



Tips for Renewing a Professional License (Business Accounts)

(Revised 3.19.24)

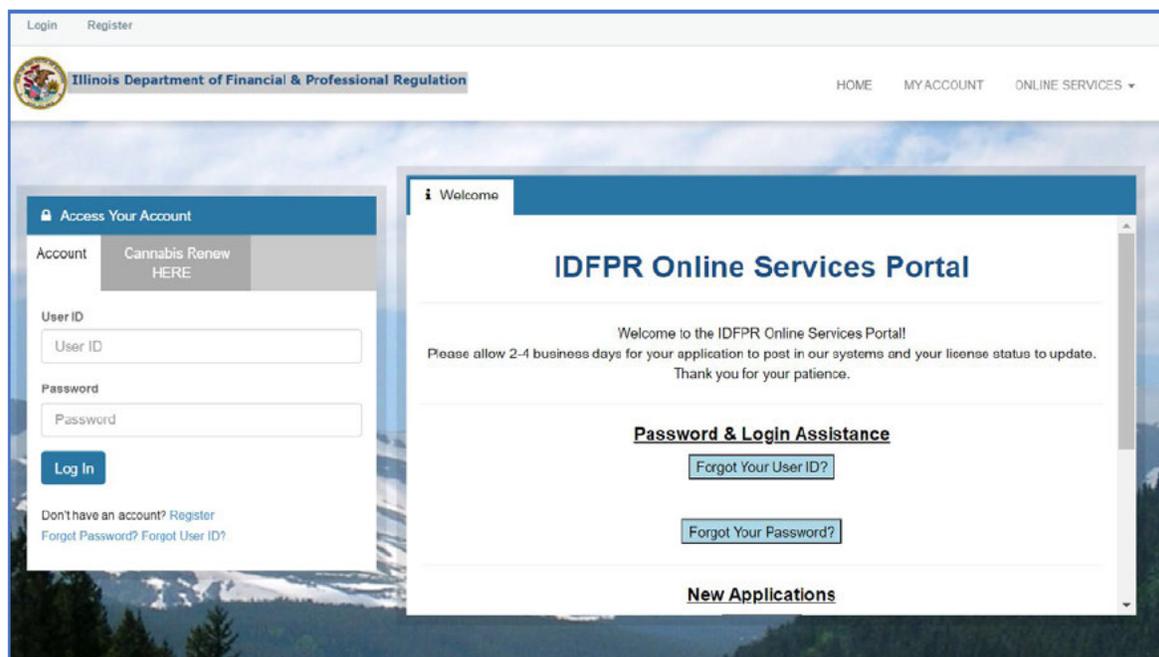
(Note: Business and Individual licenses will be on separate accounts. Please see the Individual Account instruction sheet for help renewing an individual license.)

First Time Renewing or Logging In?

Note, if you applied for your initial license via the IDFPR online services portal, you should use the same username and password created at that time. If you need assistance, please see the links 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>

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.

Access Your Account

Account Cannabis Renew
HERE

User ID
User ID

Password
Password

Log In

Don't have an account? [Register](#)
[Forgot Password?](#) [Forgot User ID?](#)

3. Register as a Business.

Register new Account

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

Register as:

Individual
 Business

Next Cancel

4. Fill in your Account Information, Business Information, Address, and Security Questions. Then “Create Account”.

Registration

Account Information * denotes required fields

*User ID

*Email

*Password

Confirm Password

Personal Information

Business Name

FEIN

Public Address

Address 1

Address 2

City

State

Zip

County

Country

Phone

Cell Phone (if different)

Mailing Address Same as Public Address

Address 1

Address 2

City

State

Zip

County

Country

Phone

Cell Phone (if different)

Secret Questions

Secret Question 1

Secret Question 2

Secret Question 3

Captcha Verification

Please note that this code is case sensitive.



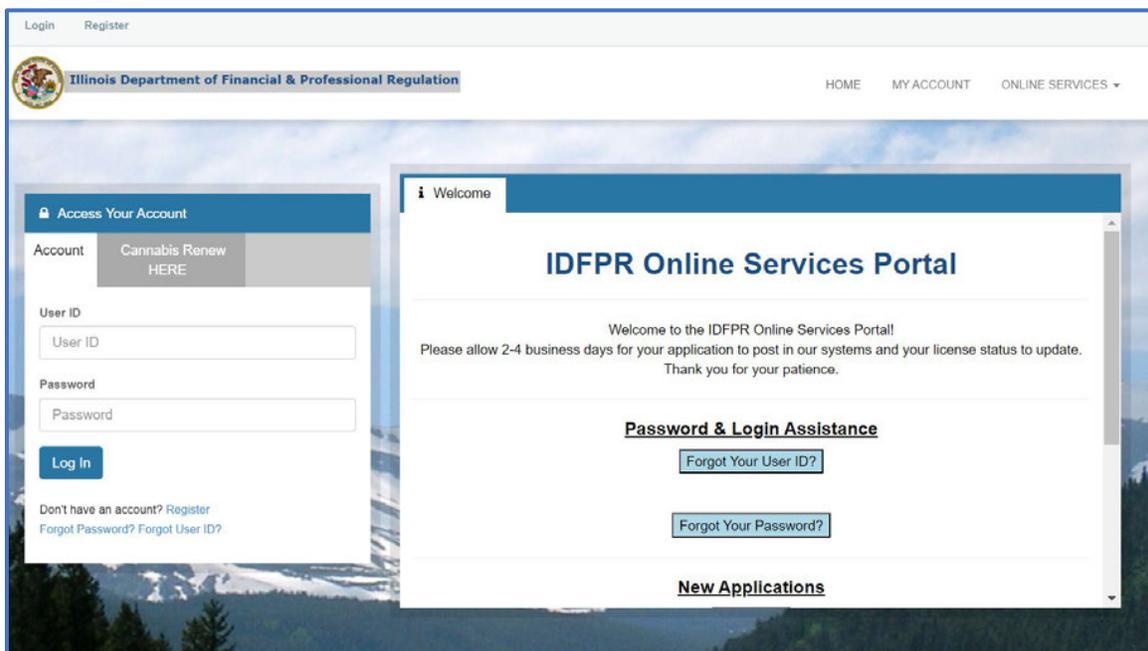
0:00 / 0:09

[Create Account](#)

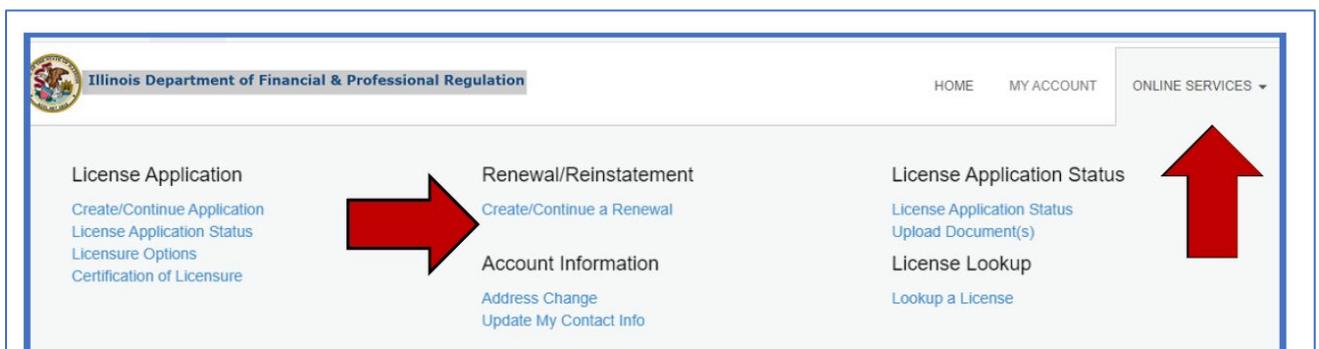
5. Once logged in, follow the instructions on the next page.

Have a Login and Ready to Renew?

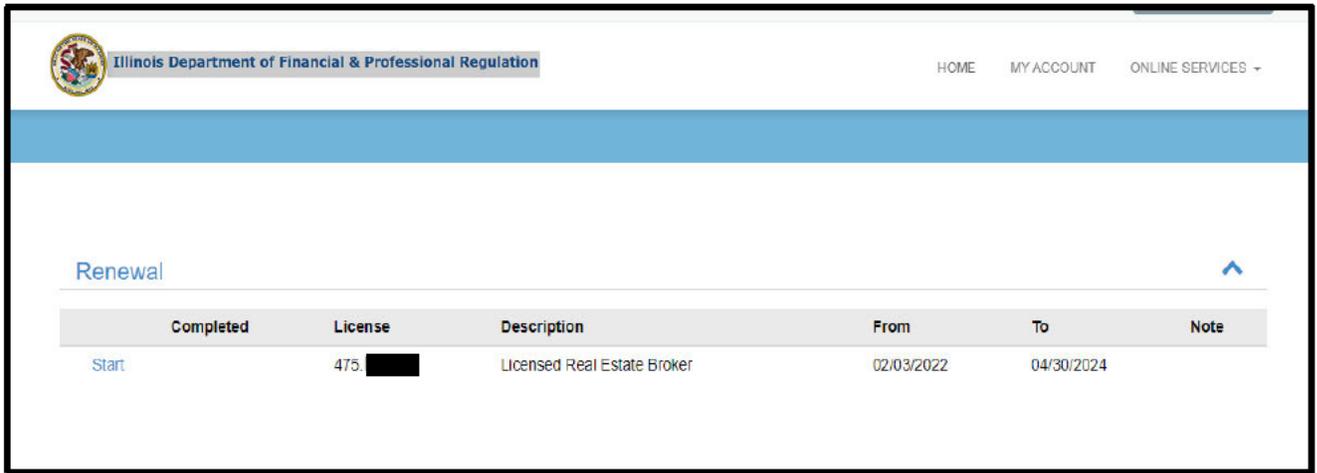
1. Visit the IDFP Online Services Portal at the following URL:
 - <https://online-dfpr.micropact.com/>
2. Enter your User ID and Password. If you need assistance, please see the links below:
 - *Forgot Your User ID?*
<https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/forms/online/user-id-retrieval-guide.pdf>
 - *Forgot Your Password?*
<https://idfpr.illinois.gov/content/dam/soi/en/web/idfpr/forms/online/password-reset-guide.pdf>



3. Once logged in, click the “Online Services” link on the top right. A drop down will appear. Click “Create/Continue a Renewal” link.



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



5. 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 outside of the United States. If you need to update your address (within the United States), 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 [REDACTED]
Address Line 2 [REDACTED]
City [REDACTED]
State [REDACTED]
Zip Code [REDACTED]
County [REDACTED]
Country [REDACTED]
Phone [REDACTED]
Cell Phone [REDACTED]

-- OR --Change to an address already on file:
[REDACTED]

6. 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.