Register as a User

Ordering on line using the shopping cart feature is available only to organizations that have an FEIN and an IL Tax Exempt number. All others can still use the website for product price and description, but can complete an Order for Delivery (OFD) and then e-mailing it to us at doc ici@doc.illinois.gov.

Create a username that is easy for you to remember. No special characters and also NO SPACES. The password must be 6 characters long and have at least 1 letter and 1 numeral, NO SPACES or special characters. 1-217-558-2207, 1-800-634-0213

YOUR ORGANIZATION’s FEIN and IL TAX EXEMPT number are REQUIRED
Once your account has been registered please LOG IN and begin using the shopping cart feature. Pay attention to adding your OFD or PO number during check out. You will also have the ability to ship to a different address than the account registration.

After clicking “Submit Order” you and your supervisor will receive an email from ICI with your OFD attached. Once an order is submitted it cannot be edited or deleted from the internet. If you want to increase an order please submit a new shopping cart with the additional items.