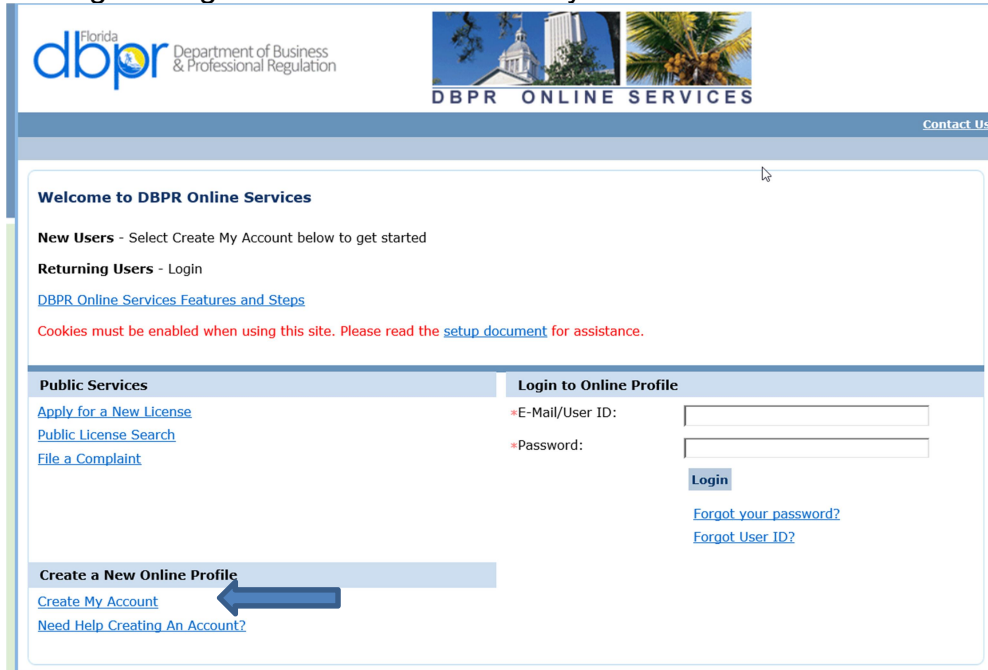
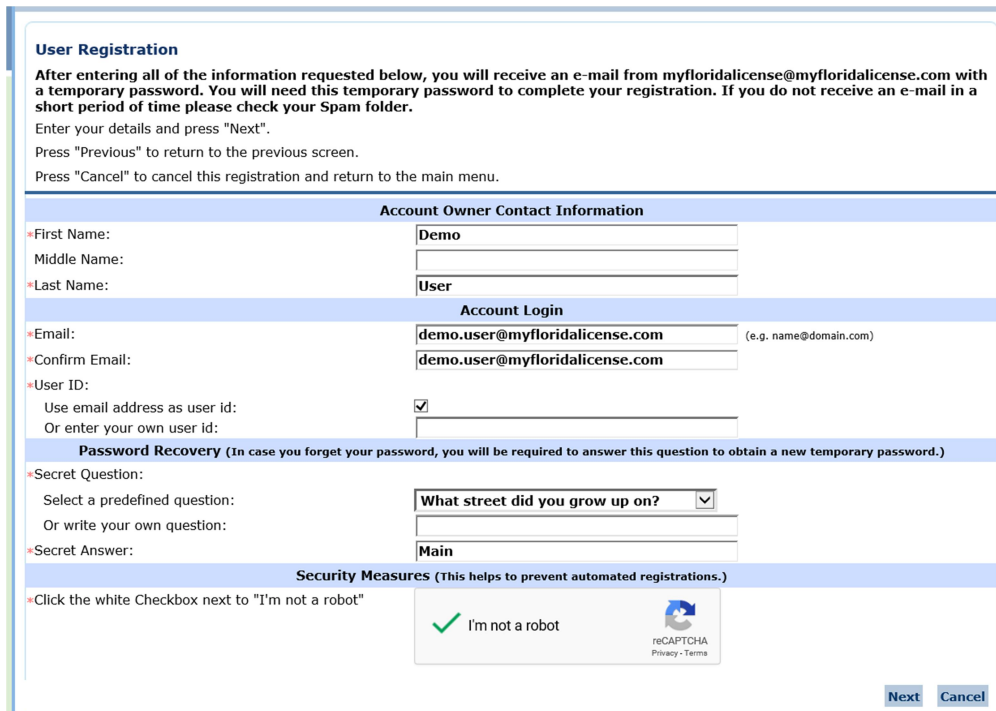


## Registering as a New User

To begin using DBPR's online services you will first need to Create an Account.



Select "Create My Account" to begin the one time registration process.



Complete the User Registration Information and security measure then select "Next" to continue.

**Note:** User account, submitted application, and payment information summary emails will be sent to the e-mail address provided. If you would like to login using your e-mail address select the box "Use e-mail address as userid". However, if you would like to login using something other than your e-mail address enter the a user id by entering it in the "Or enter your own user id:" box.

## Registering as a New User

[Logon](#) | [Contact Us](#)

**Preview Registration**  
**Review the information below.**  
Press "Save" to save the registration information  
Press "Edit" to modify your registration details.  
Press "Cancel" to cancel this registration and return to the main menu.

First Name:	Demo
Middle Name:	
Last Name:	User
E-mail:	demo.user@myfloridalicense.com
UserId:	demo.user@myfloridalicense.com
Secret Question:	What street did you grow up on?
Secret Answer:	Main

Verify the information entered is correct. If it is correct Select "Save". If any changes are needed Select "Edit" to correct.

[Logon](#)

**User Registration - Temporary Password Issued**  
A temporary password has been issued and sent to you via e-mail with the instructions on how to proceed. You will need this temporary password to complete your registration.  
**Trouble receiving e-mail from us?** Your e-mail filter may have routed the e-mail to your spam or junk folder.

A temporary password will be sent to you via email. Select "Return". If you do not receive an email in a short amount of time check your Spam or Junk Email Folder.

SUBJECT: NEW USER ACCOUNT

Hello Demo,

Thank you for registering for an online account. Please complete your registration by logging on to your account at:

<https://www.myfloridalicense.com/datamart/mainMenuFLDBPR.do>.

Your online userid is your complete e-mail address and your temporary password is provided below.

Please note that your online password is case sensitive.

USERID : <a href="mailto:demo.user@myfloridalicense.com">demo.user@myfloridalicense.com</a>	<input type="button" value="Temporary Password"/>
PASSWORD: kegPyASS	

\*\*\* Note: This is an automated email. Do NOT reply to this message.

New User E-Mail

## Registering as a New User

The screenshot shows the DBPR Online Services website. At the top, there is a header with the Florida Department of Business & Professional Regulation logo and the text "DBPR ONLINE SERVICES". Below the header, there is a "Welcome to DBPR Online Services" section. It includes links for "New Users" (Select Create My Account below to get started), "Returning Users" (Login), and "DBPR Online Services Features and Steps". A red message states: "Cookies must be enabled when using this site. Please read the setup document for assistance." Below this, there are two main sections: "Public Services" and "Login to Online Profile". The "Public Services" section includes links for "Apply for a New License", "Public License Search", and "File a Complaint". The "Login to Online Profile" section has input fields for "E-Mail/User ID" (containing "demo.user@myfloridalicense.com") and "Password" (containing "\*\*\*\*\*"). There is a "Login" button and links for "Forgot your password?" and "Forgot User ID?". Below the login section, there is a "Create a New Online Profile" section with links for "Create My Account" and "Need Help Creating An Account?".

Enter the email address and the temporary password provided in the email. Select "Login". Please note the password is case sensitive. If the temporary password has an uppercase letter it must be typed in uppercase.

### Create Password

Complete your online registration by creating your own unique password.

Enter the temporary password provided in the email you received.

Enter your new password in the New Password and Confirm Password fields.

Press "Save" to continue.

Your new password must contain the following:

- a minimum of eight (8) characters
- must not be the same as your user id
- must not be a variation of your user id
- must contain at least one (1) alphabetic character
- must contain at least one (1) non-alphabetic character

Temporary Password:	*****
New Password:	*****
Confirm Password:	*****

Save

Enter the Temporary Password, provided in the New User Email, in the Temporary Password field. Enter your new, unique password in the New Password and Confirm Password fields. Select "Save".

You have now successfully created an online account.

### Link an Existing License OR Exam Candidate # to My Account

If you have a license **OR** have recently taken an exam to be licensed (and now applying for licensure) with the Department of Business and Professional Regulation select "Yes". If this is your first time applying and do not have an Exam Candidate # select "No".

Do you wish to link your existing license OR Exam Candidate # to this account?

Yes No

Once you have created an account you will be asked if you would like to Link an Existing License OR Exam Candidate # to this account. If you have a license with the Department of Business and Professional Regulation **OR** have taken an exam for licensure, are ready to begin the licensure process and have your Exam Candidate # select "Yes" to continue. If this is your first time applying for a license select "No" to continue.