

How to Renew a Resident Business Entity License

1. Go to www.nipr.com
2. Scroll down to Resident Producer and click on "Renewals"
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 the dot by "Apply to renew an existing Resident License OR resume an existing renewal application."
8. At next box enter FEIN #
9. At License Number enter your Illinois license #, click Next
10. At this page scroll down and click "Next"
11. At this page, scroll down and complete information then click on "Next"
12. At this page, fill in the DRLP information and click on "Next"
13. At next page, answer all background questions then click on "Next"
14. Review and agree to attestation then click on "Next"
15. At next page enter an email addresses for the verification email then click on "Next"
16. 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