

How to Renew a Business Entity License

Go to www.nipr.com

1. Click on the “**Apply for License**” button
2. At “**Know which application you need?**” click on the words “Resident Licensing Renewals”
3. Under “**RLR 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. From drop down click on Illinois
7. At “License Type” click the dot next to “Business”
8. At “What do you want to do:” click the dot by “Apply to renew an existing Resident License OR resume an existing renewal application.”
9. At next box enter FEIN #
10. At License Number enter your Illinois license #, click Next
11. At this page scroll down and click “Next”
12. At this page, scroll down and complete information then click on “Next”
13. At this page, fill in the DRLP information and click on “Next”
14. At next page, answer all background questions then click on “Next”
15. Review and agree to attestation then click on “Next”
16. At next page enter an email addresses for the verification email then click on “Next”
17. You are the Submitter so enter the submitter information and click on “Next”
18. You are now at the payment information page and this is as far as I can go with you. Good Luck!

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

