IDFPR Illinois Department of Financial and Professional Regulation How to Transfer your Active License to a New Sponsor

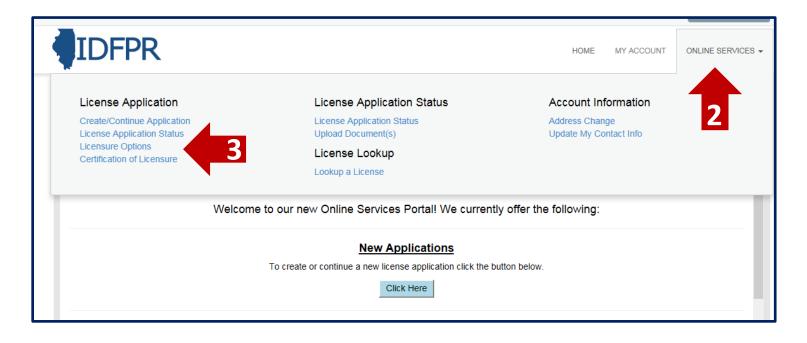
Step 1: Log into the Online Services Portal at: <u>https://online-</u> <u>dfpr.micropact.com</u> with your User ID and Password.

Note: If you are new to the Online Services Portal and have not yet registered, you will need to do so before you can log in by clicking the "Register" link.

Access Your Account	1 Welcome					
Account Renew HERE	IDFPR Online Services Portal	í				
User ID	Welcome to our new Online Services Portall We currently offer the following:					
Password	 New Professional License Applications: Advance Practice Nurses (APNs), Barbers, Cosmetologists, Estheticians. Licensed Certified Public Accountants (CPAs). Dentists. Dental Hydienists. Licensed 					
Password	Estheticians, Licensed Centified Public Accountants (CPAs), Dentists, Denta Hygienists, Licensed Massage Therapists, Licensed Practical Nurses (LPNs), Nail Technicians, Permanent Employee Redistration Cards (PERGs). Pharmacy Technicians. Redistered Nurses (RNs)					
Log In	 New Business License Applications: Limited Liability Companies (LICs), Medical Corporations, Professional Service Corporations (PCs), Public Accounting Firms, Salons/Shops 					
Don't have an account? Register	New License Applications or Renewals: Medical Cannabis Dispensary Agents New License Applications or Renewals: Medical Cannabis Dispensary Agents New and Additional Controlled Substance Applications: Advance Practice Nurses(APNs), Dentists,	1				
Forgot Password? Forgot User ID?	 New and Additional Controlled Substance Applications: Advance Practice Nurses(APNS), Dentists, Optometrists, Physician Assistants, Physicians, Podiatrists and Veterinarians 					
	New Applications					
	Parent 1					

Step 2: Click "Online Services"

Step 3: Click "Licensure Options"





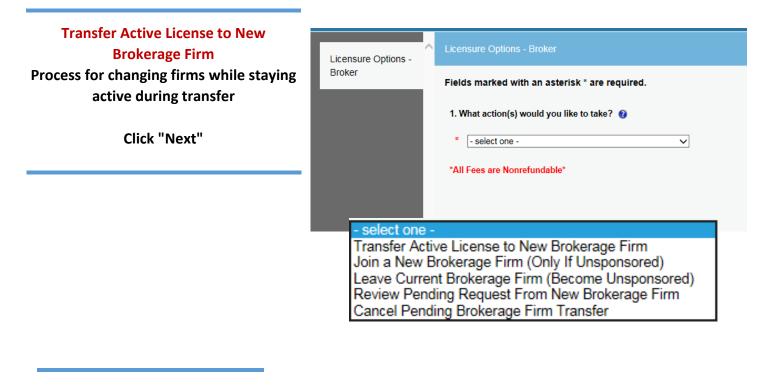
Step 4: Begin (or Continue) a Transfer to a new Brokerage

To begin click the "Start" link.

Note: If you have any in-progress transactions they will appear on this screen. Click "continue" to resume or "delete" to start over.

Illinois Departme	nt of Financial & Professional Regulation		HOME	MY ACCOUNT	ONLINE SERVICES -
Supervision Authoriz					
Item					^
	Board	Licens	e		
Start	Real Estate	471.00	5024		

Step 5: Select "Transfer Active License to New Brokerage Firm" from the drop-down menu



Tip: You may save your progress at any point and return to the Transaction later. Click the red "Save to Continue Later" button on the bottom right of each screen

Step 6: Select New Sponsoring Broker License #: 481.013588 Licensure Options Broker Fields marked with an asterisk * are required. Sponsoring Broker Note: Must have Sponsoring Brokerage License Number for transferring or joining a new Brokerage Firm. Transfer Lookup License Lookup 5. Enter New Brokerage Firm License Number: Action Supervisor ACUPUNCTURE ADV PRACTICE NURSE APPRAISAL ARCHITECT ATHLETE AGENT No Records Found Board ~ ~ License Status License Number: 478 Legal Business Click "Add" button to begin search Doing Business As First Name **Enter New Sponsoring Broker** Last Name Information and click "Search" City Best results are obtained by entering State Illinois ~ ~ only their License Number **Select Sponsoring Broker from Search** Original License Status City/State **Current Expiration Date** Name Credential Issue Date **Results** ACTIVE 4780 10/31/2018 Corp Springfield , IL 10/16/2017 Click "Add" for your selection or "Detail" Add Corp ACTIVE 478 Springfield , IL 10/16/2017 10/31/2018 if additional information is needed ACTIVE 10/16/2017 10/31/2018 Corp 478 Springfield , IL \dd 10/31/2018 ACTIVE 478 Springfield . IL 10/16/2017 Detail Add Corp **Confirm Selection** Action Icons are available if deleting or Licensure Options editing is required Broker Fields marked with an asterisk * are required. Sponsoring Broker Note: Must have Sponsoring Brokerage License Number for transferring or joining a new Brokerage Firm. Transfer Lookup **Finalize the Selection** Click "Next" to move to the Transaction 5. Enter New Brokerage Firm License Number: **Review Screen** Action Supervisor

Previous

Next

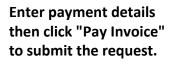
https://idfpr.illinois.gov/



Step 7: Review Transaction

	Licensure Options -	Review	Print Review
Final review of Sponsoring Broker and Fee Click "Proceed to Payment" to continue	Broker Sponsoring Broker Transfer Lookup Review	Fees Sponsor Card Licensure Options - Broker 1. Confirm action(s) you would like to take Transfer Active License to New Brokerage Firm 'All Fees are Nonrefundable'	525.00 Total Fees: 525.00
		Sponsoring Broker Transfer Lookup 5. Enter New Brokerage Firm License Number: Supervisor 477. Compared and a second and	
	~	Previous Proceed to Payment	Save to Continue Later

Step 8: Pay Invoice and Submit Transfer Request



Note: Once submitted, transfer requests must be approved by the new Sponsoring Broker within 7 calendar days, or the request will expire and the transfer fee forfeited.

The item was successfully added to the invoice. To add additional transactions to this invoice before making payment, click on a Command in the top menu. Otherwise, click the Pay Invoice button to pay it now. Illinois Department of Financial and Professional Regulation Date: 8/17/2018 Description Manage Supervisor - 475. Manage Supervisor - 475. Sponsor Card \$255.0 Subtotai: \$255.0 \$255.0 \$255.0	IDFPR				
The item was successfully added to the invoice. To add additional transactions to this invoice before making payment, click on a Command in the top menu. Otherwise, click the Pay Invoice button to pay it now.	Invoice		Pay Invoice	🔒 Print	
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MANAGE SUPERVISOR - 475 \$25.0 Sponsor Card \$25.0 Subtotal: \$25.0	making payment, click on a Command in the top menu. Otherwise, click the Pay Invoice				
Sponsor Card \$25.0 Subtotal: \$25.0		Description	Amo	Amount	
Subtotal: \$25.0		MANAGE SUPERVISOR - 475.			
		Sponsor Card		\$25.00	
Total: \$25.0			Subtotal:	\$25.00	
			Total:	\$25.0	

\$25 Non- Refundable Fee for each Transfer – Credit Card or eCheck – convenience fees may apply. Once transfer request is submitted, you will see a receipt screen and an email confirmation from IDFPR will be sent to you.