

DBPR UPDATED DIRECTIONS ON HOW TO ADD/DELETE YOUR LICENSEES ONLINE

IMPORTANT: BEFORE YOU GET STARTED

If you have a corporation you will need to know the corporation license number and the FEIN number (write these numbers down as you will need them later)

Note: To get the FEI/EIN number to go www.sunbiz.org

Search our records

Inquire by Name and Type in the name of the corporation (not the dba)

Search Now

Click on the company name

Under Filing Information you will find the FEI/EIN number

LET'S GET STARTED:

Go to www.myfloridalicense.com

Renew/Maintain a License

Real Estate

Returning Users: enter your email address and password and log on or you will need to register if you are a new user (once you register they will email you a temporary password then when you enter your email address and temporary password it will prompt you to change your password – you then put in your temporary password and then your new password which must contain 8 characters of which one has to be a number – once completed click on Save).

Licenses Linked to My Online Services Account: Note: If you do not see the corporation license under this you will need to Link an Existing License to My Account or if you do not see your broker's license under this you will need to Link an Existing License to My Account

Board: Choose Real Estate Commission and click on Next (on your right)

License Type: Real Estate Corporation or Real Estate Broker or Sales (if you are a Sole Proprietor)

License Number: Put in Real Estate Corporation License Number (just the number – no letters) and click on Next or Put in Real Estate Broker's License Number (just the number – no letters)

License validation Information

Enter the Federal Employers Identification Number (FEI/EIN) or Social Security Number

Security Measures – Enter the Characters as shown and click on next

Then click on Add to Add License to Registration

Add Licenses to Registration – Confirm

Press Next to Continue

Then under Licenses Linked to My Online Services Account (on your right) Choose Real Estate Corporation or if you are a Sole Proprietor Choose Broker

Under Functions choose Maintain Relationships

If you want to add a licensee scroll all the way to the bottom right of the page and click on add or if you want to delete a licensee simply choose the licensee and click on delete

When finished, click on Next at the bottom right of the screen.

Maintain Relationships Summary – check the info to confirm the deletions or additions you have made and print this page the click on Next (please send a copy of this to NABOR - email to nabordana@bellsouth.net or fax to 850-936-9718)

Click on return and you are done!