New Lines of Authority for Residents

Go to www.nipr.com

1. Click on the “Add +” button
2. At “Know which application you need” “click on the words “Resident Licensing”
3. Under “RL 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 Use Agreement and click on “Accept”
6. This page begins your application, complete and pay special attention to the areas marked with a red *
7. At next page, click on the lines of authority you are adding, then click “Next”
8. PERSONAL DATA page - fill in the information paying special attention to the areas marked with a red *; click “Next”
9. BUSINESS DATA page - fill in the information paying special attention to the areas marked with a red *; click “Next”
10. MAILING ADDRESS page - Verify or add a mailing address and click on “Next”
11. ALIASES page - complete any Alias information, scroll down and click on “Next”
12. AFFILIATION page - We do not require agency affiliations, click on “Next”
13. EMPLOYMENT HISTORY page - You must complete at least 5 years of employment history, click on “Next”
14. BACKGROUND page - answer all background questions, click on “Next”
15. APPLICANTS CERTIFICATION AND ATTESTATION page - Click on the box next to “Agree” Click on “Next”
16. VERIFICATION EMAIL page - Enter or choose a verification email, click on “Next”
17. SUBMITTER page, if you are the producer please click the dot next to “Yourself” then click “Next”. If you are an Authorized Submitter you must complete all information, then click on “Next”.
18. FEE DETAILS page - The next page tells you what your fees are, scroll down and click on “next”

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