

Instructions for DBPR Online Services

The instructions below are subject to change. The instructions were submitted to PRO by a member 7/1/2007.

To get to licensing logon -

1. Go to www.myfloridalicense.com
2. Click on For Businesses
3. Click “Maintain Account”
4. Choose Path 1 or Path 2 / Click GO
5. Follow prompts to logon

To add an agent –

- Log on using your corporate account (not the Broker of Record Account)
- Click “Maintain Account”
- Scroll down and click “Maintain/Renew This License”
- Click “View/Maintain Related Licenses”
- To Add Associate, click “Add New Relationship”
- Enter Agents license number and click “Find”
- Verify that this is the agent you want to add
- Click “Submit”
- Print out this page for confirmation to send to PRO
- This agent will now appear on your related licenses list.

To remove an agent –

- Log on using your corporate account (not the Broker of Record Account)
- Click “Maintain Account”
- Click “View/Maintain Related Licenses”
- To Remove Associate, click the “Edit” next to the agent you are removing
- Verify that this is the agent you want to remove
- Click “Submit”
- Print out this page for confirmation to send to PRO.
- That associate will not appear in your related licenses list anymore.

PRO FAX NUMBER 727-231-8060