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

(Note: Business and Individual licenses will be on separate accounts. Please see the Registering a Business Account instruction sheet for help renewing a business 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 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 an Individual.

Fields marked with an asterisk * are required.
Step 1. Business or Individual

Register as:

- 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.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
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</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 only your Social Security Number in the field marked with an asterisk. 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.

*Ssn
Last Name
Date of Birth
Access ID

[ ] Finish  [ ] Cancel
(6) You may proceed to set up the account.

**Account Information**

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

- **Email**: Email
  
  Please enter your email address.

- **Password**: Password
  
  Confirm Password

**Secret Questions**

- **Secret Question 1**: In what city did you meet your spouse/significant other?
  
  Answer 1

- **Secret Question 2**: In what city does your nearest sibling live?
  
  Answer 2

- **Secret Question 3**: In what city or town was your first job?
  
  Answer 3

**Captcha Verification**

Please note that this code is case sensitive.

![Captcha Image]

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).

![Online Services Image]

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