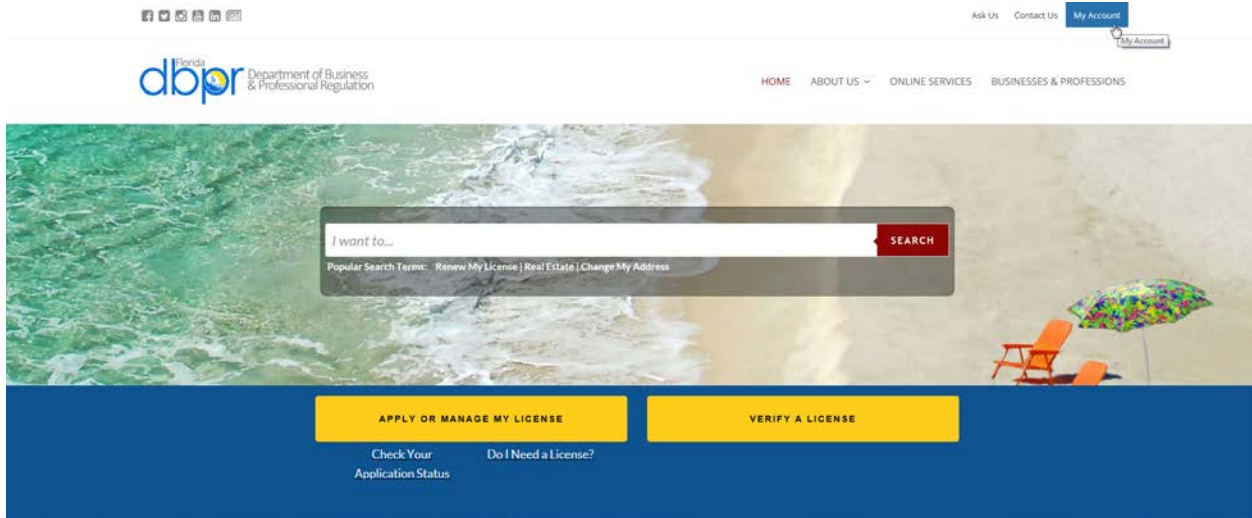


# DBPR Online Services Guide

## How to open an account and link your license

1. Go to [www.myfloridalicense.com](http://www.myfloridalicense.com) and click on the My Account link.



2. Create an account if you do not have one. Click on Create My Account.

### DBPR Online Services Main Menu

Welcome to the Department of Business and Professional Regulation's Online Application Services.

For returning users, please login below.

If you are a new user select **"Create My Account"** link below under **"Create a New Online Profile"** to complete your initial registration.

#### Public Services

[Apply for a New License](#)

[Public License Search](#)

#### Log in to Online Profile

\*E-Mail/User ID:

\*Password:

[Log On](#)

[Forgot your password?](#)



Forgot User ID? Click [here](#).

#### Create a New Online Profile

[Create My Account](#)

[Need Help Creating An Account?](#)

3. Complete all of the required information on this page and select Next.



[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.

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#### Account Owner Contact Information

\*First Name:

Middle Name:

\*Last Name:

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#### Account Login

\*Email:  (e.g. name@domain.com)

\*Confirm Email:

\*User ID:

Use email address as user id:

Or enter your own user id:

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#### 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:

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#### Security Measures (This helps to prevent automated registrations.)

\*Click the white Checkbox next to "I'm not a robot"

I'm not a robot 

4. Preview your information and select Save.

### Preview Registration

**Review the information below.**

Press "Save" to save the registration information

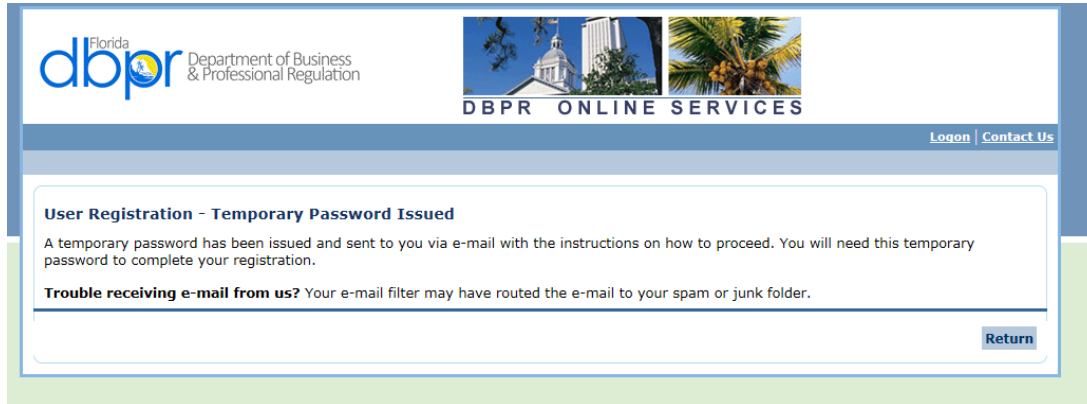
Press "Edit" to modify your registration details.

Press "Cancel" to cancel this registration and return to the main menu.

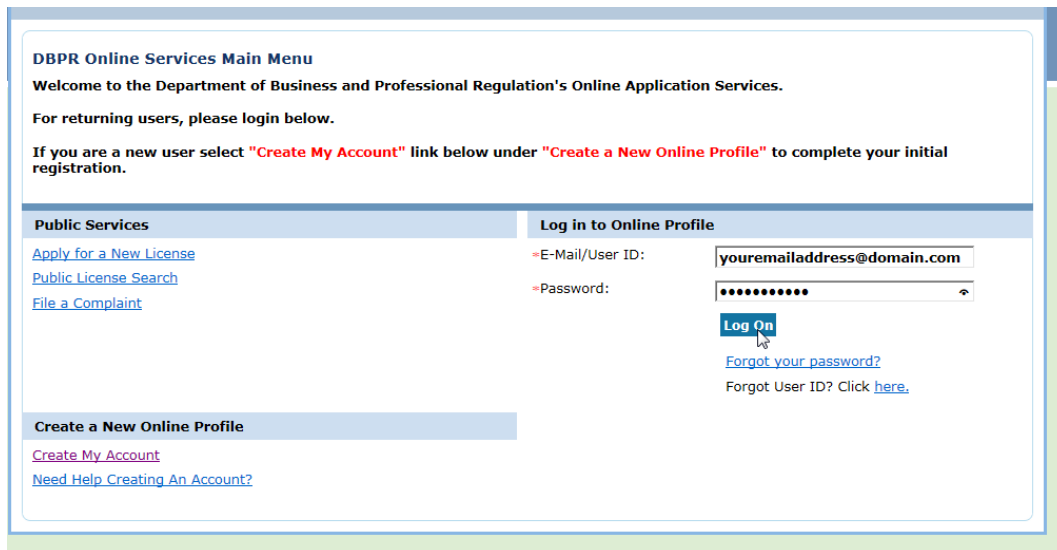
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First Name:	John
Middle Name:	
Last Name:	Doe
E-mail:	youremailaddress@domain.com
User Id:	youremailaddress@domain.com
Secret Question:	What is your mother's maiden name?
Secret Answer:	Doe

5. You will receive an email with a temporary password and select Return



6. This will take you back to the DBPR Online Services Log In page. Log into your account by using the User ID and Password that was in the email you received.



## 7. Reset your password to continue.

### Update Default Registration Information

Enter the temporary password you received via email in the "Temporary Password" field. Enter your new password in the "New Password" field and in the "Confirm Password" field. Press "Save" to continue.

Your new password must contain the following:

- a minimum of (8) characters
- must not be the same as your user id
- must not be a variation of your user id

Temporary Password:

New Password:

Confirm Password:

[Save](#)

## 8. Link your license or licenses to your account so select Yes on this page.

### Link an Existing License to My Account

If you have a license with the Department of Business and Professional Regulation and would like it associated with this account select "Yes". If this is your first time applying for a license select "No".

Do you wish to link your existing license to this account?

[Yes](#) [No](#)

## 9. Select Yacht & Ship from the dropdown list.

Florida dbpr Department of Business & Professional Regulation

DBPR ONLINE SERVICES

Main Menu | Update Profile | Logout | Contact Us

Logged in as [redacted]

### 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:

- 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
- Pari-Mutuel Wagering - Slots
- Pilot Commissioners
- Real Estate Appraisal
- Real Estate Commission
- Talent Agents
- Veterinary Medicine
- Yacht & Ship

[Next](#) [Cancel](#)

10. Enter your license number.

The screenshot shows the 'Link an Existing License to My Account - Select License' page. At the top left is the Florida dbpr logo and 'Department of Business & Professional Regulation'. To the right are images of the Florida State Capitol and palm trees, with the text 'DBPR ONLINE SERVICES'. A navigation bar includes 'Main Menu', 'Update Profile', 'Logoff', and 'Contact Us'. Below this, it says 'Logged in as' followed by a redacted name. The main content area has the title 'Link an Existing License to My Account - Select License' and a warning: '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.' It instructs the user to select a license type from a dropdown menu and enter the license number. The dropdown menu is set to 'Yacht and Ship Salesperson or Broker'. The license number field contains '1111111111'. At the bottom right are 'Next', 'Previous', and 'Cancel' buttons.

11. Enter the Initial Activation Code and I'm not a robot security check and click next. Your activation code is the last 4 numbers of your social security number.

The screenshot shows the 'Link an Existing License to My Account - Security Measures' page. It features the same header as the previous page. The main content area has the title 'Link an Existing License to My Account - Security Measures' and instructions to enter required data and press 'Next' to continue, or 'Previous' to return to the previous screen. A blue box contains the 'Initial Activation Code' section, with a hint: '(Hint: This may be the last four digits of your Social Security Number or Federal Employer Identification Number)'. A red 'PLEASE NOTE' section states: '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.' Another red note says: '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.' Below this is a text input field for the 'Initial Activation Code' with the same hint. A blue box contains the 'Security Check (This helps to prevent automated registrations.)' section, which includes a checkbox labeled 'I'm not a robot' and a reCAPTCHA logo with 'reCAPTCHA Privacy - Terms' text. At the bottom right are 'Next', 'Previous', and 'Cancel' buttons.

12. Then select the add button.

The screenshot shows the 'Link an Existing License to My Account - Preview' screen. At the top left is the Florida Department of Business & Professional Regulation (dbpr) logo. To the right is the text 'DBPR ONLINE SERVICES' with a small image of a building and palm trees. A navigation bar at the top right contains links for 'Main Menu', 'Update Profile', 'Logoff', and 'Contact Us'. Below this, it says 'Logged in as' followed by a redacted name. The main content area has a title 'Link an Existing License to My Account - Preview' and a warning: '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.' Below this are instructions: 'Press "Add" to add these licenses to your account.', 'Press "Previous" to return to the previous screen.', and 'Press "Cancel" to return to the Main Menu.' A form section contains the following fields: 'Indiv / Org Number:' with a redacted value, 'Name:' with a redacted value, 'License Type:' with the value 'Yacht and Ship Salesperson or Broker', and 'License Number:' with a redacted value. At the bottom right of the form are three buttons: 'Add', 'Previous', and 'Cancel'.

13. Then click the Next button.

The screenshot shows the 'Link an Existing License to My Account - Confirmation' screen. It has a title 'Link an Existing License to My Account - Confirmation' and a message: 'Congratulations! You have successfully linked your license(s).' Below this is a section titled 'You will now be able to perform the following functions (if applicable):' followed by a bulleted list: 'Renew', 'Make Payments', 'Update an Address', 'Apply for Additional License(s)', 'View Continuing Education', 'Real Estate - Maintain Relationships (Add/Delete Associates)', and 'Slot Machine Business Entity - Maintain Relationships (Add/Delete Officers/Directors/Shareholders)'. Below the list is the instruction 'Press "Next" to continue.' At the bottom right of the screen is a 'Next' button.

14. This will take you back to Main Menu and you will see your project listed under License Linked to My Online Services Account. Click on the License to get to the license menu.

The screenshot shows the 'Main Menu' screen. It has a title 'Main Menu' and the instruction 'Press the hyperlink for the function you wish to perform or the license you wish to review/maintain.' Below this is a table with two columns. The left column is titled 'Functions' and contains the following links: 'Apply for a New License', 'View User Profile', 'Make an Online Payment', 'Link an Existing License to My Account', and 'Application Status Inquiry'. The right column is titled 'Licensee Permit with Pending Renewals - Click each to renew' and contains a table with two columns: 'Yacht and Ship Salesperson' and 'Exp. Date:'. The 'Yacht and Ship Salesperson' column has a redacted value, and the 'Exp. Date:' column has a redacted value. Below this table is a section titled 'Licenses Linked to My Online Services Account' with the instruction 'Select a license below to renew/maintain:' and a link 'Yacht and Ship Salesperson' with a redacted value.

## 15. Select the application you want listed under Functions.

<b>License Menu</b> Select the function you wish to perform. Press "Back" to return to the main menu.	License Issued To: DBA Name: License Status: Originally Licensed On: Expires On:
<b>Functions</b>	
<a href="#">Renewal Only</a>	
<a href="#">Renewal and Downgrade to Yacht Broker</a>	
<a href="#">Renewal and Downgrade to Yacht Salesperson</a>	
<a href="#">Address Change</a>	
<a href="#">Renewal and Upgrade to Employing Broker</a>	
<a href="#">Renewal and Upgrade to Yacht Broker</a>	
<a href="#">Remove This License From My Account</a>	

## 16. Complete the application and you will be able to pay once you have submitted it.

<b>Introduction</b>	<b>Renewal Only - Introduction</b>
Transaction Suitability Questions	Renewal applications may now be processed online by clicking on the "Online Services" link or by filing manually with the Yacht and Ship Broker's Section. Branch Office Renewals are not available online and will need to be manually submitted
Name and Personal/Organization Details	Whether applying for renewal online or by manual submission, you will be required to file a Surety Bond, Continuation Certificate, or a Letter of Credit ( <a href="#">sample</a> ). In addition, the Surety Bond, Continuation Certificate, or Letter of Credit must exactly match your licensure dates. For example, if your license expires on May 1, 2012, your new licensure period will be May 1, 2012 through May 1, 2014; therefore, your surety bond or letter of credit must match these dates.
Contact Details	If you have changed to a brokerage company different from the one listed on your renewal application, you will be asked to provide the company name, address and license number of the new Employing Broker.
Surety/Bond	Renewal notices are mailed to applicants at least 60 days prior to license expiration. Once you receive your renewal application, you may renew your license at any time, but no later than 30 days after it expires. If 30 days has elapsed since your expiration date and you have not submitted your renewal application and supporting documents, you may be required to reapply for reinstatement. Reinstating your license will require obtaining a new Surety Bond or Letter of Credit, completion of a fingerprint card, and a fee of \$551.
Escrow	Please be prepared to provide the following information and attach the requested documents with your application:
Criminal History	<ul style="list-style-type: none"><li>• Surety Bond, Continuation Certificate or Letter of Credit. Provide Surety Type, Surety Number, Amount, Effective Date, Term Ending Date, Contact, Phone Number and Surety Company.</li><li>• If Employing Broker, required Escrow Account Information. Provide Account Number, Institution, Location, and Beginning Date.</li><li>• If applicable, supporting documentation for Criminal History questions.</li><li>• Employing Broker approval and changes of Brokerage Company. Provide the company name, address and license number of the new Employing Broker.</li><li>• Renewal Fee of \$500.</li></ul>
Employing Broker	Press "Next" to continue.
File Attachments	Press "Cancel" to cancel this application and return to the previous menu.
Application Summary	
	<input type="button" value="Next"/> <input type="button" value="Cancel"/>