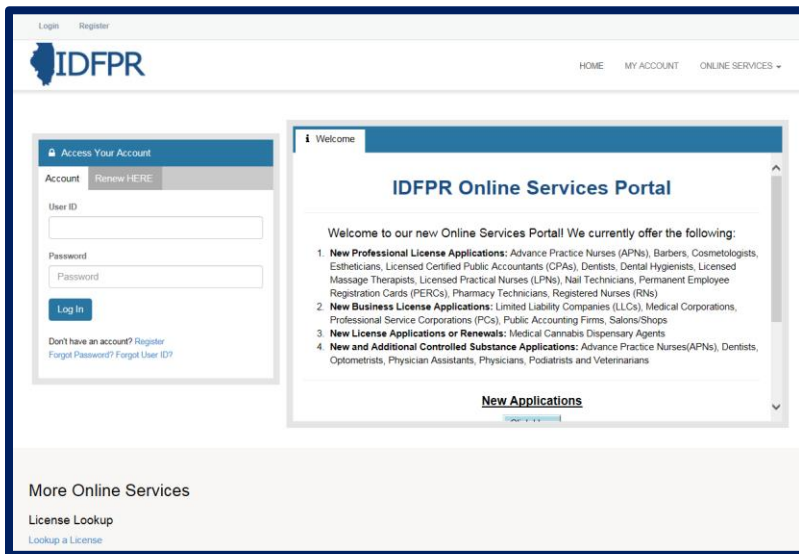




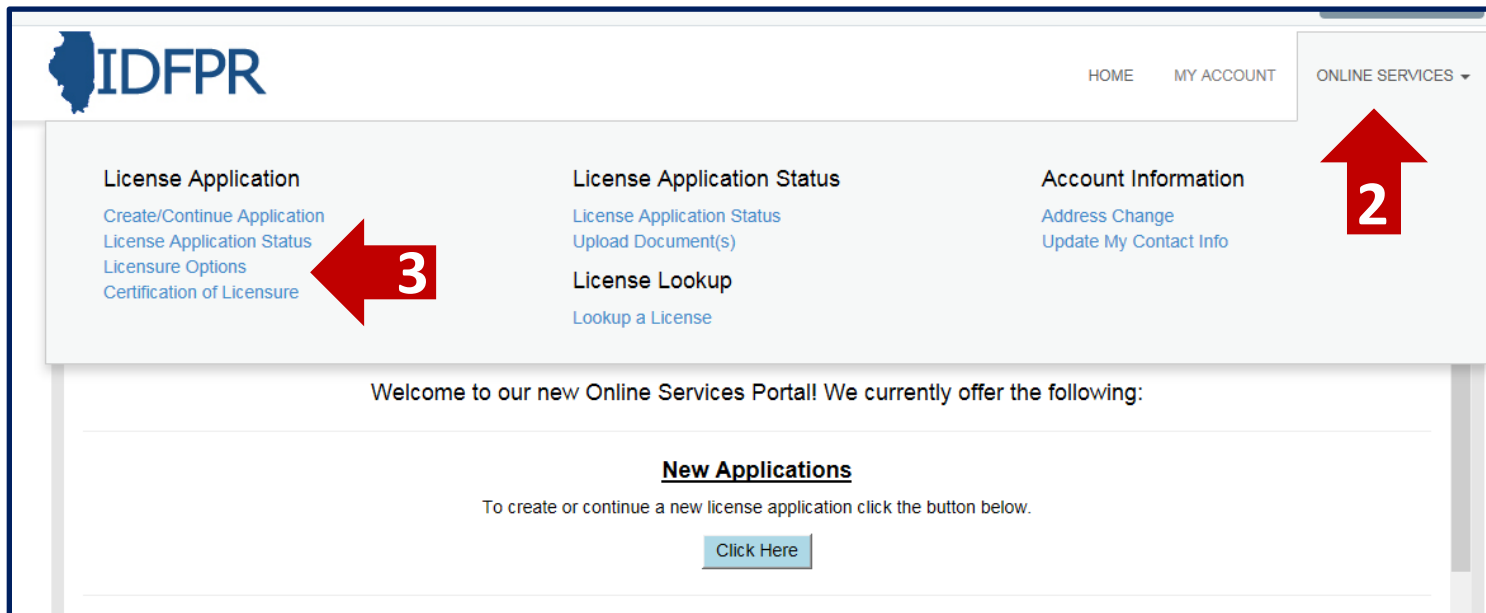
**Step 1:** Log into the Online Services Portal at: <https://online-dfpr.micropact.com> with your User ID and Password.

**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.



**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.

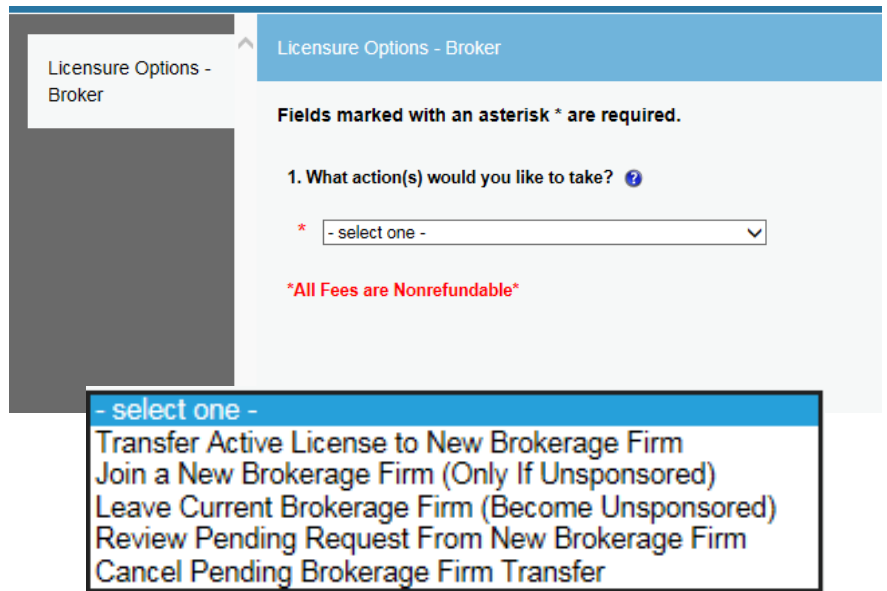


### Step 5: Select "Transfer Active License to New Brokerage Firm" from the drop-down menu

#### Transfer Active License to New Brokerage Firm

Process for changing firms while staying active during transfer

Click "Next"



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

Sponsoring Broker Transfer Lookup

Fields marked with an asterisk \* are required.

Note: Must have Sponsoring Brokerage License Number for transferring or joining a new Brokerage Firm.

5. Enter New Brokerage Firm License Number:

Action	Supervisor
No Records Found	

Add

License Lookup

Search Criteria

Board: ACUPUNCTURE, ADV PRACTICE NURSE, APPRAISAL, ARCHITECT, ATHLETE AGENT

License Status:

License Number: 478

Legal Business Name:

Doing Business As:

First Name:

Last Name:

City:

State: Illinois

County:

Click "Add" button to begin search

Enter New Sponsoring Broker Information and click "Search"

Best results are obtained by entering only their License Number

Select Sponsoring Broker from Search Results


Click "Add" for your selection or "Detail" if additional information is needed

Confirm Selection

Action Icons are available if deleting or editing is required

Finalize the Selection

Click "Next" to move to the Transaction Review Screen



	Name	License Status	Credential	City/State	Original Issue Date	Current Expiration Date
<a href="#">Detail</a> <a href="#">Add</a>	Corp	ACTIVE	478	Springfield, IL	10/16/2017	10/31/2018
<a href="#">Detail</a> <a href="#">Add</a>	Corp	ACTIVE	478	Springfield, IL	10/16/2017	10/31/2018
<a href="#">Detail</a> <a href="#">Add</a>	Corp	ACTIVE	478	Springfield, IL	10/16/2017	10/31/2018
<a href="#">Detail</a> <a href="#">Add</a>	Corp	ACTIVE	478	Springfield, IL	10/16/2017	10/31/2018

Sponsoring Broker Transfer Lookup

Fields marked with an asterisk \* are required.

Note: Must have Sponsoring Brokerage License Number for transferring or joining a new Brokerage Firm.

5. Enter New Brokerage Firm License Number:

Action	Supervisor
	478 : CORP

Add

Previous Next



### Step 7: Review Transaction

**Final review of Sponsoring Broker and Fee**  
**Click "Proceed to Payment"**  
**to continue**

### Step 8: Pay Invoice and Submit Transfer Request

Enter payment details then click "Pay Invoice" to submit the 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.**

**\$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.**