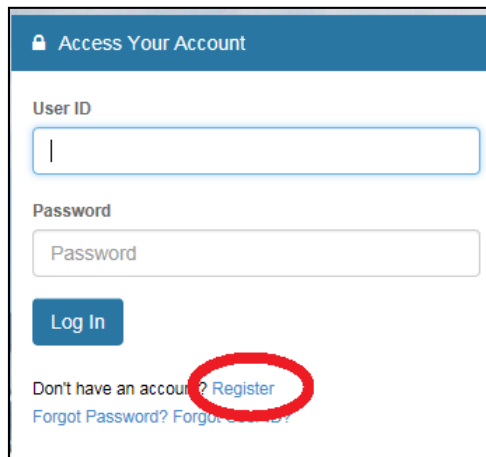


IDFPR Electronic License Portal Instructions For Individuals

Updated 3-15-16

The Illinois Department of Financial and Professional Regulation (IDFPR) now has an electronic license portal where licensees can view and print their licenses at anytime for free. Below are instructions for registering in the portal and viewing and printing your electronic licenses.

1. Go to <https://ilesonline.idfpr.illinois.gov/DFPR/> and click 'Register' in order to setup an account on the electronic license portal website.



Access Your Account

User ID

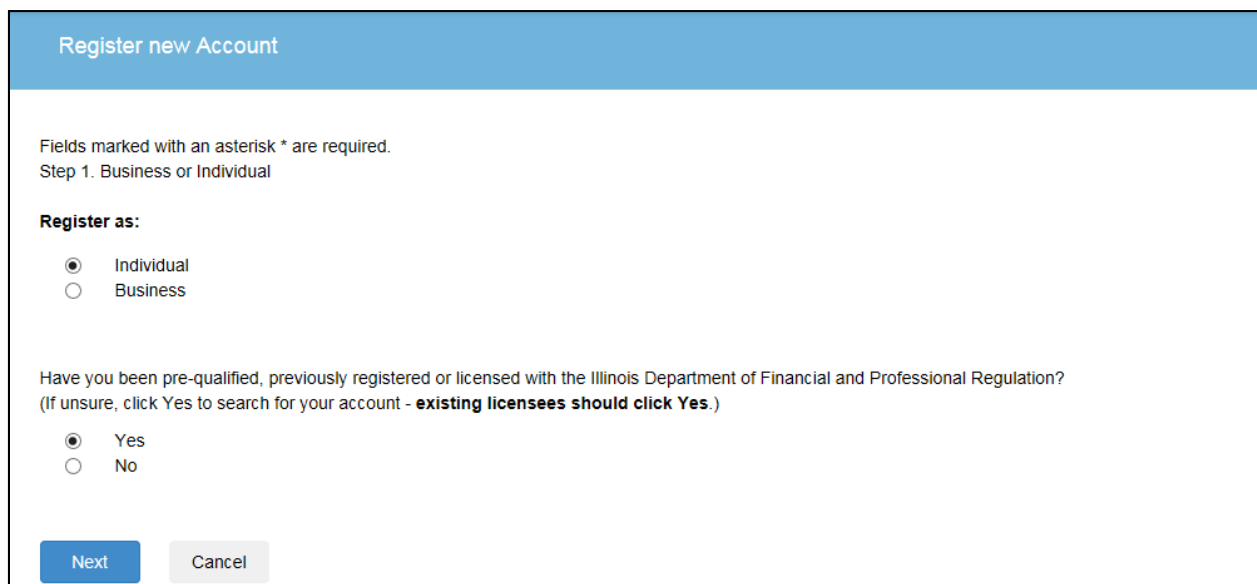
Password

Log In

Don't have an account? [Register](#)

[Forgot Password?](#) [Forgot Password?](#)

2. You will then be taken to the page below and will need to register as an 'Individual.' You will also need to indicate if you have been pre-qualified or previously registered with IDFPR. Existing licensees need to select 'Yes' for this question.



Register new Account

Fields marked with an asterisk * are required.

Step 1. Business or Individual

Register as:

Individual

Business

Have you been pre-qualified, previously registered or licensed with the Illinois Department of Financial and Professional Regulation?
(If unsure, click Yes to search for your account - **existing licensees should click Yes.**)

Yes

No

Next Cancel

3. You will then need to follow the instructions on the screen below and enter the required information.

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.
You must also enter at least 1 optional field(s).

***Last Name**

***Last 4 SSN**

Note: If located, you will be able to update your User ID during or after Registration

Contact PIN Key

Date of Birth (mm/dd/yyyy)

4. Your User ID will be populated on the page below and will be the same as your license number. You may change your user ID if you desire. You will need to enter an email, password, and answers to the security questions. You can then click 'Create Account' after the 'Captcha Verification' code is entered.

Registration

Account Information

* denotes required fields

*User ID

*Email

*Password

Confirm Password

Secret Questions


Secret Question 1

Secret Question 2

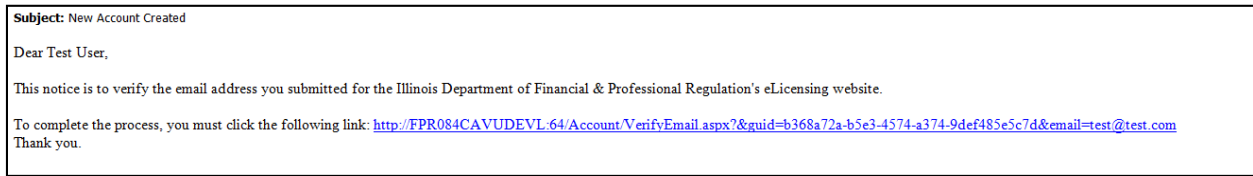
Secret Question 3

Captcha Verification

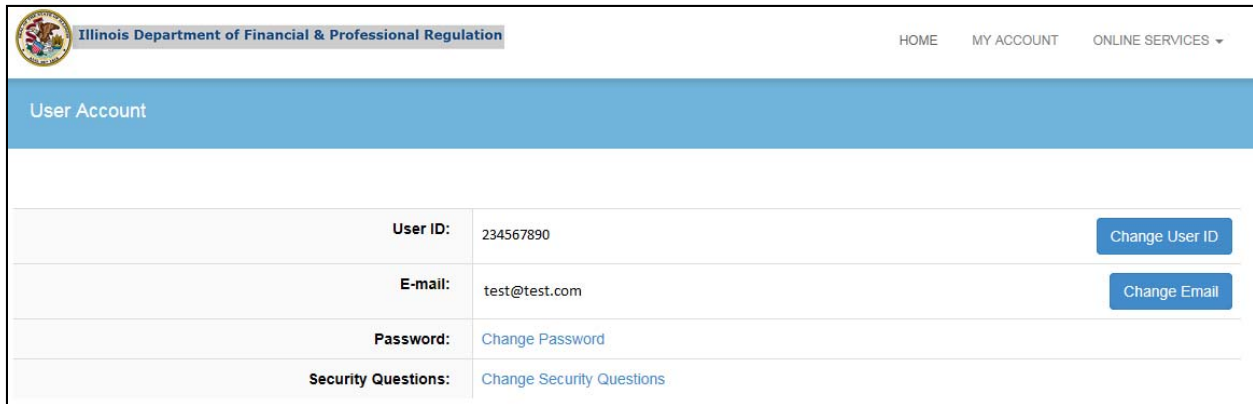
Please note that this code is case sensitive.



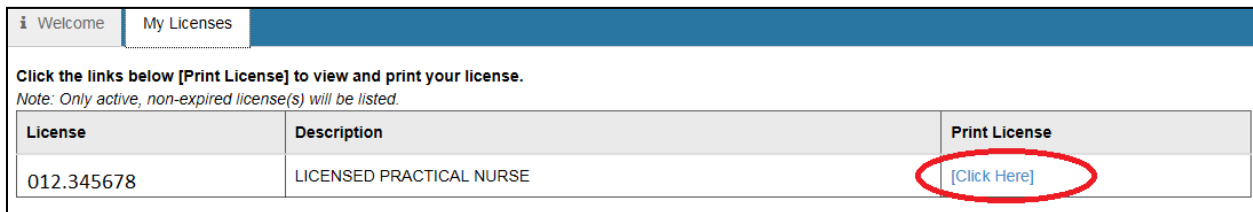
5. You will then receive an email from FPR.Notice@Illinois.gov with a link to verify your account.



6. Click the link in the email to be directed to the page below. You may then click 'Home' at the top of the page to retrieve your license.



7. Once you are on the 'Home' page, select 'My Licenses Tab', and then choose 'Click Here' to view your desired licenses.



8. You will then see your license and can print or save it electronically.



A pocket card version of your license will also be available to print or save electronically on the same page.

