



# IDFPR

Illinois Department of  
Financial and Professional Regulation

www.idfpr.com

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Governor

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Secretary

## 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-idfpr.micropact.com/>

Login Register

Illinois Department of Financial & Professional Regulation

HOME MY ACCOUNT ONLINE SERVICES

Access Your Account

Account Medical Cannabis Renew HERE

User ID

User ID

Password

Password

Log In

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

Welcome

### IDFPR Online Services Portal

Welcome to our new Online Services Portal!

**Due to the high volume of online renewals resulting from the recent renewal window opening for multiple professions, we are experiencing some performance issues.**

**Please allow 2-4 business days for your license to post in our systems and your license status to update.** We are working to improve our capacity for online renewal traffic and hope to implement performance optimization throughout the week. Thank you for your patience.

We currently offer the following:

**New Applications**

Click Here

(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 an Individual.

## Register new Account

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.

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 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  (MM/DD/YYYY)

Access ID

(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

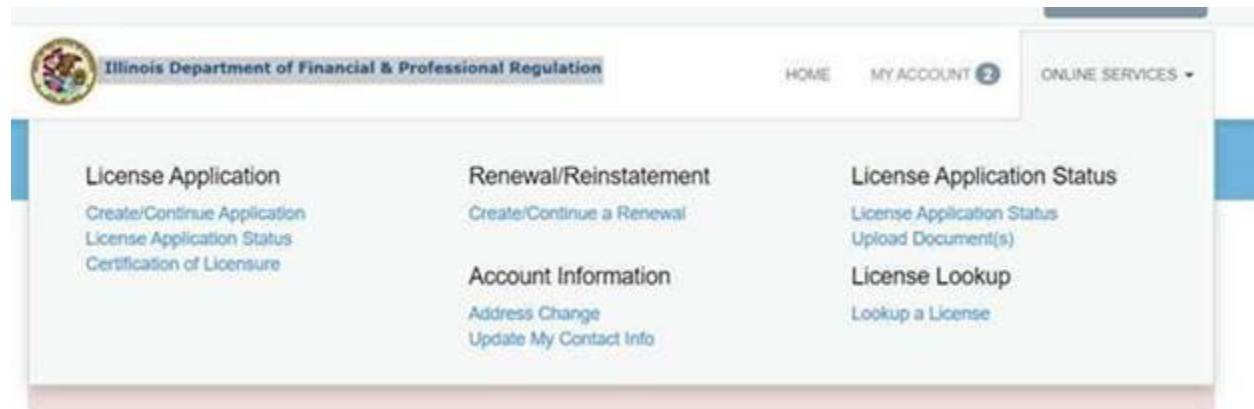
Captcha Verification

Please note that this code is case sensitive.



[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).



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HOME MY ACCOUNT ONLINE SERVICES

- License Application
  - Create/Continue Application
  - License Application Status
  - Certification of Licensure
- Renewal/Reinstatement
  - Create/Continue a Renewal
- Account Information
  - Address Change
  - Update My Contact Info
- License Application Status
  - License Application Status
  - Upload Document(s)
- License Lookup
  - Lookup a License

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