

Renewing A Professional Services Corporation License

Simple instructions on renewing the Professional Services Corporation License that may be required in certain profession renewals.

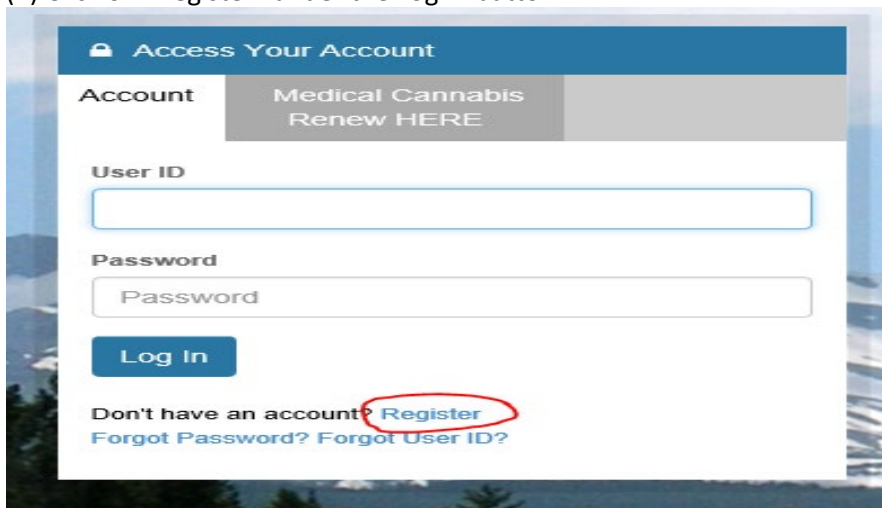
Because this will be your first-time logging into your IDFPR Online Services Portal Account, you will need to Register and MATCH your business license to your existing dental practice license record.

If you have not already done so, you will be required to create a separate business account for your Professional Service Corporation license. Please note, this is different than the account you used to renew your dental license. Instructions on how to create the business account are below.

(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.



(3) Register as a BUSINESS.

Register new Account

- Individual
- Business

(4) Select "Yes" under Account Matching, then Click the "Next" Button.

Account Matching

Review the options and then select Yes, or No in the radio buttons or table below.

1. I am applying for a license with the IDFPR for the first time and have never been issued a professional license by the IDFPR.	CLICK NO
2. I am a current licensee of the IDFPR.	CLICK YES
3. I have been fingerprinted for a license application and those results have been sent to IDFPR.	CLICK YES
4. I previously applied for a license or sat for an examination, but never received a license from the IDFPR.	CLICK YES
5. I had a license or registration with the IDFPR, but its status is now either: not renewed, expired or inactive.	CLICK YES

Yes
 No

Next Cancel

(5) Enter the organization's FEIN and the organization's address Zip code on the license (5 digits only). Click the "Finish" button.

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.

*FEIN

*Address Zip Code

Access ID

Finish Cancel

(6) You may proceed to set up the account-

Account Information * denotes required fields

*User ID
Please enter a User ID you wish to login as.

*Email
Please enter your email address.

*Password

Confirm Password

Secret Questions


Secret Question 1

Secret Question 2

Secret Question 3

Captcha Verification


Please note that this code is case sensitive.





[Create Account](#)

After you have created the account, you will be able to renew license by selecting “Create/Continue a Renewal” at the very bottom of the page as pictured below.

IDFPR is working hard to bring more initial applications and online renewals in the coming months. Be sure to look out for your profession or business!


Create/Continue Application
Create or continue a new license application.


License Application Status
Check the status of your new license application.


Upload Document(s)
Upload documents to your pending license applica


More Online Services

License Application

- Create/Continue Application
- License Application Status
- Certification of Licensure

Renewal/Reinstatement

- Create/Continue a Renewal



License Application Status

- License Application Status
- Upload Document(s)

Once you are taking to the list of options for renewal, please click Professional Service Corporation and you will be brought to the log-in page. You will be required to login with your business account information.

Once you begin the renewal process, you will be required to upload your supplemental form (bond and insurance). A link to the form is here: https://www.idfpr.com/renewals/Attachment/060_attch.pdf

Please note, this form must be uploaded online and will NOT be mailed to IDFPR.

Also, once your renewal is complete it will require a manual review from IDFPR. Therefore, your renewal will not update automatically. IDFPR has indicated it can take anywhere 2-4 days for the account to be updated.

If this does not work, please contact Jerry Miller, at IDFPR via email at jerry.r.miller@illinois.gov with your license number, date of birth, and preferred email address.