IDFPR
Illinois Department of Financial and Professional Regulation
Division of Real Estate

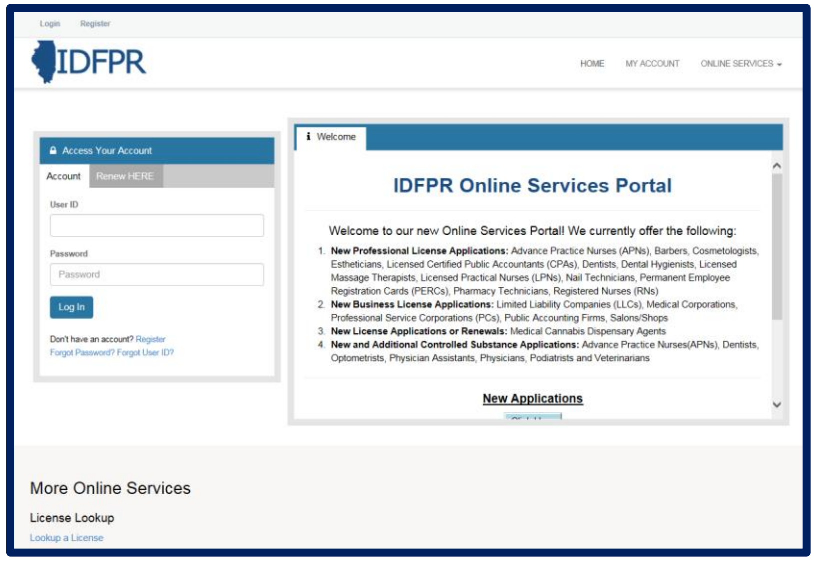
Online Instructions for Managing Brokers

How to Approve Sponsorship of New/Transferring Licensee(s)

Important: The below steps can only be completed via the designated managing broker's individual Portal account

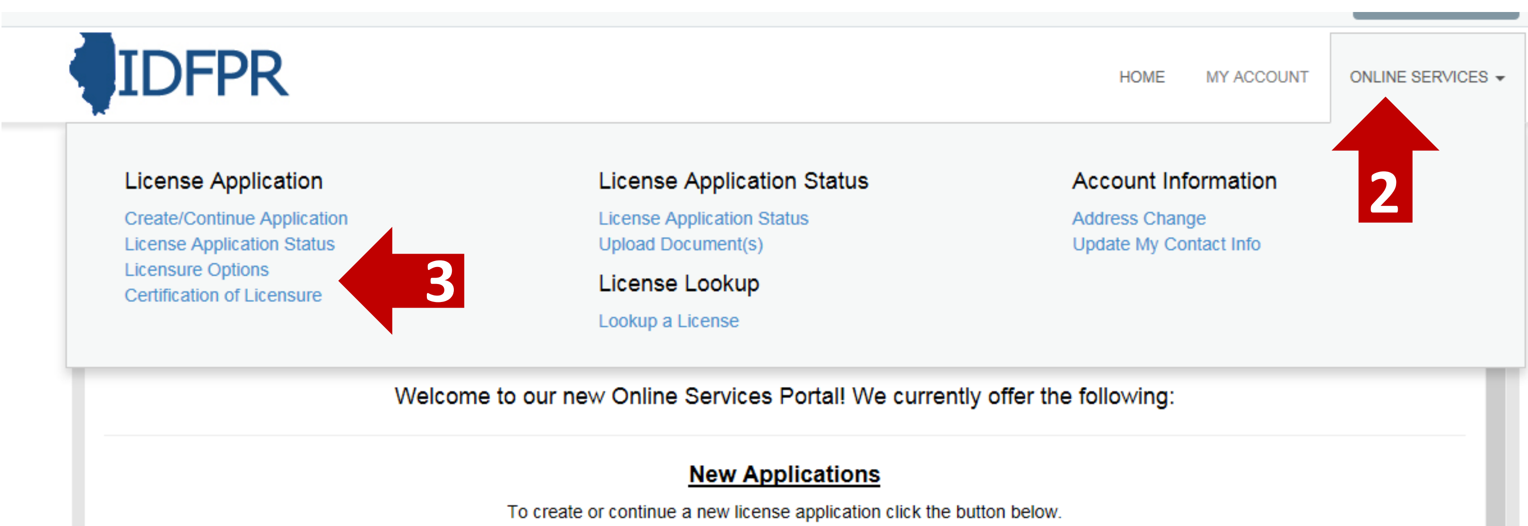
Step 1: Log into the Online Services Portal at: https://online-dfpr.micropact.com with your User ID and Password.

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"

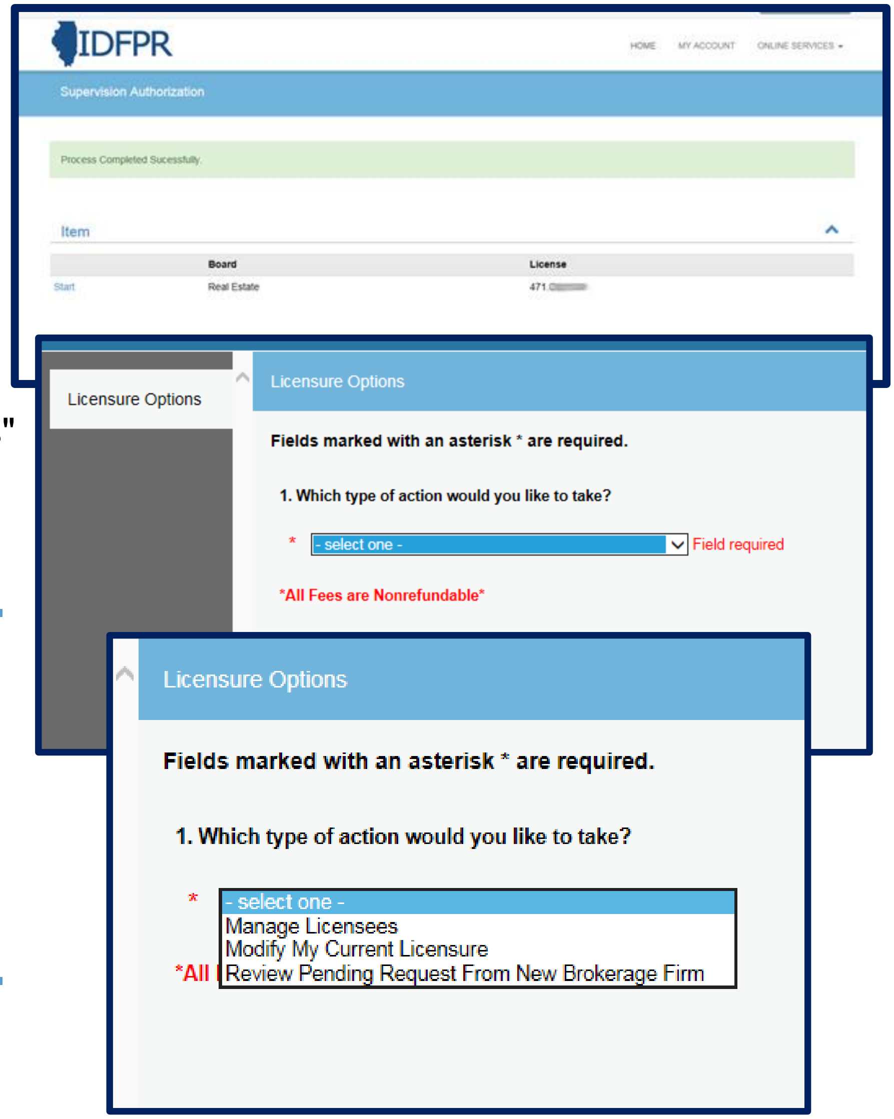


Step 4: Begin (or continue) a Transaction

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 "Manage Licensees" from the drop-down menu



Manage Licensees

Allows you to Add, Terminate, and Approve Transfers of Licensee(s)

Click "Next"

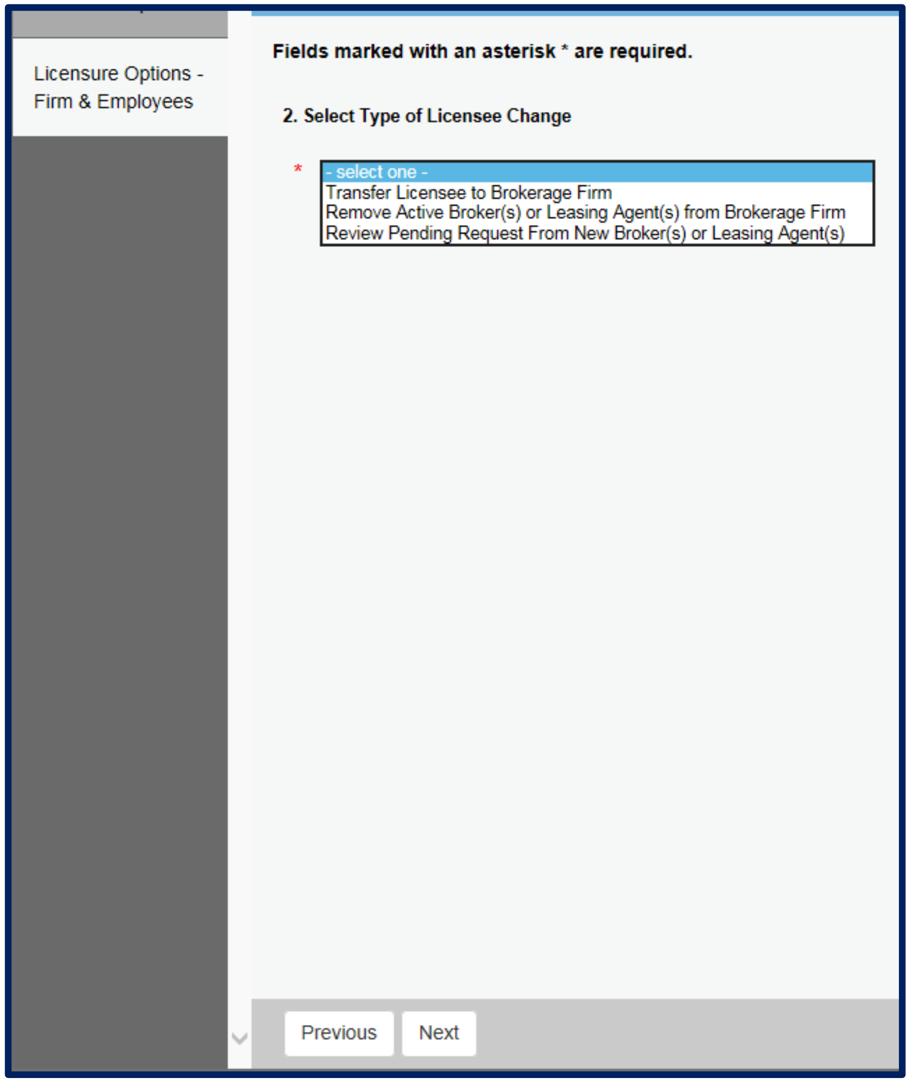
Tip: You may save your progress at any point and return to the Transaction later.
Click the red "Save to Continue Later" button on the bottom right of each screen

Step 6: Select "Review Pending Requests From New Broker(s) or Leasing Agent(s)"

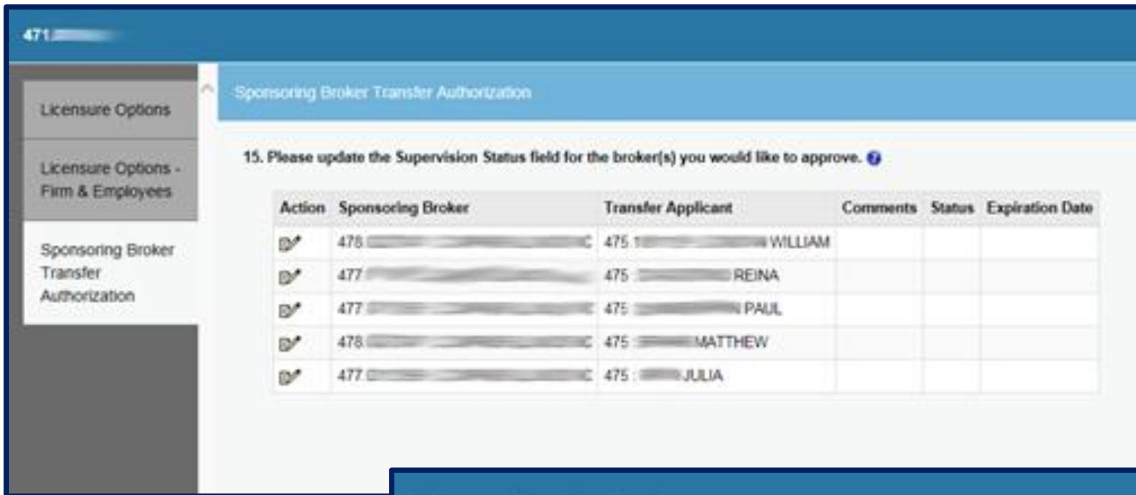
Review Pending Request from New Broker(s) or Leasing Agent(s)

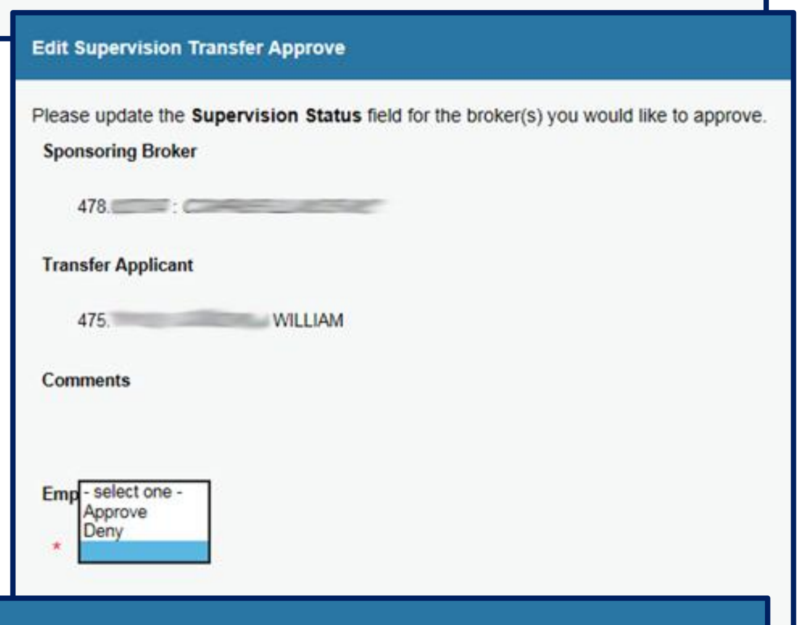
To Review, Approve, or Deny Requests from Licensees that have added your Brokerage Firm for Sponsorship

Click "Next



Step 7: Approve/Deny Supervision Requests

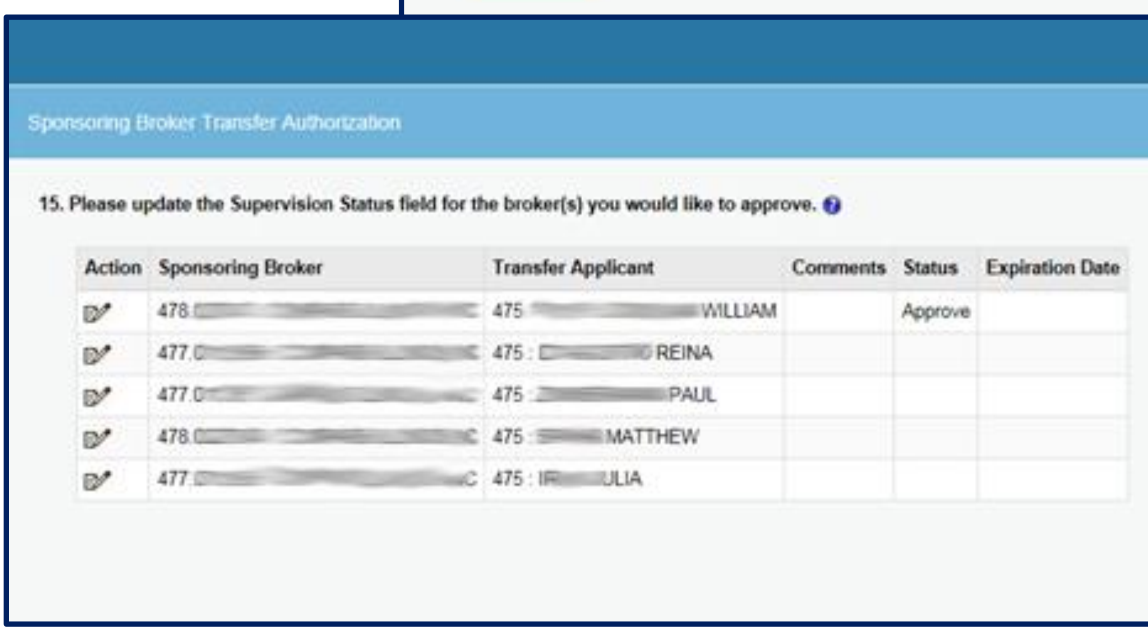




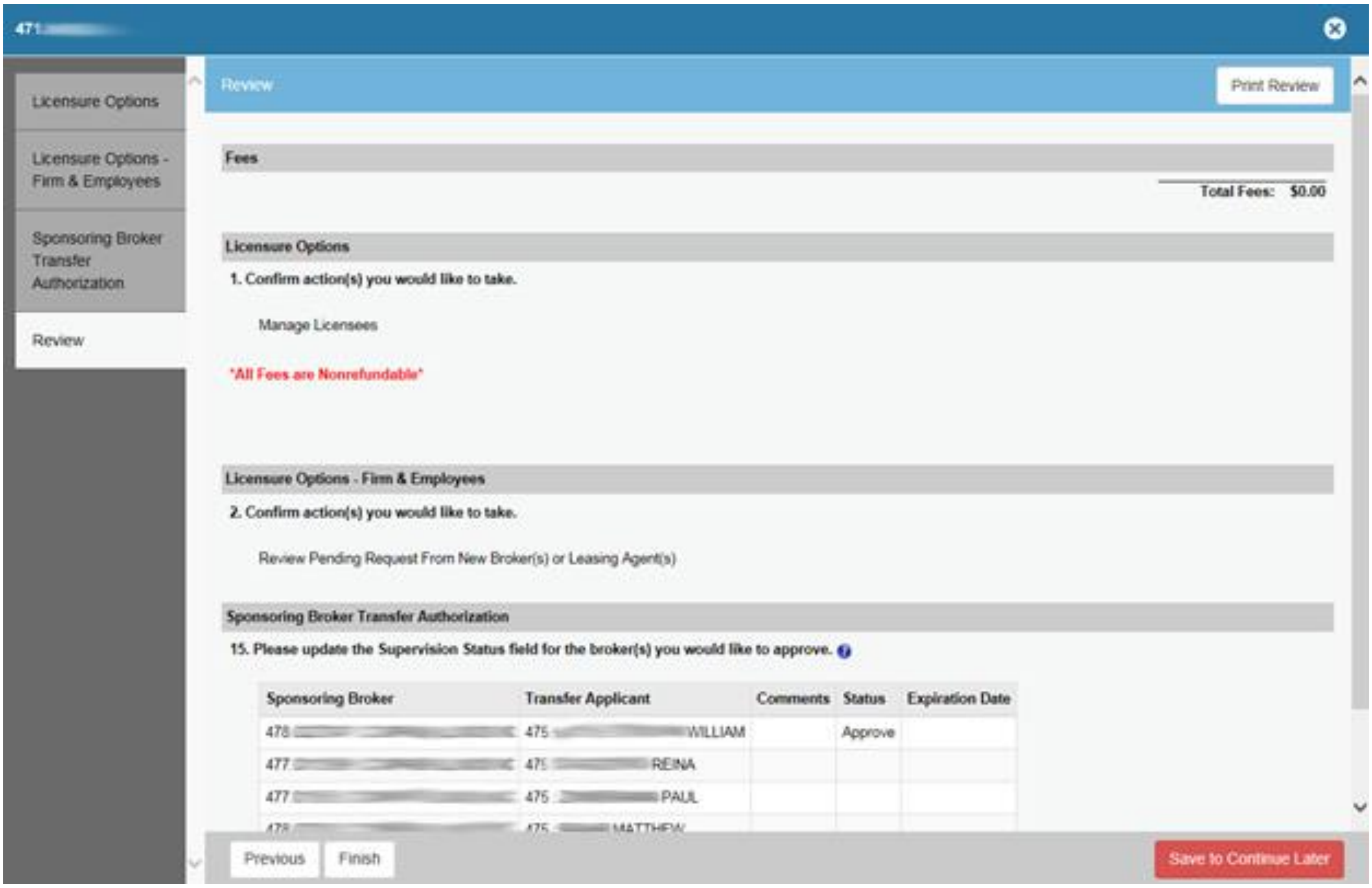
Transfer Applicant column will include both transferring and new Licensee(s) seeking sponsorship

Select Approve or Deny via the "Action" Icon (paper and pencil) next to each individual Licensee

Once all selections have been made, click "OK"
(bottom of left of the page)



Step 8: Review list of Action(s) taken & Finish Transaction



The system will display all pending transfer requests and their associated statuses. Each Licensee for which an approval decision was made will show the relevant decision in the "Status" column.
If the "Status" column is blank, no action will be taken.

Click "Finish" to complete transaction
You will be shown a confirmation screen and a confirmation # as proof of the completed transaction, which can be printed for your records.