

IDFPR License Payment Overview

Revised 10-29-18

This guide is intended to assist users with how to pay for license renewals and initial licenses. Please note the screenshots and instructions in this guide are for a renewal payment example and are very similar to the screens displayed for an initial license payment.

- 1. The screen below will be displayed once you submit your license renewal request. You can verify and update your phone number and email address on this page. This page will not be displayed on for initial license payments.
- 2. Click the 'Enter Payment Information' button to proceed to the next page.

Payment Information

Please address any questions and/or concerns regarding the renewal of this license to IDFPR using the following contact information:



Email: FPR.Renewal@illinois.gov

Phone: 1-800-560-6420 (312-281-0341 for international calls)

Today's Date: 09/18/2018
Your License Expiration Date: 12/31/2018

Your License Renewal Fee is: \$45.00

\$1.01 if paying with credit/debit card

Your Transaction Fee is:

or

or

\$0.75 if paying with electronic check

Please Note: The transaction fee is added to your renewal fee to cover payment processing costs.

The following information is needed so we may contact you regarding any problems with this transaction.

Your phone number: (Numbers only - no dashes)

3128141111

Example: 1112223333

Your E-mail address:

davesmith@test.com

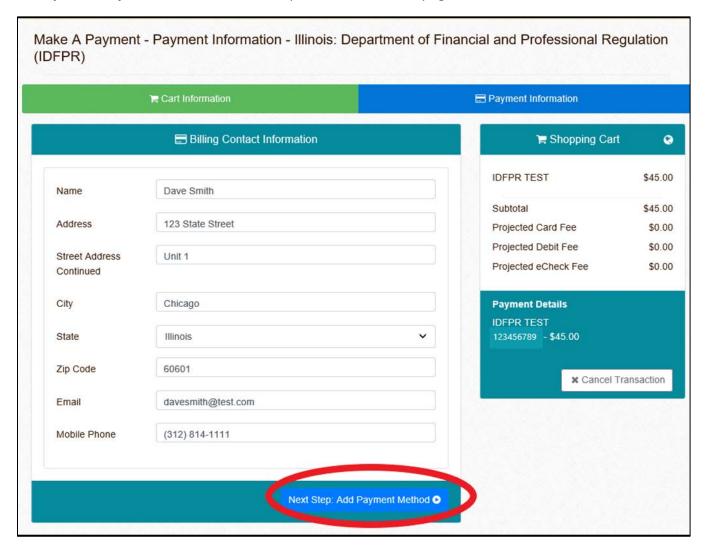
Example: myname@myisp.com

PLEASE NOTE: Please provide the email address and phone number associated with the credit card account that is used to pay for this renewal.

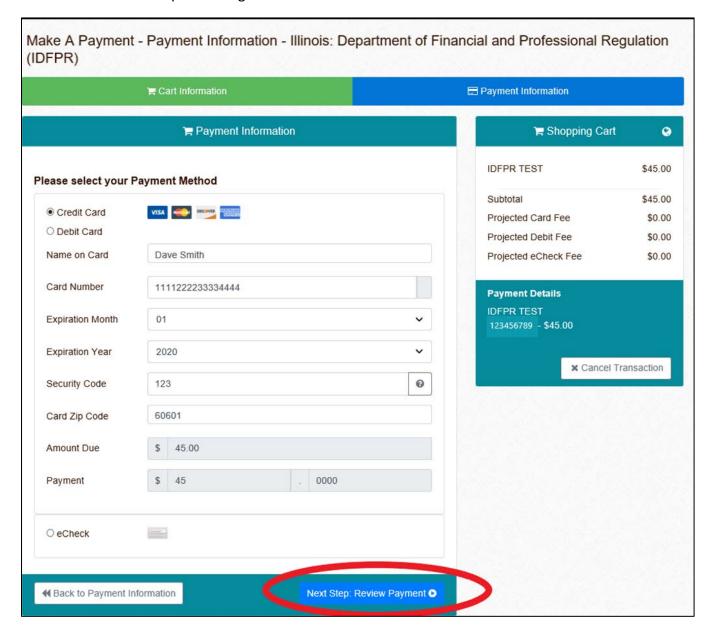
The email address and phone number entered here are only used for the credit card transaction - changing either one here will not affect your contact information in our system.



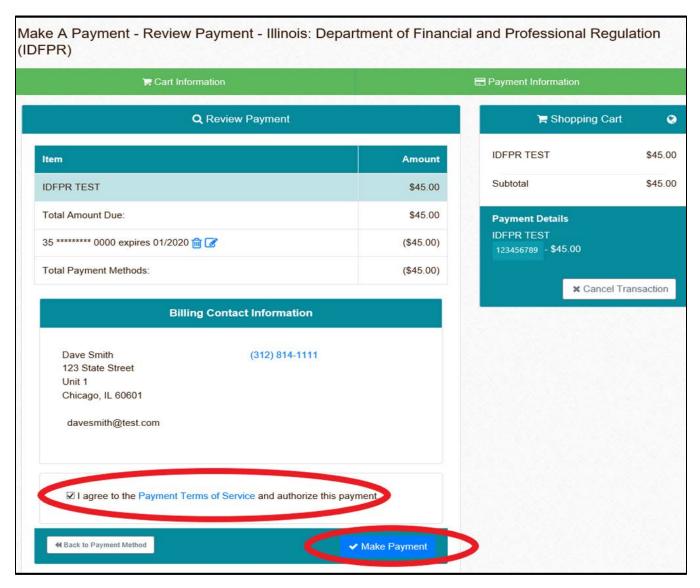
3. Verify and update the billing contact information on the page below as needed and click the 'Next Step: Add Payment Method' button to proceed to the next page.



4. Enter payment information into the fields below and click the 'Next Step: Review Payment' button to proceed to the next page. Users may pay for their license renewal with a debit card, credit card, or eCheck. The example in this guide is for a credit card.



- 5. Review everything on the screen below. Click the 'Back to Payment Method' button if any information needs to be corrected.
- 6. If the information is correct, check the box agreeing to the terms and then click the 'Make Payment' button to finalize the payment.



7. The screen below will be displayed upon successful license renewal payment.

