

Florida Condominiums, Timeshares and Mobile Homes
Condominium Board Member Registration

You can register your Condominium Board Members at:
<http://www.myfloridalicense.com>

The screenshot shows the 'DBPR ONLINE SERVICES' main menu. At the top left is the Florida Department of Business & Professional Regulation logo. To the right is a banner with the text 'DBPR ONLINE SERVICES' and a 'Contact Us' link. The main content area contains a red warning message about technical difficulties with the credit card and electronic check payment processing system. Below this, it welcomes users and provides instructions for returning users and new users. A 'Cookies must be enabled' notice is also present. The page is divided into two main sections: 'Public Services' and 'Log in to Online Profile'. The 'Public Services' section includes links for 'Apply for a New License', 'Public License Search', and 'File a Complaint'. The 'Log in to Online Profile' section has input fields for 'E-Mail/User ID' and 'Password', a 'Log On' button, and links for 'Forgot your password?' and 'Forgot User ID? Click here'. At the bottom, there is a 'Create a New Online Profile' section with links for 'Create My Account' and 'Need Help Creating An Account?'.

To submit condominium board members you must have an account with the Department of Business and Professional Regulation Online Services.

If you do not have an account you can create one by clicking on the Create Account button.

This will take you to the User Registration page of the Online Application Services page.

The screenshot shows the 'User Registration' page. At the top left is the Florida Department of Business & Professional Regulation logo. To the right is a banner with the text 'DBPR ONLINE SERVICES' and 'Login | Contact Us' links. The main content area is titled 'User Registration' and contains instructions: '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.' The registration form is divided into several sections: 'Account Owner Contact Information' with fields for 'First Name', 'Middle Name', and 'Last Name'; 'Account Login' with fields for 'Email', 'Confirm Email', and 'User ID', and a checkbox for 'Use email address as user id'; 'Password Recovery' with a dropdown for 'Select a predefined question', a text field for 'Or write your own question', and a 'Secret Answer' field; and 'Security Measures' with a checkbox for 'I'm not a robot' and a reCAPTCHA widget. At the bottom right are 'Next' and 'Cancel' buttons.

Once you have created your account you can login and link your license. This is done by selecting “Link an Existing License to My Account” under functions on the Main Menu page.

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 <small>Select a license below to renew/maintain:</small>
Apply for a New License View User Profile File a Complaint Make an Online Payment Link an Existing License to My Account Application Status Inquiry	

Use the Profession/Business dropdown to select “Condominiums, Cooperatives, Timeshares & Mobile Homes” the click next.

The screenshot shows the Florida Department of Business & Professional Regulation (DBPR) Online Services main menu. The 'Link an Existing License to My Account' dropdown menu is open, displaying a list of professions and businesses. The option 'Condominiums, Cooperatives, Timeshares, & Multi-Site Timeshares' is highlighted in blue. Other visible options include Accountancy, Alcoholic Beverages & Tobacco, Architecture & Interior Design, Asbestos, Athlete Agents, Auctioneers, Barbers, Boxing, Kickboxing and Mixed Martial Arts, Building Code Administrators and Inspectors, Child Labor, Community Association Managers, Condominium Financial Institution Reporting, Construction Industry Licensing, Cosmetology, Drugs, Devices and Cosmetics Program, Electrical Contractors Licensing, Elevator Safety, Employee Leasing Companies, Engineers, Farm Labor, Geologists, Home Inspectors, Homeowners' Associations, Hotels and Restaurants, Labor Organization, Landscape Architecture, Mobile Homes, and Mold-Related Services.

Enter your condominium project license number on the Select License page.

Link an Existing License to My Account - Select License

The license you are about to link will be associated with the e-mail account that you created. Only the person who knows this e-mail address and password combination will be able to maintain online activities for this license.

Select the License Type from the drop down menu and then enter the License Number of the license to be linked to this account.

Press "Next" to continue.
Press "Cancel!" to return to the Main Menu.

License Type:	<input type="text" value="Condominium Project"/>
License Number:	<input type="text" value="9999999"/>

You will need to enter the activation code and security check on the Security Measures page.

Link an Existing License to My Account - Security Measures

Enter the required data and press "Next" to continue.
Press "Previous" to return to the previous screen.

Initial Activation Code (Hint: This may be the last four digits of your Social Security Number or Federal Employer Identification Number)

PLEASE NOTE: Some individuals may have been assigned an Activation Code instead of the last four digits of their Social Security Number or Federal Employer Identification Number. Your activation code can be located on the back of your renewal notice. If your SSN or FEIN does not match the Activation Code on file, please contact our Customer Contact Center at 850.487.1395 or [email Customer Contact Center](#). The Call Center staff will be able to provide you with your Activation Code.

For Professional Engineers, please contact the Florida Engineers Management Corporation at 850.521.0500 for assistance if your SSN or FEIN does not match the Activation Code on file.

Initial Activation Code:

(Hint: This may be the last four digits of your Social Security Number or Federal Employer Identification Number)

Security Check (This helps to prevent automated registrations.)

I'm not a robot  reCAPTCHA
Privacy - Terms

This will bring you to the preview page. If the information looks correct you may select the Add button.

Link an Existing License to My Account - Preview

The license you are about to link will be associated with the e-mail account that you created. Only the person who knows this e-mail address and password combination will be able to maintain online activities on this license.

Press "Add" to add these licenses to your account.
Press "Previous" to return to the previous screen.
Press "Cancel" to return to the Main Menu.

Indiv / Org Number:	11501836
Name:	Test Managing Entity

License Type:	License Number:
Managing Entity	MA71729

This takes you to the confirmation page where you select the next button.

Link an Existing License to My Account - Confirmation

Congratulations! You have successfully linked your license(s).

You will now be able to perform the following functions (if applicable):

- Renew
- Make Payments
- Update an Address
- Apply for Additional License(s)
- View Continuing Education
- Real Estate - Maintain Relationships (Add/Delete Associates)
- Slot Machine Business Entity - Maintain Relationships (Add/Delete Officers/Directors/Shareholders)

Press "Next" to continue.

This will bring you back to the Main Menu page. You should see your license listed under "Licenses Linked to My Online Services Account". Click on the license to go to the License Menu.

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: Condominium Project #PR76883
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Select "Condominium Board Members" listed under Functions on the License Menu. This will open the Condominium Board Members Registration transaction.

License Menu
Select the function you wish to perform.
Press "Back" to return to the main menu.

License Issued To:	TEST CONDO
License Status:	Approved
Originally Licensed On:	08/20/2019 (mm/dd/yyyy)
Expires On:	
Modifiers:	Standard 08/20/2019 (mm/dd/yyyy)

Functions
[Condominium Board Members](#)
[Remove This License From My Account](#)

[Back](#)

This will take you to the introduction page.

Introduction
Name and Personal/Organization Details
Board Members
Application Summary

Condominium Board Members - Introduction
The Division of Florida Condominiums, Timeshares and Mobile Homes has a goal for efficient and effective communication regarding the Division's education events as well as current topics to associations. In order to achieve this goal, the Division is asking members of each residential condominium board of directors, to submit their contact information and the association they serve.
Florida has a very broad public records law, pursuant to Chapter 119, F.S., and information collected may be subject to a public records request.
Press "Next" to continue.
Press "Cancel" to cancel this application and return to the previous menu.

[Next](#) [Cancel](#)

You will go to the Name and Organizational Details page and select Next.

Introduction
Name and Personal/Organization Details
Board Members
Application Summary

Condominium Board Members - Name and Organizational Details
Please enter or confirm your organizational details and press "Next" to continue.
Press "Previous" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.

Organization Name: **Test Condo**
Tax Number (numeric characters only): ****2525**

[Previous](#) [Next](#) [Cancel](#)

Condominium Board Members - Board Members - Information page is where you enter your Condominium Board Members information. Select the Add button.

Introduction **Condominium Board Members - Board Members - Information**

Name and Personal/Organization Details Press "Add" to add a new record.
Press the "Edit" link to edit an existing record.
Press the "Remove" link to remove an existing record.

Board Members Press "Previous" to return to the previous section.

Application Summary Press "Next" after appropriate details have been entered.
Press "Cancel" to cancel this application and return to the main menu.

First Name	Middle Name	Last Name	Title	Other Title	Phone	E-Mail	
<							>

[Add](#) [Previous](#) [Next](#) [Cancel](#)

Enter the condominium board members name, title and email address. The phone number is optional. Then click next.

Introduction **Condominium Board Members - Board Members - Add**

Name and Personal/Organization Details Press "Next" to save this record and continue.
Press "Cancel" if you do not want to save your changes and return to the previous screen.

Board Members

Application Summary

First Name:

Middle Name:

Last Name:

Title:

If you selected "Other" for your title then please provide your title below.

Other Title:

Phone:

E-Mail:

[Next](#) [Cancel](#)

Select the Add button to continue adding more condominium board members. You can edit or remove members from this page. Once you have all of them entered you click on the Next button.

Introduction **Condominium Board Members - Board Members - Information**

Name and Personal/Organization Details Press "Add" to add a new record.
Press the "Edit" link to edit an existing record.
Press the "Remove" link to remove an existing record.

Board Members Press "Previous" to return to the previous section.

Application Summary Press "Next" after appropriate details have been entered.
Press "Cancel" to cancel this application and return to the main menu.

First Name	Middle Name	Last Name	Title	Other Title	Phone	E-Mail	
John		Doe	President			email@email.com	Edit Remove

[Add](#) [Previous](#) [Next](#) [Cancel](#)

Introduction **Condominium Board Members - Board Members - Information**

Name and Personal/Organization Details Press "Add" to add a new record.
Press the "Edit" link to edit an existing record.
Press the "Remove" link to remove an existing record.

Board Members Press "Previous" to return to the previous section.

Application Summary Press "Next" after appropriate details have been entered.
Press "Cancel" to cancel this application and return to the main menu.

First Name	Middle Name	Last Name	Title	Other Title	Phone	E-Mail	
John		Doe	President			email@email.com	Edit Remove
John		Smith	Vice President			vp@email.com	Edit Remove

[Add](#) [Previous](#) [Next](#) [Cancel](#)

The Application Summary will let you review your submission. If everything looks good select the Submit button.

Introduction	Condominium Board Members - Application Summary
Name and Personal/Organization Details	Please review your information for completeness and accuracy. If errors are identified, click on the "Previous" button to make your corrections. If the information is correct then click on the "Next" button to submit this information.
Board Members	Review the data and press "Submit" to continue.
Application Summary	Press "Previous" to return to the previous section. Press "Cancel" to cancel and return to the main menu.

Condominium Board Members Summary						
License Type:	Condominium Project					
Application Date:	08/20/2019 (mm/dd/yyyy)					
Organization Detail:						
Organization Name:	Test Condo					
Tax Number:	**2525					
Entity Type:						
Board Members						
First Name	Middle Name	Last Name	Title	Other Title	Phone	E-Mail
John		Doe	President			email@email.com
John		Smith	Vice President			vp@email.com

[Previous](#) [Submit](#) [Cancel](#)

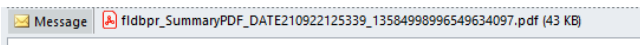
Select Yes and click on Submit on the Affirmation page.

Introduction	Condominium Board Members - Affirmation
Name and Personal/Organization Details	Press "Previous" to return to the previous section. Press "Submit" to complete this transaction.
Board Members	Press "Cancel" to cancel and return to the main menu.
Application Summary	Please read the following statements and answer ?Yes? or ?No? at the bottom. I certify that the condominium board member information is true and accurate. I understand that an electronic signature shall have the same force and effect as a written signature. <input checked="" type="radio"/> Yes <input type="radio"/> No

[Previous](#) [Submit](#) [Cancel](#)

This will take you to the Confirmation page. You will also receive an email with a PDF of the transaction.

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



Hello,

Thank you for submitting your Board Member registration information.

Adobe Reader is necessary to view the PDF.

Click <https://get2.adobe.com/reader/> to download Adobe Reader.

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

You have now completed the Condominium Board Member Registration.

[Click here to return to the Division of Condominiums, Timeshares and Mobile Homes home page.](#)