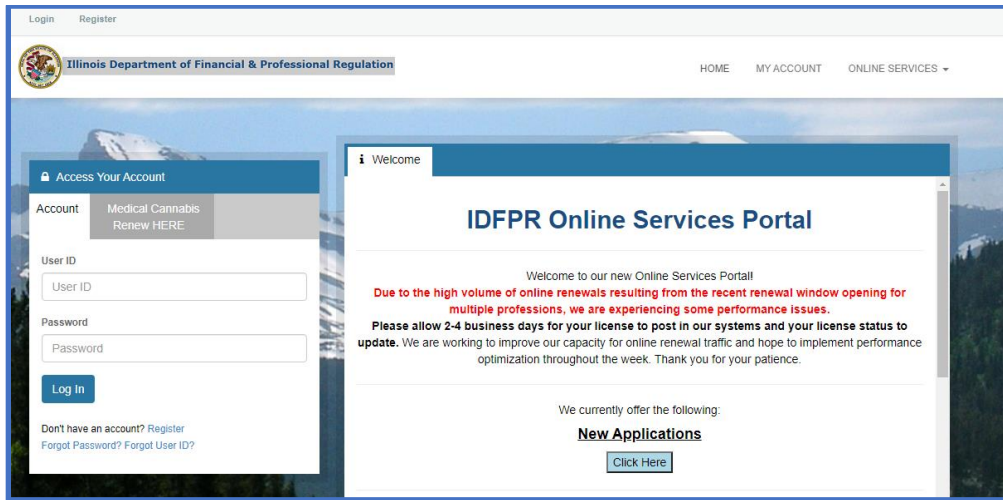




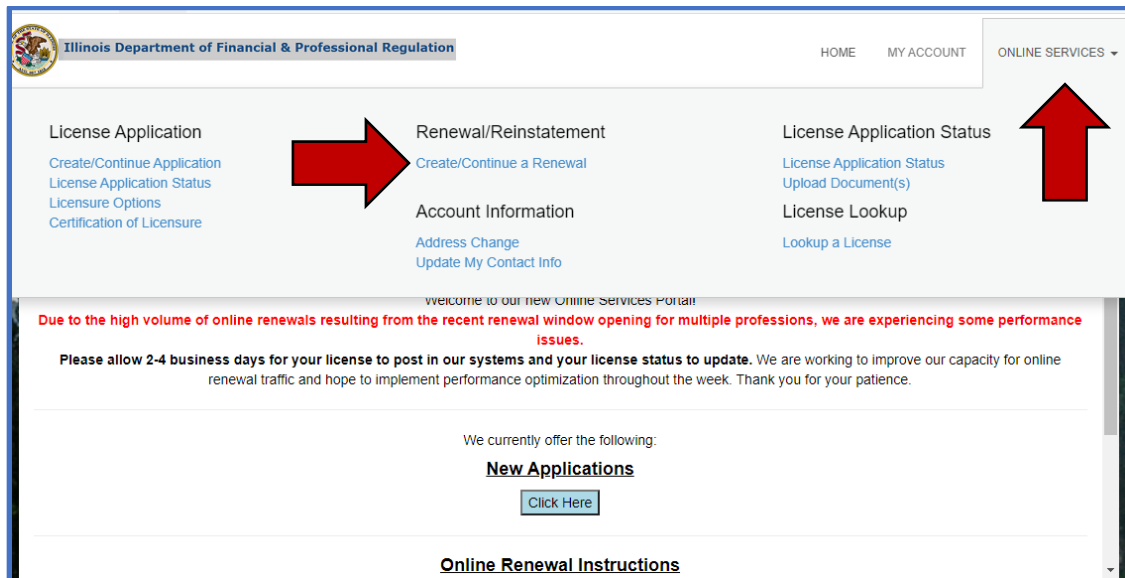
# 2025 Real Estate Managing Broker Renewal Help Sheet

How to submit a Renewal Application for 2025?

- ➔ Log into <https://online-dfpr.micropact.com/> using your User ID and Password.
  - If you have never logged into the Portal before, you will need to register an account 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

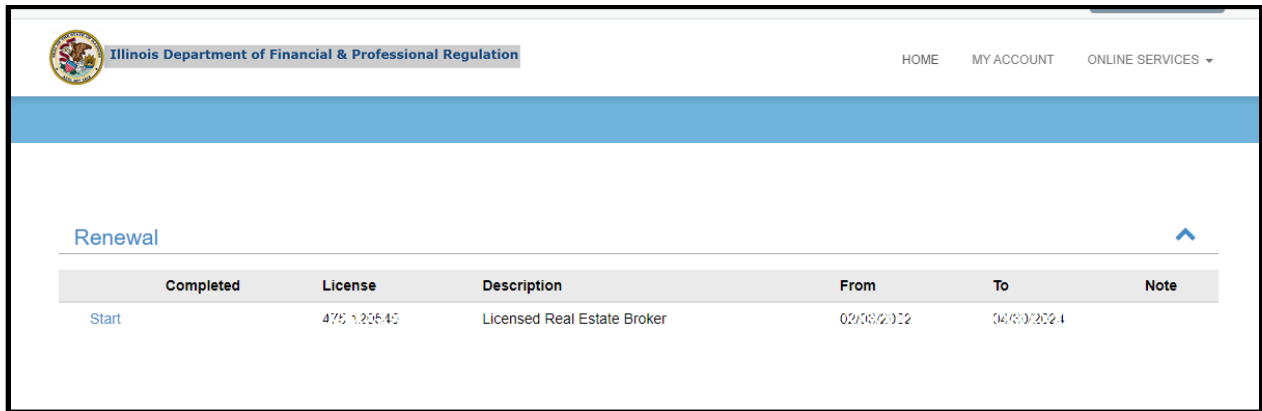




# 2025 Real Estate Managing Broker Renewal Help Sheet

## How to submit a Renewal Application for 2025?

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

