

Removing the Association's Managing Entity from Account

Step 1: Open a web browser

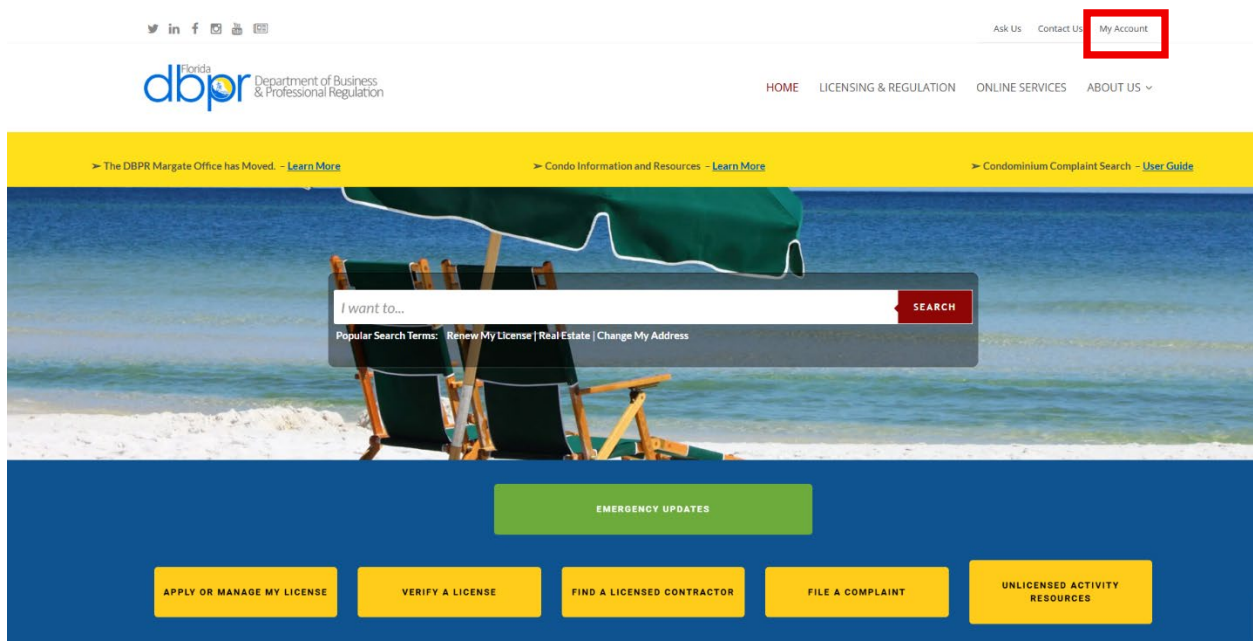
Open the web browser platform on your device; Safari, Google, Edge, etc.

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 on the following link: MyFloridaLicense.Com


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

Click “My Account”





Step 4: Log In

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



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

Step 5: Select the Managing Entity to Remove

On the Main Menu for your account, click on the hyperlinked Managing Entity for the association that you wish to remove from association 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](#)
[Application Status Inquiry](#)

Licenses Linked to My Online Services Account
Select a license below to renew/maintain:
[Managing Entity #MA00000000](#)

Step 6: Confirm the Information for the Managing Entity

On the right side of the screen, confirm that the Managing Entity is for the condominium or cooperative association that you want to remove from the online account. If this is not the correct Managing Entity, click “Back” to go back to the Main Menu. After confirming the correct Managing Entity for the condominium or cooperative association, click “Remove This License From My Account”.

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

License Issued To:
License Status:
Originally Licensed On:
Expires On:

Example Managing Entity
Approved
01/01/1901 (mm/dd/yyyy)

Functions
[Alternative Funding Method](#)
[Association Information](#)
[Building and Assessment Information](#)
[Structural Integrity Reserve Study Reporting](#)
[Remove This License From My Account](#)

[Back](#)

Step 7: Remove the Managing Entity from Your Account

To remove the Managing Entity from the online account, click “Remove” on the next screen. This successfully removes the Managing Entity from your account. You may also click “Cancel” to return to the previous screen.

Remove License(s) From My Online Account - Confirmation

Press "Remove" to confirm that you wish to remove the following license(s) from your online account.

Press "Cancel" if you do not wish to remove the following license(s) from your online account.

License Type	License Number
Managing Entity	#MA00000000

Remove

Cancel