

## Registering as a New User

After reading these directions if you still need assistance please call Florida Engineers Management Corporation at 850.521.0500.

To begin using the online services you will first need to register as a new user.

The screenshot shows the 'Public Services Main Menu' page in a Windows Internet Explorer browser. The address bar shows 'http://vouat:8080/datamart/loginFLDBPR.do'. The page features the Florida Department of Business and Professional Regulation logo and 'DBPR ONLINE SERVICES' text. Below the header, there is a 'Public Services Main Menu' section with a welcome message and instructions for new and returning users. A navigation menu includes links for 'Apply for a New License', 'Public License Search', and 'Registration'. A 'Returning Users' section contains input fields for 'Email Address' and 'Password', a 'Log On' button, and a 'Forgot your password?' link. A 'New Users' section has a 'Registration' link.

Select "Registration" to begin the one time registration process.

The screenshot shows the 'User Registration' form in a Windows Internet Explorer browser. The address bar shows 'http://vouat:8080/datamart/registration.do?from=back'. The form includes instructions and several sections: 'Account Owner Contact Information' with fields for First Name (filled with 'Demo'), Middle Name, and Last Name (filled with 'User'); 'Account Login' with an email field (filled with 'demo.user@dbpr.state'); 'Password Recovery' with a 'Secret Question' dropdown (filled with 'What street did you grow up on?') and a 'Secret Answer' field (filled with 'Monroe'); and 'Security Measures' with a CAPTCHA field (filled with 'frerler') and a 'Refresh' button. At the bottom, there are 'Next' and 'Cancel' buttons.

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Complete the Account Owner Contact Information. The email address provided will be the needed to log into DBPR's online services

Preview Registration - Windows Internet Explorer

http://voutat:8080/datamart/previewRegistrationFLDBPR.do

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DBPR ONLINE SERVICES

Logon

**Preview Registration**

Press "Save" to save the registration.  
Press "Edit" to modify your registration details.  
Press "Cancel" to cancel this registration and return to the main menu.

First Name: **Demo**  
Second Name: **User**  
Last Name: **User**  
Email: **demo.user@dbpr.state**  
Secret Question: **What street did you grow up on?**  
Secret Answer: **Monroe**

Save Edit Cancel

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Verify the information entered is correct. If it is correct Select "Save". If any changes are needed Select "Edit" to correct.

User Registration - Temporary Password Issued - Windows Internet Explorer

http://voutat:8080/datamart/confirmRegistration.do

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Logon

**User Registration - Temporary Password Issued**

A temporary password has been issued and sent to you via e-mail with the instructions on how to proceed. Read this e-mail and follow the instructions.

**Trouble receiving email from us?** Your email filter may have routed the email to your spam or junk folder.

Return

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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](mailto:webmaster@dbpr.state.fl.us).

## Registering as a New User

A temporary password will be sent to you via email. Select "Return". If you do not receive an email in a short amount of time be sure to check your Spam or Junk Email Folder.

**Sent:** Thursday, January 13, 2011 9:45 AM  
**To:** User, Demo

Hello Demo,

Thank you for registering for an online account with the Department of Business and Professional Regulation.

Please complete your registration by logging on to your account at:

<https://www.myfloridalicense.com/datamart/mainMenuFLDBPR.do>.

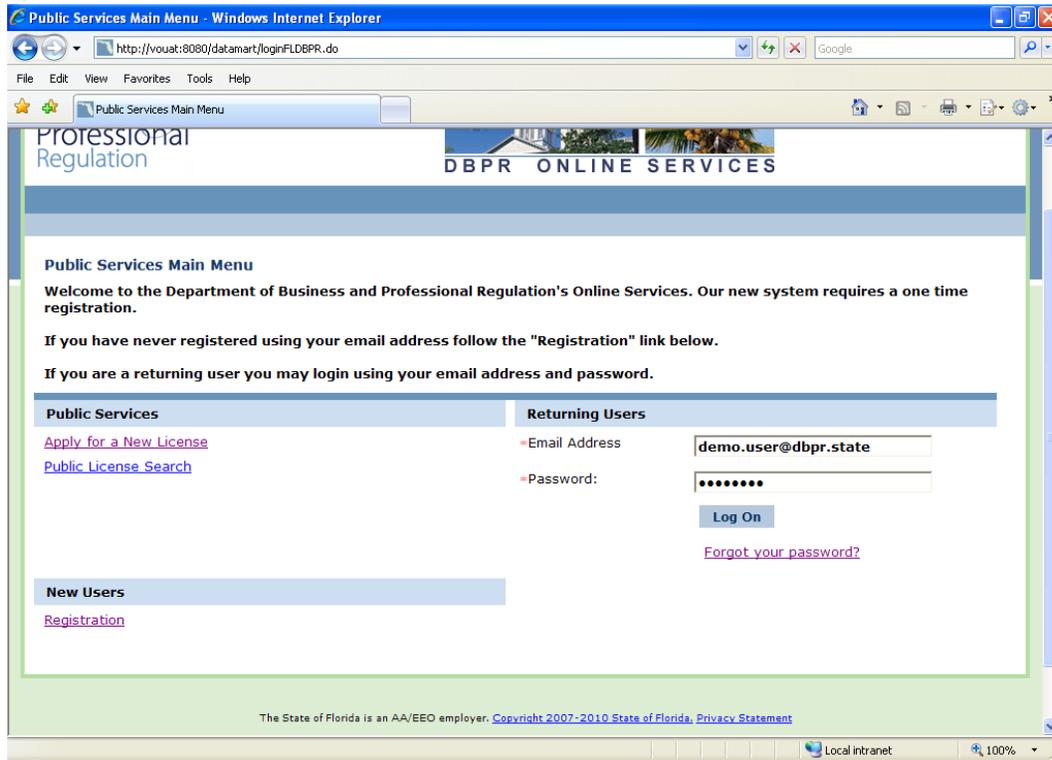
Your online userid is your complete e-mail address and your temporary password is provided below.

Please note that your online password is case sensitive.

USERID : demo.user@dbpr.state.fl.us  
PASSWORD: EGrbkPe6

After you successfully login using the temporary password provided you will register your own unique password that will you use each time you login to DBPR Online Services.

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



Enter the email address and the temporary password provided in the email. Select "Log On".

## Registering as a New User

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Logoff  
Logged in as User, Demo

### Update Default Registration Information

Enter your new password and press "Save".  
Your new password must contain the following:

- a minimum of eight (8) characters
- must not be the same as your user id
- must not be a variation of your user id
- must contain at least one (1) alphabetic character
- must contain at least one (1) non-alphabetic character

Old Password:

New Password:

Confirm Password:

Save

Enter the Temporary Password, provided in the New User Email, in the Old Password field. Create a new password and confirm the new password. Select "Save".

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Logoff  
Logged in as User, Demo

### 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
<a href="#">Apply for a New License</a>	
<a href="#">View User Profile</a>	
<a href="#">Pay For Online Applications</a>	
<a href="#">Link an Existing License to My Account</a>	
<a href="#">Application Status Inquiry</a>	

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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

You have now successfully created an online account.