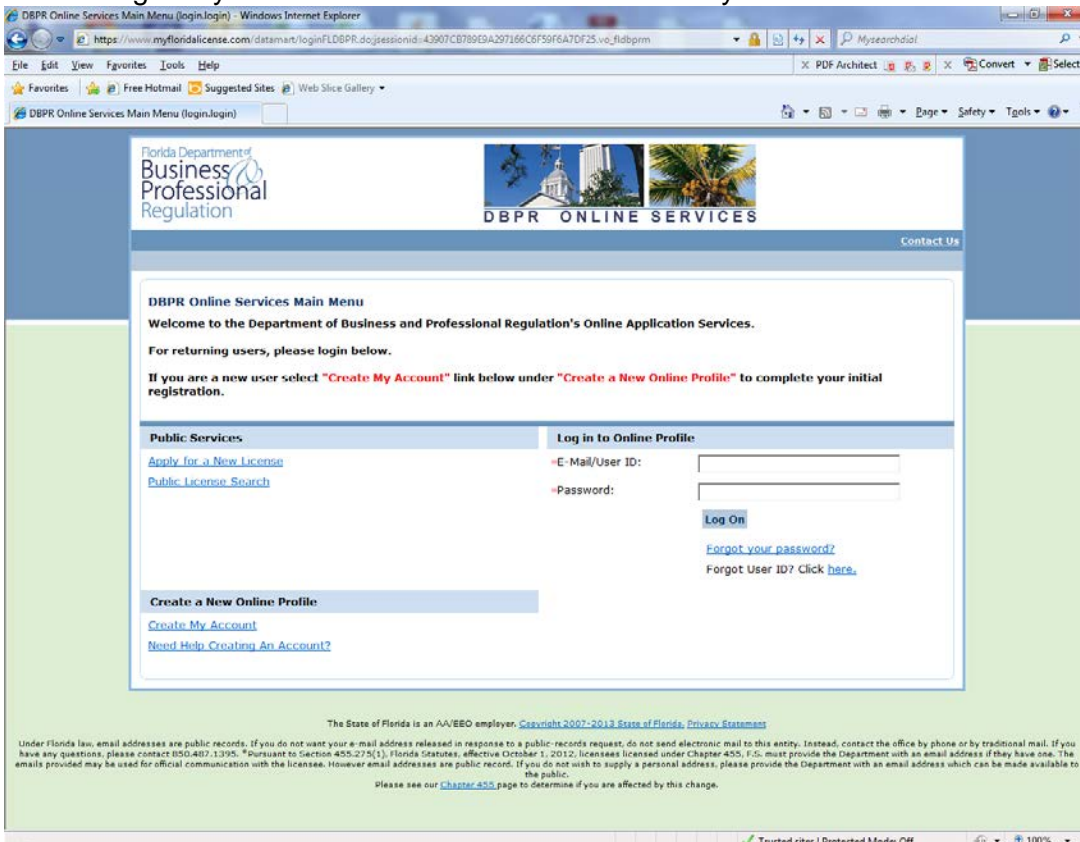


DDC Online Renewal Process

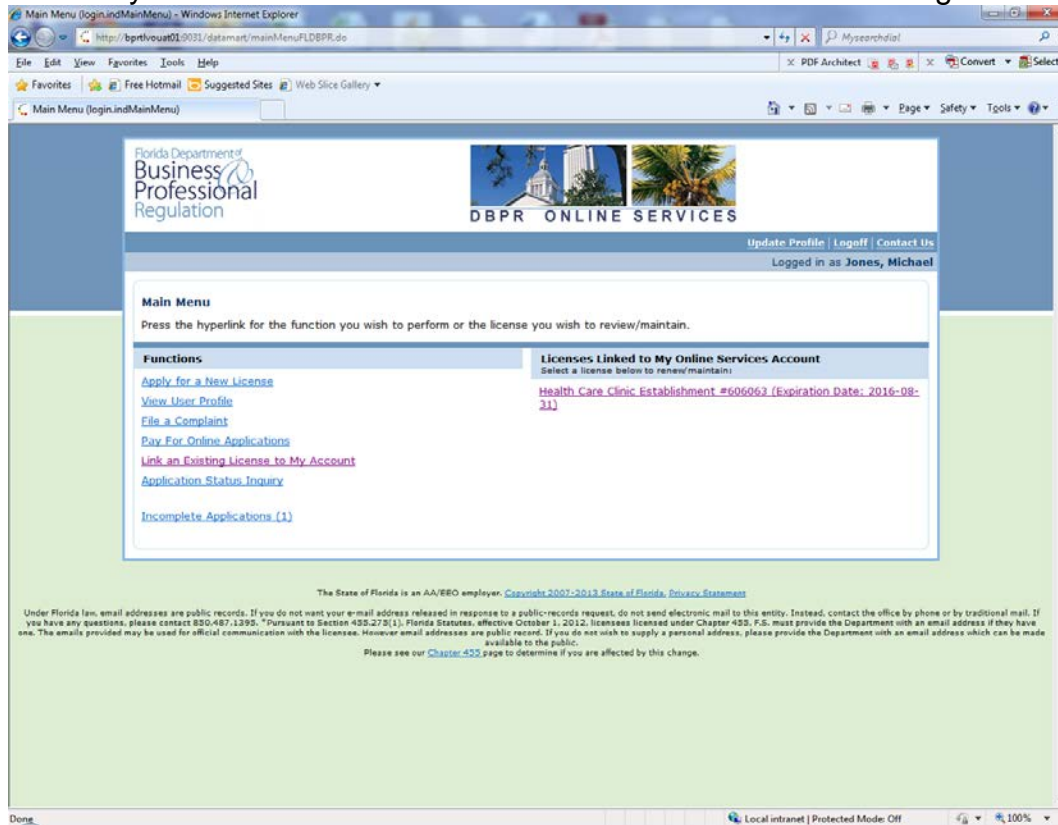
1. Go to www.myfloridalicense.com and click on Licensee Login.



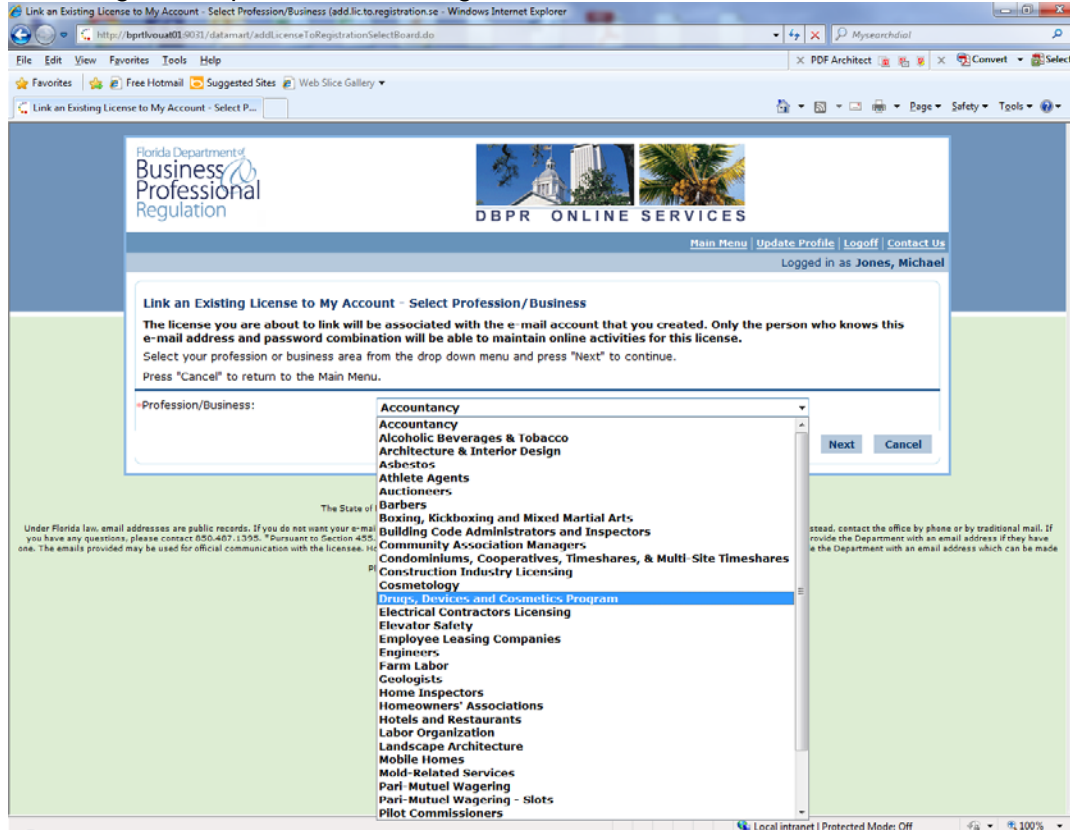
2. Log into your Online Profile or use the Create My Account link to create one.



3. Now you will need to link the License . Click on Link an Existing License to My Account.



4. Using the dropdown select Drugs, Devices and Cosmetics. Click Next.



5. Select the License Type using the dropdown and enter the License Number. Click next.

Link an Existing License to My Account - Select License (add.lic.to.registration.select.license - Windows Internet Explorer)

http://bprtlvout01.9031/datamart/addLicenseToRegistrationSelectLicenseFLDBPR.do

Mysearchdial

File Edit View Favorites Tools Help

PDF Architect Convert Select

Free Hotmail Suggested Sites Web Slice Gallery

Link an Existing License... Single License System

Page Safety Tools

Florida Department of Business Professional Regulation

DBPR ONLINE SERVICES

Main Menu Update Profile Logoff Contact Us

Logged in as Jones, Michael

Link an Existing License to My Account - Select License

The license you are about to link will be associated with the e-mail account that you created. Only the person who knows this e-mail address and password combination will be able to maintain online activities for this license.

Select the License Type from the drop down menu and then enter the License Number of the license to be linked to this account.

Press "Next" to continue.

Press "Cancel" to return to the Main Menu.

License Type: Health Care Clinic Establishment Permit

License Number: 606208

Next Previous Cancel

The State of Florida is an AA/EEO employer. Copyright 2007-2013 State of Florida. Privacy Statement

Under Florida law, email addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. Pursuant to Section 455.27(5)(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S. must provide the Department with an email address if they have one. The emails provided may be used for official communication with the licensee. However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public.

Please see our Chapter 455 page to determine if you are affected by this change.

Local intranet | Protected Mode: Off

6. Enter Activation Code "last 4 of your FEIN number"

Link an Existing License to My Account - Security Measures (add.license.to.registration.validate - Windows Internet Explorer)

http://bprtlvout01.9031/datamart/addLicenseToRegistrationValidationFLDBPR.do

Mysearchdial

File Edit View Favorites Tools Help

PDF Architect Convert Select

Free Hotmail Suggested Sites Web Slice Gallery

Link an Existing License... Single License System

Page Safety Tools

Florida Department of Business Professional Regulation

DBPR ONLINE SERVICES

Main Menu Update Profile Logoff Contact Us

Logged in as Jones, Michael

Link an Existing License to My Account - Security Measures

Enter the required data and press "Next" to continue.

Press "Previous" to return to the previous screen.

Initial Activation Code (hint: this may be the last four digits of your Social Security Number or Federal Employer Identification Number)

PLEASE NOTE: Some individuals may have been assigned an Activation Code instead of the last four digits of their Social Security Number or Federal Employer Identification Number. If your SSN or FEIN does not match the Activation Code on file, please contact our Customer Contact Center at 850.487.1395 or email Customer Contact Center. The Call Center staff will be able to provide you with your Activation Code.

For Professional Engineers, please contact the Florida Engineers Management Corporation at 850.521.0500 for assistance if your SSN or FEIN does not match the Activation Code on file.

Initial Activation Code: 8888

(Hint: This may be the last four digits of your Social Security Number or Federal Employer Identification Number)

Security Check (this helps to prevent automated registrations.)

To complete the registration process, please enter the characters in the picture below (without spaces):

h m q n m

Refresh

Next Previous Cancel

The State of Florida is an AA/EEO employer. Copyright 2007-2013 State of Florida. Privacy Statement

Under Florida law, email addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. Pursuant to Section 455.27(5)(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S. must provide the Department with an email address if they have one. The emails provided may be used for official communication with the licensee. However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public.

Please see our Chapter 455 page to determine if you are affected by this change.

Local intranet | Protected Mode: Off

7. Enter the Security Check. All letters are lower case. Click next.

Link an Existing License to My Account - Security Measures (addLicenseToRegistration.validation - Windows Internet Explorer)

http://bprthvout01-9031/datamart/addLicenseToRegistration/validationFLDBPR.do

File Edit View Favorites Tools Help

Mysearchdial

PDF Architect Convert Select

Link an Existing License... Single License System

Page Safety Tools

Florida Department of Business & Professional Regulation

DBPR ONLINE SERVICES

Main Menu | Update Profile | Logout | Contact Us

Logged in as Jones, Michael

Link an Existing License to My Account - Security Measures

Enter the required data and press "Next" to continue.
Press "Previous" to return to the previous screen.

Initial Activation Code (Hint: This may be the last four digits of your Social Security Number or Federal Employer Identification Number)

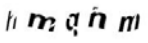
PLEASE NOTE: Some individuals may have been assigned an Activation Code instead of the last four digits of their Social Security Number or Federal Employer Identification Number. If your SSN or FEIN does not match the Activation Code on file, please contact our Customer Contact Center at 850.487.1395 or email [Customer Contact Center](#). The Call Center staff will be able to provide you with your Activation Code.

For Professional Engineers, please contact the Florida Engineers Management Corporation at 850.521.0500 for assistance if your SSN or FEIN does not match the Activation Code on file.

Initial Activation Code:
(Hint: This may be the last four digits of your Social Security Number or Federal Employer Identification Number)

Security Check (This helps to prevent automated registrations.)

To complete the registration process, please enter the characters in the picture below (without spaces):



The State of Florida is an AA/EEO employer. [Copyright 2007-2012 State of Florida](#) [Privacy Statement](#)

Under Florida law, email addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. *Pursuant to Section 455.275(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S. must provide the Department with an email address if they have one. The emails provided may be used for official communication with the licensee. However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public. Please see our [Chapter 455](#) page to determine if you are affected by this change.

Local intranet | Protected Mode: Off

8. Click Add on the preview page.

Link an Existing License to My Account - Preview (addLicenseToRegistration.preview - Windows Internet Explorer)

http://bprthvout01-9031/datamart/addLicenseToRegistration/preview.do

File Edit View Favorites Tools Help

Mysearchdial

PDF Architect Convert Select

Link an Existing License... Single License System

Page Safety Tools

Florida Department of Business & Professional Regulation

DBPR ONLINE SERVICES

Main Menu | Update Profile | Logout | Contact Us

Logged in as Jones, Michael

Link an Existing License to My Account - Preview

The license you are about to link will be associated with the e-mail account that you created. Only the person who knows this e-mail address and password combination will be able to maintain online activities on this license.

Press "Add" to add these licenses to your account.
Press "Previous" to return to the previous screen.
Press "Cancel" to return to the Main Menu.

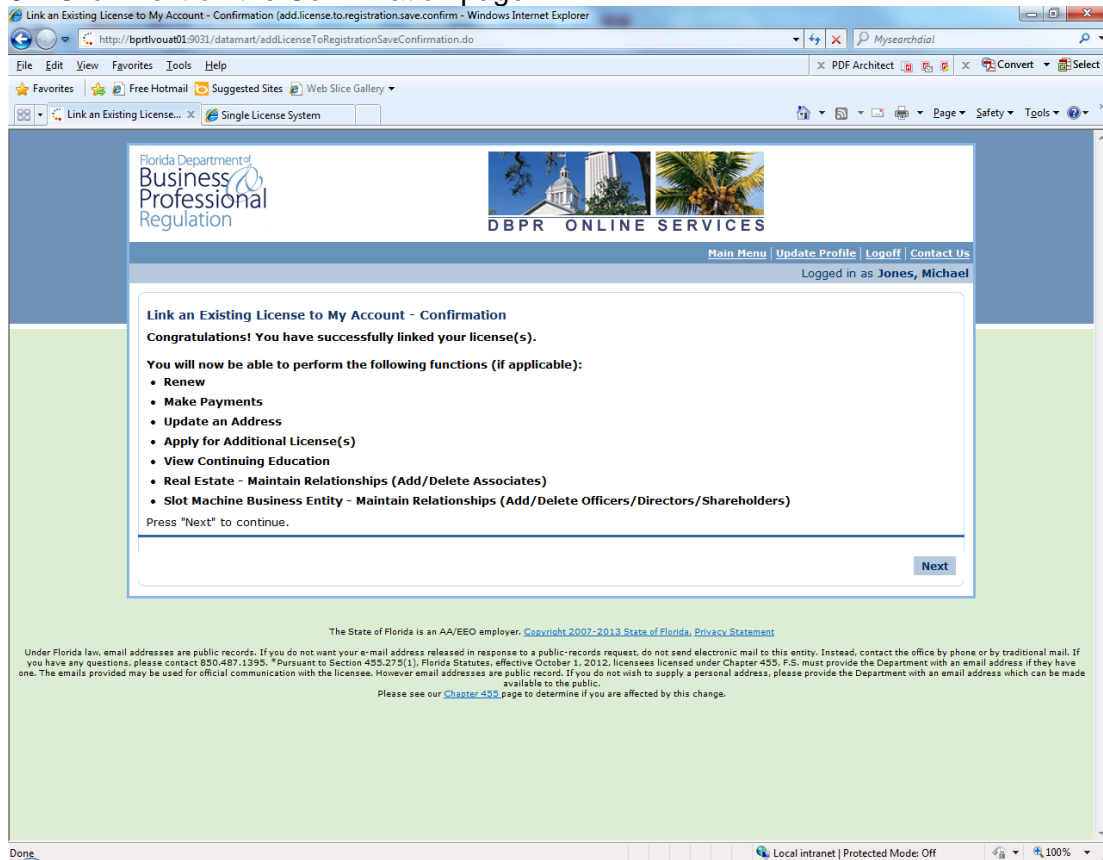
Indiv / Org Number:	10639884
Name:	Test Company
License Type:	Health Care Clinic Establishment Permit
License Number:	606208

The State of Florida is an AA/EEO employer. [Copyright 2007-2012 State of Florida](#) [Privacy Statement](#)

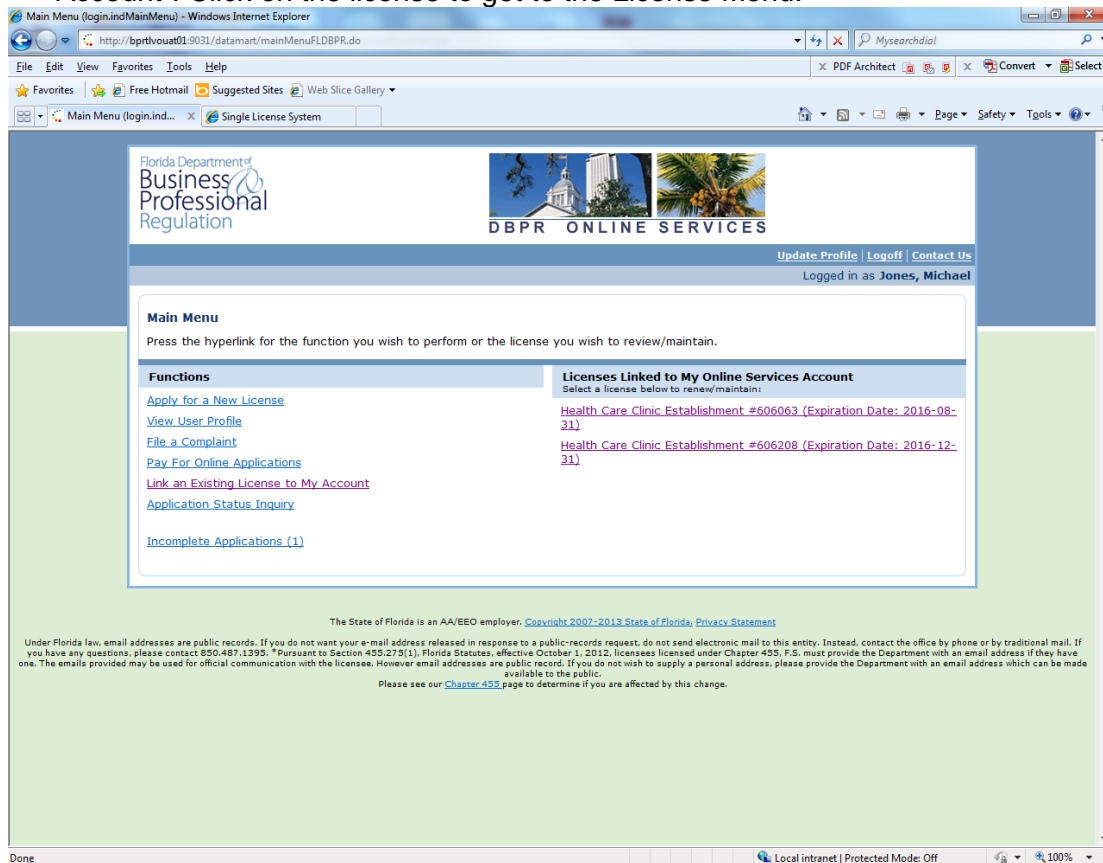
Under Florida law, email addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. *Pursuant to Section 455.275(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S. must provide the Department with an email address if they have one. The emails provided may be used for official communication with the licensee. However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public. Please see our [Chapter 455](#) page to determine if you are affected by this change.

Local intranet | Protected Mode: Off

9. Click Next on the Confirmation page.



10. Now you are back to the Main Menu. You will see your license under "Licenses Linked to My Online Account". Click on the license to get to the License Menu.



11. Once you are at the License Menu you will see your Renewal listed under Functions. Click on your renewal to start the renewal process.

License Menu (login.licenseMenu) - Windows Internet Explorer

http://bprtlvout01.9031/datamart/licenseMenuFLDBPR.do?index=1

File Edit View Favorites Tools Help

License Menu (login.lic...) Single License System

Florida Department of Business Professional Regulation

DBPR ONLINE SERVICES

Main Menu | Update Profile | Logout | Contact Us

Health Care Clinic Establishment #606208 Logged in as Jones, Michael

License Menu

Select the function you wish to perform.
Press "Back" to return to the main menu.

License Issued To:	TEST COMPANY
License Status:	Current
Originally Licensed On:	12/23/2014 (mm/dd/yyyy)
Expires On:	12/31/2016 (mm/dd/yyyy)
Modifiers:	Professional Corporation

Functions

[Health Care Clinic Establishment Renewal](#)
[Address Change](#)
[Request License Certification](#)
[Remove This License From My Account](#)

Back

The State of Florida is an AA/EEO employer. [Copyright 2007-2013 State of Florida, Privacy Statement](#)

Under Florida law, email addresses are public records. If you do not want your e-mail address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850-487-1395. *Pursuant to Section 455.27(5)(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S. must provide the Department with an email address if they have one. The emails provided may be used for official communication with the licensee. However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public.

Please see our [Chapter 455](#) page to determine if you are affected by this change.

12. After you have answered all of the question on the application you will be able to make a payment.

Health Care Clinic Establishment Renewal - Introduction (module.introduction) - Windows Internet Explorer

http://bprtlvout01.9031/datamart/introduction.do?applicationId=1

File Edit View Favorites Tools Help

Health Care Clinic Est... Single License System

Florida Department of Business Professional Regulation

DBPR ONLINE SERVICES

Main Menu | Update Profile | Logout | Contact Us

Health Care Clinic Establishment #606208 Logged in as Jones, Michael

Introduction

Transaction Suitability Questions

Name and Personal/Organization Details

Contact Details

Corporate Owners and Partners

Corporate Officers

General

Qualifying Practitioner

Disciplinary Questions

File Attachments

Application Summary

Health Care Clinic Establishment Renewal - Introduction

Please review the detailed instructions below before continuing.

1. Provide a detailed explanation regarding any disciplinary actions since last renewal, if applicable.
2. Submit a [Change of Designated Qualifying Practitioner Form](#), if applicable.
3. Scan the documents to your computer.
4. Attach the scanned documents when prompted in the online application process.

If you do not have the necessary hardware to scan the printed documents you will not be able to complete the online process and it will be necessary for you to apply using the paper process.

FEES: You are required to pay the renewal fee associated with this application. By applying online, you can pay with a credit card or electronic check. The renewal fee is payable at the end of this online application process.

Your renewal application is considered delinquent when submitted after the expiration date. A \$100.00 delinquent fee will be required in addition to the renewal fee. The delinquent fee will be added to the payment due during the payment process.

PAYMENT METHOD: The department accepts Visa, Master Card, Discover, American Express and electronic checks.

CONDITIONS WHERE YOU CANNOT RENEW YOUR PERMIT ONLINE:

- **MAJORITY CHANGE OF OWNERSHIP OR CONTROLLING INTEREST:** If your company has undergone a majority change in ownership or controlling interest, you cannot renew this permit online. The new owners must apply for a [new permit](#).
- **RELOCATION:** If your establishment is moving to a new address, complete and mail the [Change of Address or Name Change Application](#), a paper renewal application and any required fees to the address below. Please contact us at the address or phone number below to obtain a copy of the paper renewal application.
- **NAME CHANGE:** If your company has changed its name, complete and mail the [Change of Address or Name Change Application](#), a paper renewal application and any required fees to the address below. Please contact us at the address or phone number below to obtain a copy of the paper renewal application. If this name change is associated with a majority change of ownership, you must apply for a [new permit](#).
- **RENEWAL PAST 60 DAY EXPIRATION DATE:** If this permit is not renewed within 60 days after the expiration date, you cannot renew this permit. You must begin the application process from the beginning for a new permit.