

Renew Your License Online at:
www.MyFloridaLicense.com



It saves time, trees and stamps.

Florida Department of
**Business &
Professional
Regulation**

Department of Business and Professional Regulation's Licensees can now perform the following online:

- > **Update contact information**
- > **Renew individual licenses**
- > **Check continuing education credits**

First time users must follow these steps to activate their personal, secure online accounts with DBPR:

- > From www.MyFloridaLicense.com, select > APPLY FOR/RENEW A LICENSE from the top navigation bar > Then select Path 1 for first-time users
- > You will be prompted to enter the following:
 - **License Board/Division:** Name of your board
 - **License Profession:** Select the appropriate professional license type
 - **License Number:** As it appears on your license
 - **Initial Pin:** Last four digits of your SSN
 - **Select** > Continue
- > For security purposes, you will be prompted to enter a new PIN Number:
 - **Enter PIN:** Enter a new unique PIN number
 - **Confirm PIN:** Enter your unique PIN number again
 - **Select** > Continue
- > You will then be prompted to enter a hint question and answer. Most people use questions in which the answer never changes, such as "What is my mother's maiden name?"
 - **Enter Hint Question:** What is my mother's maiden name?
 - **Enter Hint Answer:** Smith
 - **Confirm Hint Answer:** Smith
 - **Select** > Continue

NOTE: The hint answer is case sensitive. For example, Smith is not the same as smith or SMITH.

At this point, the system will automatically generate a seven-digit User ID Number for you. Please be sure you write down your User ID Number and the four-digit PIN you created. Each time you log on to your account, you will be prompted for your User ID and PIN.

Once your account has been activated, **Select > Continue** to view your **Account Summary page**.

Here you can:

- > **Renew a license**
- > **Maintain Account**
- > **Maintain/Renew This License**
 - **Renew This License**
 - **View/Maintain Related Licenses**
 - **Maintain Profile**
- > **Change Your Address**
- > **View Messages**
- > **Change Your PIN**
- > **View Continuing Ed**

If you have any questions or need assistance accessing DBPR's Online Services, please call our Customer Contact Center at 850.487.1395.

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