

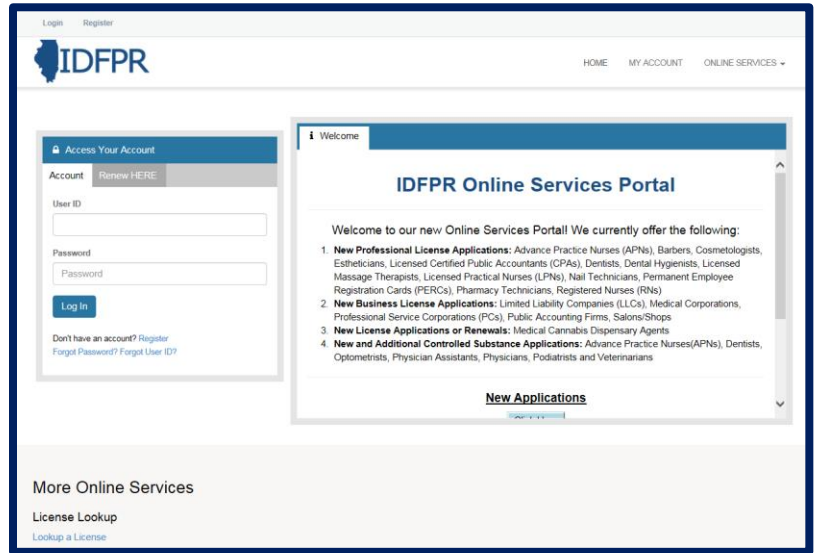


Online Instructions for Sponsored Licensees

How to Add a new Sponsoring Broker (only if Inoperative)

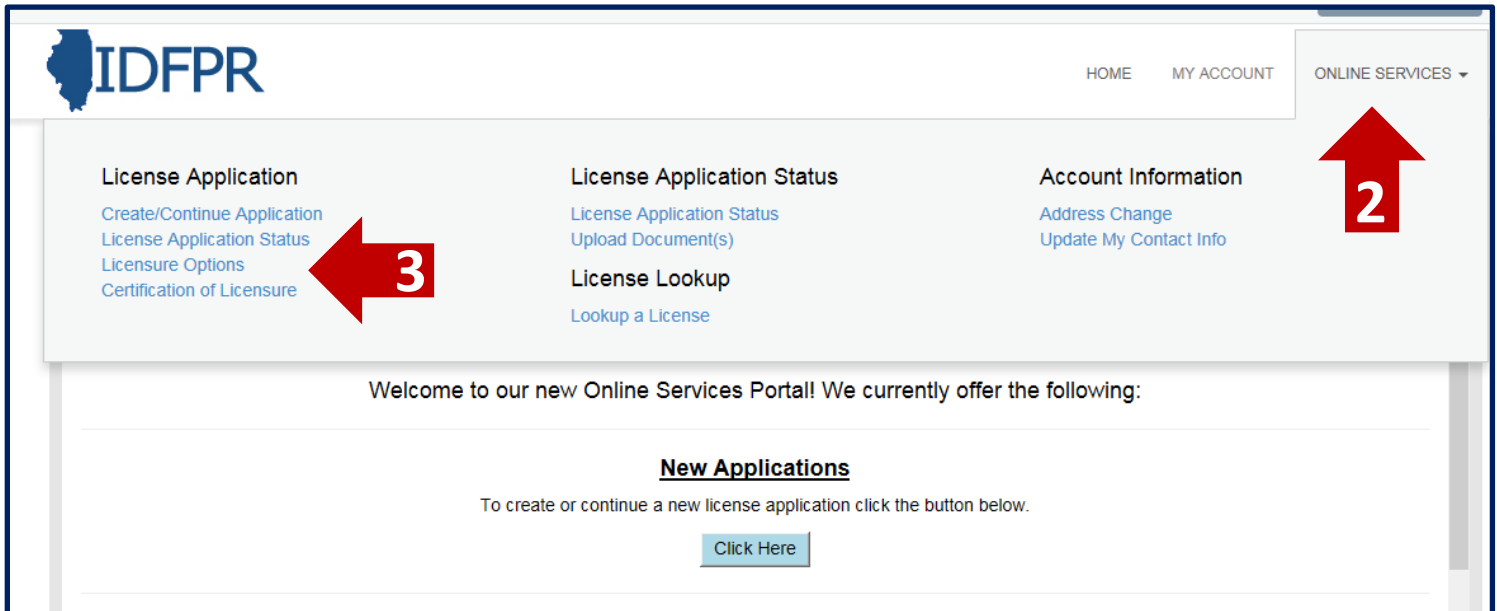


Step 1: Log into IDFPR Web Portal
(<https://ilesonline.idfpr.illinois.gov/DFPR/Default.aspx>)



Step 2: Click Online Services Link

Step 3: Click Licensure Options





Step 4: Begin (or Continue) a Add a new Sponsoring Broker

To begin click the "Start" link.

Note: If you have any "In Progress" Transactions they will appear on this screen.



Step 5: Select type of Action

Transfer Active License to New Brokerage Firm

Process for changing firms while staying active during transfer

★ Join a New Brokerage Firm (Only If Un-sponsored)

Add yourself to a new Brokerage Firm if you are currently Inoperative

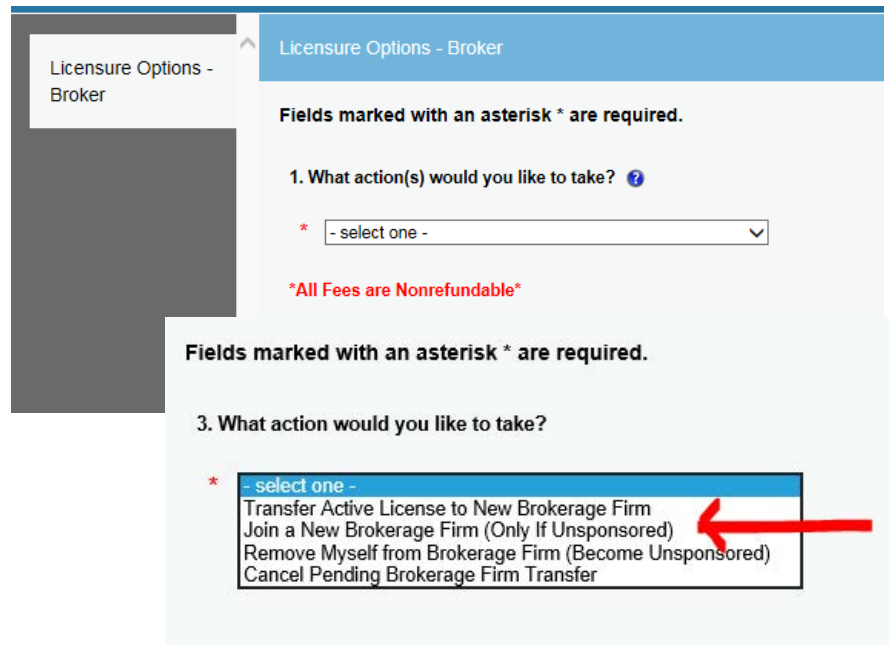
Leave Current Brokerage Firm (Become Un-sponsored)

Terminate from your current Sponsoring Broker

Review Pending Request from New Brokerage Firm

Review pending invitations to join a new Brokerage Firm

Cancel Pending Brokerage Firm Transfer
To cancel any pending requests to join a new Brokerage Firm



Note: Must be approved by the new Sponsoring Broker within 7 calendar days or the fee will be forfeited.



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:

Add a New Sponsoring Broker
Click "Add" button to begin search

Enter New Sponsoring Broker Information
Best results are obtained by entering 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" and move to the Transaction Review Screen

	Name	License Status	Credential	City/State	Original Issue Date	Current Expiration Date
Detail Add	Corp	ACTIVE	478	Springfield, IL	10/16/2017	10/31/2018
Detail Add	Corp	ACTIVE	478	Springfield, IL	10/16/2017	10/31/2018
Detail Add	Corp	ACTIVE	478	Springfield, IL	10/16/2017	10/31/2018
Detail Add	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
<input type="checkbox"/> <input type="checkbox"/>	478 : CORP

Add

Previous Next



Step 7: Transaction Review Screen

Final review of Sponsoring Broker and Fee \$25 Non- Refundable Fee for each Transfer

Note: Transfers must be approved by the new Sponsoring Broker within 7 calendar days, or the fee will be forfeited.

The screenshot shows a 'Review' page with a sidebar on the left containing 'Licensure Options - Broker', 'Sponsoring Broker Transfer Lookup', and 'Review'. The main content area includes a 'Fees' section with a table:

Sponsor Card	\$25.00
Total Fees:	\$25.00

Below the fees is a section for 'Licensure Options - Broker' with a heading '1. Confirm action(s) you would like to take'. A radio button is selected for 'Transfer Active License to New Brokerage Firm'. A red warning message states: '*All Fees are Nonrefundable*'. There is also a section for 'Sponsoring Broker Transfer Lookup' with a heading '5. Enter New Brokerage Firm License Number:'. A form field for 'Supervisor' contains the text '477 [redacted] INC'. At the bottom, there are buttons for 'Previous', 'Proceed to Payment', and 'Save to Continue Later'.

Step 8: Checkout and Pay Invoice

The screenshot shows the 'Invoice' page for the Illinois Department of Financial and Professional Regulation (IDFPF). The page header includes the IDFPF logo and navigation links for 'HOME', 'MY ACCOUNT', and 'ONLINE SERVICES'. The main content area features a green 'Pay Invoice' button and a 'Print' icon. A message box on the left states: 'The item was successfully added to the invoice. To add additional transactions to this invoice before making payment, click on a Command in the top menu. Otherwise, click the Pay Invoice button to pay it now.' The invoice details include the department name, date (8/17/2018), and invoice number. A table lists the items on the invoice:

Description	Amount
MANAGE SUPERVISOR - 475 [redacted]	
Sponsor Card	\$25.00
Subtotal:	\$25.00
Total:	\$25.00

A green 'Pay Invoice' button is located at the bottom of the page.

Transaction(s) ready final payment \$25 Non- Refundable Fee for each Transfer – Credit Card or eChecks – convenience fees may apply