

How to Reinstate a Resident Business Entity License

1. Go to www.nipr.com
2. Scroll down to Resident Producer and click on "Initial License"
3. Scroll down to bottom of page and click on "Begin"
4. Scroll down to bottom of page and click on "Accept"
5. From drop down click on Illinois
6. At "License Type" click the dot next to "Business"
7. At "What do you want to do:" click 1st dot by "Apply for a new Non-Resident License OR Resume and existing application"
8. At next box enter FEIN # OR enter NPN # in the next box. click "Next"
9. At this page select Illinois
10. From drop down box on this page select the legal business type then click on "Next"
11. Select "Business Entity Producer" click on "Next"
12. At next page, we do not associate lines of authority so just click on "Next"
13. Review fee details and click on "Next"
14. At next page add your business phone number, business email address, verify business email address, answer bank question and indicate Incorporation/Formation date (MMDDYYYY) then click "Next"
15. At next page click "Next"
16. Enter any alias, if none click "Next"
17. Add responsible license producer — last name, first name, SSN: and NPN, click on "Next"
18. At this page identify all owners, partners, officers and director's names, titles, SSN/FEIN, entity type, owner — yes or no, % of ownership interest click "Next"
19. Answer all background questions, click "Next"
20. At attestation page scroll to bottom and click on the "Agree" box, then click on "Next"
21. At next page enter another email addresses if needed then click on "Next"
22. You are the Submitter so enter the submitter information and click on "Next"

You are now at the payment information page and 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