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.

(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.*

<table>
<thead>
<tr>
<th>Option</th>
<th>Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
<td>CLICK NO</td>
</tr>
<tr>
<td>2. I am a current licensee of the IDFPR.</td>
<td>CLICK YES</td>
</tr>
<tr>
<td>3. I have been fingerprinted for a license application and those results have been sent to IDFPR.</td>
<td>CLICK YES</td>
</tr>
<tr>
<td>4. I previously applied for a license or sat for an examination, but never received a license from the IDFPR.</td>
<td>CLICK YES</td>
</tr>
<tr>
<td>5. I had a license or registration with the IDFPR, but its status is now either; not renewed, expired or inactive.</td>
<td>CLICK YES</td>
</tr>
</tbody>
</table>

(5) Enter the organization’s FEIN and the organization address Zipcode on the license (5 digits only). Click the “Finish” button.
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
*Address Zip Code
Access ID

(6) You may proceed to set up the account.
Click on “Online Services” and then click on “Create/Continue a Renewal”. You should be able to start to renew your license(s).