

Florida Department of Business & Professional Regulation
Online Services
File Upload Information and Instructions

These instructions are to assist you with the process of uploading files to the Department of Business & Professional Regulation's Online Services.

Information you will need to be aware of when using this feature are:

- The maximum size of any individual file may not exceed 2Mb
- The maximum size of all files being uploaded may not exceed 10Mb
- There is no limit to the number of files you may upload (up to 10Mb)
- The file types this feature can accept are txt, ctx, gif, jpg, jpeg, png, tif, doc, rtf and pdf.

If after reviewing and following the instructions within this document you require additional assistance, please contact our Customer Contact Center at 850.487.1395.

Step #1

Choose the "Browse" button.

Florida Department of Business & Professional Regulation

DBPR ONLINE SERVICES

Main Menu Logoff

Logged in as Demo, Just A

Apply for Real Estate Sales Associate License by Examination - Attachments

Please upload the following documents, if applicable:

- [Irrevocable Consent to Services \(Non-Florida residents only\)](#)
- [Supporting legal documentation](#)
- [Certified, official transcript if seeking an exemption from pre-licensing education as a four year real estate degree holder](#)

Please Note:
If you exit before you fully submit your application summary, you will have to reattach your documents.

Select a file and press "Attach" to upload.
Press "Next" when there are no more files to upload.
Press "Previous" to return to the previous screen.
Press "Cancel" to cancel this application and return to the main menu.

-Attach File:

[Help with uploading files](#)

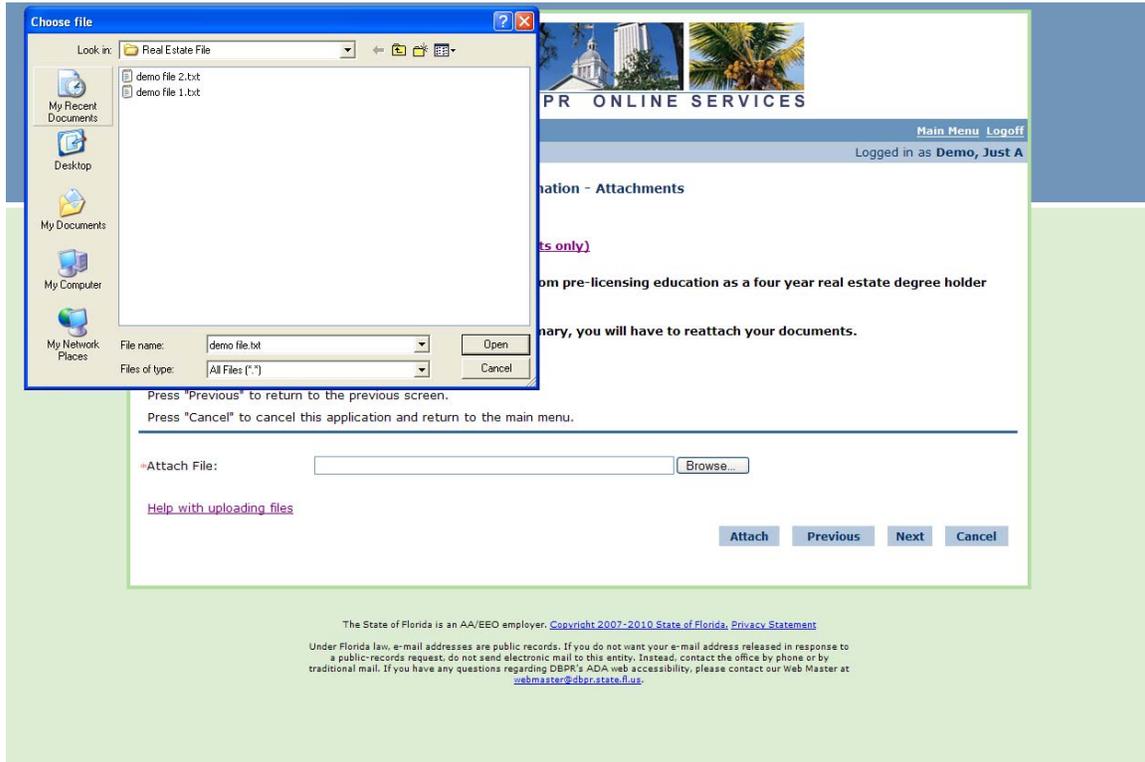
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Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions regarding DBPR's ADA web accessibility, please contact our Web Master at webmaster@dbpr.state.fl.us.

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Step #2

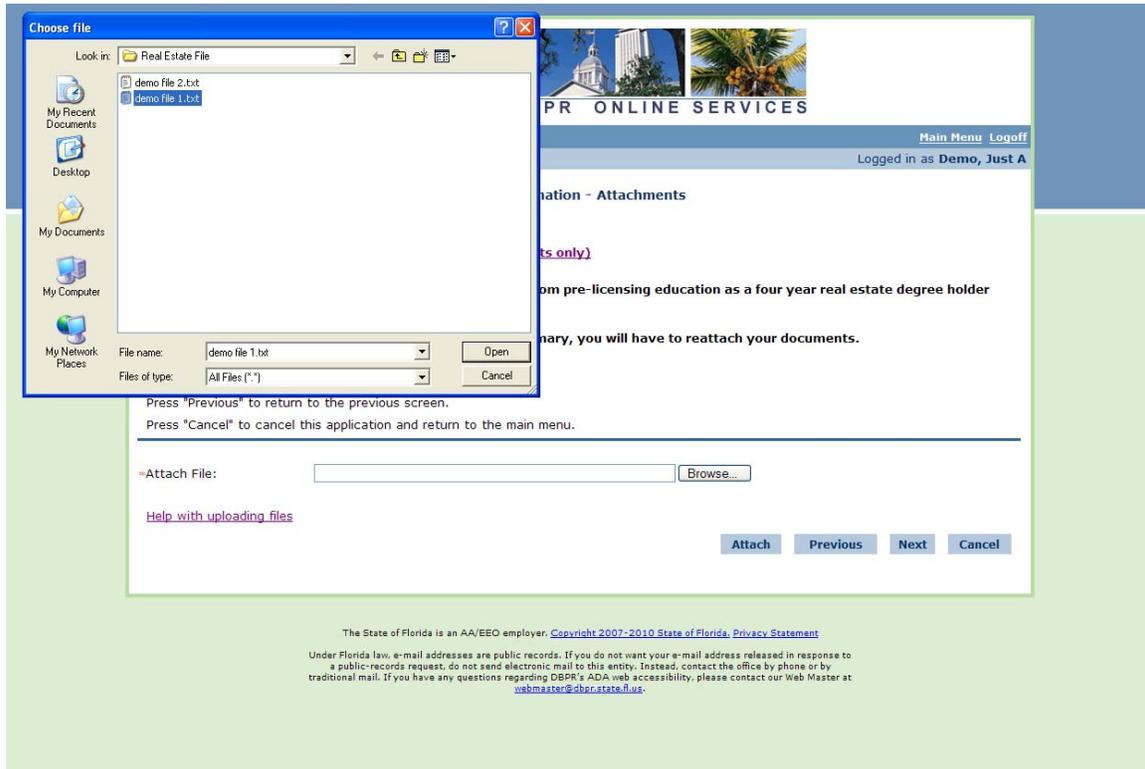
A pop-up window titled “Choose File” will appear. Change to the directory where your files are stored.



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Step #3

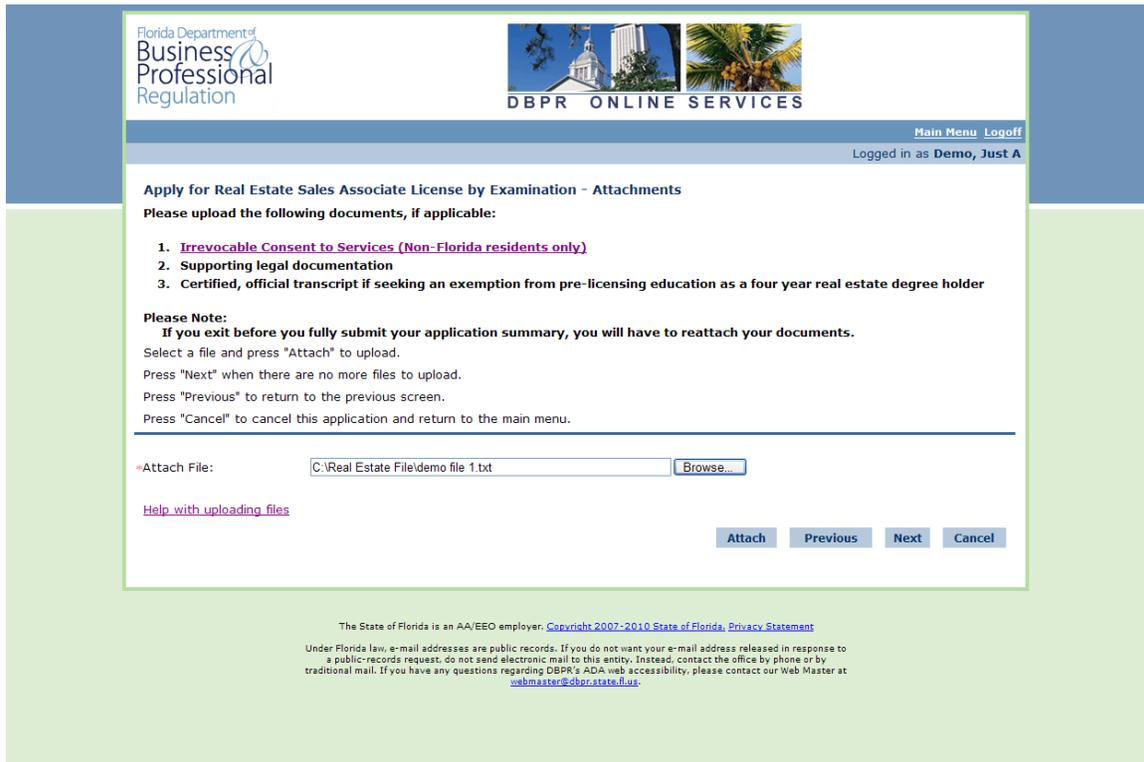
Highlight the file you wish to upload then choose the "Open" button.



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Step #4

The drive letter, directory and file name will appear as shown below. Choose the "Attach" button to have this file uploaded to the DBPR Online Services.



The screenshot shows the DBPR Online Services interface. At the top left is the Florida Department of Business & Professional Regulation logo. At the top center is the DBPR ONLINE SERVICES logo with a building and palm trees. At the top right are links for Main Menu and Logoff, and a status bar indicating the user is logged in as Demo, Just A.

The main content area is titled "Apply for Real Estate Sales Associate License by Examination - Attachments". It instructs the user to upload documents, if applicable, and lists three requirements:

1. [Irrevocable Consent to Services \(Non-Florida residents only\)](#)
2. Supporting legal documentation
3. Certified, official transcript if seeking an exemption from pre-licensing education as a four year real estate degree holder

A "Please Note" section states: "If you exit before you fully submit your application summary, you will have to reattach your documents." It provides instructions: "Select a file and press 'Attach' to upload.", "Press 'Next' when there are no more files to upload.", "Press 'Previous' to return to the previous screen.", and "Press 'Cancel' to cancel this application and return to the main menu."

The file selection area shows "Attach File:" followed by a text input field containing "C:\Real Estate File\demo file 1.txt" and a "Browse..." button. Below this is a link for "Help with uploading files".

At the bottom of the form are four buttons: "Attach", "Previous", "Next", and "Cancel".

At the very bottom of the page, there is a footer with the following text: "The State of Florida is an AA/EEO employer. Copyright 2007-2010 State of Florida, Privacy Statement. Under Florida law, e-mail 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 regarding DBPR's ADA web accessibility, please contact our Web Master at webmaster@dbpr.state.fl.us."

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Step #5

After choosing the “Attach” button in Step #4, the name of the file will appear. Additionally, the size of the file being uploaded will appear on the “Total Size” line.

To add additional files, choose the “Browse” button and proceed to Step #6.

If you will not be uploading any additional files, choose the “Next” button and proceed to Step #10.

The screenshot shows the 'Attachments' section of the 'Apply for Real Estate Sales Associate License by Examination' application. The page header includes the Florida Department of Business & Professional Regulation logo and 'DBPR ONLINE SERVICES'. The user is logged in as 'Demo, Just A'. The main content area lists three required documents: 1. Irrevocable Consent to Services (Non-Florida residents only), 2. Supporting legal documentation, and 3. Certified, official transcript if seeking an exemption from pre-licensing education as a four year real estate degree holder. A 'Please Note' section states that if the user exits before fully submitting the application summary, they will have to reattach their documents. Below this, instructions are provided for selecting a file, pressing 'Attach', 'Next', 'Previous', and 'Cancel'. A table shows one file, 'demo file 1.txt', with a 'Remove' link and a total size of 1072. An 'Attach File' section includes a text input field and a 'Browse...' button. A 'Help with uploading files' link is also present. At the bottom, there are 'Attach', 'Previous', 'Next', and 'Cancel' buttons. The footer contains copyright information and a public records disclaimer.

Florida Department of Business & Professional Regulation
DBPR ONLINE SERVICES
Main Menu Logoff
Logged in as Demo, Just A

Apply for Real Estate Sales Associate License by Examination - Attachments
Please upload the following documents, if applicable:

1. [Irrevocable Consent to Services \(Non-Florida residents only\)](#)
2. Supporting legal documentation
3. Certified, official transcript if seeking an exemption from pre-licensing education as a four year real estate degree holder

Please Note:
If you exit before you fully submit your application summary, you will have to reattach your documents.

Select a file and press "Attach" to upload.
Press "Next" when there are no more files to upload.
Press "Previous" to return to the previous screen.
Press "Cancel" to cancel this application and return to the main menu.

Files to be Uploaded	
demo file 1.txt	Remove
Total Size:	1072

Attach File:

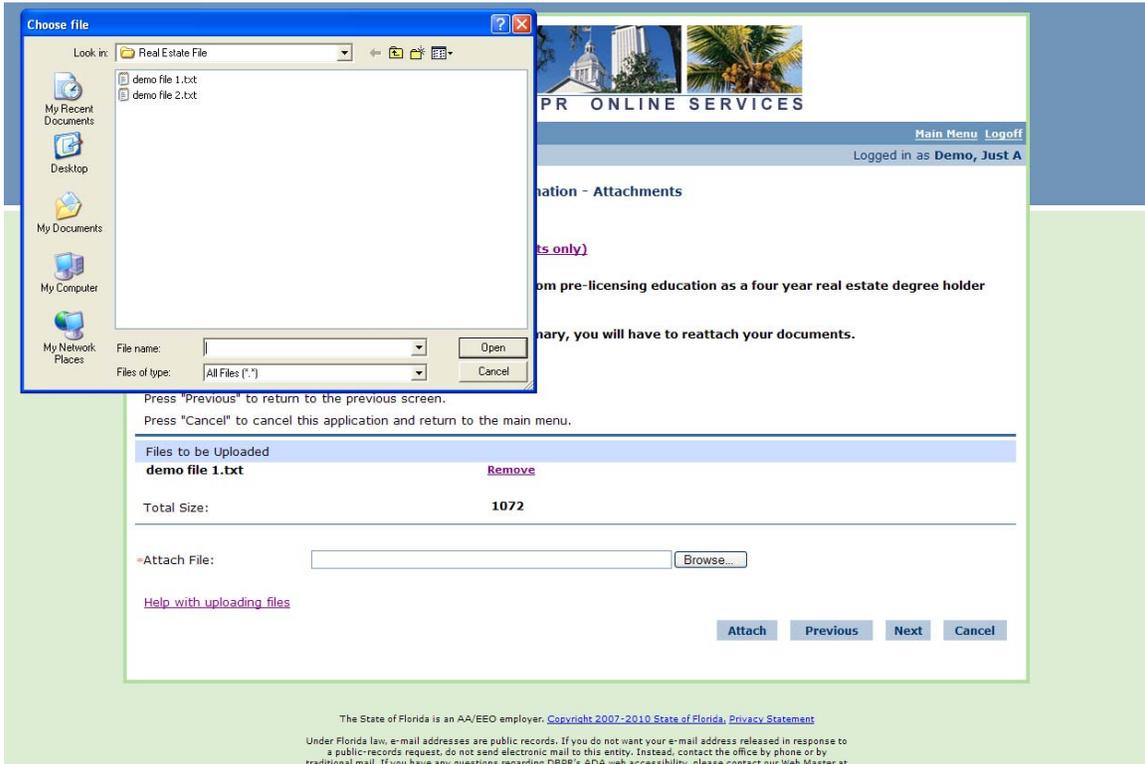
[Help with uploading files](#)

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Step #6

A pop-up window titled "Choose File" will appear. Change to the directory where your files are stored.



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Step #7

Highlight the additional file you wish to upload then choose the “Open” button.

The screenshot shows a web browser window displaying the 'PR ONLINE SERVICES' interface. A 'Choose file' dialog box is open over the page. The dialog box shows the current directory as 'Real Estate File' and contains two files: 'demo file 1.txt' and 'demo file 2.txt'. The 'demo file 2.txt' file is selected. The 'File name' field in the dialog box contains 'demo file 2.txt' and the 'Files of type' is set to 'All Files (*.*)'. The 'Open' button is highlighted. The background web page shows a header with 'PR ONLINE SERVICES' and a navigation menu. Below the header, there is a section titled 'Attachments' with a table listing files to be uploaded. The table has one row with the file name 'demo file 1.txt' and a 'Remove' link. Below the table, there is a 'Total Size' of 1072. There is also an 'Attach File' section with a text input field and a 'Browse...' button. At the bottom of the page, there are navigation buttons: 'Attach', 'Previous', 'Next', and 'Cancel'. A footer contains legal disclaimers and copyright information.

Files to be Uploaded

demo file 1.txt	Remove
-----------------	------------------------

Total Size: 1072

Attach File:

[Help with uploading files](#)

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Step # 8

The drive letter, directory and file name will appear as shown below. Choose the "Attach" button to have this additional file uploaded to the DBPR Online Services.

The screenshot shows the DBPR Online Services interface. At the top left is the logo for the Florida Department of Business & Professional Regulation. To the right is a banner with the text "DBPR ONLINE SERVICES" and an image of a building and palm trees. In the top right corner, there are links for "Main Menu" and "Logoff", and a status indicator "Logged in as Demo, Just A".

The main content area is titled "Apply for Real Estate Sales Associate License by Examination - Attachments". Below this, it says "Please upload the following documents, if applicable:" followed by a list of three items:

1. [Irrevocable Consent to Services \(Non-Florida residents only\)](#)
2. [Supporting legal documentation](#)
3. [Certified, official transcript if seeking an exemption from pre-licensing education as a four year real estate degree holder](#)

Below the list is a "Please Note:" section with the following text: "If you exit before you fully submit your application summary, you will have to reattach your documents." It then provides instructions: "Select a file and press 'Attach' to upload.", "Press 'Next' when there are no more files to upload.", "Press 'Previous' to return to the previous screen.", and "Press 'Cancel' to cancel this application and return to the main menu."

There is a table showing files to be uploaded:

Files to be Uploaded	
demo file 1.txt	Remove
Total Size:	1072

Below the table, there is an "Attach File:" label, a text input field containing "C:\Real Estate File\demo file 2.txt", and a "Browse..." button. There is also a link for "Help with uploading files".

At the bottom of the interface, there are four buttons: "Attach", "Previous", "Next", and "Cancel".

At the very bottom of the page, there is a small footer with the text: "The State of Florida is an AA/EEO employer. Copyright 2007-2010 State of Florida, Privacy Statement. Under Florida law, e-mail 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 regarding DBPR's ADA web accessibility, please contact our Web Master at [redacted]." (Note: the last part of the footer text is partially obscured in the original image).

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Step #9

The name of the additional file will appear. Please note that the total size of all files being uploaded will increase on the "Total Size" line.

To add additional files, choose the "Browse" button and repeat Steps #6 through #9.

If you will not be uploading any additional files, choose the "Next" button and proceed to Step #10.

Florida Department of Business & Professional Regulation
DBPR ONLINE SERVICES

Main Menu Logoff
Logged in as Demo, Just A

Apply for Real Estate Sales Associate License by Examination - Attachments
Please upload the following documents, if applicable:

1. [Irrevocable Consent to Services \(Non-Florida residents only\)](#)
2. Supporting legal documentation
3. Certified, official transcript if seeking an exemption from pre-licensing education as a four year real estate degree holder

Please Note:
If you exit before you fully submit your application summary, you will have to reattach your documents.
Select a file and press "Attach" to upload.
Press "Next" when there are no more files to upload.
Press "Previous" to return to the previous screen.
Press "Cancel" to cancel this application and return to the main menu.

Files to be Uploaded	
demo file 1.txt	Remove
demo file 2.txt	Remove
Total Size:	2144

Attach File:

[Help with uploading files](#)

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Step #10

The top of the “Application Summary” page will appear. Scroll to the bottom of this page.

The screenshot shows the 'Application Summary' page for a Real Estate Sales Associate License by Examination. The page includes a header with the Florida Department of Business & Professional Regulation logo and 'DBPR ONLINE SERVICES'. A navigation bar contains 'Main Menu' and 'Logoff' links, with a status indicator 'Logged in as Demo, Just A'. The main content area is titled 'Apply for Real Estate Sales Associate License by Examination - Application Summary' and contains instructions to review application data for completeness and accuracy. Below the instructions is a table with the following data:

Apply for Real Estate Sales Associate License by Examination Summary	
License Type:	Real Estate Broker or Sales
Application Date:	09/27/2010 (mm/dd/yyyy)
Personal Details	
First Name:	Just
Middle Name:	A
Last Name:	Demo
Social Security Number:	123456789
Birthdate:	01/01/1970
Gender:	Male
Addresses	
General Addresses	
Residence Address	Address: 1940 North Monroe Street Tallahassee , FL Leon 32399 US
	Phone Number: 123.456.7890
	E-mail:
Exam	
Are you a high school graduate or the	MA

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Step #11

At the bottom of the “Application Summary” page, all files that are ready to be uploaded to DBPR Online Services will appear.

...withheld, were paroled, or pardoned. If you intend to answer "NO" because you believe those records have been expunged or sealed by court order pursuant to Section 943.0581, Florida Statutes, or applicable law of another state, you are responsible for verifying the expungement or sealing prior to answering "NO".

Background Question 2

2. Has any judgment or decree of a court been entered against you in this or any other state, province, district, territory, possession or nation, related to the practice or profession for which you are applying, or is there any such case or investigation pending? **No**

Background Question 3

3. Have you ever had an application for registration, certification, or licensure in Florida or in any other jurisdiction denied, or is there now pending a proceeding or investigation to deny such an application? **No**

Description:

Background Question 4

4. Has any license, registration, or permit to practice any regulated profession, occupation, vocation, or business been revoked, annulled, suspended, relinquished, surrendered, or otherwise disciplined in Florida or in any other jurisdiction, or is any such proceeding or investigation now pending? **No**

Description:

Attachments

demo file 1.txt
demo file 2.txt

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