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

Step 1: Open a web browser

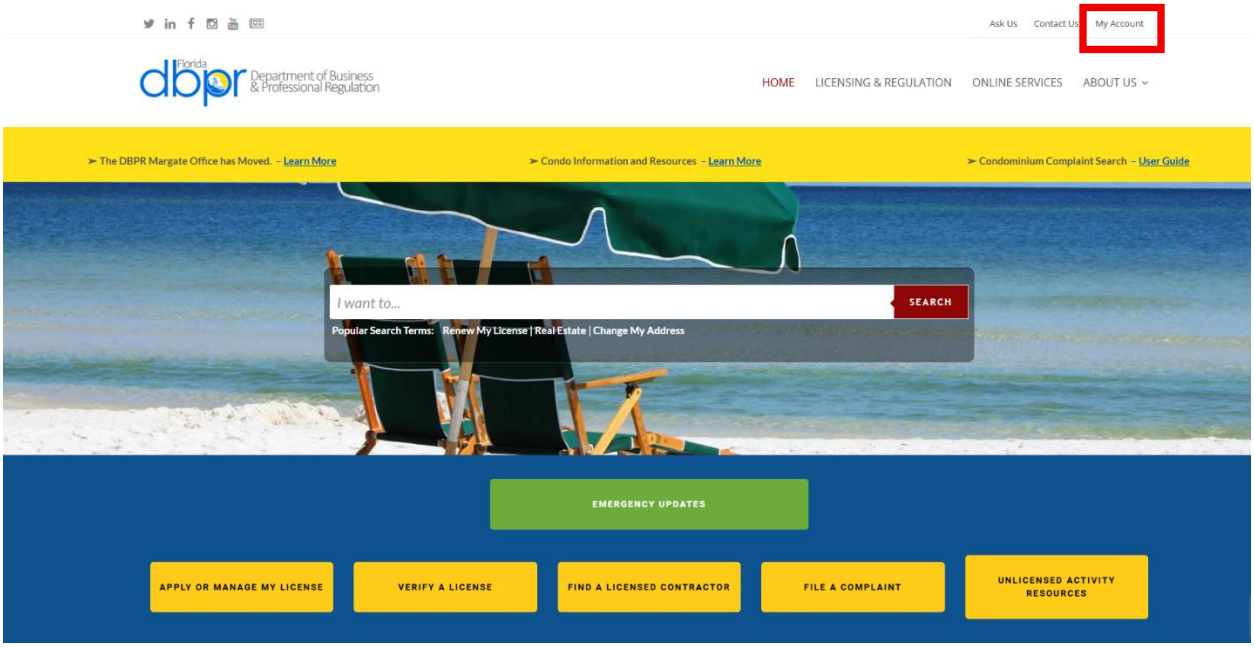
Open the web browser platform on your device; Safari, Google, Edge, etc.

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”

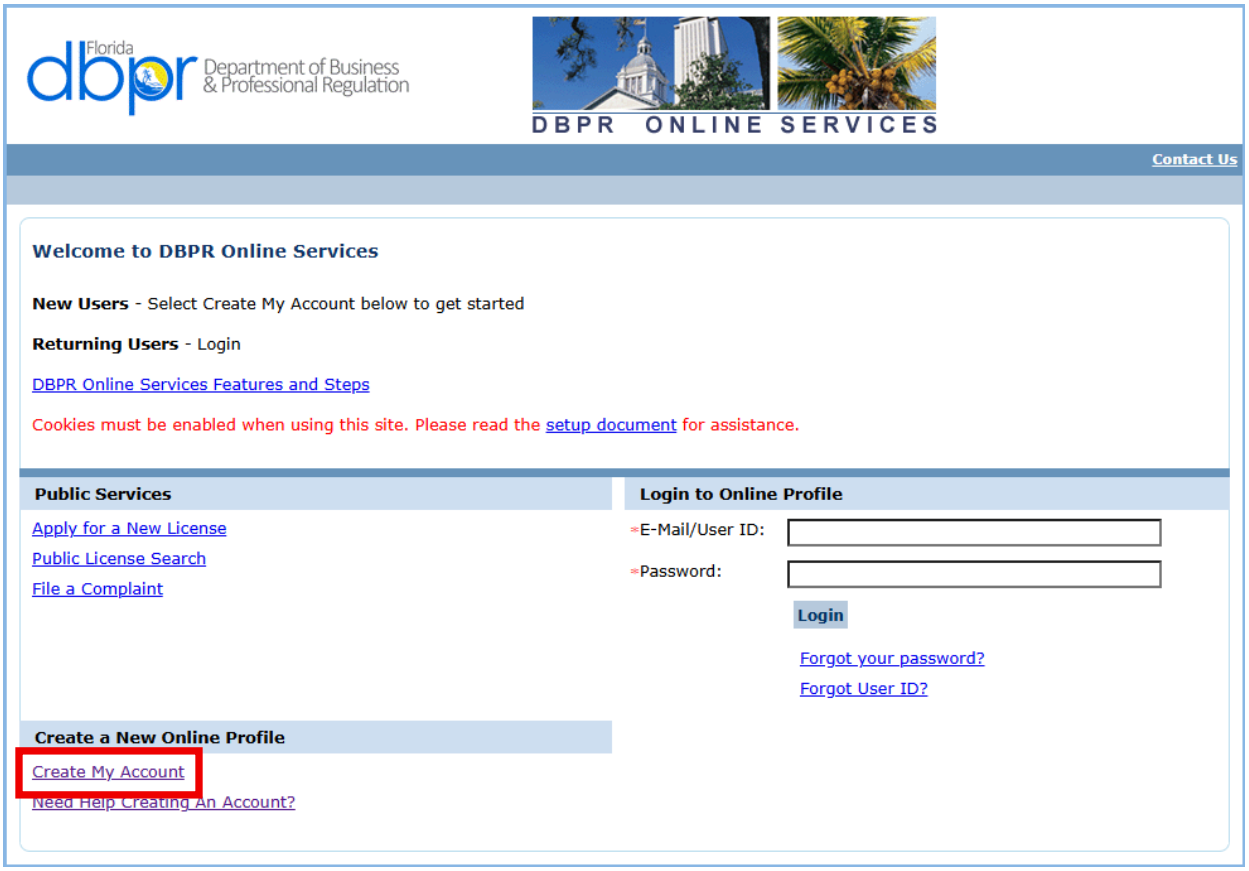
Click “My Account”



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.

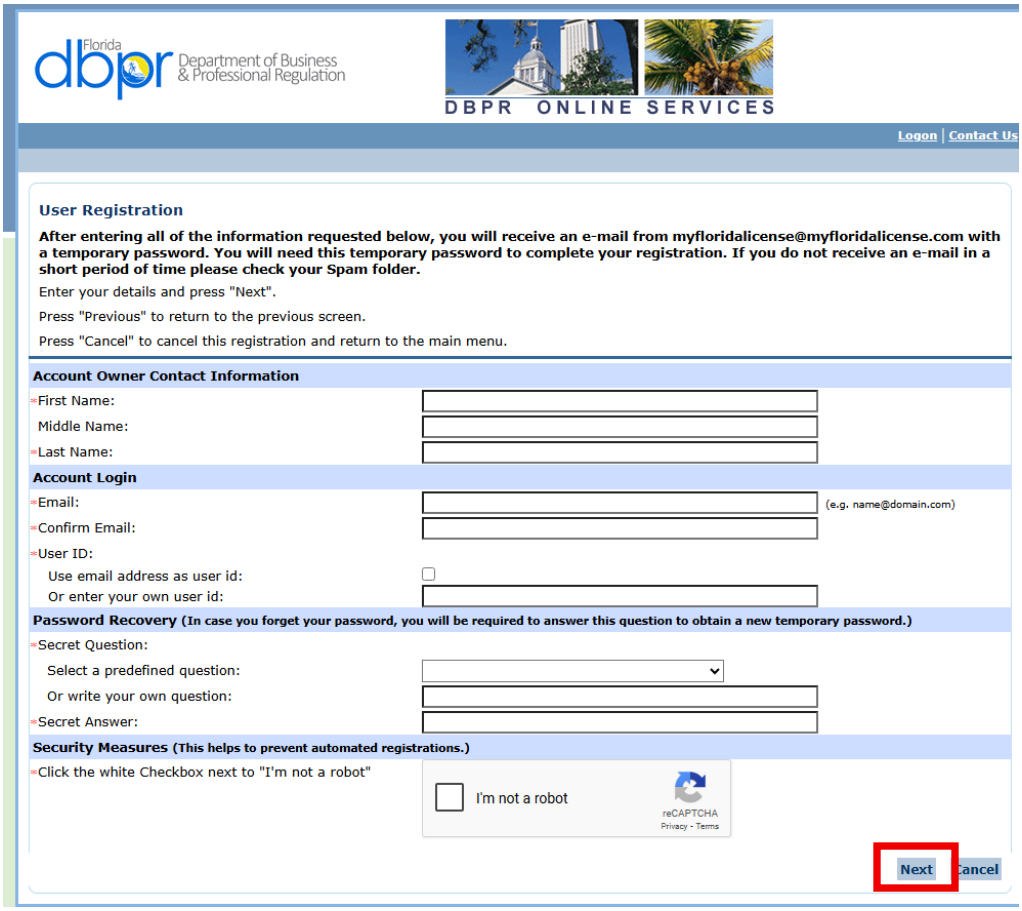
Step 4: Look to the bottom left for "Create My Account"

Click "Create My Account":



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.

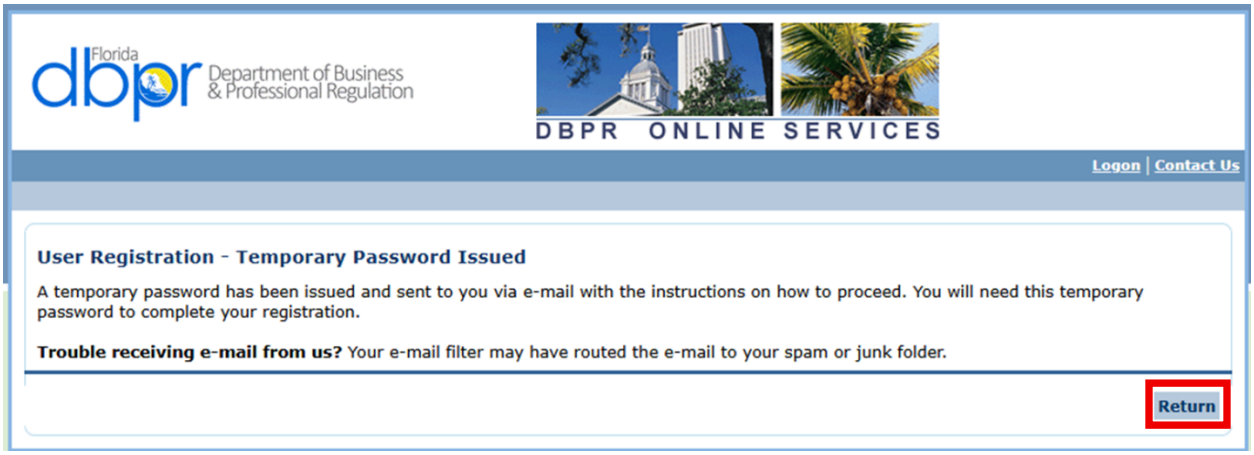


Step 6: Preview Registration

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

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.

Your userid and temporary password are provided below.

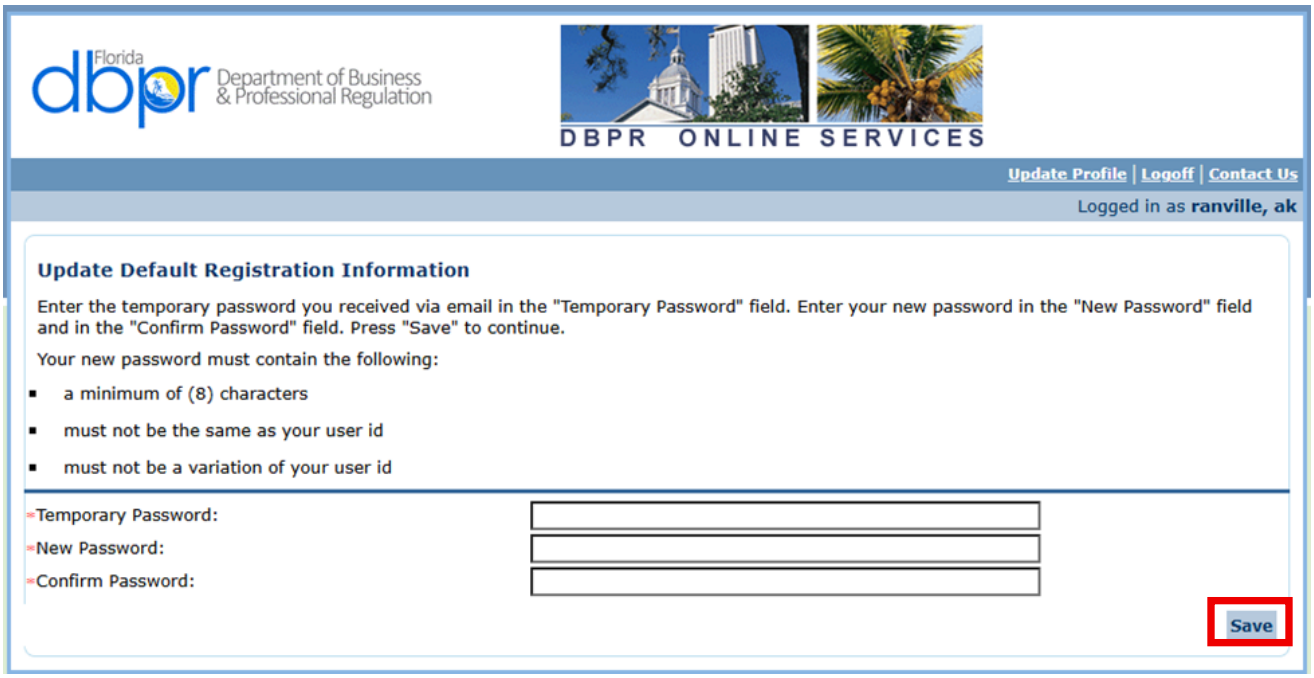
Please note that your online password is case sensitive.

USERID :
PASSWORD: xxSvaZN3

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

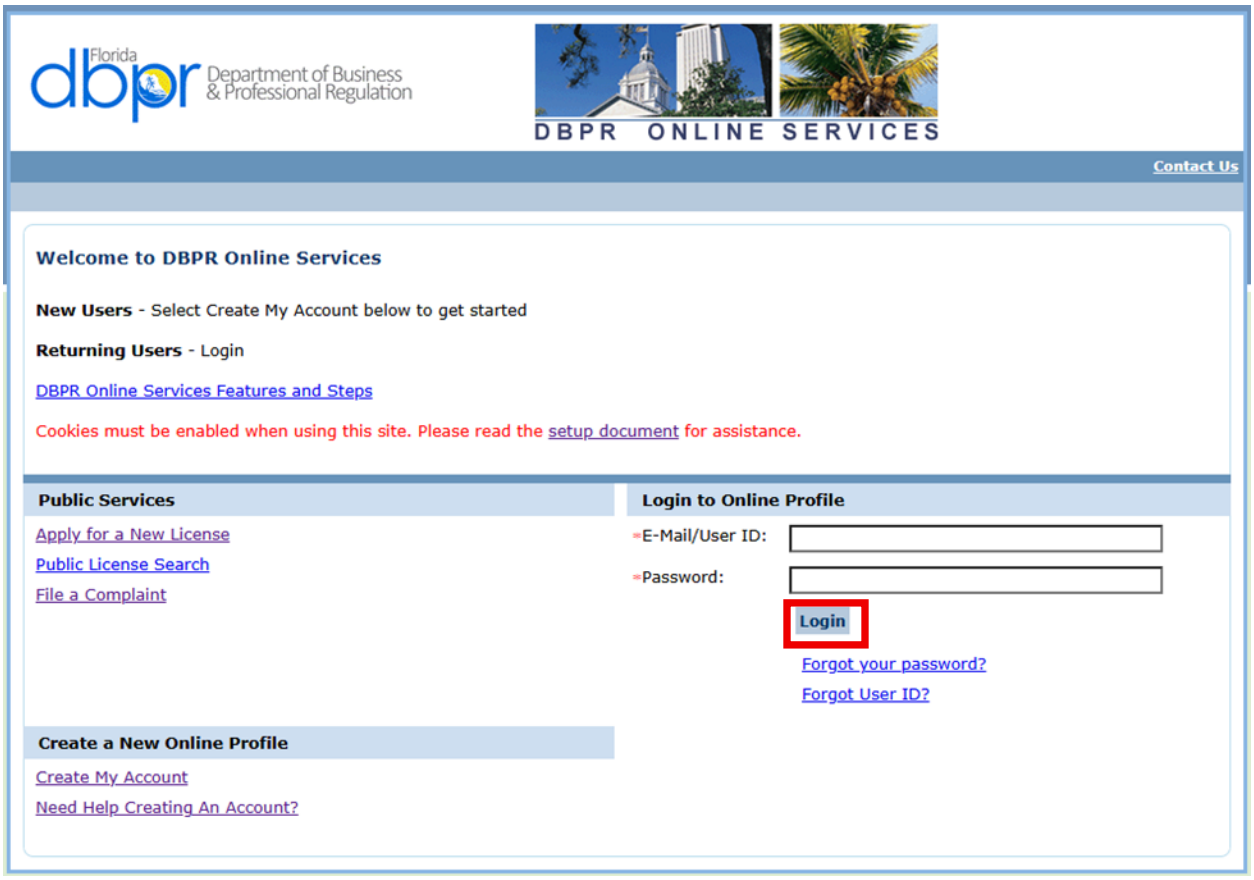
Step 8: Sign in using your temporary password.

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.



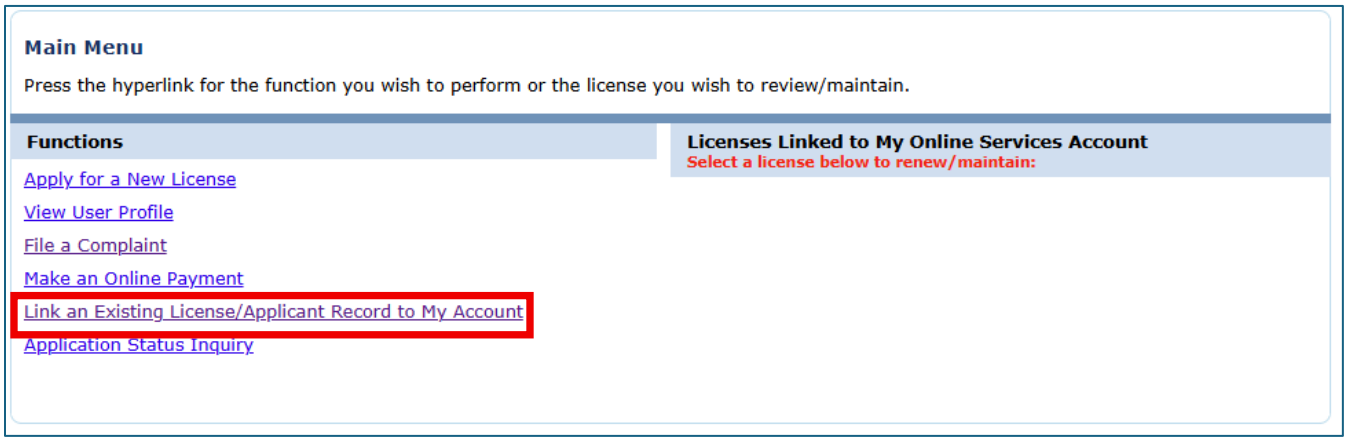
Step 9: Log In

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



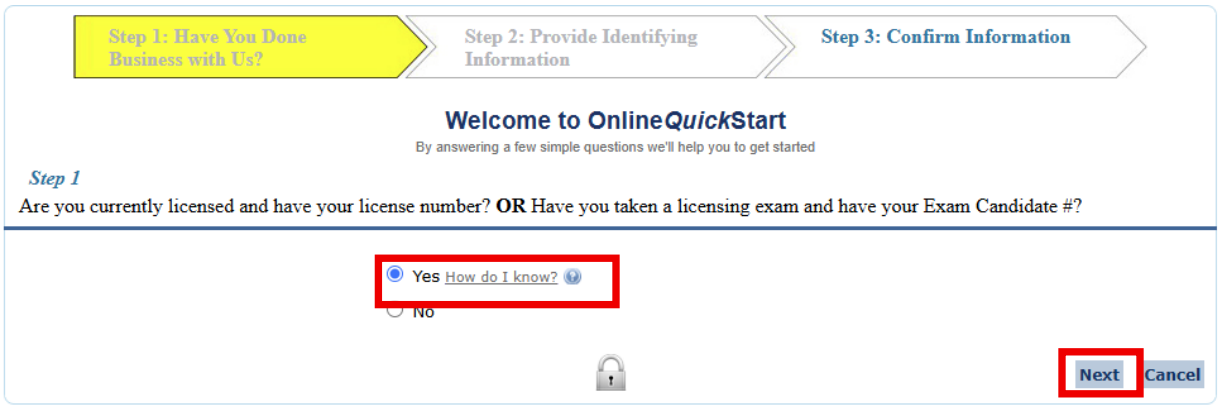
Step 10: Link an existing account:

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”

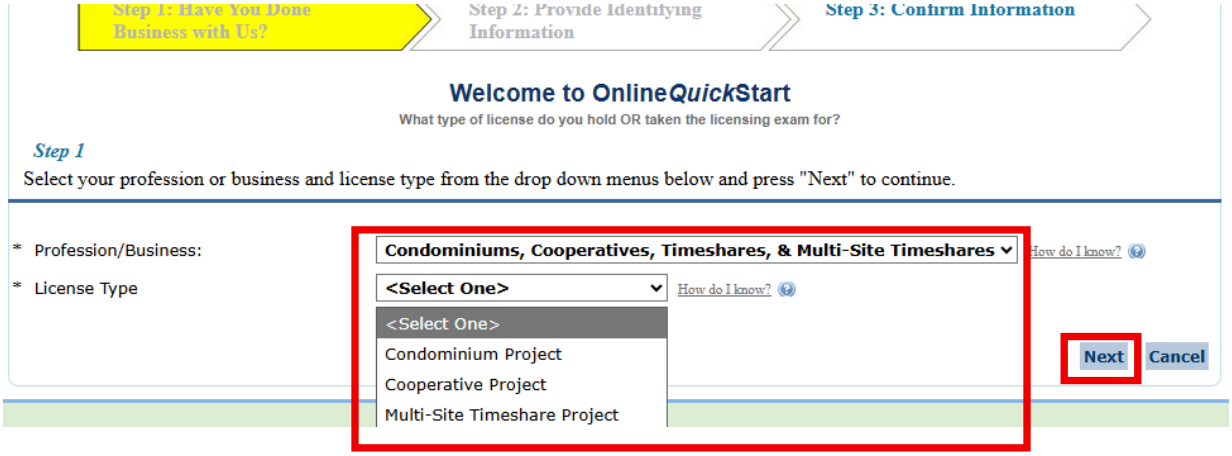


Step 11: Online*Quick*Start

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



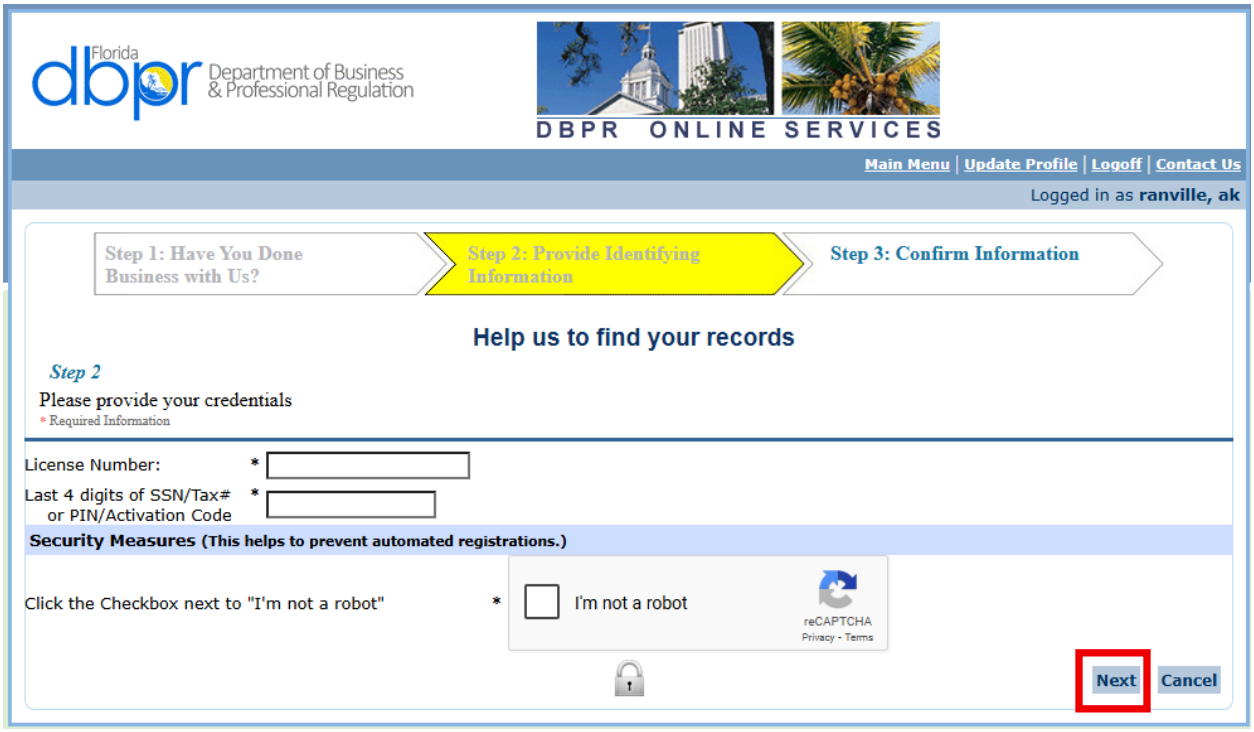
If yes, for Profession/Business select Condominiums, Cooperatives, Timeshares, & Multi-Site Timeshares and for License Type, select the option that applies to you. Click on “Next” to proceed.



Step 12: Provide license information

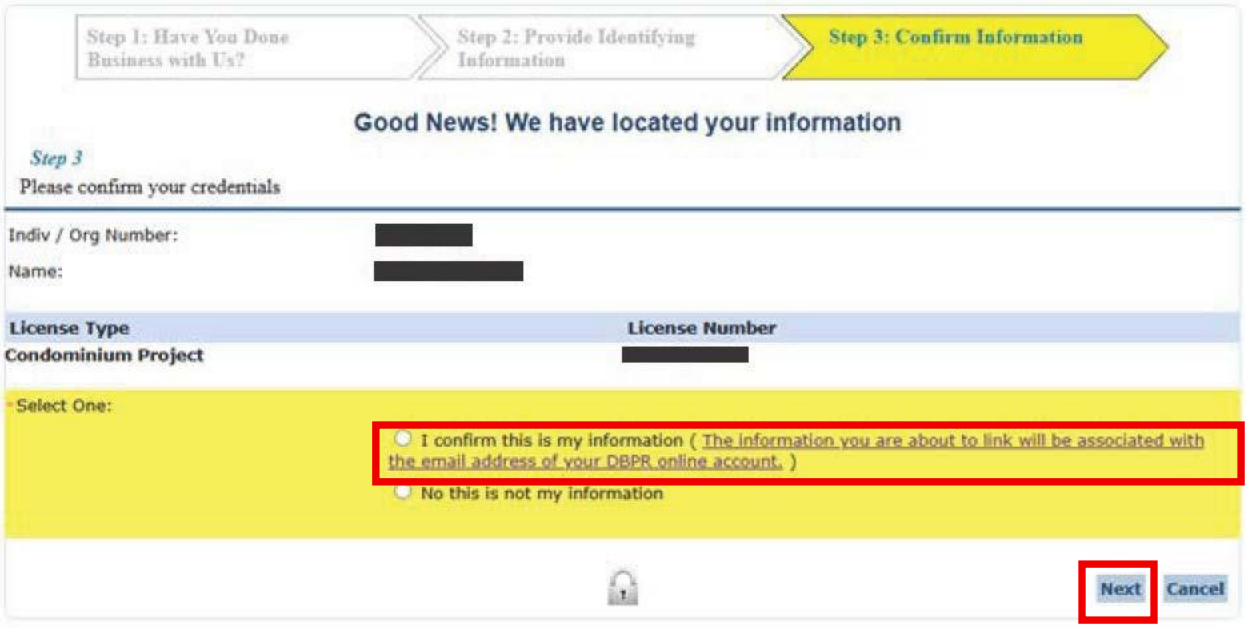
Provide the license number of the Condominium or Cooperative Project. **DO NOT use the association specific managing entity number or the community association manager's license number when linking the account to the managing entity. The project number starts with the letters "PR."** For step-by-step 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



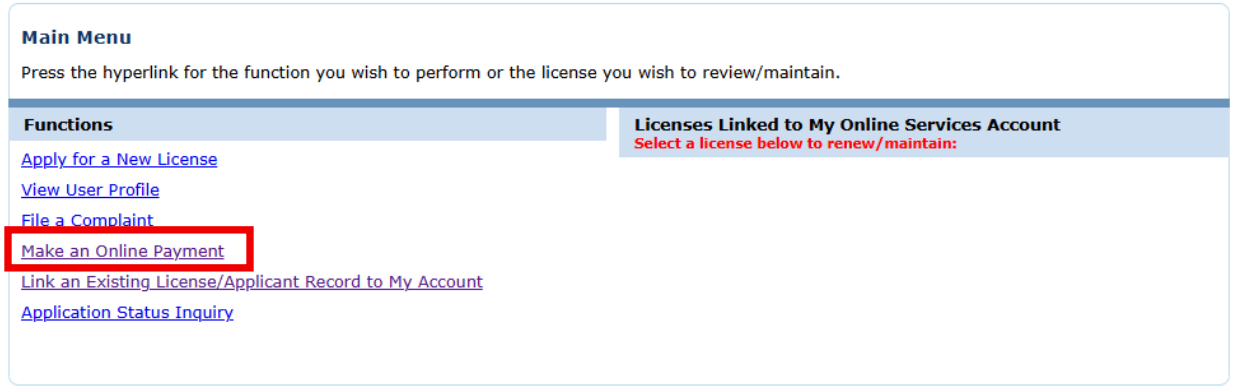
Step 13: Confirm license

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



Step 14: Select Managing Entity

Click Make an Online Payment on left side of screen.



Step 15: Select the Fee

Select the Fee you are paying