

---

# Account Creation: Applicants with an SSN on File with IDFPR

## Contents

---

Reasons for Having a SSN on File with IDFPR: .....	2
Matching Your Account – Part 1: .....	3
Matching Your Account – Part 2: .....	4
Online Account Creation: .....	5

# Reasons for Having a SSN on File with IDFPR:

How to match your account when you have an SSN on file:

1. Jane Doe registers for a new account and enters SSN into the system (111-11-1111)
2. receives a matching SSN message, meaning she has an account on file with the IDFPR
3. Under bullet #1, select “*click here to match your account*”

There are a number of reasons why she may have an SSN on file with the IDFPR already including:

1. She is a current licensee of the IDFPR.
  - *For example: Jane Doe already has a cosmetology license and would like to apply for a pharmacy technician license with the IDFPR. She already has a file on record as a licensed cosmetologist.*
2. She previously applied for a license or sat for an examination, but never received a license from the IDFPR.
  - *For example: Jane Doe already sat for her cosmetology examination in Illinois, but due to another job offer she received, she never ended up applying for a license. She now would like to apply for a pharmacy technician license.*
3. She had a license or registration with the IDFPR, but its status is now either: not renewed, expired or inactive.
  - *For example: Jane Doe had a Pharmacy Technician license with the IDFPR, but due to other employment opportunities she never renewed it. She would like to re-apply for a pharmacy technician license with the IDFPR.*
4. She has been fingerprinted for a license application and those results have been sent to IDFPR.
  - *For example: Jane Doe is applying for a Permanent Employee Registration Card (PERC) and as required received a fingerprint background check. Her fingerprint vendor sent the results of the background check to IDFPR.*

Registration

---

**Account Information** \* denotes required fields

\*User ID  Jane\_Doe

\*Email  test@illinois.gov

\*Password   
 Password meets complexity requirements.

Confirm Password

---

**Personal Information**

\*First Name

Middle Name

\*Last Name

SSN  ▲

1. You already have an SSN on file with the Department. [Click here to match your account!](#)
2. If you are unsure why you have an SSN on file with the IDFPR or for more information on how to properly match your account, [click here](#).
3. If you do not have a US Social Security number [click here](#) for a copy of the SSN Affidavit Form to mail back to the IDFPR.

# Matching Your Account – Part 1:

---

After select “*click here to match your account*” under bullet #1. You will be redirected to the “*Register New Account*” Page:

- Under “**Register as:**” section → select “**Individual**”
- Under the “**Account Matching**” section → select “**Yes**”

## Register new Account

**Register as:**

- Individual
- Business

## Account Matching

*Review the options and then select Yes, or No in the radio buttons or table below.*

1. I am applying for a license with the IDFPR for the first time and have never been issued a professional license by the IDFPR.	<a href="#">CLICK NO</a>
2. I am a current licensee of the IDFPR.	<a href="#">CLICK YES</a>
3. I previously applied for a license or sat for an examination, but never received a license from the IDFPR.	<a href="#">CLICK YES</a>
4. I had a license or registration with the IDFPR, but its status is now either: not renewed, expired or inactive.	<a href="#">CLICK YES</a>

- Yes
- No

[Next](#) [Cancel](#)

## Matching Your Account – Part 2:

---

You will be redirected to the Account Matching Page listed below where you will need to enter:

- Your **Social Security Number** (\* This field is required)

And **at least one** of the following (You may enter more than one of the following if you are unsure):

- Your **Last Name** (If you previously held a professional license with the IDFPR under another last name, please use that name)
- Your **Date of Birth**
- Your **Access ID** (If you renewed a professional license with the Department in the last year, you should have received this number in a renewal email from the IDFPR).

### Account Matching


Fields marked with an asterisk \* are required.

Step 2. Answer Security Questions

We will try to find your account by asking you the questions below:

Items with \* are required.

You must also enter at least 1 optional field(s).

<b>*SSN</b>	<input type="text"/>
<b>Last Name</b>	<input type="text"/>
<b>Date of Birth</b>	<input type="text"/>  (MM/DD/YYYY)
<b>Access ID</b>	<input type="text"/>

Finish

Cancel

# Online Account Creation:

You will be redirected to an abbreviated Registration page (listed below) where you will need to enter:

- An up to date **email address**
- A **password** that meets the complexity requirements
- Three **secret questions** so you can recover your account if necessary

## Registration

### Account Information

\* denotes required fields

*User ID	<input type="checkbox"/>	<input type="text" value="11111111"/>
*Email	<input type="checkbox"/>	<input type="text" value="test@llinois.gov"/>
*Password	<input type="checkbox"/>	<input type="password" value="••••••••"/>
	<input checked="" type="checkbox"/>	Password meets complexity requirements.
Confirm Password		<input type="password" value="••••••••"/>

### Secret Questions

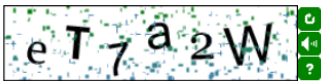
Secret Question 1	<input type="text" value="In what city did you meet your spouse/significant other?"/>	<input type="text" value="Test"/>
Secret Question 2	<input type="text" value="In what city does your nearest sibling live?"/>	<input type="text" value="Test"/>
Secret Question 3	<input type="text" value="In what city or town was your first job?"/>	<input type="text" value="Test"/>

### Captcha Verification

Complete the Captcha Verification and verify your email address:

### Captcha Verification

Please note that this code is case sensitive.



Enter Code\*

Create Account