



# IDFPR

Illinois Department of  
Financial and Professional Regulation

[idfpr.illinois.gov](http://idfpr.illinois.gov)

**JB PRITZKER**  
Governor

**MARIO TRETO, JR.**  
Secretary

## New Online User Registration

(Revised 3.21.24)

### Overview

This guide is to assist license applicants that have *never* applied for and/or had a license with IDFPR and who do not already have an online account with us.

If you are a previous applicant or existing licensee who has used the online portal and has forgotten their user ID or password, please see the instructions linked below.

#### **Forgot Your User ID?**

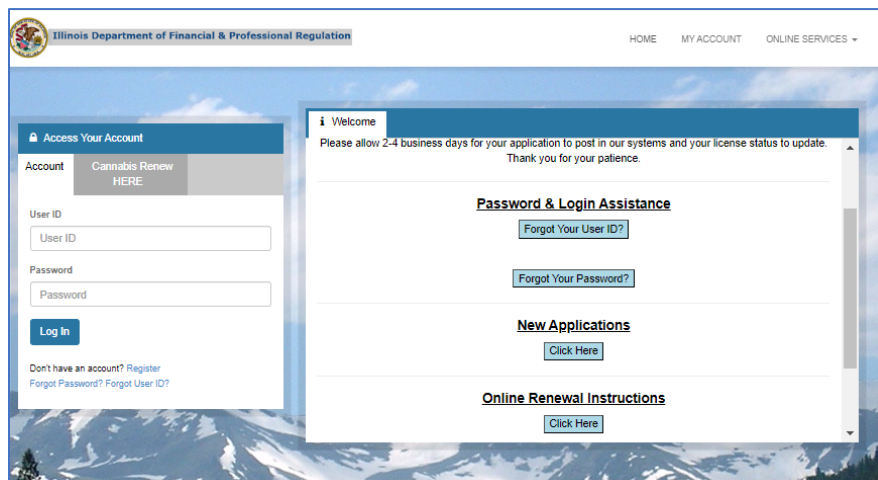
<https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/forms/online/user-id-retrieval-guide.pdf>

#### **Forgot Your Password?**

<https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/forms/online/password-reset-guide.pdf>

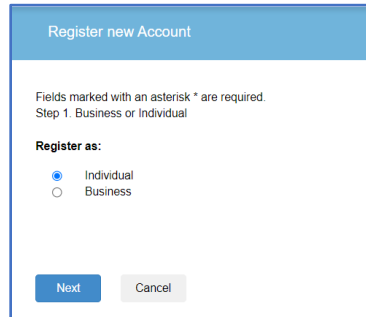
**DO NOT CREATE A DUPLICATE ACCOUNT OR MANIPULATE YOUR PERSONAL INFORMATION TO CREATE A NEW ACCOUNT, AS THIS WILL DELAY OR REJECT YOUR APPLICATION FROM BEING PROCESSED**

1. Visit the IDFPR Online Services Portal at the following URL: <https://online-idfpr.micropact.com/>
2. Select 'Register' from the 'Access Your Account' section. You may also select 'Click Here' under 'New Applications' where you will then click 'Register' on the following screen.



## Registering A New Account

3. Select if you are registering as an 'Individual' or 'Business'. Then click 'Next'.



Register new Account

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

Register as:

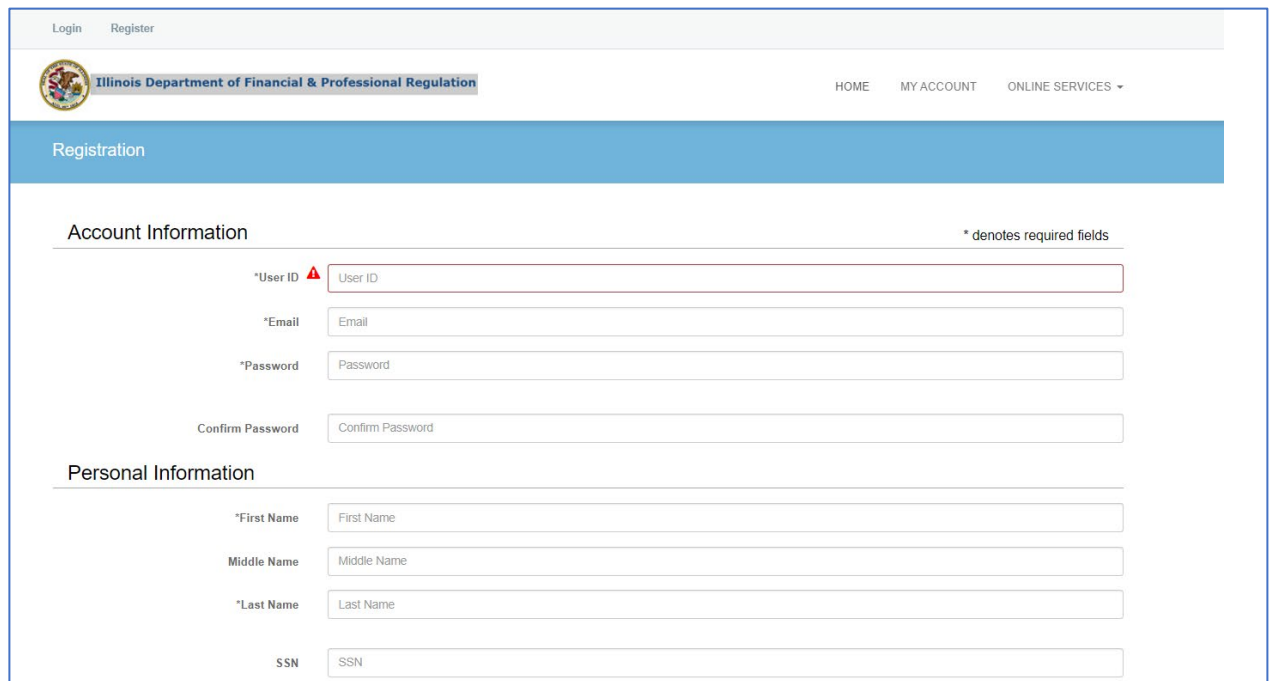
Individual  
 Business

Next Cancel

4. Create a user ID, enter your *personal* email address, and create a password.

5. Enter your personal information and your public/ mailing address.

- a. NOTE: If you already have an account and input your SSN, ITIN, or FEIN, the system will not allow you to continue. You then must follow the instructions referenced on page 1 to retrieve your previous user id or password.



Login Register

Illinois Department of Financial & Professional Regulation

HOME MY ACCOUNT ONLINE SERVICES

Registration

Account Information \* denotes required fields

\*User ID ▲ User ID

\*Email Email

\*Password Password

Confirm Password Confirm Password

Personal Information

\*First Name First Name

Middle Name Middle Name

\*Last Name Last Name

SSN SSN

Public Address	Mailing Address <input type="checkbox"/> Same as Public Address
Address 1 <input type="text" value="Address 1"/>	Address 1 <input type="text" value="Address 1"/>
Address 2 <input type="text" value="Address 2"/>	Address 2 <input type="text" value="Address 2"/>
City <input type="text" value="City"/>	City <input type="text" value="City"/>
State <input type="text" value="Illinois"/>	State <input type="text" value="Illinois"/>
Zip <input type="text" value="Zip"/>	Zip <input type="text" value="Zip"/>
County <input type="text" value="ADAMS"/>	County <input type="text" value="ADAMS"/>
Country <input type="text" value="UNITED STATES"/>	Country <input type="text" value="UNITED STATES"/>
Phone <input type="text" value="Phone"/>	Phone <input type="text" value="Phone"/>
Cell Phone (if different) <input type="text" value="Cell Phone (if different)"/>	Cell Phone (if different) <input type="text" value="Cell Phone (if different)"/>


6. **Select 3 secret questions and provide answers and enter the letters/number found in the CAPTCHA.**
  - a. Please double check that there are no spaces at the beginning or end of your answer. Spaces entered before or after will cause answer match failure and result in error.
  - b. Please check that you are entering the answer in the correct question field.
7. **Select ‘Create Account’ after all of the required fields have been completed.**

### Secret Questions

Secret Question 1	<input type="text" value="In what city did you meet your spouse/significant other?"/>	<input type="text" value="Springfield"/>
Secret Question 2	<input type="text" value="In what city does your nearest sibling live?"/>	<input type="text" value="Evanston"/>
Secret Question 3	<input type="text" value="In what city or town was your first job?"/>	<input type="text" value="Peoria"/>

### Captcha Verification

Please note that this code is case sensitive.



Enter Code\*

## Verifying Your Account

8. After you create an account, the system will direct you to the page below and send you an email to the address you provided. **IMPORTANT:** Close the browser window and check your email.

10. Follow the instructions provided in the email and click on the link in the email to verify your address. By clicking this link, you will automatically be redirected back to the IDFP Online Portal.

User Account

Thank you for creating a new account.  
You have been sent a confirmation e-mail.  
You must click on the link in the e-mail  
to activate your account and log into the system.

⚠ There is currently 1 issue with your account.  
Please resolve it before going further.

Your email address has not been verified. If you have not yet received an email to do this, please follow the instructions below.

User ID:	Jane_Doe	Change User ID
E-mail:	test@illinois.gov	Change Email

Please verify your account.

1. You have been sent a verification email by the system to the address listed above.
2. Click the link provided in the email to verify your account.

If you have not received a verification email:


1. Check your SPAM filter for the verification email.
2. If you are still not able to find the verification email, click the *Generate E-mail* button below and a new email will be sent.

Please note the following:

- Emails at time take up to 10 minutes to send
- After you click the *Generate E-mail* button all older verification emails will be invalid, so be sure to click the most recent link.

Reply Reply All Forward

Wed 2/28/2018 1:51 PM

 FPR.Notice@Illinois.gov  
New Account Created

To: John Smith

Phish Alert

Dear John Smith

This notice is to verify the email address you provided to the IDFP's Online Application Portal.

This email will be your primary point of contact for all communication with the IDFP going forward. Please be sure to keep this email up to date.

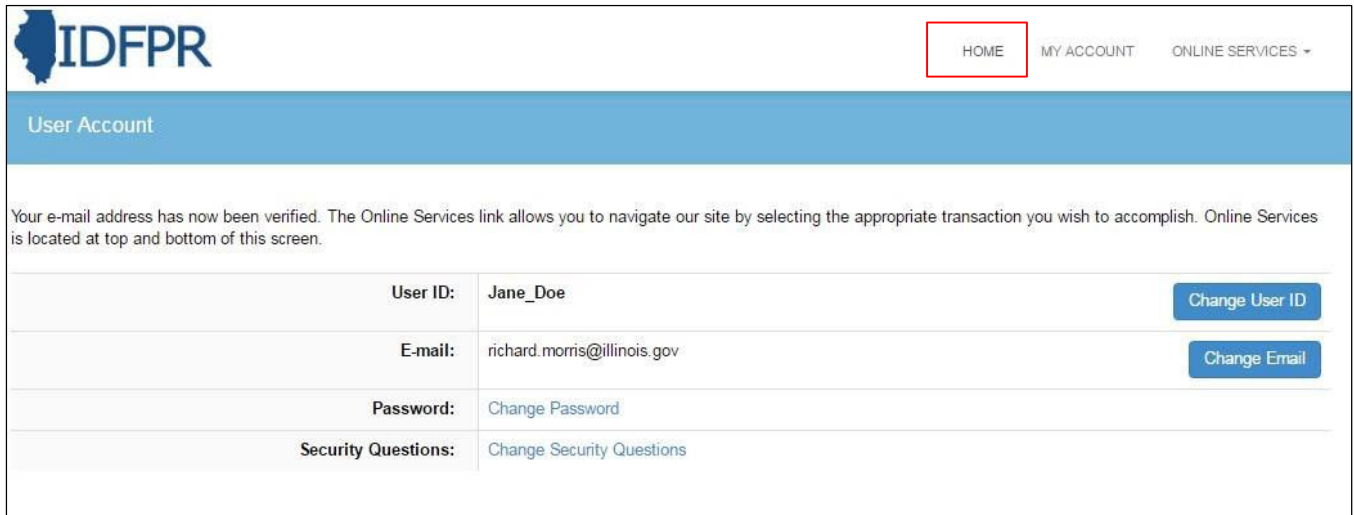
To complete the email verification process, click the following link:

<https://ilesonline.idfpr.illinois.gov/DFPR/Account/VerifyEmail.aspx?&guid=5006d972-f485-4d8a-9329-49c5bc43d5f1&email>

Thank you, Illinois Department of Financial and Professional Regulation  
Licensing and Testing Unit  
Phone: 1 (800) 560-6420  
<http://www.idfpr.com/>

## Accessing your Account

**9. After verifying your account you will be directed to the following page. Click 'Home' to Enter the Online Services Portal Dashboard.**



**IDFPR** HOME MY ACCOUNT ONLINE SERVICES ▾

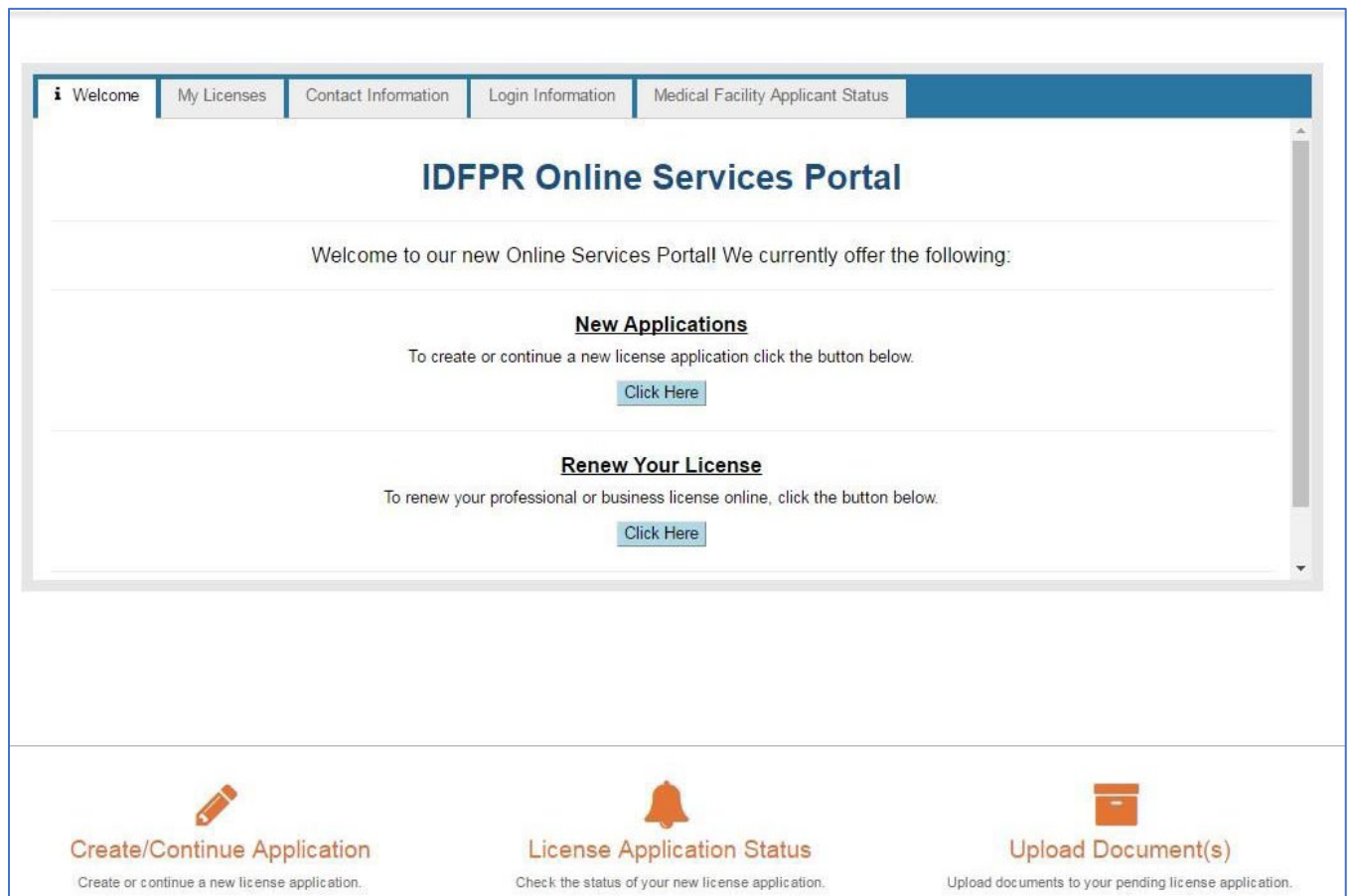
### User Account

Your e-mail address has now been verified. The Online Services link allows you to navigate our site by selecting the appropriate transaction you wish to accomplish. Online Services is located at top and bottom of this screen.

User ID:	Jane_Doe	<a href="#">Change User ID</a>
E-mail:	richard.morris@illinois.gov	<a href="#">Change Email</a>
Password:	<a href="#">Change Password</a>	
Security Questions:	<a href="#">Change Security Questions</a>	

## Portal Dashboard

**10. You will now have access to your Online Services Portal Dashboard for a variety of license activities such as creating a new applications or submitting a renewal application.**




Welcome | My Licenses | Contact Information | Login Information | Medical Facility Applicant Status


## IDFPR Online Services Portal


Welcome to our new Online Services Portal! We currently offer the following:

**New Applications**  
To create or continue a new license application click the button below.  
[Click Here](#)

**Renew Your License**  
To renew your professional or business license online, click the button below.  
[Click Here](#)

 **Create/Continue Application**  
Create or continue a new license application.

 **License Application Status**  
Check the status of your new license application.

 **Upload Document(s)**  
Upload documents to your pending license application.