

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"
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".
17. **FEE DETAILS** page - The next page tells you what your fees are, scroll down and click on "next"
18. Please click the dot next to how you want to pay; billing details will automatically come up on the left hand side of the screen, fill them in and press "Next".

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