



## **Instructions for DBPR Online Service**

**Please note: The DBPR website was updated 1/10/11.**

From your linked account you will now be able to perform the following functions on a license:

- Renew
- Make payments
- Update an address
- View Continuing Education History, if applicable
- Add/Delete Employees if you are a Broker (Sole Proprietor), Partnership, or Corporation

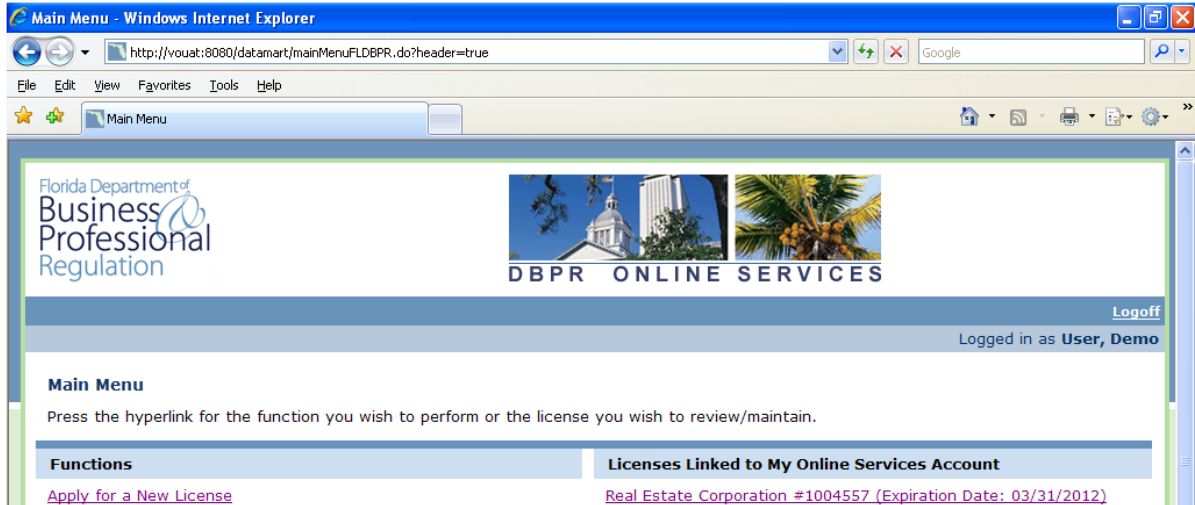
**Go to [www.myfloridalicense.com](http://www.myfloridalicense.com)**

To begin using the new services you will first need to register as a new user.

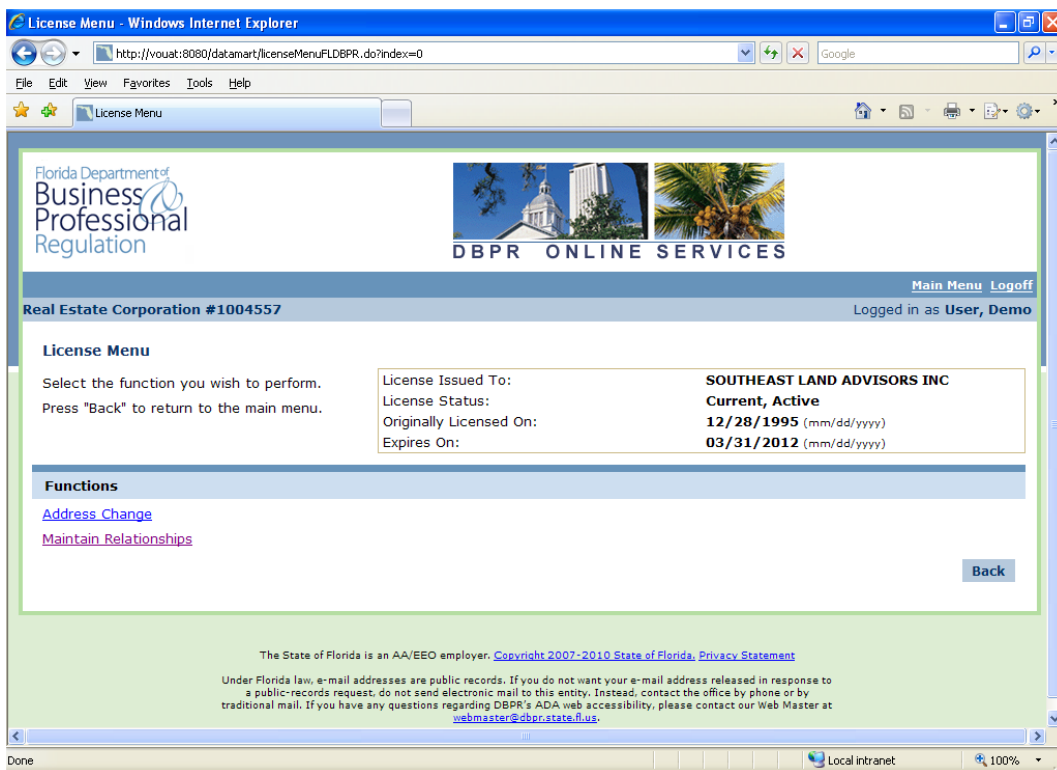
1. Click "Renew/Maintain A License"
2. Select "Real Estate" from the menu.
3. Please read the DBPR's instructions. You will be required to create your online account.

Quick references are available on the bottom of the DBPR's web page. These instructions can help you create an online account, link an existing license and maintain license relationships.

## Adding/Deleting Sales Associates from Broker (Sole Proprietor), Partnership, or Corporation

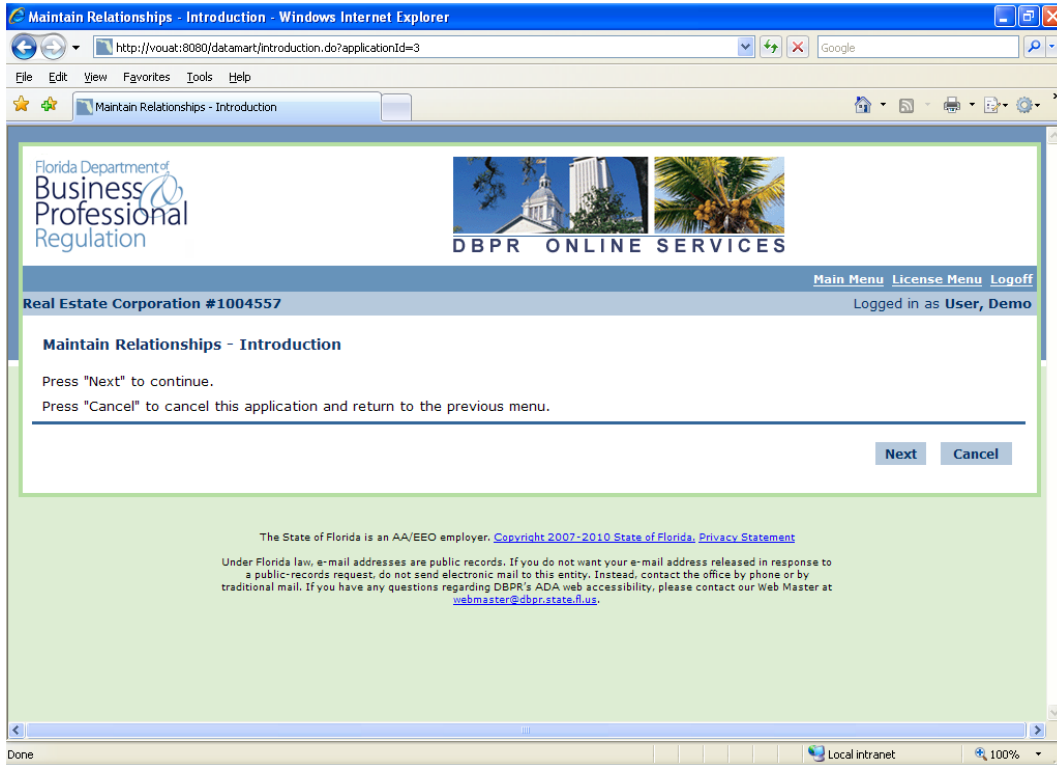


The license has now been linked under “Licenses Linked to My Online Services Account”. To maintain/renew this license Select the license that has been linked.

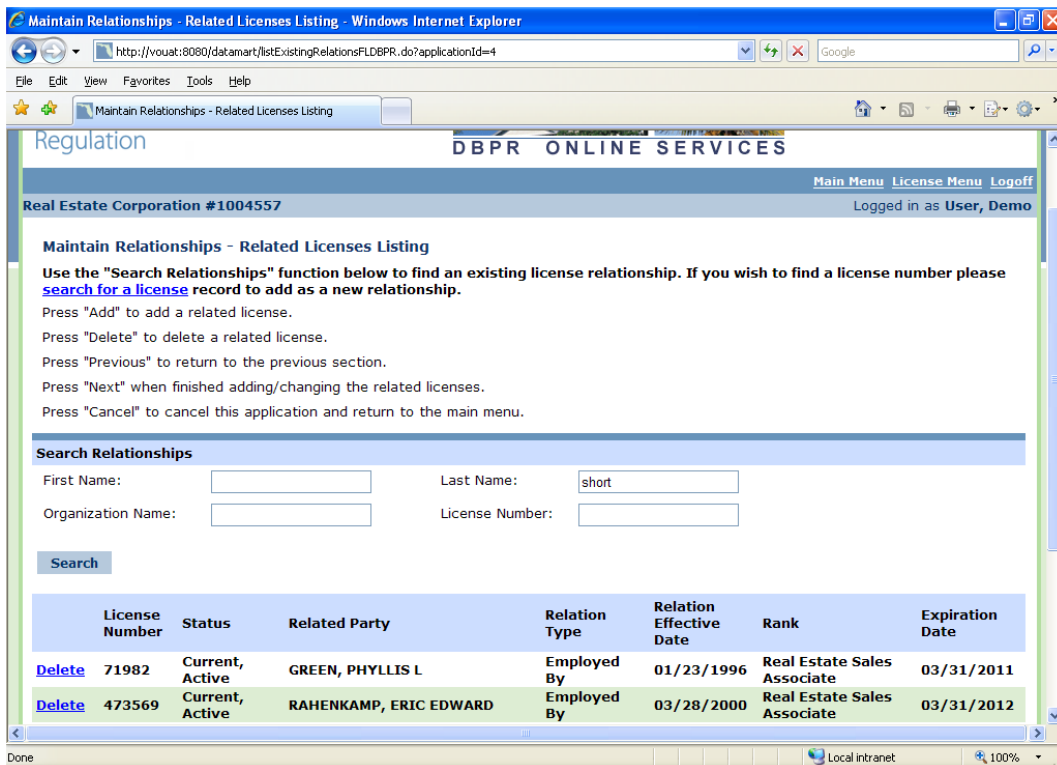


Select “Maintain Relationships” to Add/Delete Salespersons/Brokers.

## Adding/Deleting Sales Associates from Broker (Sole Proprietor), Partnership, or Corporation



Select "Next" to continue.



Related associates are listed at the bottom of the screen. To find a specific licensee enter any information you have available such as First Name, Last Name, Organization

## Adding/Deleting Sales Associates from Broker (Sole Proprietor), Partnership, or Corporation

Name, or License Number and Select “Search” to search the list of all related associates.

Press "Delete" to delete a related license.  
Press "Previous" to return to the previous section.  
Press "Next" when finished adding/changing the related licenses.  
Press "Cancel" to cancel this application and return to the main menu.

**Search Relationships**

First Name:  Last Name:   
Organization Name:  License Number:

**Search**

	License Number	Status	Related Party	Relation Type	Relation Effective Date	Rank	Expiration Date
<a href="#">Delete</a>	3143964	Current, Active	Short, William Donald	Employed By	10/05/2005	Real Estate Sales Associate	09/30/2011

Total Records : 1  
[Previous 50](#) [Next 50](#)

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

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In the example above the Last Name Short was entered and only one record was returned. If this associate is to be removed Select “Delete” and the associate will be removed. If a new associate needs to be added Select “Add”.

## Adding/Deleting Sales Associates from Broker (Sole Proprietor), Partnership, or Corporation

Maintain Relationships - Related Licenses - Add - Windows Internet Explorer

http://vovout:8080/datamart/addNewRelationsFLDBPR.do?applicationId=4

Florida Department of Business Professional Regulation  
DBPR ONLINE SERVICES

Main Menu License Menu Logoff

Real Estate Corporation #1004557 Logged in as User, Demo

**Maintain Relationships - Related Licenses - Add**

If you wish to find a license number please [search for a license](#) record to add as a new relationship.

Select a Type of Relationship and enter information on the related license. Press "Next" button to save your entry.

Press "Previous" to return to previous section. No changes will be saved.

Press "Cancel" to cancel this application and return to the main menu.

Type of Relationship:  Previous Next Cancel

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Select the Type of Relationship from the drop down menu and Select "Next".

Maintain Relationships - Related Licenses - Add - Windows Internet Explorer

http://vovout:8080/datamart/addNewRelationsFLDBPR.do

Florida Department of Business Professional Regulation  
DBPR ONLINE SERVICES

Main Menu License Menu Logoff

Real Estate Corporation #1004557 Logged in as User, Demo

**Maintain Relationships - Related Licenses - Add**

If you wish to find a license number please [search for a license](#) record to add as a new relationship.

Select a Type of Relationship and enter information on the related license. Press "Next" button to save your entry.

Press "Previous" to return to previous section. No changes will be saved.

Press "Cancel" to cancel this application and return to the main menu.

Type of Relationship:

Other Party Role: Employee

License Type:   
Real Estate Broker Sales Associate  
Real Estate Sales Associate  
Temporary Broker Sales  
Temporary Sales Associate

License Number:

Previous Next Cancel

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Select the License Type of the licensee to be added and the licensee's License Number. Select "Next".

## Adding/Deleting Sales Associates from Broker (Sole Proprietor), Partnership, or Corporation

**Maintain Relationships - Related Licenses Listing**

Use the "Search Relationships" function below to find an existing license relationship. If you wish to find a license number please [search for a license](#) record to add as a new relationship.

Press "Add" to add a related license.  
 Press "Delete" to delete a related license.  
 Press "Previous" to return to the previous section.  
 Press "Next" when finished adding/changing the related licenses.  
 Press "Cancel" to cancel this application and return to the main menu.

**Search Relationships**

First Name:  Last Name:   
 Organization Name:  License Number:

	License Number	Status	Related Party	Relation Type	Relation Effective Date	Rank	Expiration Date
<a href="#">Delete</a>	71982	Current, Active	GREEN, PHYLLIS L	Employed By	01/23/1996	Real Estate Sales Associate	03/31/2011
<a href="#">Delete</a>	483280	Current, Inactive	PEREZ, MARIA ISABEL	Employed By	01/13/2011	Real Estate Sales Associate	09/30/2012
<a href="#">Delete</a>	473569	Current, Active	RAHENKAMP, ERIC EDWARD	Employed By	03/28/2000	Real Estate Sales Associate	03/31/2012

Total Records : 3

One new record has now been added – see Relation Effective Date 01/13/11. After all the relationships have been added/deleted Select “Next” to continue.

**Maintain Relationships - Application Summary**

The "Application Date" listed below will be used as the effective date of new relationships and the end date of the ones deleted.

Review the data and press "Next" to continue this application.  
 Press "Previous" to return to the previous section.  
 Press "Cancel" to cancel this application and return to the main menu.

**Maintain Relationships Summary**

License Type: **Real Estate Corporation**  
 Application Date: **01/13/2011 (mm/dd/yyyy)**

**Related Licenses Deleted**

Relation Name: **Employed By** (Required: N)  
 Your Role: **Employer**  
 Other Party Role: **Employee**  
**Short, William Donald**  
**Real Estate Sales Associate - 3143964**  
**Current, Active - 09/30/2011**

**Related Licenses Added**

Relation Name: **Employed By** (Required: N)  
 Your Role: **Employer**  
 Other Party Role: **Employee**  
**PEREZ, MARIA ISABEL**  
**Real Estate Sales Associate - 483280**  
**Current, Inactive - 09/30/2012**

A summary is now provided indicating the relationships that were added/deleted. Select “Next” to continue.

## Adding/Deleting Sales Associates from Broker (Sole Proprietor), Partnership, or Corporation

Maintain Relationships - Attestation - Windows Internet Explorer

http://voutat:8080/datamart/submitConfirmation.do?applicationId=4

Maintain Relationships - Attestation

Real Estate Corporation #1004557 Logged in as User, Demo

**Maintain Relationships - Attestation**

Press "Previous" to return to the previous section.  
Press "Submit" to submit this application.  
Press "Cancel" to cancel this application and return to the main menu.

**Please read the following statements and answer "Yes" or "No" at the bottom.**

Each application for a license or renewal of a license issued by the Department of Business and Professional Regulation shall be signed under oath or affirmation by the applicant, or owner or chief executive of the applicant without the need for witnesses unless otherwise required by law.

I certify that I am empowered to execute this application as required by section 559.79, Florida Statutes. I understand that my signature on this application has the same legal effect as if made under oath. All information contained on this application is true and correct.

**I understand that falsification of any information on this application may result in administrative action, including a fine, suspension or revocation of the license.**

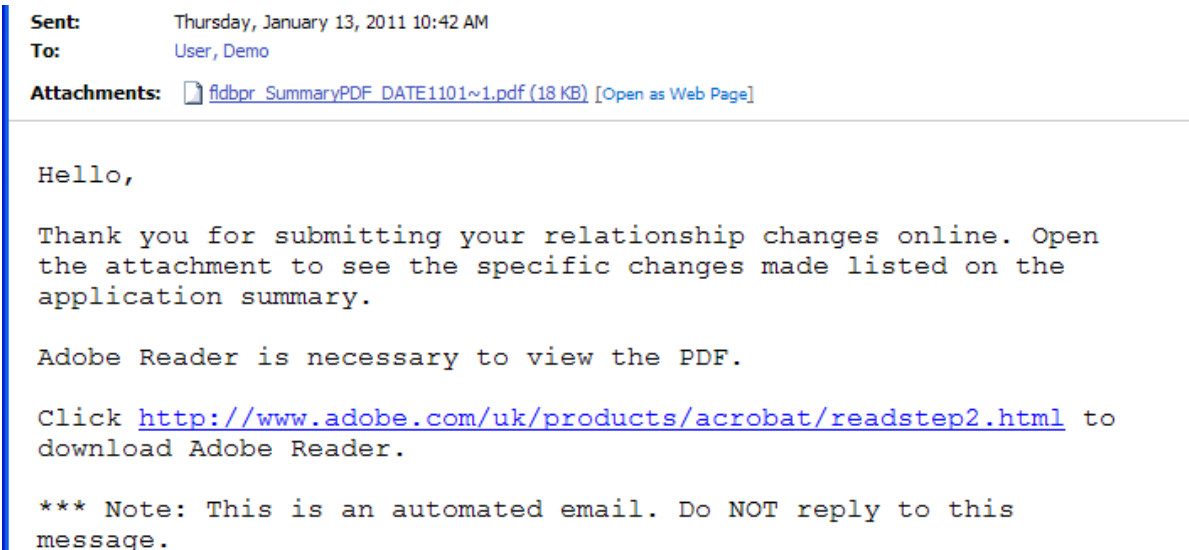
Yes  
 No

Previous Submit Cancel

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Select Yes to attest all information provided is true and correct. Select "Submit" to complete the transaction.



You will now receive an email with an attached summary of the transaction for your records.