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# Account Creation: New Applicants

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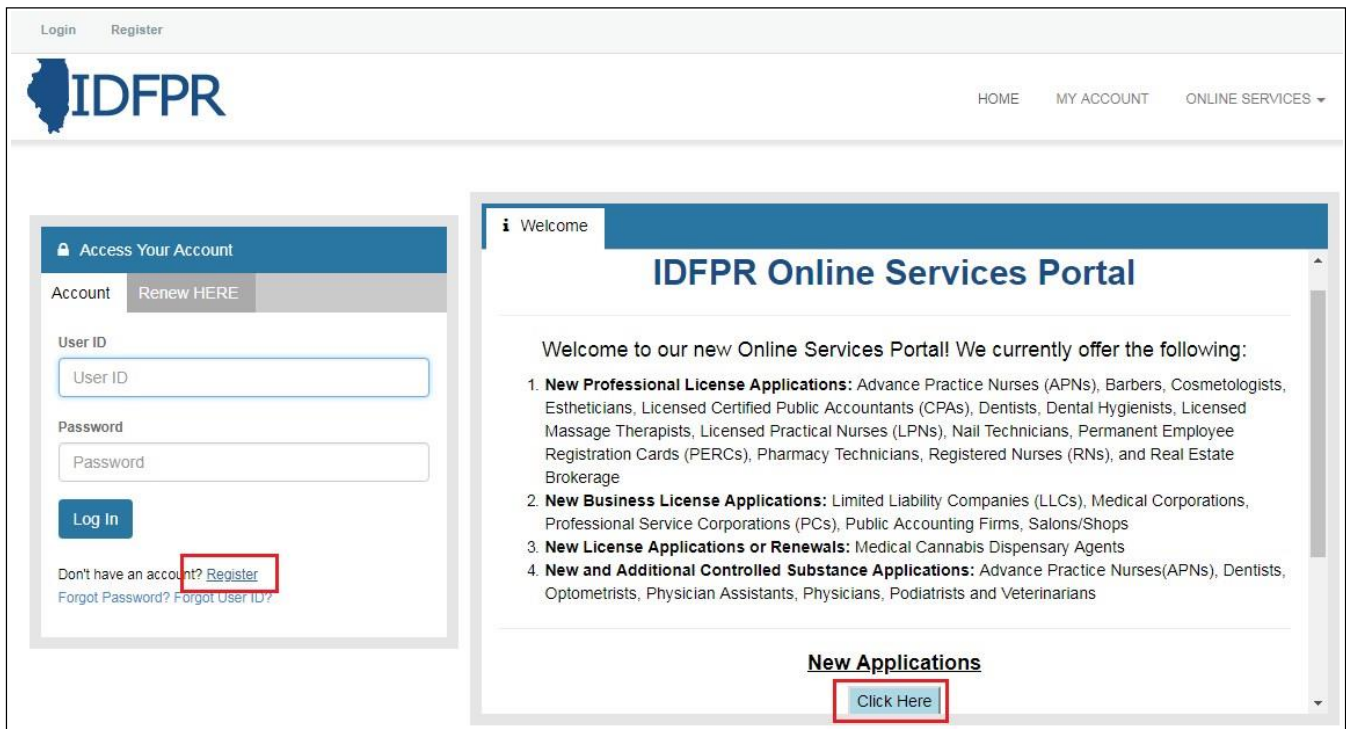
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# Overview


All users will need to create a new account before they can utilize the IDFPR Online Services Portal. This guide is to assist **new applicants** in the creation of an online account to ensure that the information contained within the database is properly associated with your account. If you are a previous applicant or existing licensee, please refer to the account creation guide for returning applicants in the online portal.

1. Access the Online Services Portal at: <https://ilesonline.idfpr.illinois.gov/DFPR/Default.aspx>
2. Select “Register” from “Access Your Account” section or select ‘Click Here’ under new applications



# Account Matching

3. For the next page below, select 'No' and click 'Next.' If you are a **previous applicant or existing licensee**, please refer to the account creation guide for returning applicants in the online portal.

HOME MY ACCOUNT

**Register new Account**

Fields marked with an asterisk \* are required.  
Step 1. Business or Individual

**Register as:**

Individual  
 Business

## 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.	<a href="#">CLICK NO</a>
2. I am a current licensee of the IDFPR.	<a href="#">CLICK YES</a>
3. I have been fingerprinted for a license application and those results have been sent to IDFPR.	<a href="#">CLICK YES</a>
4. I previously applied for a license or sat for an examination, but never received a license from the IDFPR.	<a href="#">CLICK YES</a>
5. I had a license or registration with the IDFPR, but its status is now either: not renewed, expired or inactive.	<a href="#">CLICK YES</a>

Yes  
 No

[Next](#) [Cancel](#)

# Registering a New Account

4. Create a user ID, enter your personal email address, and password. A pop-up menu will assist you in creating a complex password.
5. Enter your personal information and your public/mailling address. Select 3 secret questions and provide answers and enter the letters/number found in the CAPTCHA.
6. Select "Create Account" after all of the required fields have been completed.

Registration

Account Information \* denotes required fields

\*User ID ✓ Jane\_Doe

\*Email ✓ test@Illinois.gov

\*Password [.....]

✓ Password meets complexity requir

Confirm Password [.....]

Personal Information

\*First Name Jane

Middle Name Middle Name

\*Last Name Doe

**Password Requirements:**

Your password must contain at least 3 of the following 4 top requirements and must also be 4 characters or more in length.

- ✓ 1 lower case letter.
- ✓ 1 upper case letter.
- ✓ 1 number.
- ✓ 1 special character.
- ✓ 4 characters in length.

Public Address	Mailing Address <span style="float: right;"><input type="checkbox"/> Same as Public Address</span>
Address1 123 State Street	Address1 Address1
Address2 Apartment 1	Address2 Address2
City Chicago	City City
State Illinois	State Illinois
Zip Code 60601	Zip Code Zip Code
County COOK	County ADAMS
Country UNITED STATES	Country UNITED STATES
Phone 217-555-5555	Phone Phone

Secret Questions

Secret Question 1 In what city did you meet your spouse/significant other? Springfield

Secret Question 2 In what city does your nearest sibling live? Evanston

Secret Question 3 In what city or town was your first job? Peoria

Captcha Verification

Please note that this code is case sensitive.

6D3Y8h

Enter Code\* 6D3Y8h

Create Account

# Verifying Your Account

7. After you create an account, the system will direct you to the page below and send you an email to the address you provided. Close the browser window and check your email. Follow the instructions provided in the email and click on the link in the email to verify your address.

The screenshot shows the IDFPFPR website's 'User Account' page. At the top left is the IDFPFPR logo. At the top right are navigation links for 'HOME', 'MY ACCOUNT' (with a notification icon), and 'ONLINE SERVICES'. Below the navigation is a blue header bar with the text 'User Account'. The main content area contains a thank-you message, a warning message about an account issue, and a table with user details. The table has two rows: 'User ID: Jane\_Doe' with a 'Change User ID' button, and 'E-mail: test@illinois.gov' with a 'Change Email' button. Below the table, there are three sections of instructions: 'Please verify your account.' with a two-step list, 'If you have not received a verification email:' with a two-step list, and 'Please note the following:' with a two-item bulleted list.

Thank you for creating a new account.  
You have been sent a confirmation e-mail.  
You must click on the link in the e-mail  
to activate your account and log into the system.

**⚠ There is currently 1 issue with your account.  
Please resolve it before going further.**

**Your email address has not been verified. If you have not yet received an email to do this, please follow the instructions below.**

User ID:	Jane_Doe	<a href="#">Change User ID</a>
E-mail:	test@illinois.gov	<a href="#">Change Email</a>

Please verify your account.

1. You have been sent a verification email by the system to the address listed above.
2. Click the link provided in the email to verify your account.

If you have not received a verification email:

1. Check your SPAM filter for the verification email.
2. If you are still not able to find the verification email, click the *Generate E-mail* button below and a new email will be sent.

Please note the following:

- Emails at time take up to 10 minutes to send
- After you click the *Generate E-mail* button all older verification emails will be invalid, so be sure to click the most recent link.

# Accessing your Account

8. After verifying your account you will be directed to the following page. Click 'Home' to Enter the Online Services Portal Dashboard.

**IDFPR** HOME MY ACCOUNT ONLINE SERVICES ▾

**User Account**

Your e-mail address has now been verified. The Online Services link allows you to navigate our site by selecting the appropriate transaction you wish to accomplish. Online Services is located at top and bottom of this screen.

<b>User ID:</b>	Jane_Doe	<a href="#">Change User ID</a>
<b>E-mail:</b>	richard.morris@illinois.gov	<a href="#">Change Email</a>
<b>Password:</b>	<a href="#">Change Password</a>	
<b>Security Questions:</b>	<a href="#">Change Security Questions</a>	

# Portal Dashboard

9. You will now have access to you Online Services Portal Dashboard for a variety of license activities:

The screenshot shows the IDFPR Online Services Portal dashboard. At the top, the user is logged in as Jane Doe with a Logout option and a shopping cart icon showing \$0.00 and a Checkout button. The main navigation includes HOME, MY ACCOUNT, and ONLINE SERVICES. A secondary navigation bar contains Welcome, My Licenses, Contact Information, Login Information, and Medical Facility Applicant Status. The main content area is titled "IDFPR Online Services Portal" and includes a welcome message: "Welcome to our new Online Services Portal! We currently offer the following:". Below this, there are two sections: "New Applications" with a "Click Here" button and "Renew Your License" with a "Click Here" button. At the bottom, there are three action cards: "Create/Continue Application" (with a pencil icon), "License Application Status" (with a bell icon), and "Upload Document(s)" (with a folder icon).

Jane Doe Logout \$0.00 Checkout

**IDFPR** HOME MY ACCOUNT ONLINE SERVICES ▾


Welcome My Licenses Contact Information Login Information Medical Facility Applicant Status


## IDFPR Online Services Portal


Welcome to our new Online Services Portal! We currently offer the following:

**New Applications**  
To create or continue a new license application click the button below.  
[Click Here](#)

**Renew Your License**  
To renew your professional or business license online, click the button below.  
[Click Here](#)

 **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 application.