

Reinstate Illinois Resident License

You must be CE compliant at least ten (10) business days prior to your renewal date. CE compliant means:

- Complete 24 hours of course study of which 3 of those hours must consist of in the classroom ethics.
- The CE hours must be on SBS at least 10 business days from the date the CE provider banked them to your record.
- Please Note - your education provider has 10 days from the Saturday after you take the exam to send your results to the Department. Il. Admin. Rules Title 50 3119.45 (b)(1) States

The producer should complete the course no later than 1 month prior to the license extension date to allow time for the provider to submit proof of completion to the Director.

1. Go to <http://www.nipr.com/>
2. On the left hand side of the screen, under "ELECTRONIC LICENSING" click on "initial License"
3. Scroll to bottom of page and click on "Begin"
4. Scroll to bottom of page and click on "Accept"
5. At "Resident State:" use the drop down and select "Illinois"
6. At "License Type" click on the dot next to "Individual"
7. At "What do you want to do:" click on the dot by "Apply for a new Resident License or resume an existing application."
8. Under "Resident License" enter your SSN in the box then enter your last name in the box
9. Scroll down just a little and click on "Next"
10. Next page – click "Next"
11. Next page – check your personal data and click "Next"
12. Next page – add a business phone number and click "Next"
13. Next page – check your mailing address and click "Next"
14. Next page – unless you had any aliases click "Next"
15. Next page – Illinois does not require affiliations so click "Next"
16. Next page – you have to have at least 5 years of work history, fill in enough to get you 5 years then press "Next"
17. Next page – answer all of the background questions and press "Next"
18. Next page – read the attestation, click on the "Agree" button then click on "Next"

19. Next page – enter and email so verification can be sent to you and then click on "Next".
20. Next page – click on the Producer button and then click on "Next"
21. Next page – this is where your fees come up, you will be charged the late fee because the license is cancelled, the fee will also be pro-rated because we are changing all of our expiration dates to birth month. click on "Next"

This is as far as I can go with you, good luck and if you have any problems please contact NIPR at (855) 674-6477 or you can email them at customerservice@nipr.com

Illinois Resident Producers

How to Print Your License

You are entitled to one free license print from this website.

1. Go to <http://www.statebasedsystems.com/>
2. Click on "Print Your License"
3. From the drop down click on Illinois
4. Do not change the entity type unless you are trying to print a Business Entity license
5. Enter Last Name or if Business entity enter the Fein number
6. If individual enter the last 4 digits of the SSN
7. At "Choose One" select National Producer Number and fill in that number in the next box
8. Click on Search
9. A new window should pop up, this is your license please print.
10. We strongly recommend you save your license for printing again, as only one license print is allowed from this system per license change – such as a license renewal or address change. The license is displayed on the screen in a PDF file format. Simply click the floppy disk icon at the top left of the license, or on the File menu, select Save As. A good place to save the license is on your desktop – handy for printing or e-mailing.