



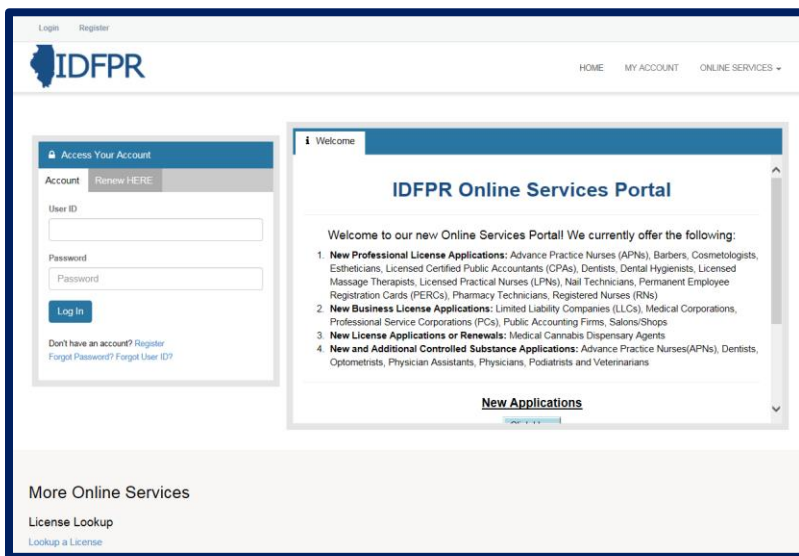
Online Instructions for Managing Brokers

How to Invite Licensees to Join Your Brokerage Firm

Important: The below steps can only be completed via the designated managing broker's individual Portal account

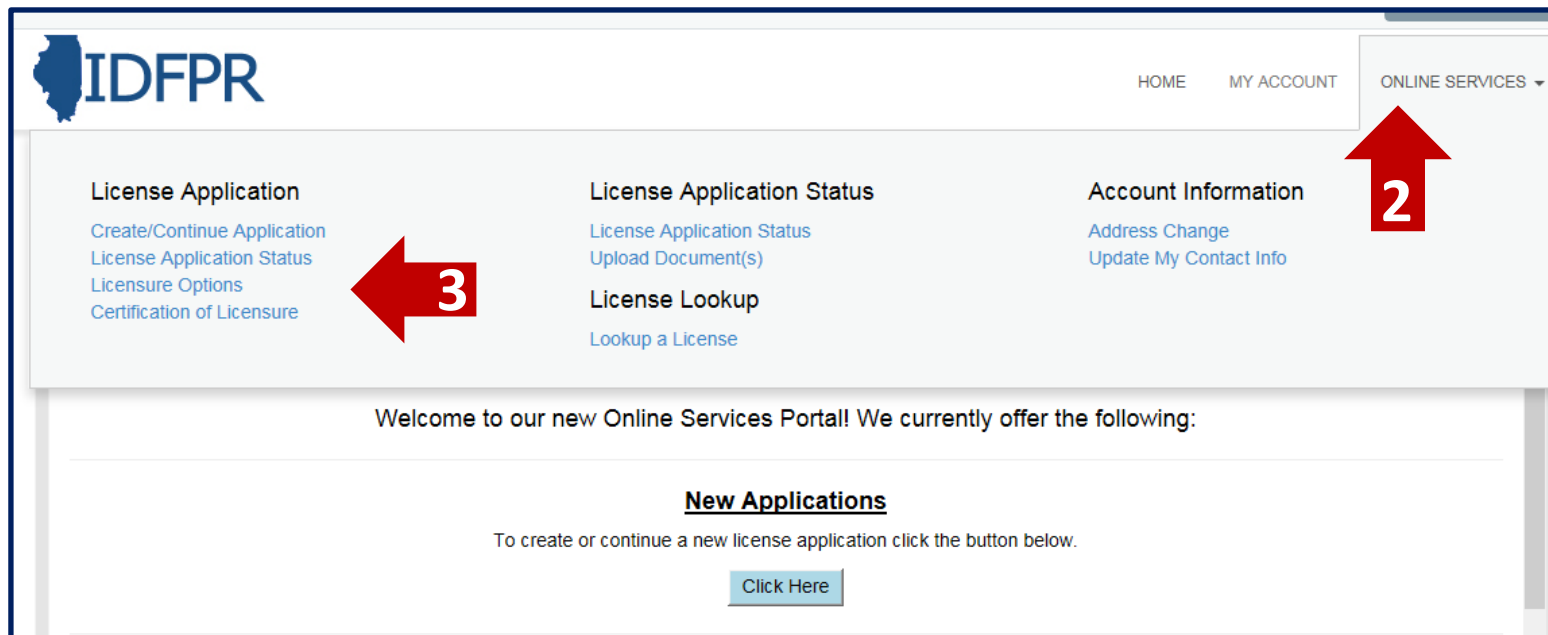
Step 1: Log into the Online Services Portal at: <https://online-dfpr.micropact.com> with your User ID and Password.

Note: If you are new to the Online Services Portal and have not yet registered, you will need to do so before you can log in by clicking the "Register" link.



Step 2: Click "Online Services"

Step 3: Click "Licensure Options"





Step 4: Begin (or continue) a Transaction

To begin click the "Start" link.

Note: If you have any in-progress transactions they will appear on this screen. Click "continue" to resume or "delete" to start over.

Step 5: Select "Manage Licensees" from the drop-down menu

Manage Licensees

Allows you to Add, Terminate, and Approve Transfers of Licensee(s)

Click "Next"



Step 6: Select "Add Licensee to Brokerage Firm" from the drop-down menu

Add Licensee to Brokerage Firm

Can only select licensees that are not sponsored

Click "Next"

Licensure Options - Firm & Employees

Fields marked with an asterisk * are required.

2. Select Type of Licensee Change

* - select one -

- Add Licensee to Brokerage Firm
- Remove Active Broker(s) or Leasing Agent(s) from Brokerage Firm
- Review Pending Request From New Broker(s) or Leasing Agent(s)

Tip: You may save your progress at any point and return to the Transaction later.

Click the red “Save to Continue Later” button on the bottom right of each screen



Step 7: Add licensees

Click the Add” button to open a License Lookup window.

Enter the licensee's information and click "Search"

Best results are obtained by entering only their License Number

Note: The system will only display licensee(s) who are currently “Inoperative.” If a licensee is actively sponsored by another firm, they will not appear in the search results and the licensee would be required to submit a Transfer Request via their own Portal account

Select Sponsoring Broker from Search Results

Click “Add” for your selection or “Detail” if additional information is needed

Confirm Selection

Action Icons are available if deleting or editing is required

Finalize the Selection

Click “Next” to move to the Transaction Review Screen

License Options - Add New Licensee(s)

Fields marked with an asterisk * are required.

4. Please add Licensee(s) in the grid below: ?

Action	Employee
*	No Records Found

Add

License Lookup

Search Criteria

Board: ACUPUNCTURE, ADV PRACTICE NURSE, APPRAISAL, ARCHITECT, ATHLETE AGENT

License Status: [dropdown]

License Number: [text]

Legal Business Name: [text]

Doing Business As: [text]

First Name: [text]

Name	License Status	Credential	City/State	Original Issue Date	Current Expiration Date	Ever Disciplined	License Number
SMITH, J. L.	ACTIVE	2000000000	CHICAGO, IL	11/29/1977	01/01/2099	N	0000000000
SMITH, J. L.	ACTIVE	2000000000	CALUMET PARK, IL	05/22/2014	05/31/2020	N	0000000000
SMITH, J. L.	ACTIVE	2000000000	PEORIA, IL	04/07/2009	09/30/2018	N	0000000000
SMITH, J. L.	ACTIVE	1000000000	Abingdon, IL	03/11/2016	05/31/2018	N	1000000000
SMITH, J. L.	ACTIVE	2000000000	CHICAGO HEIGHTS, IL	02/21/2017	09/30/2019	N	0000000000
SMITH, J. L.	ACTIVE	2000000000	DEKALB, IL	07/17/2017	05/31/2020	N	0000000000
SMITH, J. L.	ACTIVE	2000000000	East Alton, IL	01/29/2018	05/31/2021	N	1000000000
SMITH, J. L.	ACTIVE	2000000000	BRADLEY, IL	06/01/1994	01/01/2099	N	0000000000
SMITH, J. L.	ACTIVE	2000000000	PEORIA, IL	07/17/1986	01/01/2999	N	0000000000
SMITH, J. L.	ACTIVE	2000000000	Chicago, IL	02/27/2004	09/30/2018	N	0000000000
SMITH, J. L.	ACTIVE	1000000000	CARTERSVILLE, IL	03/24/2006	09/30/2019	N	0000000000
SMITH, J. L.	ACTIVE	2000000000	PEORIA, IL	07/25/2016	05/31/2020	N	0000000000



Step 8: Review Transaction

**Final review of Licensee
Transfer and Fee**
Click "Proceed to
Payment" to continue

Review

Print Review

Fees

Sponsor Card \$25.00

Total Fees: \$25.00

Licensure Options

1. Confirm action(s) you would like to take.

Manage Licensees

All Fees are Nonrefundable

Licensure Options - Firm & Employees

2. Confirm action(s) you would like to take.

Transfer Licensee to Brokerage Firm

Licensure Options - Add New Licensee(s)

4. Please add Licensee(s) in the grid below: ?

Employee

Previous Proceed to Payment Save to Continue Later

Step 9: Pay Invoice and Submit Transfer Request

Enter payment details
then click "Pay Invoice"
to submit the request.

**Note: Once submitted,
transfer requests must
be approved by the
licensee within 7
calendar days, or the
request will expire and
the transfer fee
forfeited.**

HOME MY ACCOUNT ONLINE SERVICES

Invoice Pay Invoice Print

The item was successfully added to the invoice. To add additional transactions to this invoice before making payment, click on a Command in the top menu. Otherwise, click the Pay Invoice button to pay it now.

Illinois Department of Financial and Professional Regulation

Date: 6/15/2018 Invoice #

Description	Amount
MANAGE SUPERVISOR	
Sponsor Card	\$25.00
Subtotal:	\$25.00
Total:	\$25.00

Pay Invoice

**\$25 Non- Refundable Fee for each Transfer – Credit Card or eCheck – convenience fees may apply.
Once transfer request is submitted, you will see a receipt screen and an email confirmation from IDFPR
will be sent to you.**