

# How to Renew Your Resident Producer License

Go to [www.nipr.com](http://www.nipr.com)

1. Click on “Apply for License”
2. At “Select a type of application” click on the drop down and select “Renew License”
3. At “Select the state in which you wish to apply” click on the drop down and select “Illinois”
4. At “Are you a resident or a non-resident of that state?” click on the drop down and select “Resident”
5. select “Individual”.
6. Click on “Continue”
7. At this page click on the green “APPLY HERE”
8. At USE AGREEMENT page, scroll to the bottom and click on “Accept”
9. At this next page click on the drop down at “Resident State” and select “Illinois”
10. “License Type:” click on the dot next to “Individual”
11. “What do you want to do:” click on the dot next to “Apply to renew an existing Resident License OR resume an existing renewal application.
12. Under “Resident License Renewal” heading enter your NPN number then your “License Number” (NPN# again)
13. Click on “NEXT”
14. Under “License Class” make sure the dot next to “Producer” has been marked and all of your Lines of Authority are listed, click on “NEXT”
15. **PERSONAL DATA** page, complete any biographical information that has a red \* and has not already been filled in for you, click on “NEXT”
16. **AGENCY OR BUSINESS ENTITY AFFILIATIONS** page is not required by Illinois, you may skip this and click on the “NEXT” button.
17. **BACKGROUND QUESTIONS** answer all of the questions truthfully and click on “NEXT”
18. **APPLICANT’S CERTIFICATION AND ATTESTATION** page, read carefully then click on the box next to “Agree”, click on the “NEXT” button.
19. **VERIFICATION EMAIL** page select or add an email address to have your verification message sent to then click “NEXT”
20. **SUBMITTER** page, if you are completing the application for yourself, click on the dot next to the word “Yourself” if you are filling this out for someone else, please indicate that and complete the rest of the form. Click on “NEXT”
21. **FEE DETAILS**, this page informs you of the fee required for the renewal. Click on “NEXT”
22. **Choose Payment Type** page, click on the method you wish to pay and complete the “Billing Details” paying special attention to the red \*. Click on “Next”
23. This is as far as this instructions sheet can go with you, please print out anything that you are allowed to print for your records.

If you have any problems, you can call the NIPR help desk at 855-674-6477 or you can email them at [customerservice@nipr.com](mailto:customerservice@nipr.com)