

How to Become a Resident Producer

Resident Initial Application

Go to www.nipr.com

1. Click on “**Apply for License**”
2. At “**Know which application you need?**” Click on “Resident Licensing”
3. Under “**RL State Requirements**” scroll down and click on Illinois
4. Scroll down and click on **APPLY HERE**.
5. Scroll to bottom of the **USE AGREEMENT** page and click on “Accept”
6. This page starts the application process; at” Resident State:” use the drop down and select “**Illinois**”
7. At “License Type” click on the dot next to “Individual”
8. At “SSN enter your SSN#
9. Enter Last name at next box then click “Next”
10. The next page lists the lines of authority (LOA) and License Class, chose the LOA you want, then click “Next”.

PLEASE NOTE: If your pre-licensing or exams are not on file with the Department you will not be able to select an exam or continue with your application.

1. **PERSONAL DATA** page - Review your personal data and enter any data that may be missing, click on “Next” (anything with an * must be completed.)
2. **BUSINESS DATA** page - At next page enter your business information, underneath you can give us your business address to be added to your record or just click on the dot by “Use Residential Address” Click on “Next”
3. **MAILING ADDRESS** page - At this page you may choose to give us a different mailing address or use your resident or business address, please choose one and click on “Next”
4. **ALIASES** page - At next page enter any Alias’ you may have used and click “Next”
5. **AGENCY OR BUSINESS ENTITY AFFILIATIONS** page - Illinois does not require affiliations, please scroll down and click on “Next”
6. **EMPLOYMENT HISTORY** page - At this page you must enter 5 years of employment history then click on “Next”
7. **BACKGROUND** page - Please answer all background questions following all instructions given, click “Next”
8. **APPLICANTS CERTIFICATION AND ATTESTATION** page - Read the Attestations and click on the dot by “Agree”, then click “Next”
9. **VERIFICATION EMAIL** page - Please enter an email address for a verification email then click “Next”

10. **SUBMITTER** page - At this 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
11. **FEE DETAILS** page - The next page tells you what your fees are, review and click on “next”
12. 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