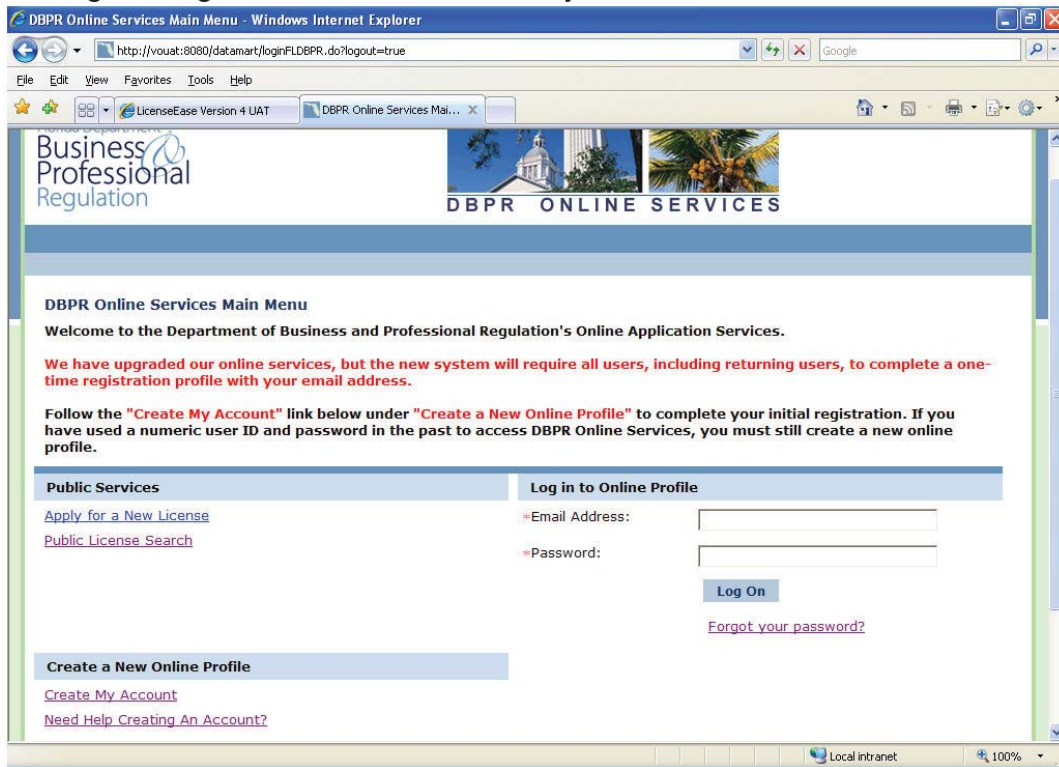


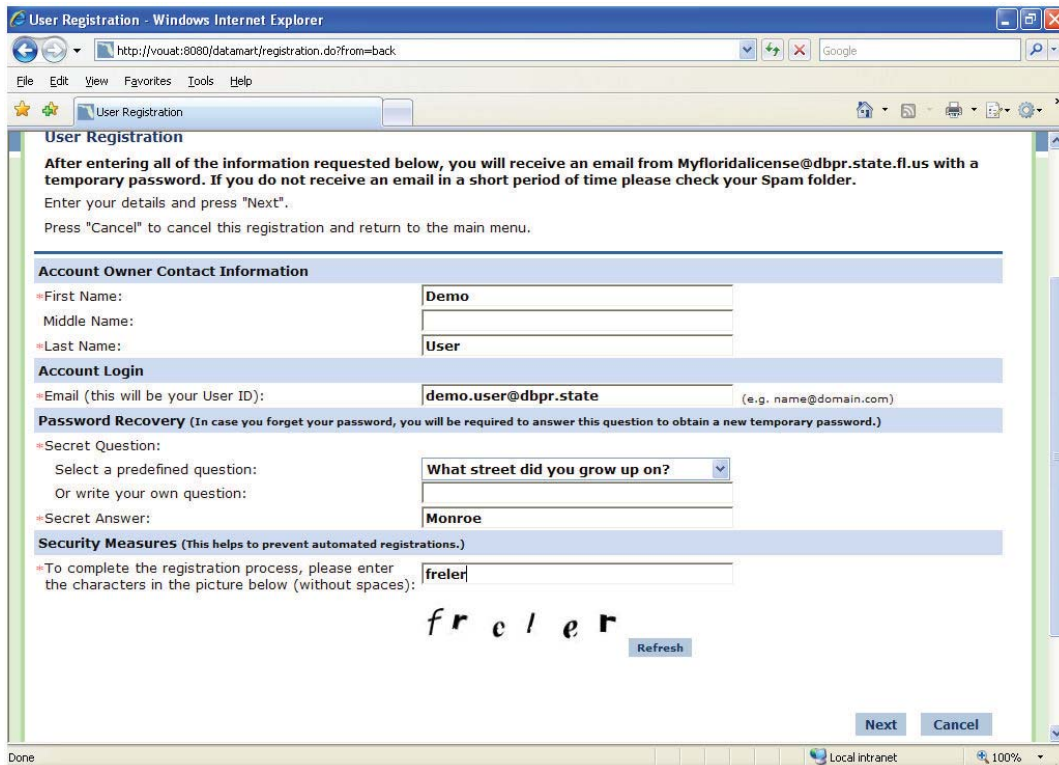
Registering as a New User

To begin using DBPR's online services you will first need to Create an Account.



The screenshot shows the 'DBPR Online Services Main Menu' in a Windows Internet Explorer browser window. The address bar shows the URL: <http://voutat:8080/datamart/loginFLDBPR.do?logout=true>. The page features the 'Business Professional Regulation' logo and 'DBPR ONLINE SERVICES' header. The main content area includes a welcome message and instructions for new users. There are two main sections: 'Public Services' with links for 'Apply for a New License' and 'Public License Search', and 'Log in to Online Profile' with input fields for 'Email Address' and 'Password', a 'Log On' button, and a 'Forgot your password?' link. Below these is the 'Create a New Online Profile' section with a 'Create My Account' link and a 'Need Help Creating An Account?' link.

Select "Create My Account" to begin the one time registration process.



The screenshot shows the 'User Registration' form in a Windows Internet Explorer browser window. The address bar shows the URL: <http://voutat:8080/datamart/registration.do?from=back>. The form is titled 'User Registration' and includes instructions: 'After entering all of the information requested below, you will receive an email from Myfloridalicense@dbpr.state.fl.us with a temporary password. If you do not receive an email in a short period of time please check your Spam folder. Enter your details and press "Next". Press "Cancel" to cancel this registration and return to the main menu.' The form is divided into several sections: 'Account Owner Contact Information' with fields for 'First Name' (Demo), 'Middle Name', and 'Last Name' (User); 'Account Login' with an 'Email (this will be your User ID):' field (demo.user@dbpr.state); 'Password Recovery' with a 'Secret Question' dropdown (What street did you grow up on?) and a 'Secret Answer' field (Monroe); and 'Security Measures' with a CAPTCHA field containing the characters 'f r e l e r' and a 'Refresh' button. At the bottom right, there are 'Next' and 'Cancel' buttons.

Complete the Account Owner Contact Information. The email address provided will be needed to log into DBPR's online services

Registering as a New User

Florida Department of Business Professional Regulation

DBPR ONLINE SERVICES

Logon

Preview Registration

Press "Save" to save the registration.
Press "Edit" to modify your registration details.
Press "Cancel" to cancel this registration and return to the main menu.

First Name: **Demo**
Second Name:
Last Name: **User**
Email: **demo.user@dbpr.state**
Secret Question: **What street did you grow up on?**
Secret Answer: **Monroe**

Save Edit Cancel

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Verify the information entered is correct. If it is correct Select "Save". If any changes are needed Select "Edit" to correct.

Florida Department of Business Professional Regulation

DBPR ONLINE SERVICES

Logon

User Registration - Temporary Password Issued

A temporary password has been issued and sent to you via e-mail with the instructions on how to proceed. Read this e-mail and follow the instructions.

Trouble receiving email from us? Your email filter may have routed the email to your spam or junk folder.

Return

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Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions regarding DBPR's ADA web accessibility, please contact our Web Master at webmaster@dbpr.state.fl.us.

A temporary password will be sent to you via email. Select "Return". If you do not receive an email in a short amount of time be sure to check your Spam or Junk Email Folder.

Registering as a New User

Sent: Thursday, January 13, 2011 9:45 AM

To: User, Demo

Hello Demo,

Thank you for registering for an online account with the Department of Business and Professional Regulation.

Please complete your registration by logging on to your account at:

<https://www.myfloridalicense.com/datamart/mainMenuFLDBPR.do>.

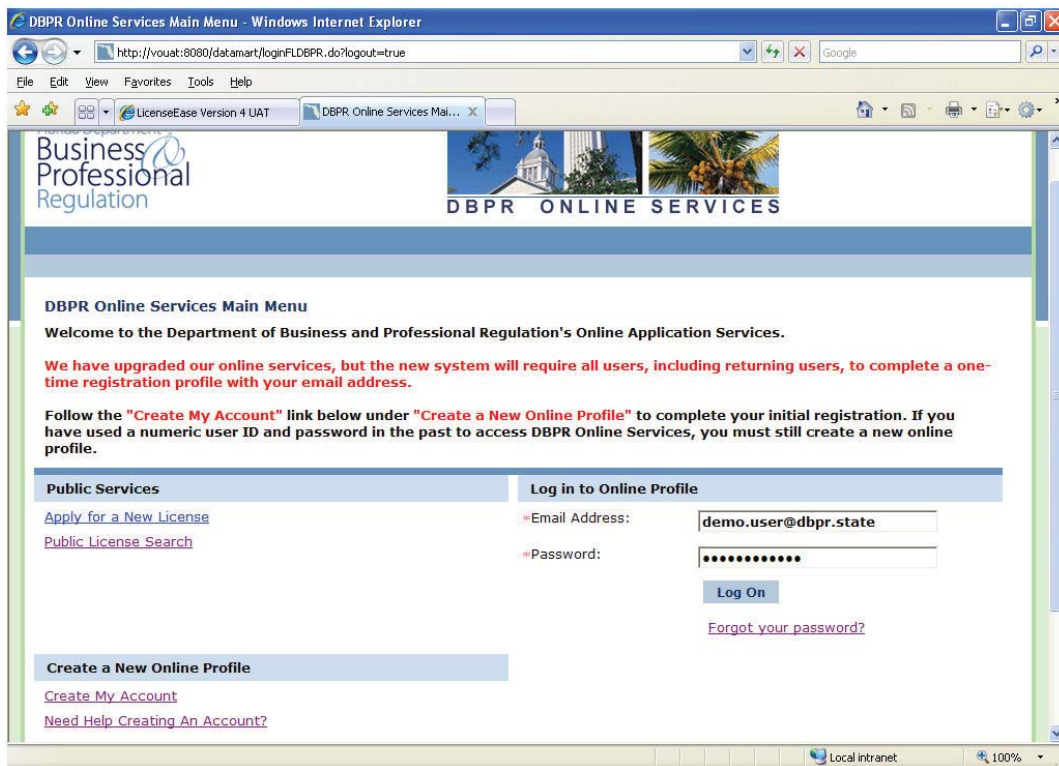
Your online userid is your complete e-mail address and your temporary password is provided below.

Please note that your online password is case sensitive.

USERID : demo.user@dbpr.state.fl.us
PASSWORD: EGrbkPe6

After you successfully login using the temporary password provided you will register your own unique password that will you use each time you login to DBPR Online Services.

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



Enter the email address and the temporary password provided in the email. Select "Log On".

Registering as a New User

Create Password

Complete your online registration by creating your own unique password.

Enter the temporary password provided in the email you received.

Enter your new password in the New Password and Confirm Password fields.

Press "Save" to continue.

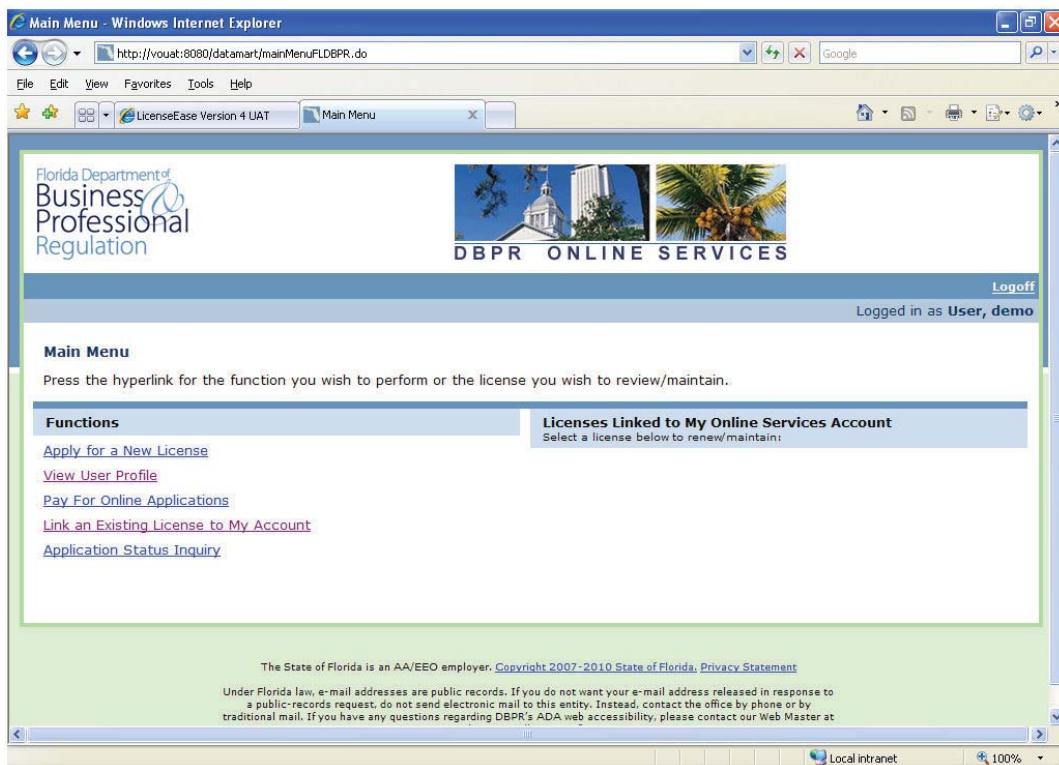
Your new password must contain the following:

- a minimum of eight (8) characters
- must not be the same as your user id
- must not be a variation of your user id
- must contain at least one (1) alphabetic character
- must contain at least one (1) non-alphabetic character

*Temporary Password:	<input type="password"/>
*New Password:	<input type="password"/>
*Confirm Password:	<input type="password"/>

Save

Enter the Temporary Password, provided in the New User Email, in the Temporary Password field. Enter your new, unique password in the New Password and Confirm Password fields. Select "Save".



You have now successfully created an online account.