

“How-To” Tutorial for Paying Annual Condominium or Cooperative Billing Online

Step 1: Open a web browser

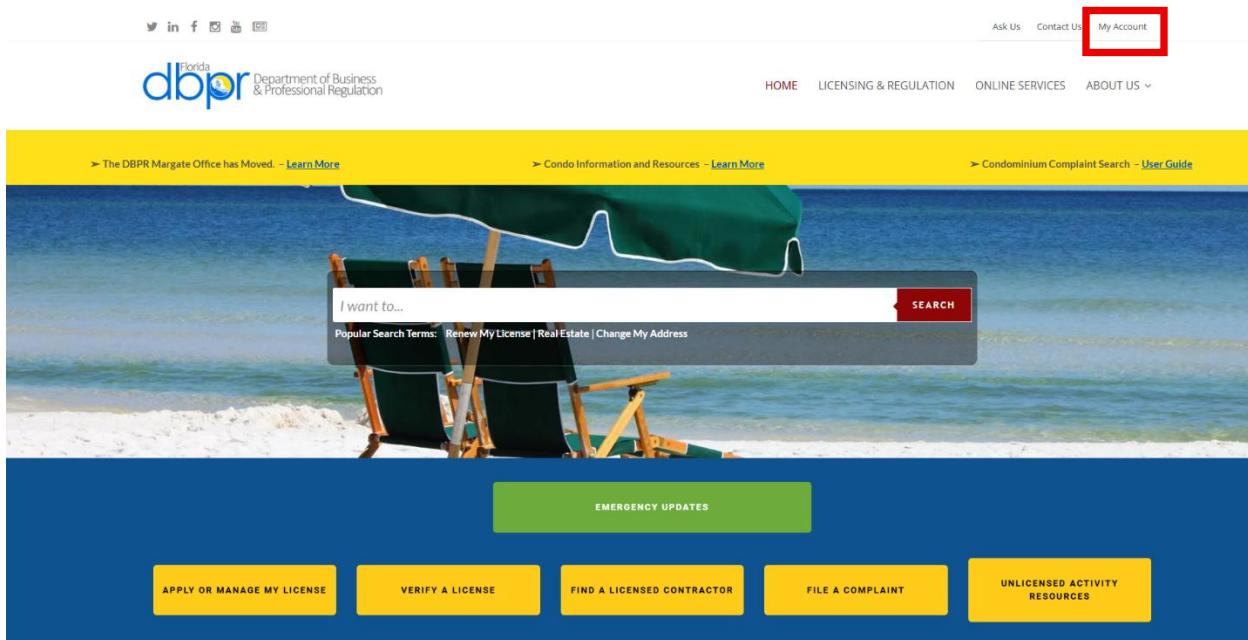
Open the web browser platform on your device; Safari, Google, Edge, etc.

Step 2: Go to the DBPR Home Page

Type www2.myfloridalicense.com in the address bar located at the top of the screen, or click [here](#).

Step 3: Look to the top right to find “My Account”

Click “My Account”



If you need to create an account with DBPR's Online Services Portal, continue to Step 4. If you already have an account, continue to Step 9.

Step 4: Look to the bottom left for “Create My Account”

Click “Create My Account”:

Florida
dbpr Department of Business & Professional Regulation

DBPR ONLINE SERVICES

Contact Us

Welcome to DBPR Online Services

New Users - Select Create My Account below to get started

Returning Users - Login

[DBPR Online Services Features and Steps](#)

Cookies must be enabled when using this site. Please read the [setup document](#) for assistance.

Public Services

[Apply for a New License](#)
[Public License Search](#)
[File a Complaint](#)

Login to Online Profile

*E-Mail/User ID:

*Password:

Login

[Forgot your password?](#)
[Forgot User ID?](#)

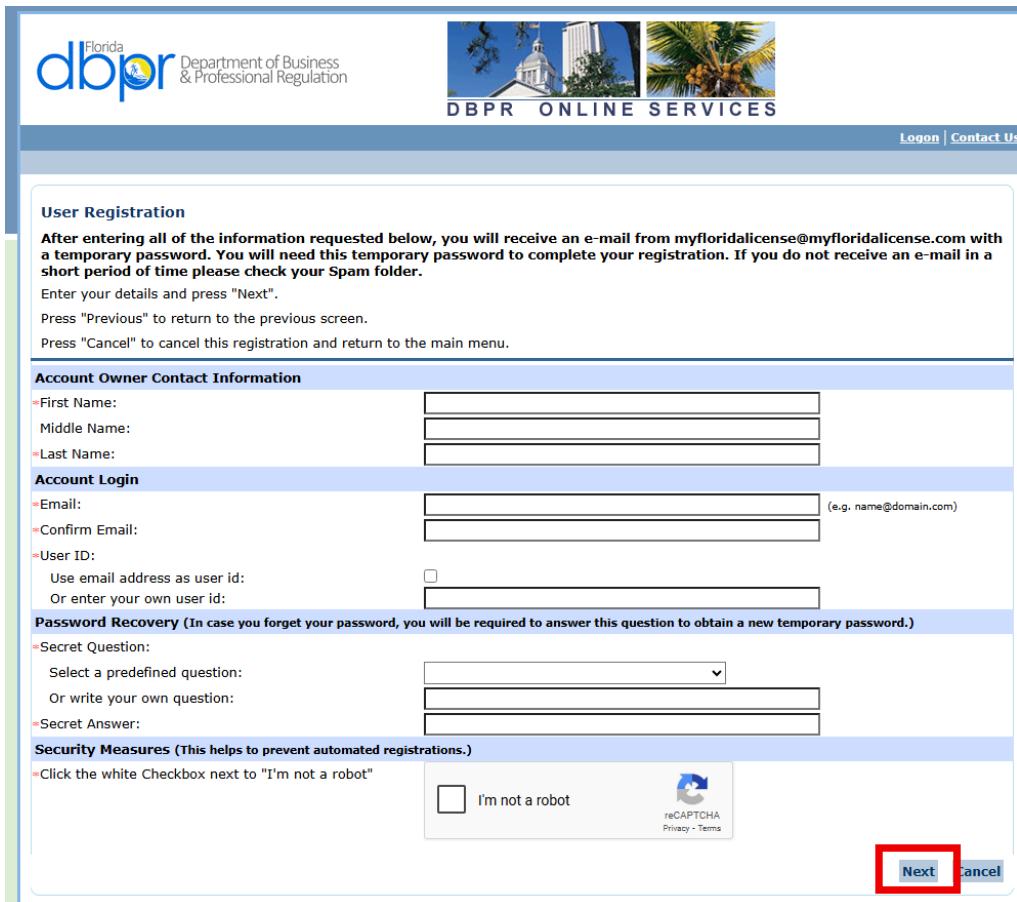
Create a New Online Profile

Create My Account (This button is highlighted with a red box)

[Need Help Creating An Account?](#)

Step 5: Fill in the Information

Please fill out information on the User Registration screen including name, email, whether you would like to create your own user ID or use your email, secret question and answer for password recovery, and the “I’m not a robot” checkbox. Click “Next” after filling out the information.



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.

Account Owner Contact Information

First Name:

Middle Name:

Last Name:

Account Login

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

Confirm Email:

User ID:

Use email address as user id:

Or enter your own user id:

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:

Security Measures (This helps to prevent automated registrations.)

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

reCAPTCHA
Privacy - Terms

Next **Cancel**

Step 6: Preview Registration

Please review your submitted information. Click "Edit" to change the information and make corrections. Click "Save" if the information is correct

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DBPR ONLINE SERVICES

[Logout](#) | [Contact Us](#)

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.

First Name: _____

Middle Name: _____

Last Name: _____

E-mail: _____

UserId: _____

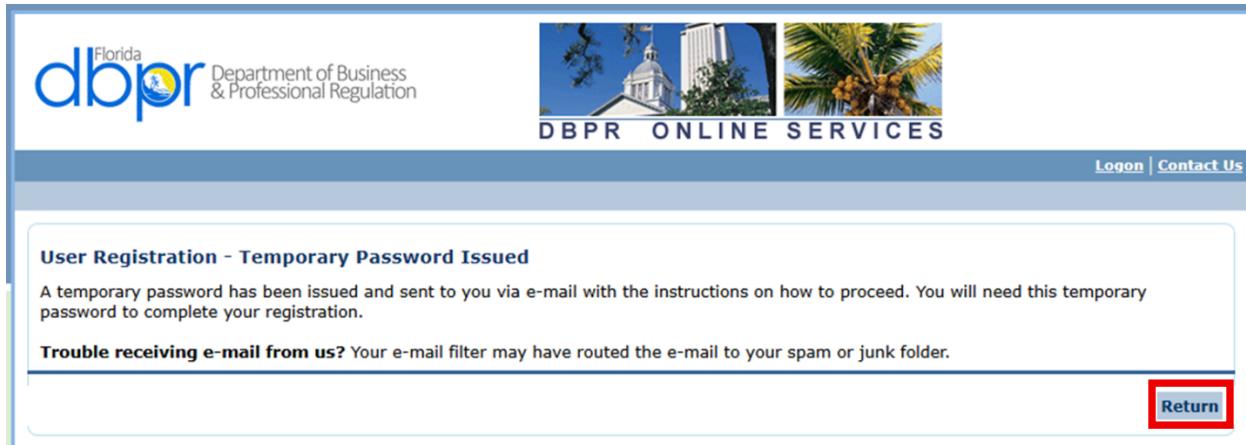
Secret Question: _____

Secret Answer: _____

Save **Edit** **Cancel**

Step 7: Check for email with a temporary password

A temporary password will be sent to you via the email. Please click "Return" once you have received the temporary password email.



Please see the example email below with an example temporary password.

NEW USER ACCOUNT

Hello

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.](https://www.myfloridalicense.com/datamart/mainMenuFLDBPR.do)

Your userid and temporary password are provided
below.

Please note that your online password is case
sensitive.

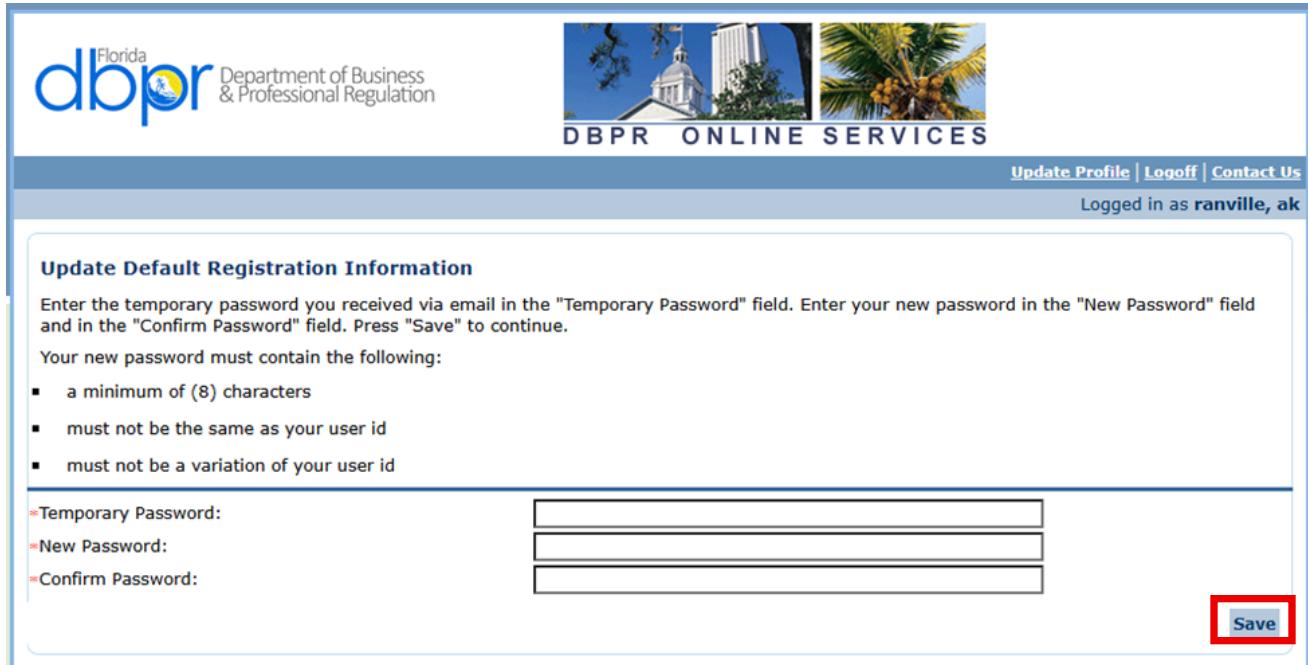
USERID :
PASSWORD: xxSvaZN3



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

Step 8: Sign in using your temporary password.

Use the User id and temporary password provided in the email to sign into the account. Fill in the information to create a new password. Click “Save” once a new password has been created.



The screenshot shows the DBPR Online Services login page. At the top, the Florida DBPR logo is displayed, followed by a banner featuring a building and palm trees. Below the banner, the text "DBPR ONLINE SERVICES" is centered. A navigation bar at the top right includes links for "Update Profile", "Logoff", and "Contact Us". The message "Logged in as ranville, ak" is also shown. The main content area is titled "Update Default Registration Information". It contains instructions: "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." It also specifies password requirements: "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

". Below these instructions are three input fields labeled "Temporary Password", "New Password", and "Confirm Password". A "Save" button is located to the right of the "Confirm Password" field, with a red box highlighting it.

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:

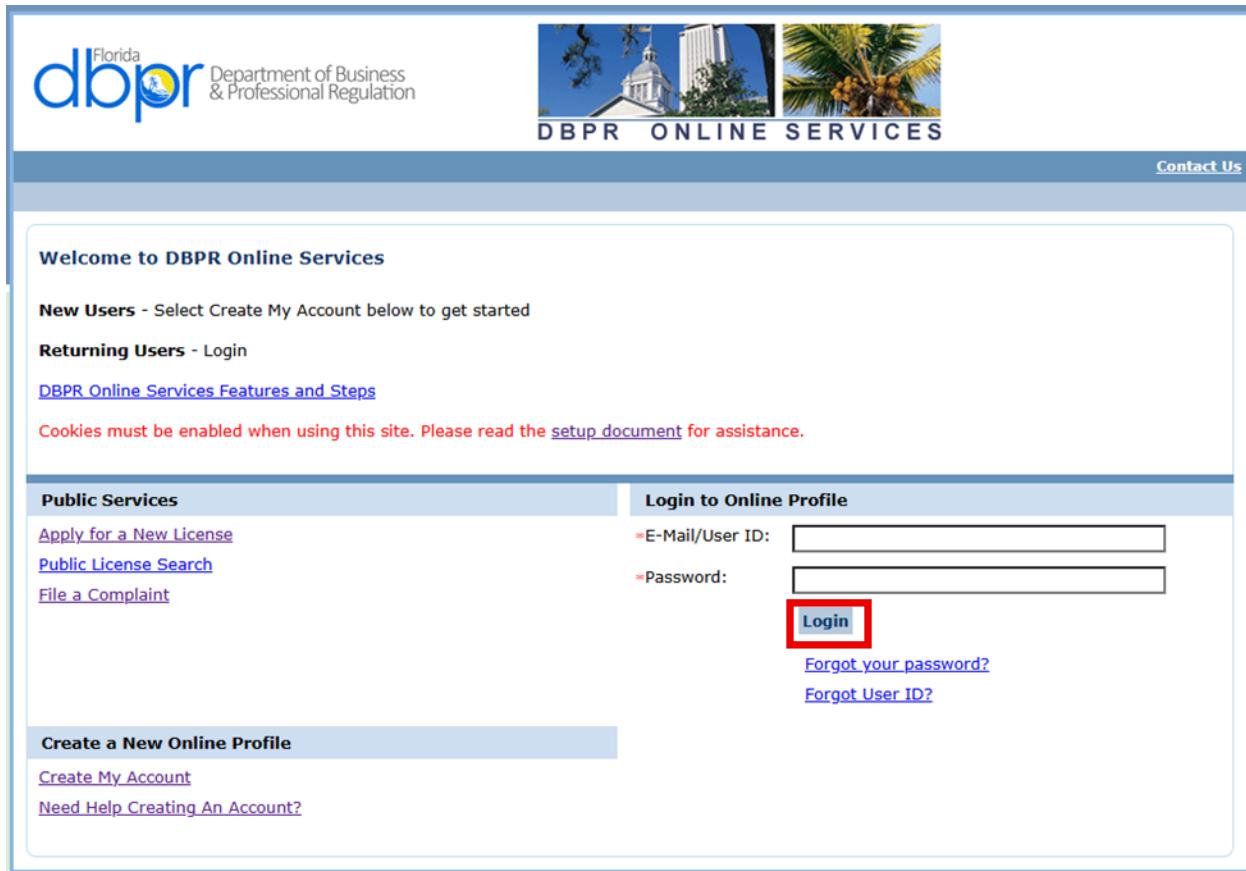
*New Password:

*Confirm Password:

Save

Step 9: Log In

Enter User Id and Password. Click “Login” to continue



Welcome to DBPR Online Services

New Users - Select Create My Account below to get started

Returning Users - Login

[DBPR Online Services Features and Steps](#)

Cookies must be enabled when using this site. Please read the [setup document](#) for assistance.

Public Services

[Apply for a New License](#)
[Public License Search](#)
[File a Complaint](#)

Login to Online Profile

E-Mail/User ID:
Password:
Login (The 'Login' button is highlighted with a red box)

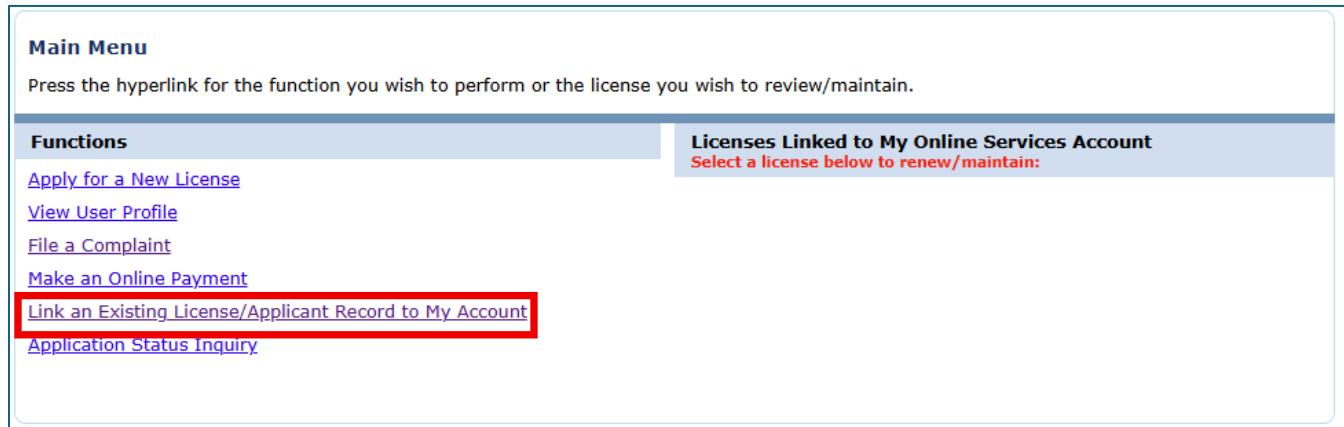
[Forgot your password?](#)
[Forgot User ID?](#)

Create a New Online Profile

[Create My Account](#)
[Need Help Creating An Account?](#)

Step 10: Link an existing account:

If you do not have the condo or cooperative project linked to your account for Annual Billing, click [“Link an Existing License/Applicant Record to My Account”](#)



Main Menu

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

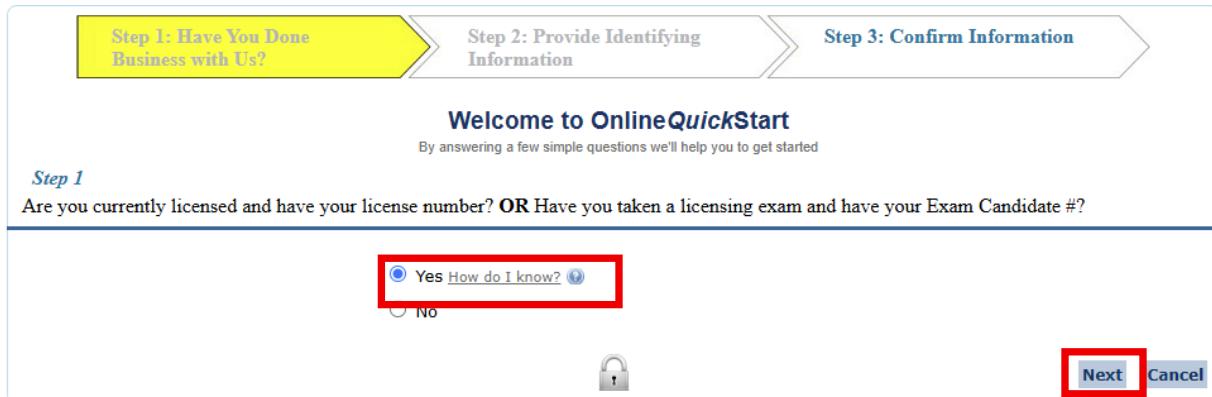
Functions

[Apply for a New License](#)
[View User Profile](#)
[File a Complaint](#)
[Make an Online Payment](#)
[Link an Existing License/Applicant Record to My Account](#) (The 'Link an Existing License...' link is highlighted with a red box)

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

Step 11: OnlineQuickStart

Answer the question on the screen by clicking Yes or No.



Step 1: Have You Done Business with Us?

Step 2: Provide Identifying Information

Step 3: Confirm Information

Welcome to OnlineQuickStart

By answering a few simple questions we'll help you to get started

Step 1

Are you currently licensed and have your license number? OR Have you taken a licensing exam and have your Exam Candidate #?

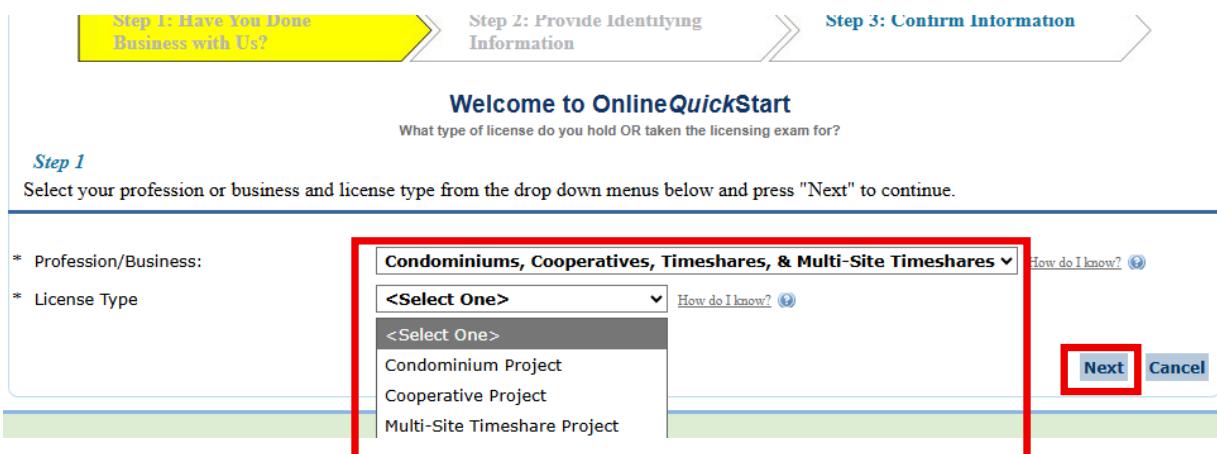
Yes [How do I know?](#) 

No



Next **Cancel**

If yes, for Profession/Business select Condominiums, Cooperatives, Timeshares, & Multi-Site Timeshares and for License Type, select the option that applies to you. Click on “Next” to proceed.



Step 1: Have You Done Business with Us?

Step 2: Provide Identifying Information

Step 3: Confirm Information

Welcome to OnlineQuickStart

What type of license do you hold OR taken the licensing exam for?

Step 1

Select your profession or business and license type from the drop down menus below and press "Next" to continue.

* Profession/Business:

* License Type

Condominiums, Cooperatives, Timeshares, & Multi-Site Timeshares [How do I know?](#) 

<Select One> [How do I know?](#) 

<Select One>

Condominium Project

Cooperative Project

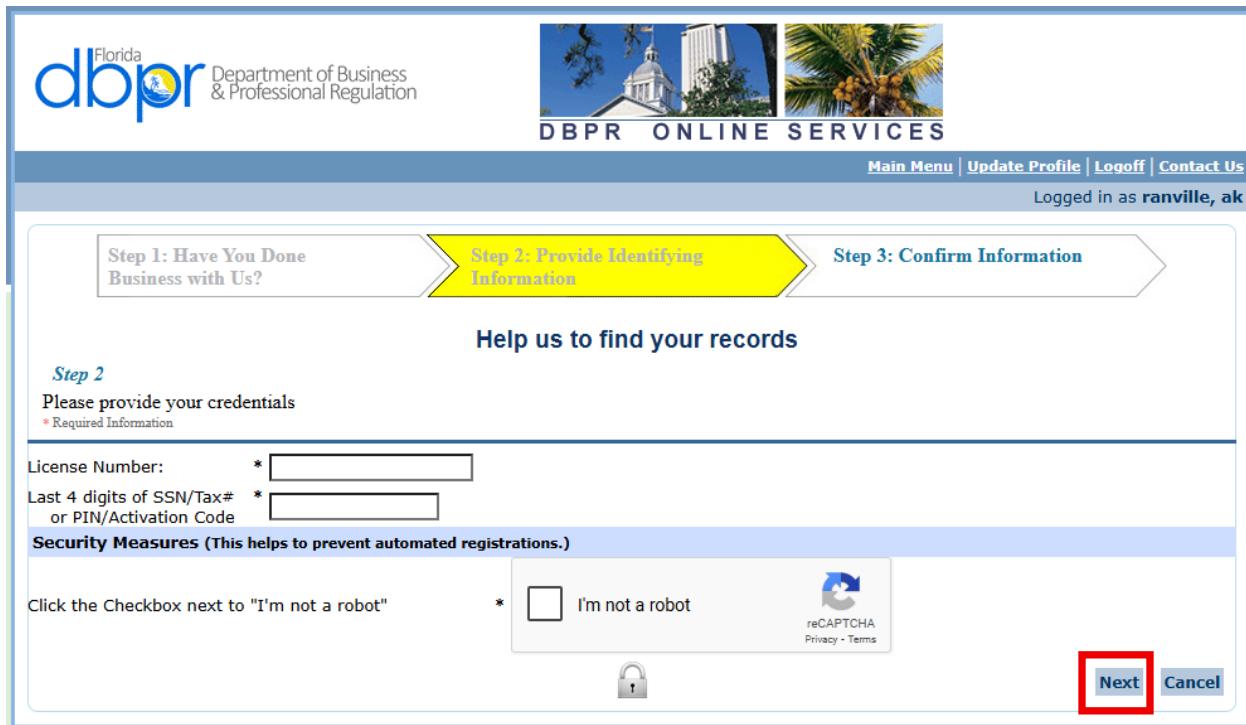
Multi-Site Timeshare Project

Next **Cancel**

Step 12: Provide license information

Provide the license number of the Condominium or Cooperative Project. **DO NOT use the association specific managing entity number or the community association manager's license number when linking the account to the managing entity. The project number starts with the letters "PR."** For step-by-step instructions on how to search for the Project Number, click on link below, following the same instructions as searching for a Managing Entity, except looking for the condominium or cooperative project from the search results. Provide the Activation Code. The Activation Code is located on the annual billing statement the association receives from the Division. **The Division generates this Code for each Project and does not use the last 4 digits of a Social Security Number or Tax Number.** Click the "I am not a robot" box. Click "Next" to continue.

Project Number Lookup For Online Account



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DBPR ONLINE SERVICES

Main Menu | Update Profile | Logoff | Contact Us

Logged in as ranville, ak

Step 1: Have You Done Business with Us?

Step 2: Provide Identifying Information

Step 3: Confirm Information

Help us to find your records

Step 2

Please provide your credentials

* Required Information

License Number: *

Last 4 digits of SSN/Tax# *

or PIN/Activation Code

Security Measures (This helps to prevent automated registrations.)

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

 reCAPTCHA
Privacy - Terms



Next **Cancel**

Step 13: Confirm license

Review the license and confirm that the information displayed is accurate. Please click on “Next” to continue.

Step 1: Have You Done Business with Us? Step 2: Provide Identifying Information Step 3: Confirm Information

Good News! We have located your information

Step 3

Please confirm your credentials

Indiv / Org Number: [REDACTED]

Name: [REDACTED]

License Type	License Number
Condominium Project	[REDACTED]

- Select One:

I confirm this is my information (The information you are about to link will be associated with the email address of your DBPR online account.)

No this is not my information

Next Cancel

Step 14: Select Managing Entity

Click Make an Online Payment on left side of screen.

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:

Step 15: Select the Fee

Select the Fee you are paying

Online Payment

Press "Show Fee Details" to show a breakdown of the fee amounts.

Press "Main Menu" to return to the main menu.

Application Number	Description	License Number	License Type	Applicant Name	Fee

[Show Fee Details](#) [Main Menu](#)