

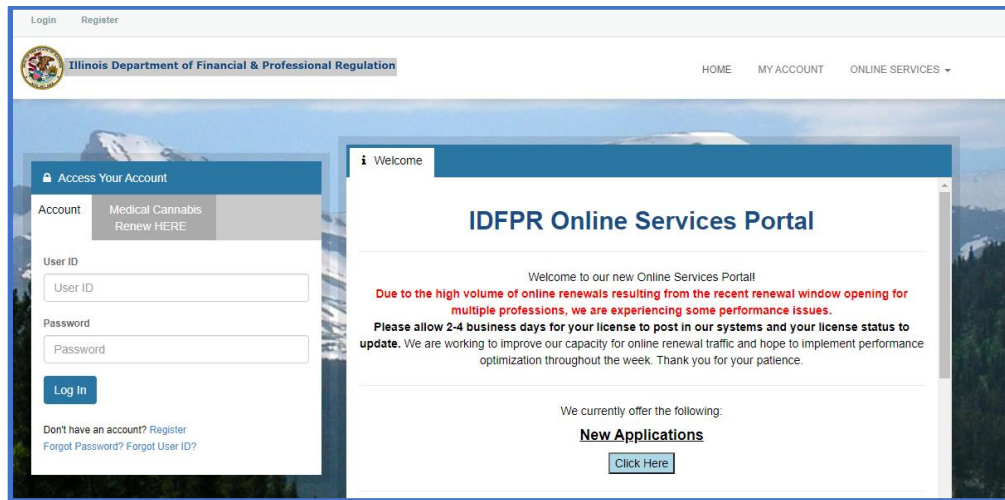


2024 Auctioneer Renewal Help Sheet

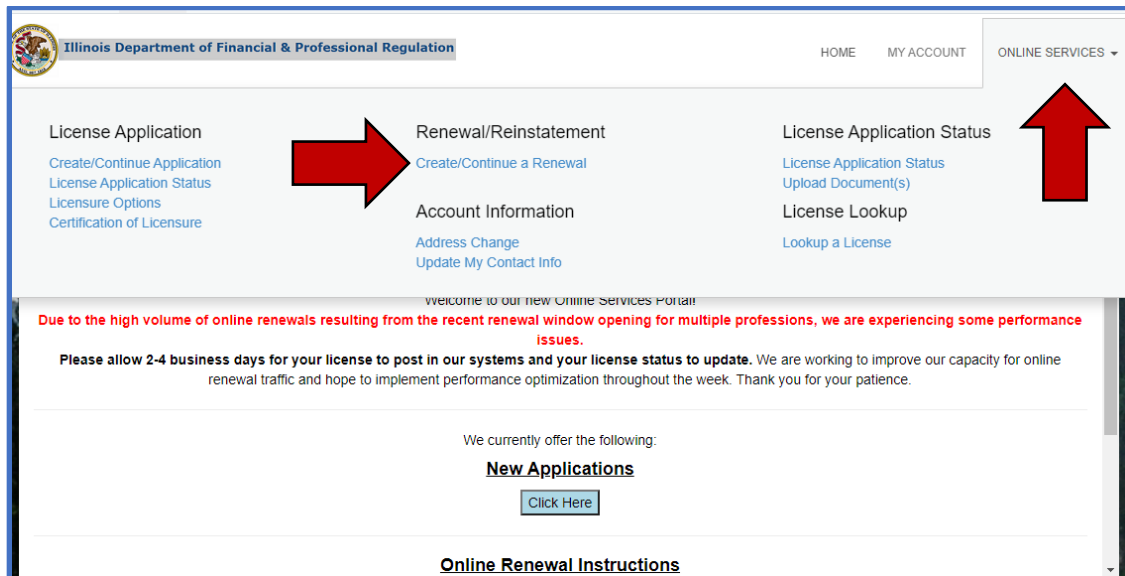
How to submit a Renewal Application for 2024?

- ➔ 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.

IMPORTANT: If you hold both an individual Auctioneer license and an Auction Entity License, a Renewal must be submitted for each via their separate online accounts.



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



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

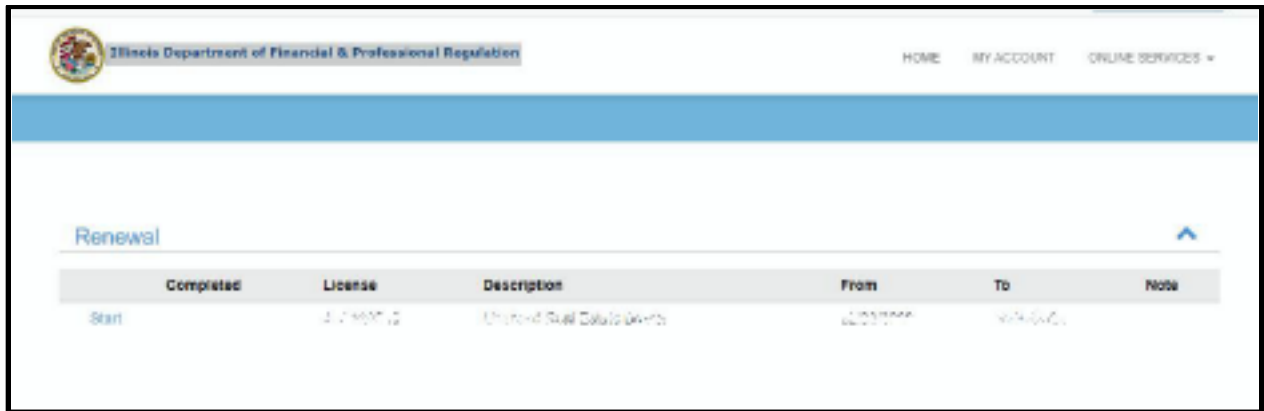




2024 Auctioneer Renewal Help Sheet

How to submit a Renewal Application for 2024?

- ➔ Click “Start” next to the appropriate License Number (if multiple options are visible, make sure to select the renewal with the "To" date of 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 HORNELINE DR
Address Line 2
City GRAYSLAKE
State Illinois
Zip Code 60030
County LAKE
Country
Phone (847) 668-7333 XXXXXX
Cell Phone (847) 223-7333

-- 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

