

Renew a Nonresident Business Entity

Go to www.nipr.com

1. Click on the "Apply for License" button
2. At "Know which application you need?" click on the words "Non-Resident Renewals"
3. Under "NRR State Requirements" scroll down and click on [Illinois](#)
4. Scroll to the bottom of this page and click on "APPLY HERE"
5. Scroll to bottom of the **Use Agreement** page and click on "Accept".
6. **Sign-In** page - fill in your resident state
7. Fill in your resident state license number
8. At "License Type" click the dot next to "Business"
9. At "What do you want to do:" click dot by "Apply to an existing Non-Resident License OR Resume and existing renewal application."
10. At next box enter FEIN # OR enter NPN # in the next box. Click "Next"
11. At **LICENSE SELECTION** page scroll down until you see the renewals that are due at this time and available, under **License Type** click on the box next to BUSINESS ENTITY PRODUCER then click on "Next".
12. **FEE DETAILS** page - review and click on "Next"
13. **BUSINESS DATA** page – enter your business data paying special attention to the sections marked with a red * click "Next" when done.
14. **MAILING ADDRESS** page –either enter a different mailing address or click on the box above that says "Same as Business" click "Next"
15. **RESPONSIBLE PRODUCERS** page - Add at least one Responsible license producer – Last name, First Name, SSN: and/or NPN, responsible producer must hold a license in Illinois or they cannot be added and the application process will stop; click on "Next"
16. **BACKGROUND** page - Answer all background questions, click "Next"
17. **ATTESTATION** page – review then scroll to bottom and click on the "Agree" box, click on "Next"
18. **ALTERNATE EMAIL ADDRESSES** page - if needed you may enter another email address, click on "Next"
19. **SUBMITTER** page - Enter the submitter information and click on "Next"
20. Please click the dot next to how you want to pay, billing details will automatically come up to the left, fill them in and press "Next"

NOTE: Please print out the receipts at the end of the transaction, after you leave these pages you will no longer be able to attain any other proof of payment.

If you have any problems please contact NIPR at 855-674-6477 or you can email them at customerservice@nipr.com