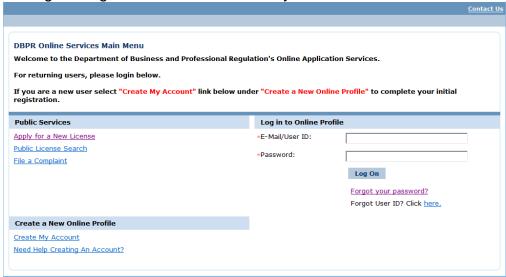
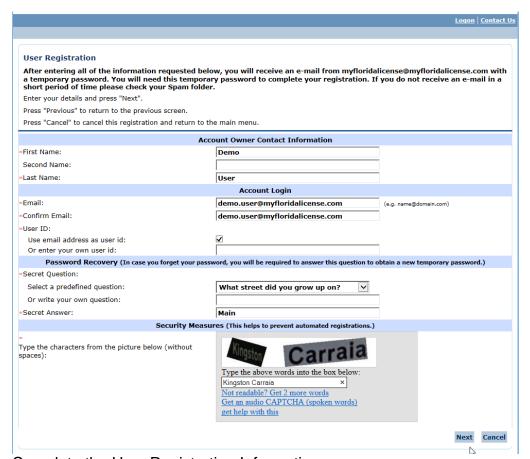
To begin using DBPR's online services you will first need to Create an Account.



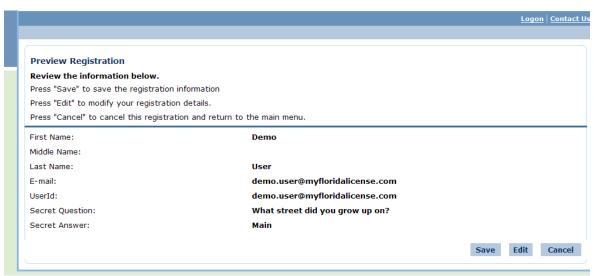
Select "Create My Account" to begin the one time registration process.



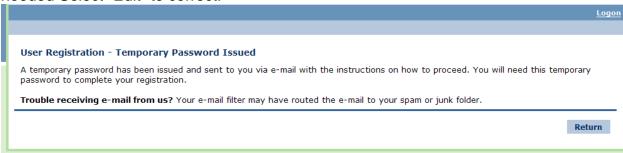
Complete the User Registration Information.

<u>Note</u>: User account, submitted application, and payment information summary emails will be sent to the e-mail address provided. If you would like to login using your e-mail address select the box "Use e-mail address as userid". However, if you would like to login using something other than your e-mail address enter the a user id by entering it in the "Or enter your own user id:" box.

## Registering as a New User



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



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 check your Spam or Junk Email Folder.

Subject: NEW USER ACCOUNT		
Hello Demo,		
Thank you for registering for an online account. 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@myfloridalicense.com PASSWORD: kegPyAS5  Temporary Password		
*** Note: This is an automated email. Do NOT reply to this message.		

New User E-Mail

## Registering as a New User

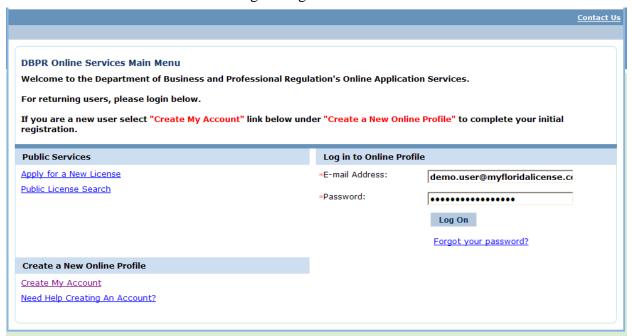


Enter the email address and the temporary password provided in the email. Select "Log On". Please note the password is case sensitive. If the temporary password has an uppercase letter it must be typed in uppercase.

Create Password			
Complete your online registration by creating your own unique password.			
Enter the temporary password provided in the email you received.			
Enter your new password in the New Password and Confirm Password fields.			
Press "Save" to continue.			
Your new password must contain the following:			
■ a minimum of eight (8) characters			
<ul> <li>must not be the same as your user id</li> </ul>			
<ul> <li>must not be a variation of your user id</li> </ul>			
<ul> <li>must contain at least one (1) alphabetic character</li> </ul>			
<ul> <li>must contain at least one (1) non-alphabetic character</li> </ul>			
*Temporary Password:	•••••		
*New Password:	•••••		
*Confirm Password:	•••••		
		Save	

Enter the Temporary Password, provided in the New User Email, in the Temporary Password field. Enter your new, unique password in the New Password and Confirm Password fields. Select "Save".

## Registering as a New User



## You have now successfully created an online account.



Once you have created an account you will be asked if you would like to Link an Existing License to this account. If you have a license with the Department of Business and Professional Regulation select "Yes" to continue. If this is your first time applying for a license select "No" to continue.