Instructions for Online Payment Submission for Paper Applications

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Step 1

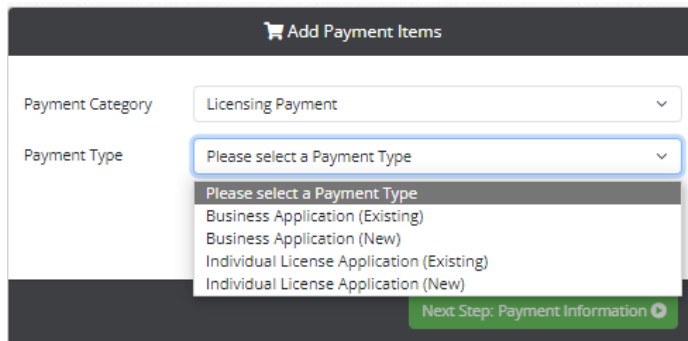- Navigate to ePAY site: https://magic.collectorsolutions.com/magic-ui/en-US/Login/il-IDFPR

Step 2

- Choose "Make a one-time payment"

One-Time Payment

Make a one-time payment without creating an account. Click the button below and you will be redirected to the page where you can make a payment.

Make a one-time payment ⏵
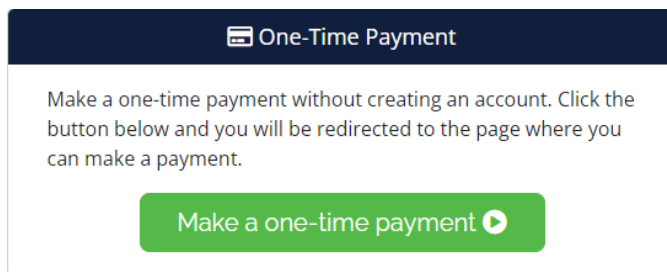
Step 3

- "Licensing Payment" should be selected as your Payment Category.
- Choose the appropriate Payment Type

🛒 Add Payment Items

Payment Category	Licensing Payment ⌄
Payment Type	Please select a Payment Type ⌄

Please select a Payment Type
Business Application (Existing)
Business Application (New)
Individual License Application (Existing)
Individual License Application (New)

Next Step: Payment Information ⏵

Payment Types

- **Business Application (Existing)**
  Currently have a license number in Illinois for this profession type. License number is required.

- **Business Application (New)**
  This will be a new license for this Business and Profession Type. Currently there would be no license number for this Business and Profession Type.

- **Individual License Application (Existing)**
  Currently have a license number in Illinois for this profession type. License number is required.
- **Individual License Application (New)**
  This is a new license for the Individual and Profession Type. Currently there is no license number for this Individual and Profession Type.

Step 4

Complete all required fields for your Payment Type. **Tips for completing this step:**

Business and Individual (Existing)

- **Application Type**
  Application Type must match the paper application being submitted.
- **Matches License**
  Ensure the information provided is exactly as it appears on your license. (Business Name/Last Name/First Name/License Number)
- **Fee**
  Fee information may be found on your paper application, which is available via your respective profession page on Illinois Department of Financial & Professional Regulation.

Incorrect payments or providing information that does not match your paper application, may cause application processing delays.

- **Licensure Method**
  - Please refer to the application packet available for your profession. This can be found on [State of Illinois | Department of Financial & Professional Regulation](#) website.
- **Matches Paper Application**
  Ensure the information provided is exactly as it appears on the paper application.
- **Fee**
  Fee information may be found on your paper application, which is available via your respective profession page on [Illinois Department of Financial & Professional Regulation](#).

Incorrect payments or providing information that does not match your paper application, may cause application processing delays.

🛒 Add Payment Items

Payment Category	Licensing Payment ˅
Payment Type	Business Application (New) ˅

Please enter the following information to identify the payment:

Licensure Method (Refer to application)*	Accept Exam ˅
Business Name*	Exactly as written on application
Profession Name*	<Please Select> ˅
FEIN*	Exactly as written on application
Address 1*	Exactly as written on application
Address 2	Exactly as written on application
City/Town*	Exactly as written on application
State/Province/Region*	Exactly as written on application
Zip/Postal Code	Exactly as written on application
Country (If not United States)	Exactly as written on application
Phone	(xxx) xxx-xxxx
Email*	Exactly as written on application
Comments	If further details are required for this payment. (200 char max)

Payment

Payment Amount	$ 0 . 00

➕ Add Item ➕ Add Item and Checkout

Next Step: Payment Information ➤

🛒 Add Payment Items

Payment Category	Licensing Payment ˅
Payment Type	Individual License Application (New) ˅

Please enter the following information to identify the payment:

Licensure Method (Refer to application)*	<Please Select> ˅
Last Name*	Exactly as written on application
First Name*	Exactly as written on application
Middle Initial	Exactly as written on application
Profession Name*	<Please Select> ˅
SSN (Last 4)*	
Address 1*	Exactly as written on application
Address 2	Exactly as written on application
City/Town*	Exactly as written on application
State/Province/Region*	Exactly as written on application
Zip/Postal Code	Exactly as written on application
Country (If not United States)	Exactly as written on application
Date of Birth*	📅 mm/dd/yyyy
Phone	(xxx) xxx-xxxx
Email*	
Comments	If further details are required for this payment. (200 char max)

Payment

Payment Amount	$ 0 . 00

➕ Add Item ➕ Add Item and Checkout

Step 5

After the above information is complete and verified you can select "Add Item and Checkout"

Step 6

Complete the Billing Contact Information and click "Next Step: Add Payment Method"

Step 7

Complete the Payment and click "Next Step: Review Payment"

Step 8

Review your payment information and select "Make Payment"

Step 9

Payment receipt will appear on your screen (email will also be sent).

Please note this is a receipt acknowledging the payment portion of your application only. You must still submit your application (include the approved number from receipt if payment has already been made) to the Department for processing. Your application will not be processed until it is received.

Acknowledgement of Payment

Please note this is a receipt acknowledging the payment portion of your application only.
You must still submit your application (including the approved number from below) to the Department for processing.
Your application will not be processed until it is received.

Thank You for Your Payment

Approved

5/3/2024 11:48 AM Central Standard Time

⊕IDFPR

Customer Name

Effective Date

5/3/2024

Approved 20002874

Item	Amount
Business Application (Existing)	$50.00
Subtotal:	$50.00
Transaction Fee:	$1.13
Total Charged to: Visa ***** 1111	$51.13
Total Amount Paid:	$51.13

Step 10

Paper Application

- Enter the Approved # from your receipt (highlighted above) on your paper application.
- Select if you have made an online payment or if you will be mailing in a check/money order with your application.

Payment Method
___Online – Paid online at: https://idfpr.illinois.gov/epay.html in the amount of _____. Approved #_____
___Check/Money Order. Check#_____