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

Access Your Account
User ID
Password
Password
Log in
Don't have an account? Register Forgot Password? Forgot estimate:

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.

Reg	jister new Account
Fields n Step 1.	narked with an asterisk * are required. Business or Individual
Registe	er as:
•	Individual Business
Have yo (If unsu	ou been pre-qualified, previously registered or licensed with the Illinois Department of Financial and Professional Regulation? Ire, click Yes to search for your account - <b>existing licensees should click Yes</b> .)
	Yes No
Nex	xt 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) Finish Cancel	

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.

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*User ID	234567890		
*Email	Email		
*Password	Password		
Confirm Password	Confirm Password		
ecret Questions			
Secret Question 1	In what city did you meet your spouse/significant other?	$\checkmark$	Answer 1
Secret Question 2	In what city does your nearest sibling live?	$\checkmark$	Answer 2
Secret Question 3	In what city or town was your first job?	×	Answer 3
aptcha Verification			
se note that this code is case sensitive.			

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

Subject: New Account Created
Dear Test User,
This notice is to verify the email address you submitted for the Illinois Department of Financial & Professional Regulation's eLicensing website.
To complete the process, you must click the following link: http://FPR084CAVUDEVL:64/Account/VerifyEmail.aspx?&guid=b368a72a-b5e3-4574-a374-9def485e5c7d&email=test@test.com
Thank you.

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.

Illinois Department of Financial & Professional Regulation			MY ACCOUNT	ONLINE SERVICES +
User Account				
User ID:	234567890			Change User ID
E-mail:	test@test.com			Change Email
Password:	Change Password			
Security Questions:	Change Security Questions			

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

i Welcome	My Licenses				
Click the links below [Print License] to view and print your license. Note: Only active, non-expired license(s) will be listed.					
License		Description		Print License	
012.34567	3	LICENSED PRACTICAL NURSE		[Click Here]	

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.

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Bryan A. Schneider	A Sevent	Jay Stewart Director
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