

Florida Condominiums, Timeshares and Mobile Homes
File Upload System

You can access the Florida Condominiums, Timeshares and Mobile Homes File Upload system at: <https://www.myfloridalicense.com/ctmhlargefileupload/>

FCTMH File Upload

This application allows users to log in and upload files to the Florida DBPR Division of Condominiums, Timeshares and Mobile Homes.

Create Account

Sign In

Username

Password

[Forgot password?](#)

Stay signed in

Sign in

To use the Florida Condominiums, Timeshares and Mobile Homes File Upload system you must have an account with the Department of Business and Professional Regulation Online Application Services.

If you have an account you can log into the File Upload system.

If you do not have an account you can create one by clicking on the Create Account button.

This will take you to the User Registration page of the Online Application Services page.

Complete the registration process and return to the File Upload system.

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

User Registration

After entering all of the information requested below, you will receive an e-mail from myfloridalicense@myfloridalicense.com with a temporary password. You will need this temporary password to complete your registration. If you do not receive an e-mail in a short period of time please check your Spam folder.

Enter your details and press "Next".
Press "Previous" to return to the previous screen.
Press "Cancel" to cancel this registration and return to the main menu.

Account Owner Contact Information

First Name:
Second Name:
Last Name:

Account Login

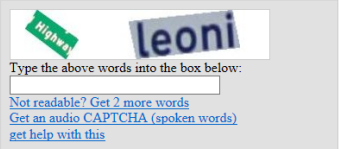
Email: (e.g. name@domain.com)
Confirm Email:
User ID:
Use email address as user id:
Or enter your own user id:

Password Recovery (In case you forget your password, you will be required to answer this question to obtain a new temporary password.)

Secret Question:
Select a predefined question:
Or write your own question:
Secret Answer:

Security Measures (This helps to prevent automated registrations.)

Type the characters from the picture below (without spaces):



Type the above words into the box below:

[Not readable? Get 2 more words](#)
[Get an audio CAPTCHA \(spoken words\)](#)
[get help with this](#)

Now enter your Username and Password and select Sign In.

FCTMH File Upload

This application allows users to log in and upload files to the Florida DBPR Division of Condominiums, Timeshares and Mobile Homes.

Create Account

Sign In

Username
John.Doe@myfloridalicense.com

Password
.....

[Forgot password?](#)

Stay signed in

Sign in

This will take you to the FCTMH File Upload homepage.
Please review the Tips section to ensure your information is uploaded correctly.

The screenshot shows the homepage of the FCTMH File Upload application. On the left is a dark sidebar with 'Home' and 'Upload Files' buttons. The main content area has a 'Home' header and an 'About' section. The 'About' section contains the following text:

This site provides a method of uploading project filings to Division of Florida Condominiums, Timeshares, and Mobile Homes.

TIPS:

- Documents submitted will need to be in PDF format.
- Provide cover letter describing filing submitted with details.
- Only one project per upload is allowed.
- The Project Name, Program Area, Type of Filing and contact information will be required. An * indicates the information is required.
- Payment will need to be submitted along with copy of cover letter to:
Department of Business and Professional Regulation
Division of Florida Condominiums, Timeshares and Mobile Homes
2601 Blair Stone Road
Tallahassee, Florida 32399-1030
- Filings uploaded after 5 pm, weekends or state holidays will be processed as received on the next business day. Additionally, if payment is required the filing will not be considered ready for review until payment has been received by division.

To upload a file or multiple files select the Upload Files button in the upper left corner.

This screenshot is identical to the previous one, but with a mouse cursor pointing to the 'Upload Files' button in the sidebar, indicating the action to be taken.

Now enter your Project number and select the program type from the dropdown.

Instructions
Please enter the required information and select file(s).

Project

PR999999

Program Type
Condominium
Cooperative
Mobile Home
Timeshare

Then select the Upload Button.

Florida DBPR Large File Upload

michael.jones@myflo...

Home
Upload Files

Upload Files

Instructions
Please enter the required information and select file(s).

Project

PR999999 x Condominium

Upload

This will take you to the Upload Files page.
Complete all of the information fields.

Florida DBPR Large File Upload

michael.jones@myflo...

Home
Upload Files

Upload Files

Instructions
Please enter the required information and select file(s).

Upload

Test Company PR999999

test company@myfloridalicense.com (999) 999-9999

Condominium

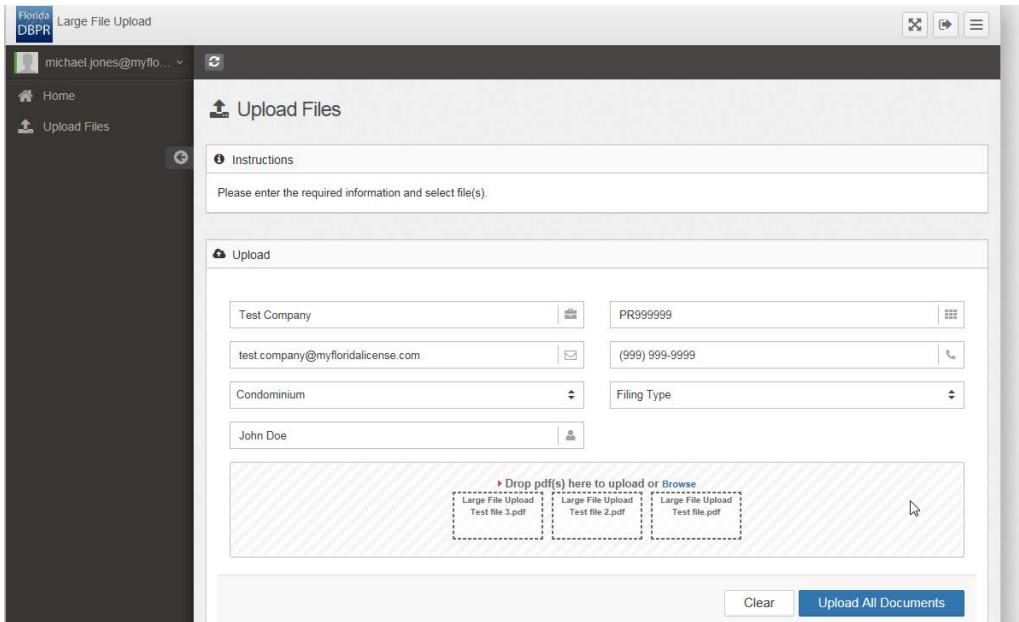
John Doe

File Type
Initial
Notice of Intended Conversion
Notice of Recording
Other
Reservation
Subsequent

Drop pdf(s) here to

Clear Upload All Documents

Place the files into the Drop pdf(s) here or Browse field
You will be able to drag and drop files into this field or use the browse function to select the files you want to upload.
Then click on the Upload All Documents button.



Once the upload is complete you will get a message:
Success! Your data has been uploaded. To Load additional Files, Select Upload files.

