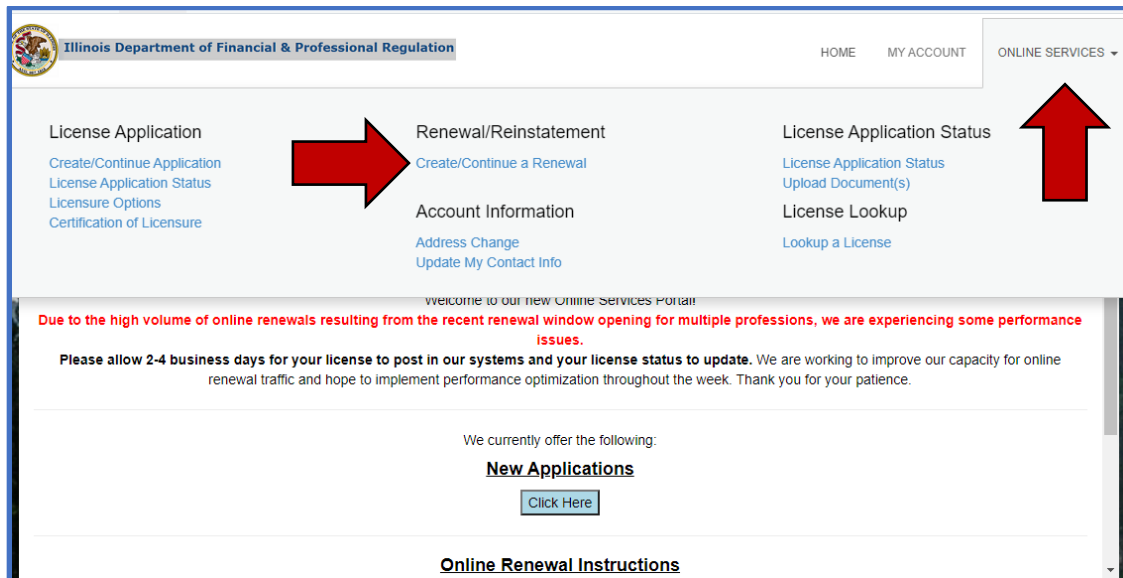
2023 Community Association Manager (261) Renewal Help Sheet

How do I submit my Renewal Application for 2023?

- ➔ Log into <https://online-dfpr.micropact.com/> using your User ID and Password.
 - The Department emailed each licensee separate emails with username and password to help prepare for the 2023 Renewal.



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



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

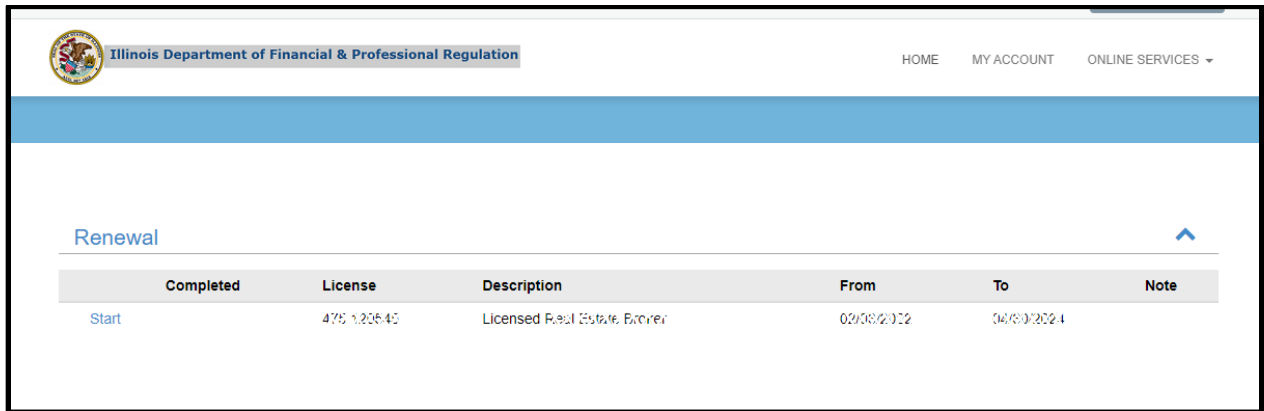




2023 Community Association Manager Renewal Help Sheet

How do I submit my Renewal Application for 2023?

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



- ➔ 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

