

# Online Services Portal: Dashboard

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### Online Services Portal Dashboard





Note: No information will appear in this tab until a license has been paid/submitted.

**New Applications:** Clicking this button will allow you to create or continue a new license application.

**Renew Your License:** This link will direct you to the IDFPR's Online Renewal page, where you can renew your profession or business license.

**Create/Continue Application:** Clicking this button will also allow you to create or continue a new license application.

**License Application Status:** Click this button to check the status of a pending license application.

**Upload Document(s):** Click this button to upload additional supporting documents for applications with deficient information.

### More Online Services



License Lookup: Search and verify all Illinois professional license holders.

**Change Address:** Update your primary and mailing addresses in addition to your email and phone number.

**Update My Contact Info:** Update your user name, password, email address, and security questions.

## My Licenses Tab

e Doe Logout						🌹 \$0.00 Checkou
IDFPF	२			HOME	MY ACCOUNT	ONLINE SERVICES
i Welcome M	/ Licenses Contact Informa	tion Login Information	Medical Facility Applicant Status			
Click the link be	low labeled [Print Licen	se] to view and print y	our license.			
Click the link be 1. Only active, n 2. Adobe Acroba	low labeled [Print Licen ion-expired license(s) will be list at Reader is required to properly	se] to view and print y ted. y view and print your license.	our license.			

Note: information will not appear here until the user has paid/submitted their application.

License Type: Name of the profession or business type licensed.

**License Number:** License or credential number issued by the IDFPR.

License Status: Status of issued licenses (this will only show active licenses).

First Effective Date: Date in which the license was issued by the IDFPR.

**Expiration Date:** Last date in which the license must be renewed by.

**View License:** Click the link to view and/or print your license.

### Contact Information Tab

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Image       My Licenses       Contact Information       Login Information       Medical Facility Applicant Status         Below is all of the contact information tied to your user record. You will not be able to view information in this tab until an application is submitted. If you have any questions or concerns about the information as displayed, please contact us at:       Phone: 1-800-560-6420;         International: 1-312-281-0341       Date of Birth       Address       Email	ne Doe Logout						🐂 \$0.00 Checkout
i Welcome       My Licenses       Contact Information       Login Information       Medical Facility Applicant Status         Below is all of the contact information tied to your user record. You will not be able to view information in this tab until an application is submitted. If you have any questions or concerns about the information as displayed, please contact us at:       Phone: 1-800-560-6420         Phone: 1-800-560-6420       International: 1-312-281-0341       Date of Birth       Address       Email	IDFP	R			HOME	MY ACCOUNT	ONLINE SERVICES -
Below is all of the contact information tied to your user record. You will not be able to view information in this tab until an application is submitted. If you have any questions or concerns about the information as displayed, please contact us at:         Phone: 1-800-560-6420         International: 1-312-281-0341         Name       Access ID       Date of Birth       Address       Email	<b>i</b> Welcome	My Licenses Contact Informat	ion Login Information	Medical Facility Applicant Stat	us		
	Below is all of the questions or cond Phone: 1-800-56 International: 1-	e contact information tied to your us sems about the information as displ 0-6420 312-281-0341	ser record. You will not be abl ayed, please contact us at:	e to view information in this tab	until an application is	s submitted. If you	have any
	Name	Access ID			Address	Ema	ail

Note: information will not appear here until the user has paid/submitted their application.

Name: Name of licensee as spelled on file.

Access ID: Unique identifier issued by the IDFPR.

Date of Birth: Birth date of licensee on file with the IDFPR.

Address: Public address of licensee currently on file with the IDFPR

Email: Email address currently on file with the IDFPR.

# Login Information Tab

Jane Doe Logout				🐂 \$0.00 Checkout
IDFPR		HOME	MY ACCOUNT	ONLINE SERVICES -
i Welcome My Licenses Contact Below is all of the user information tied to y have any questions or concerns about the in Phone: 1-800-560-6420 International: 1-312-281-0341	Information Login Information Medical Facility Applicant Status rour online account with the IDFPR. You will not be able to view information in nformation as displayed, please contact us at:	in this tab until	an application is s	submitted. If you
User ID	Email Address A	Access ID		

*Note: information will not appear here until the user has paid/submitted their application.* 

**User ID:** Login username licensee created for the online portal account.

Email: Email address currently on file with the IDFPR.

Access ID: Unique identifier issued by the IDFPR.

# Medical Facility Applicant Status Tab

Jane Doe Logout				🌹 \$0.00 Checkout
IDFPR		HOME	MY ACCOUNT	ONLINE SERVICES +
				_
Welcome My Licenses Contact Information Login Info	Medical Facility Applicant Status			_
Data will only appear in this tab if you are designated as a Medical Fac	cility sing Requirement(s)			

Note: information will not appear here unless the user is a Medical Facility.

License Name: Name of Medical Facility's licensee.

**Missing Requirement(s):** Requirements or deficiency letters associated with that applicant's file with the IDFPR.