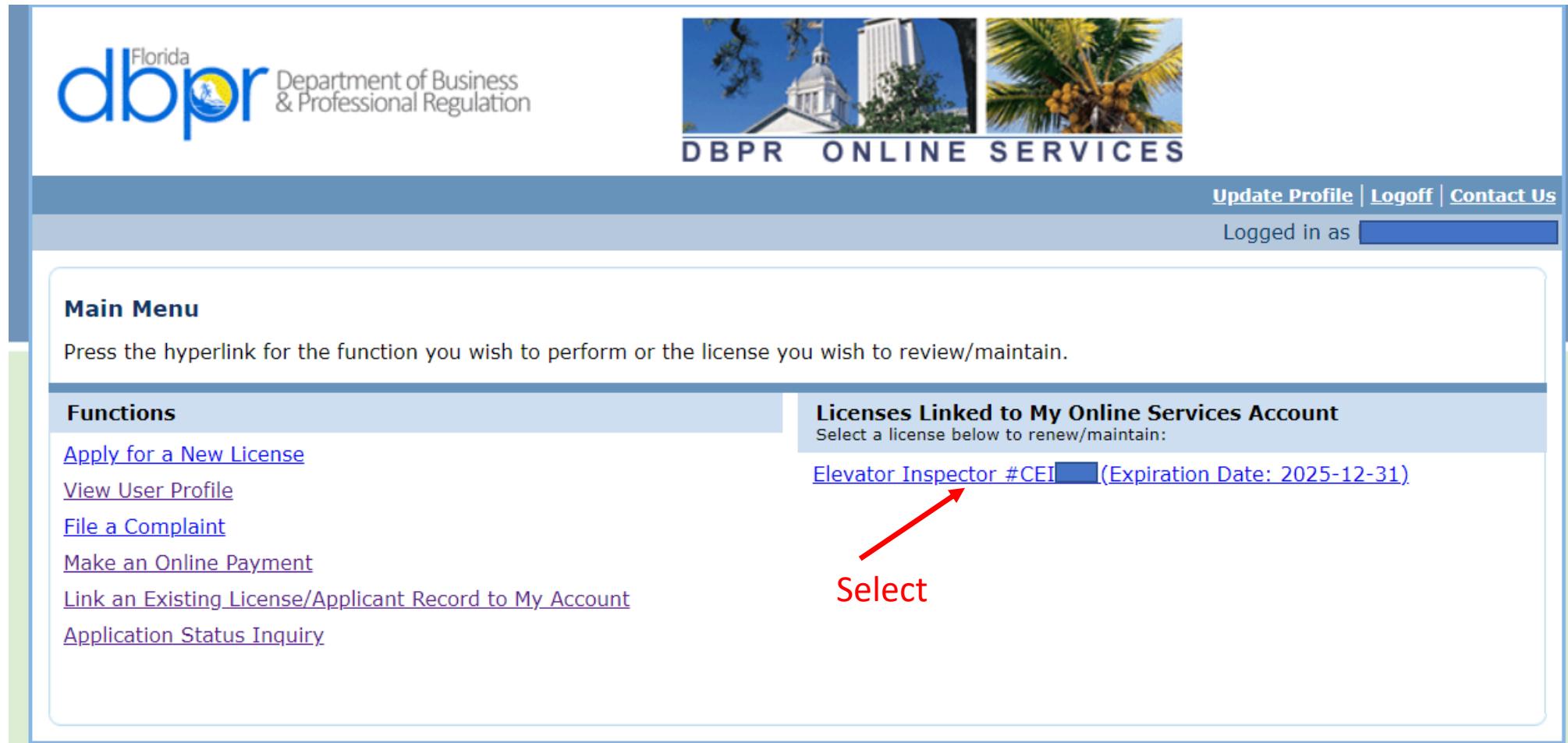


# How to file your CSV inspection document through your online account



The screenshot shows the Florida Department of Business & Professional Regulation (DBPR) Online Services website. The top navigation bar includes the DBPR logo, a photograph of the Florida state capitol building and palm trees, and links for "Update Profile", "Logoff", and "Contact Us". The user is logged in as [REDACTED].

**Main Menu**  
Press the hyperlink for the function you wish to perform or the license you wish to review/maintain.

**Functions**

- [Apply for a New License](#)
- [View User Profile](#)
- [File a Complaint](#)
- [Make an Online Payment](#)
- [Link an Existing License/Applicant Record to My Account](#)
- [Application Status Inquiry](#)

**Licenses Linked to My Online Services Account**  
Select a license below to renew/maintain:

[Elevator Inspector #CEI \[REDACTED\] \(Expiration Date: 2025-12-31\)](#)

**Select** 



DBPR ONLINE SERVICES

[Main Menu](#) | [Update Profile](#) | [Logoff](#) | [Contact Us](#)

Elevator Inspector #CEI

Logged in as

### License Menu

Select the function you wish to perform.

Press "Back" to return to the main menu.

License Issued To:

Current

03/27/2014 (mm/dd/yyyy)

Originally Licensed On:

12/31/2025 (mm/dd/yyyy)

Expires On:

### Functions

[Address Change](#)

[Elevator Inspection Report Submittal](#)

[Print Inactive Receipt](#)

[Print License Certificate](#)

[Versa Online Renewal Invoice Print](#)

[View My Continuing Education](#)

[Remove This License From My Account](#)

[Back](#)

File Attachments

Application Summary

### Elevator Inspection Report Submittal - Attachments

By submitting elevator inspection data electronically, the submitter attests that the information provided is a true and accurate record of the inspections performed. Section 837.06, Florida Statutes (FS), states: "Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083." Electronic submittal satisfies the requirement to submit copies of the inspection reports set forth in s. 399.049(1)(c), FS.

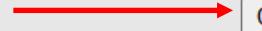
Select a file and press "Attach" to upload.

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:



Choose File

No file chosen

[Help with uploading files](#)

Attach

Previous

Next

Cancel

**File Attachments****Application Summary****Elevator Inspection Report Submittal - Attachments**

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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:

2024112714...000649.csv

File is ready

[Help with uploading files](#)

Now Select →

File Attachments

Application Summary

### Elevator Inspection Report Submittal - Attachments

By submitting elevator inspection data electronically, the submitter attests that the information provided is a true and accurate record of the inspections performed. Section 837.06, Florida Statutes (FS), states: "Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083." Electronic submittal satisfies the requirement to submit copies of the inspection reports set forth in s. 399.049(1)(c), FS.

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

20241127140111\_811\_C000649.csv

[Remove](#)

Total Size:

File is now attached

544

\*Attach File:

No file chosen

[Help with uploading files](#)

Select

[Attach](#)

[Previous](#)

[Next](#)

[Cancel](#)

File Attachments

## Application Summary

### Elevator Inspection Report Submittal - Application Summary

Review the data and press "Submit" to continue.

Press "Previous" to return to the previous section.

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

#### Elevator Inspection Report Submittal Summary

License Type: **Elevator Inspector**  
Application Date: **06/16/2025 (mm/dd/yyyy)**

#### Attachments

**20241127140111\_811\_C000709.csv**

Previous

Submit

Cancel

File Attachments

**Application Summary**

## Elevator Inspection Report Submittal - Affirmation

Press "Previous" to return to the previous section.

Press "Submit" to complete this transaction.

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

**Please read the following statements and answer "Yes" or "No" at the bottom.**

I certify that I am empowered to execute this application as required by Section 559.79, Florida Statutes. I understand that my signature on this written declaration has the same legal effect as an oath or affirmation. Under penalties of perjury, I declare that I have read the foregoing application and the facts stated in it are true. I understand that falsification of any material information on this application may result in criminal penalty or administrative action, including a fine, suspension or revocation of the license.

**I understand that an electronic signature shall have the same force and effect as a written signature.**

Yes  
 No

Select one

Final Step

Previous

**Submit**

Cancel

### Confirmation

Your information has been submitted. An email has been sent to the email address associated with your DBPR Online Services account. If you do not receive this email you may verify the address where the message was sent by selecting "Main Menu" and then "View User Profile". Updates to where future emails are delivered can be made by selecting the "Edit" function and updating your email address.

Press "Return" to return to the main menu.

Return

Screen shot above shows confirmation of submittal. You will also receive an automated no reply email. If any errors are found from this point you will receive an email with a short description of the problem.