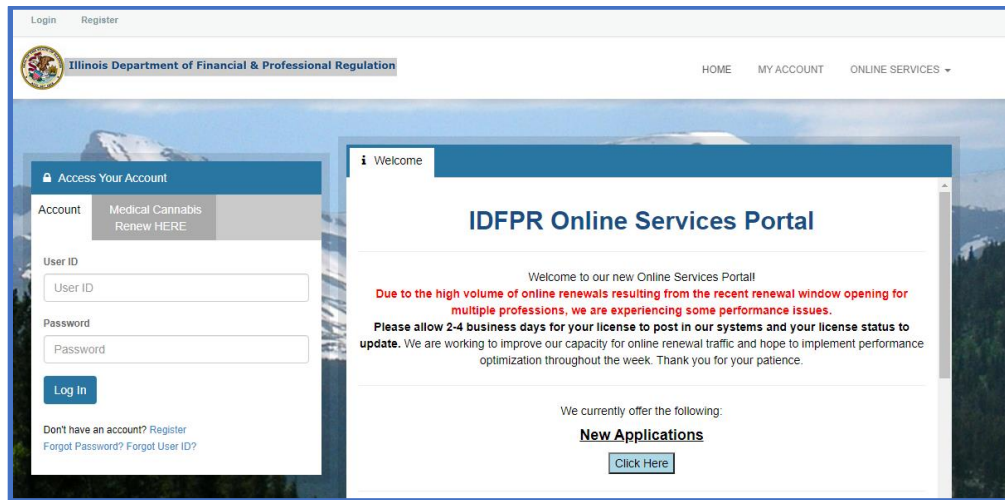




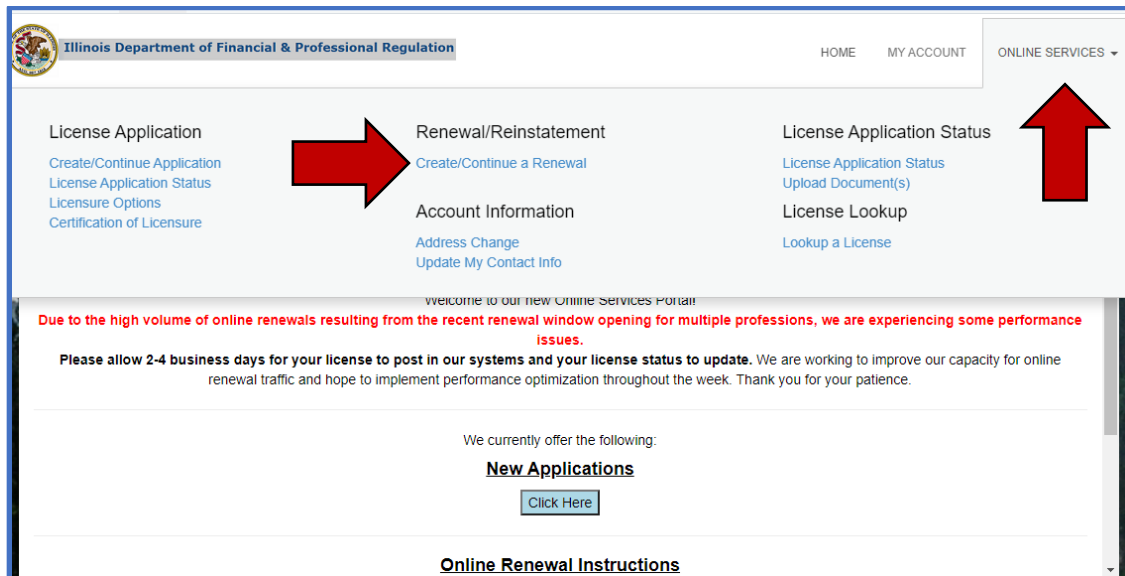
# 2024 Appraisal Management Company (AMC) Renewal Help Sheet

## How to submit a Renewal Application for 2024?

- ➔ 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





# 2024 Appraisal Management Company (AMC) Renewal Help Sheet

## How to submit a Renewal Application for 2024?

- ➔ Click “Start” next to the appropriate License Number (if multiple options are visible please make sure to select the renewal with the “To” date of 12/31/2026)

Completed	License	Description	From	To	Note
Start	01-01-2024	Illinois Real Estate Broker	12/31/2023	12/31/2026	

- ➔ 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 1 576 S HAWTHORNE DR  
Address Line 2  
City GRAYSLAKE  
State Illinois  
Zip Code 60030  
County LAKE  
Country  
Phone (847) 668-7333  
Cell Phone (847) 223-7333

-- OR -- Change to an address already on file:

- ➔ You must answer all questions, upload any requested documents, and submit the application to complete the renewal process. You may click “Close and Save” to continue the application late. 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)

