Florida Condominiums, Timeshares and Mobile Homes

Financial Institution Reporting

You can complete your Financial Institution Reporting at:
http://www.myfloridalicense.com/payment

To submit Financial Institution information online 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.

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.

Welcome to Online QuickStart select Next.

Use the Profession/Business dropdown to select "Condominium Financial Institution
Reporting". Then for License Type select Managing Entity and click next.

Enter your Managing Entity MA license number and the activation code on the Help us find your records page. We do not use the federal tax ID so you will need to get the 4 digit code on the annual billing statement. Check the I'm not a robot box and select Next.

You will need to verify your information and select the I confirm statement and select Next.

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

Select "Financial Institution Reporting" listed under Functions on the License Menu. This will open the Financial Institution Reporting transaction.

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

Next is the Address Detail Summary page. If everything looks good select the Next button. You may update your address by selecting the Main Address link.

The Financial Institution Name – Information page is where you enter your Financial Institutions. Select the Add button to enter a name.

Enter the name of the Financial Institution and click next.

Select the Add button to continue adding more Financial Institutions. Once you have all of them entered you click on the Next button.

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

Select Yes and click on Submit on the Affirmation page.

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

✉ Message   📄 fldbpr_SummaryPDF_DATE171020084616_6756491780541807091.pdf (40 KB)

Hello,

Thank you for submitting your application. Open the attachment to see the application summary.

Adobe Reader is necessary to view the PDF.

Click http://www.adobe.com/uk/products/acrobat/readstep2.html to download Adobe Reader.

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

You have now completed the Financial Institutions Reporting.