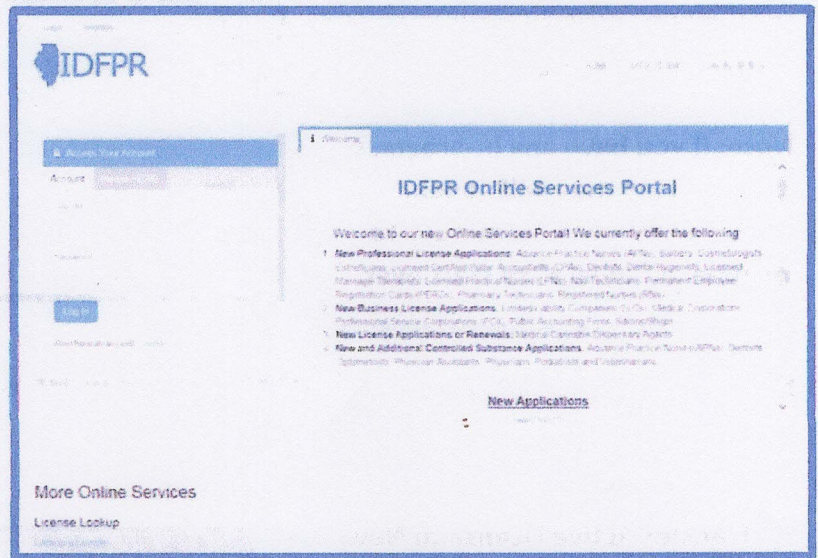




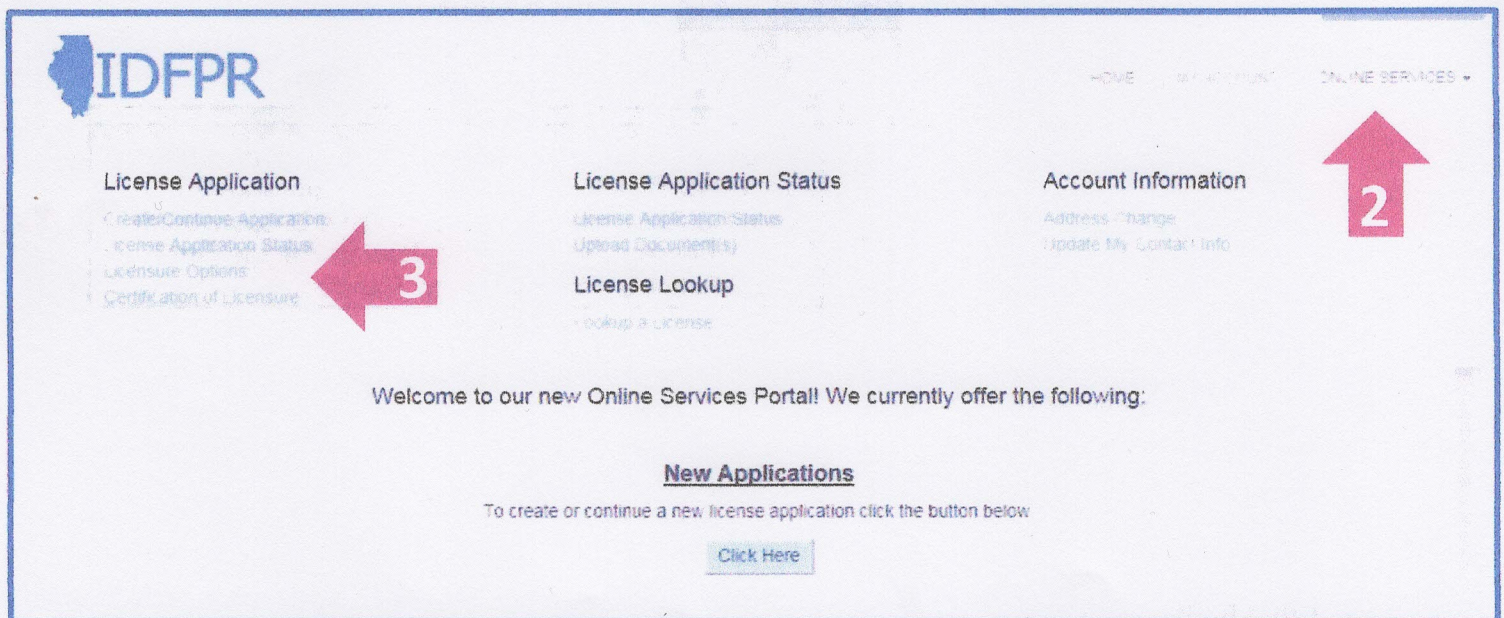
Step 1: Log into the Online Services Portal at: <https://online-idfpr.micropact.com> with your User ID and Password.

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.

Item	Board	License
Start	Real Estate	471.005024

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"

Licensure Options - Broker

Fields marked with an asterisk * are required.

1. What action(s) would you like to take? ⓘ

* - select one -

All Fees are Nonrefundable

- select one -
- Transfer Active License to New Brokerage Firm
- Join a New Brokerage Firm (Only If Unsponsored)
- Leave Current Brokerage Firm (Become Unsponsored)
- Review Pending Request From New Brokerage Firm
- Cancel Pending Brokerage Firm Transfer

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

Licensure Options - 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

481014458

License Lookup

Search Criteria

License Status:

License Number: 481

Legal Business Name:

Sponsoring Brokerage Firm:

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
481014458 Corp	ACTIVE	478000000	Springfield IL	10/16/2017	10/31/2018
481014458 Corp	ACTIVE	478000000	Springfield IL	10/16/2017	10/31/2018
481014458 Corp	ACTIVE	478000000	Springfield IL	10/16/2017	10/31/2018
481014458 Corp	ACTIVE	478000000	Springfield IL	10/16/2017	10/31/2018

Licensure Options - 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

478 CORP

Add

Previous Next



Step 7: Review Transaction

Final review of Sponsoring Broker and Fee

Click "Proceed to Payment" to continue

Review

Fees

Description	Amount
Sponsor Card	\$25.00
Total Fees:	\$25.00

Licensure Options - Broker

1. Confirm action(s) you would like to take

Transfer Active License to New Brokerage Firm

All Fees are Nonrefundable

Sponsoring Broker Transfer Lookup

5. Enter New Brokerage Firm License Number:

Supervisor: 477 C... E... INC

Buttons: Previous, Proceed to Payment, Save to Continue Later

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.

IDFPR

Invoice

Pay Invoice **Print**

Item Description: MANAGE SUPERVISOR - 475...

Description	Amount
Sponsor Card	\$25.00
Subtotal:	\$25.00
Total:	\$25.00

Pay Invoice

\$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.