



IDFPR

Illinois Department of
Financial and Professional Regulation

www.idfpr.com

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Governor

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Tips for First Time Registration to Renew a Professional License (Business Accounts)

(Note: Business and Individual licenses will be on separate accounts. Please see the Tips for Individual Account instruction sheet for help renewing an Individual license.)

For most licensees this will be the first time logging into your IDFPR Online Services Portal Account. You will need to Register and MATCH to your existing business license record. If you applied for your initial license via the IDFPR portal, you can use the username and password created at that time. If you are unable to remember your username and password, you may still use the process below.

(1) Visit the IDFPR Online Services Portal at the following URL: <https://online-dfpr.micropact.com/>



(2) Click on "Register" under the Log In button.

Access Your Account

Account Medical Cannabis Renew HERE

User ID

Password

Log In

Don't have an account? **Register**
Forgot Password? Forgot User ID?

(3) Register as a BUSINESS.

Register new Account

Individual

Business

(4) Select "Yes" under Account Matching, then Click the "Next" Button.

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.	CLICK NO
2. I am a current licensee of the IDFPR.	CLICK YES
3. I have been fingerprinted for a license application and those results have been sent to IDFPR.	CLICK YES
4. I previously applied for a license or sat for an examination, but never received a license from the IDFPR.	CLICK YES
5. I had a license or registration with the IDFPR, but its status is now either: not renewed, expired or inactive.	CLICK YES

Yes
 No

(5) Enter the organization's FEIN and the organization address Zipcode on the license (5 digits only). Click the "Finish" button.

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.

*FEIN	<input type="text"/>
*Address Zip Code	<input type="text"/>
Access ID	<input type="text"/>

Finish

Cancel

(6) You may proceed to set up the account.

Account Information

* denotes required fields

*User ID
Please enter a User ID you wish to login as.

*Email
Please enter your email address.

*Password

Confirm Password

Secret Questions

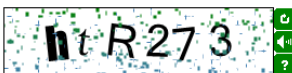
Secret Question 1

Secret Question 2

Secret Question 3

Captcha Verification

Please note that this code is case sensitive.



Enter Code*

Create Account

(7) Click on “Online Services” and then click on “Create/Continue a Renewal”. You should be able to start to renew your license(s).

The screenshot shows the website header for the Illinois Department of Financial & Professional Regulation. The navigation menu includes HOME, MY ACCOUNT (with a notification icon), and ONLINE SERVICES (with a dropdown arrow). The ONLINE SERVICES dropdown is open, displaying three main categories: License Application, Renewal/Reinstatement, and License Application Status. Under License Application are links for Create/Continue Application, License Application Status, and Certification of Licensure. Under Renewal/Reinstatement are links for Create/Continue a Renewal and Account Information (with sub-links for Address Change and Update My Contact Info). Under License Application Status are links for License Application Status, Upload Document(s), License Lookup, and Lookup a License.