Florida Condominiums, Timeshares and Mobile Homes

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

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.
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.

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

Enter your Managing Entity MA license number on the Select License page. This can be found at the top of your annual billing statement.
You will need to enter the activation code and security check words on the Security Measures page.

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

This takes you to the confirmation page where you select the next button.
This will bring you back to the Main Menu page. You should see you license listed under “Licenses Linked to My Online Services Account”. Click on the license to go to the License Menu.

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

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

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

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

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

Select Yes and click on Submit on the Affirmation page.
This will take you to the Confirmation page. You will also receive an email with a PDF of the transaction.

Hello,

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

Adobe Reader is necessary to view the PDF.


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

You have now completed the Financial Institutions Reporting.