

- → Log into <u>https://online-dfpr.micropact.com/</u> using your User ID and Password.
  - If you have not yet registered, you will need to do so before you can log in by clicking the "Register" link.

| Illinois Department of Financial & Profe                                      | ssional Regulation HOME MY ACCOUNT ONLINE SERVICES -  |
|---|---|
| Access Your Account     Account     Medical Cannabis     Renew HERE           | i Welcome IDFPR Online Services Portal  |
| User ID<br>User ID<br>Password<br>Password                                    | Welcome to our new Online Services Portall 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. |
| Log In<br>Don't have an account? Register<br>Forgot Password? Forgot User ID? | We currently offer the following:<br>New Applications<br>Click Here   |

➔ Once logged in, click the Online Services link on the top right

| Illinois Department of Financial & Pro   | HOME MY ACCOUNT   | ONLINE SERVICES -  |     |  |  |  |  |
|--|---|--|-----|--|--|--|--|
| License Application<br>Create/Continue Application<br>License Application Status<br>Licensure Options<br>Certification of Licensure  | Renewal/Reinstatement<br>Create/Continue a Renewal<br>Account Information<br>Address Change<br>Update My Contact Info | License Application Status<br>License Application Status<br>Upload Document(s)<br>License Lookup<br>Lookup a License | tus |  |  |  |  |
| weicome to our new Online Services Portai<br>Due to the high volume of online renewals resulting from the recent renewal window opening for multiple professions, we are experiencing some performance<br>issues.<br>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<br>renewal traffic and hope to implement performance optimization throughout the week. Thank you for your patience. |   |  |     |  |  |  |  |
| We currently offer the following:<br>New Applications<br>Click Here  |   |  |     |  |  |  |  |
| Online Renewal Instructions  |   |  |     |  |  |  |  |

→ A drop down will appear. Click "Create/Continue a Renewal" link

**1** | Page





How do I submit my Renewal Application for 2025?

 Click "Start" next to the appropriate License Number (if you hold multiple licenses, they may appear on this screen)

| 2     |           |         |             | HOME | MY ACCOUNT | ONLINE SERVICE |
|-------|-----------|---------|-------------|------|------------|----------------|
|       |           |         |             |      |            |                |
| Renew | val       |         |             |      |            | ~              |
| Renew | Completed | License | Description | From | То         | Note           |

→ The Renewal Application will open and will ask you to answer a few questions.

 IMPORTANT NOTE: On question #2, only answer "Yes" if your address has moved to an address <u>outside</u> of the United States. If you need to update your address, you should answer "No" and then update via the "Edit Address" button.

| 2. Do you have an address change from your Credential Address below to a location outside of the United States? NOTE: if your Credential Address below already shows an address outside of the United States, then answer "No". |                  |  |  |  |  |
|---|------------------|--|--|--|--|
| * 🗌 Yes 🗌 No  |                  |  |  |  |  |
| 3. Enter/update your Main Address:  |                  |  |  |  |  |
| Attention Line  |                  |  |  |  |  |
| Address Line 1  | 576 SHORELINE DR |  |  |  |  |
| Address Line 2  |                  |  |  |  |  |
| City  | GRAYSLAKE        |  |  |  |  |
| State   | Illinois         |  |  |  |  |
| Zip Code  | 60030            |  |  |  |  |
| County  | LAKE             |  |  |  |  |
| Country   |                  |  |  |  |  |
|   | (847) 658-7523   |  |  |  |  |
| Cell Phone  | (247) 223-7533   |  |  |  |  |
| Edit Address  |                  |  |  |  |  |
|   |                  |  |  |  |  |
| ORChange to an address already on file:   |                  |  |  |  |  |
|   |                  |  |  |  |  |
| 570 ℃ HC(R29_INE_CR_CR2/XEG_0_6/030_0 V Update  |                  |  |  |  |  |
|   |                  |  |  |  |  |

➔ You must answer all questions and submit the application to complete the renewal process. You may click "Close and Save" to complete the Application in the future. To start over, please click the "Restart" link.

If you should have any questions, please email <a href="mailto:fpr.realestate@illinois.gov">fpr.realestate@illinois.gov</a>

