

Florida Condominiums, Timeshares and Mobile Homes
Financial Institution Reporting

You can complete your Financial Institution Reporting at:
<http://www.myfloridalicense.com/payment>

The screenshot shows the 'DBPR ONLINE SERVICES' main menu. At the top left is the Florida Department of Business & Professional Regulation logo. To the right is a banner image of the Florida State Capitol and palm trees. A 'Contact Us' link is in the top right corner. The main content area has a heading 'DBPR Online Services Main Menu' followed by a red notice about technical difficulties with the payment system. Below this is a welcome message and instructions for returning users and new users. A note states that cookies must be enabled. The page is divided into two columns: 'Public Services' with links for 'Apply for a New License', 'Public License Search', and 'File a Complaint'; and 'Log in to Online Profile' with input fields for 'E-Mail/User ID' and 'Password', a 'Log On' button, and links for 'Forgot your password?' and 'Forgot User ID? Click here.'. A 'Create a New Online Profile' section is at the bottom left with links for 'Create My Account' and 'Need Help Creating An Account?'.

To submit Financial Institution information online you must have an account with the Department of Business and Professional Regulation Online Services.

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.

The screenshot shows the 'User Registration' page. It includes a heading 'User Registration' and a paragraph explaining that users will receive an email with a temporary password. Instructions for navigating back and forth are provided. The form is organized into several sections: 'Account Owner Contact Information' with fields for 'First Name', 'Second Name', and 'Last Name'; 'Account Login' with fields for 'Email', 'Confirm Email', and 'User ID', and a checkbox for 'Use email address as user id'; 'Password Recovery' with a dropdown for 'Secret Question' and a text field for 'Or write your own question'; and 'Security Measures' with a CAPTCHA image showing the word 'leoni' and a 'Next' button.

Once you have created your account you can login and link your license. This is done by selecting "Link an Existing License to My Account" under functions on the Main Menu page.

Main Menu
Press the hyperlink for the function you wish to perform or the license you wish to review/maintain.

Functions	Licenses Linked to My Online Services Account <small>Select a license below to renew/maintain:</small>
Apply for a New License	
View User Profile	
File a Complaint	
Make an Online Payment	
Link an Existing License to My Account	
Application Status Inquiry	

Use the Profession/Business dropdown to select "Condominium Financial Institution Reporting" the click next.

Link an Existing License to My Account - Select Profession/Business
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 your profession or business area from the drop down menu and press "Next" to continue.
Press "Cancel" to return to the Main Menu.

Profession/Business:

- Accountancy
- Alcoholic Beverages & Tobacco
- Architecture & Interior Design
- Asbestos
- Athlete Agents
- Auctioneers
- Barbers
- Boxing, Kickboxing and Mixed Martial Arts
- Building Code Administrators and Inspectors
- Child Labor
- Community Association Managers
- Condominium Financial Institution Reporting
- Condominiums, Cooperatives, Timeshares, & Multi-Site Timeshares
- Construction Industry Licensing
- Cosmetology
- Drugs, Devices and Cosmetics Program
- Electrical Contractors Licensing
- Elevator Safety
- Employee Leasing Companies
- Engineers
- Farm Labor
- Geologists
- Home Inspectors
- Homeowners' Associations
- Hotels and Restaurants
- Labor Organization
- Landscape Architecture
- Mobile Homes
- Mold-Related Services
- Pari-Mutuel Wagering

Next Cancel

Enter your Managing Entity MA license number on the Select License page. This can be found at the top of your annual billing statement.

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:

License Number:

Next Previous Cancel

You will need to enter the activation code and security check words on the Security Measures page.

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)

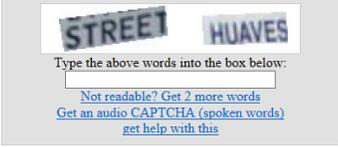
PLEASE NOTE: Some individuals may have been assigned an Activation Code instead of the last four digits of their Social Security Number or Federal Employer Identification Number. Your activation code can be located on the back of your renewal notice. If your SSN or FEIN does not match the Activation 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.)



Type the above words into the box below:

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

This will bring you to the preview page. If the information looks correct you may select the Add button.

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:	11501836
Name:	Test Managing Entity

Managing Entity	License Type:	License Number:
	MA71729	

This takes you to the confirmation page where you select the next button.

Link an Existing License to My Account - Confirmation

Congratulations! You have successfully linked your license(s).

You will now be able to perform the following functions (if applicable):

- Renew
- Make Payments
- Update an Address
- Apply for Additional License(s)
- View Continuing Education
- Real Estate - Maintain Relationships (Add/Delete Associates)
- Slot Machine Business Entity - Maintain Relationships (Add/Delete Officers/Directors/Shareholders)

Press "Next" to continue.

This will bring you back to the Main Menu page. You should see your license listed under "Licenses Linked to My Online Services Account". Click on the license to go to the License Menu.

Main Menu
Press the hyperlink for the function you wish to perform or the license you wish to review/maintain.

Functions
[Apply for a New License](#)
[View User Profile](#)
[File a Complaint](#)
[Make an Online Payment](#)
[Link an Existing License to My Account](#)
[Application Status Inquiry](#)

Licenses Linked to My Online Services Account
Select a license below to renew/maintain:
[Managing Entity #MA71729](#)

Select "Financial Institution Reporting" listed under Functions on the License Menu. This will open the Financial Institution Reporting transaction.

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

Functions
[Financial Institution Reporting](#)
[Remove This License From My Account](#)

License Issued To: **TEST MANAGING ENTITY**
License Status: **Approved**
Originally Licensed On:
Expires On:

Back

You will go to the Name and Organizational Details page and select Next.

Name and Personal/Organization Details
Financial Institution Reporting - Name and Organizational Details
Please enter or confirm your organizational details and press "Next" to continue.
Press "Cancel" to cancel this application and return to the main menu.

Contact Details
Organization Name: **Test Managing Entity**

Financial Institution Name
Doing Business As Name:

Application Summary
Tax Number (numeric characters only): ******1836**

Next **Cancel**

Next is the Address Detail Summary page. If everything looks good select the Next button. You may update your address by selecting the Main Address link.

Name and Personal/Organization Details
Financial Institution Reporting - Address Detail Summary
Press "Add" to add an additional address.
Press "Previous" to return to the previous section.
Press "Next" when finished adding/changing addresses.
Press "Cancel" to cancel this application and return to the main menu.

Contact Details

Financial Institution Name

Application Summary

Main Address Address: **2601 BLAIR STONE RD**
TALLAHASSEE, FL
Leon
32399
US

Phone Number: **850.487.9832**

Previous **Next** **Add** **Cancel**

Name and Personal/Organization Details	Financial Institution Reporting - Maintain Contact Details
	Edit the data and press "Next" to save your changes. Press "Previous" if you do not want to save your changes.
	Contact Details
	Financial Institution Name
Application Summary	<p>Main Address</p> <p>* Address:</p> <p>Street Number: <input type="text" value="2601"/></p> <p>* Street Name: <input type="text" value="BLAIR STONE RD"/></p> <p>Address Line 2: <input type="text"/></p> <p>Address Line 3: <input type="text"/></p> <p>* City: <input type="text" value="TALLAHASSEE"/></p> <p>* State: <input type="text" value="Florida"/></p> <p>* Zip/Postal Code: <input type="text" value="32399"/></p> <p>County: <input type="text" value="Leon"/></p> <p>* Country: <input type="text" value="United States"/></p> <p>Phone Number: <input type="text" value="850.487.9832"/></p> <p>Extension: <input type="text"/></p> <p>E-mail: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Next"/> <input type="button" value="Previous"/></p>

The Financial Institution Name – Information page is where you enter your Financial Institutions. Select the Add button to enter a name.

Name and Personal/Organization Details	Financial Institution Reporting - Financial Institution Name - Information
	Press "Add" to add a new record. Press the "Edit" link to edit an existing record. Press the "Remove" link to remove an existing record. Press "Previous" to return to the previous section. Press "Next" after appropriate details have been entered. Press "Cancel" to cancel this application and return to the main menu.
	Contact Details
	Financial Institution Name
Application Summary	<p>Institution Name</p> <p style="text-align: center;"><input type="button" value="Add"/> <input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/></p>

Enter the name of the Financial Institution and click next.

Name and Personal/Organization Details	Financial Institution Reporting - Financial Institution Name - Add
	Press "Next" to save this record and continue. Press "Cancel" if you do not want to save your changes and return to the previous screen.
Contact Details	
Financial Institution Name	* Institution Name: <input type="text" value="TEST BANK"/>
Application Summary	<input type="button" value="Next"/> <input type="button" value="Cancel"/>

Select the Add button to continue adding more Financial Institutions. Once you have all of them entered you click on the Next button.

Financial Institution Reporting - Financial Institution Name - Information

Press "Add" to add a new record.
Press the "Edit" link to edit an existing record.
Press the "Remove" link to remove an existing record.
Press "Previous" to return to the previous section.
Press "Next" after appropriate details have been entered.
Press "Cancel" to cancel this application and return to the main menu.

Institution Name	Edit	Remove
TEST BANK	Edit	Remove
Another Test Bank	Edit	Remove

[Add](#) [Previous](#) [Next](#) [Cancel](#)

The Application Summary will let you review your submission. If everything looks good select the Submit button.

Financial Institution Reporting - Application Summary

Please review your information for completeness and accuracy. If errors are identified, click on the "Previous" button to make your corrections. If the information is correct then click on the "Next" button to submit this information.
Review the data and press "Submit" to continue.
Press "Previous" to return to the previous section.
Press "Cancel" to cancel and return to the main menu.

Financial Institution Reporting Summary	
License Type:	Managing Entity
Application Date:	10/20/2017 (mm/dd/yyyy)
Organization Detail:	
Organization Name:	Test Managing Entity
Doing Business As Name:	
Tax Number:	****1836
Entity Type:	
Addresses	
General Addresses	
Main Address	
Address:	2601 BLAIR STONE RD TALLAHASSEE , FL Leon 32399 US
Phone Number:	850.487.9832

Financial Institution Name

Institution Name	Edit	Remove
TEST BANK	Edit	Remove
Another Test Bank	Edit	Remove

[Previous](#) [Submit](#) [Cancel](#)

Select Yes and click on Submit on the Affirmation page.

Financial Institution Reporting - Affirmation

Press "Previous" to return to the previous section.
Press "Submit" to complete this transaction.
Press "Cancel" to cancel and return to the main menu.

I HEREBY CERTIFY THAT THE STATEMENTS CONTAINED HEREIN ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND TO THE BEST OF MY KNOWLEDGE AND BELIEF I AM ELIGIBLE FOR A MINORITY SCHOLARSHIP UNDER THE CRITERIA SET FORTH IN 473.3065, F.S. ADDITIONALLY, I AM A PERSON OF GOOD MORAL CHARACTER, HAVING A PERSONAL HISTORY OF HONESTY, FAIRNESS, AND RESPECT FOR THE RIGHTS OF OTHERS AND FOR THE LAWS OF THIS STATE AND NATION.

Yes
 No

[Previous](#) [Submit](#) [Cancel](#)

This will take you to the Confirmation page. You will also receive an email with a PDF of the transaction.

Confirmation

Your information has been submitted. An email has been sent to the email address associated with your DBPR Online Services account. If you do not receive this email you may verify the address where the message was sent by selecting "Main Menu" and then "View User Profile". Updates to where future emails are delivered can be made by selecting the "Edit" function and updating your email address.

Press "Return" to return to the main menu.

[Return](#)

Message  fldbpr_SummaryPDF_DATE171020084616_6756491780541807091.pdf (40 KB)

Hello,

Thank you for submitting your application. Open the attachment to see the application summary.

Adobe Reader is necessary to view the PDF.

Click <http://www.adobe.com/uk/products/acrobat/readstep2.html> to download Adobe Reader.

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

You have now completed the Financial Institutions Reporting.