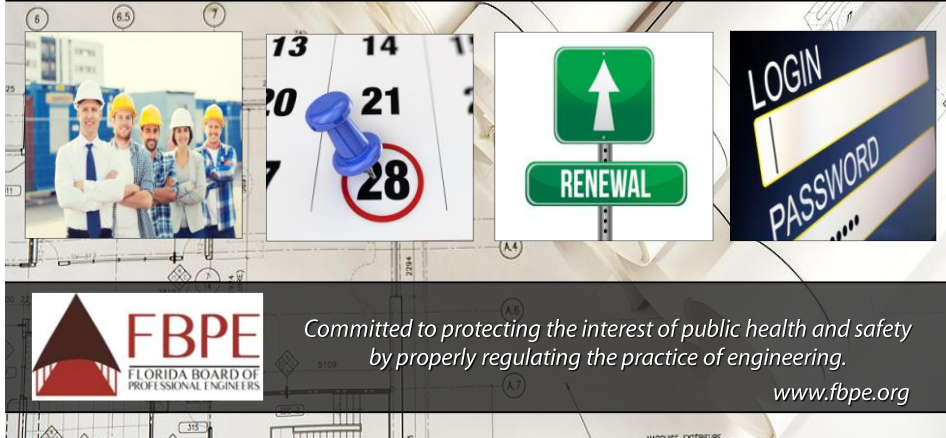


FLORIDA ENGINEER LICENSE RENEWAL 2016-2017



All licenses are set to expire
February 28, 2017.

Online Renewal begins on
November 7, 2016.

Reminder postcards and emails will be
distributed 2x during the renewal cycle
in October 2016 and January 2017.



Before You Begin...

When renewing online, use the most current version of any of the following browsers:

"Internet Explorer"



"Mozilla Firefox"



"Google Chrome"



RENEWAL– Continuing Education

1. You are no longer required to report continuing education to the Board.
2. Pursuant to *Rule 61G15-22.006, F.A.C, Demonstrating Compliance*, the licensee is responsible for retaining receipts, certificates, or other papers as may be necessary to document completion of continuing education pursuant to an audit for four years from the date of completion of the continuing education activity.
3. Any questions regarding continuing education should be directed to the CE desk at cedesk@fbpe.org or by calling (850) 521-0500, ext. 113.



Please Note...

1. FBPE **cannot** accept credit cards or checking account information over the phone.
2. FBPE **does not** have access to PIN numbers or deactivated accounts. You **must** contact the DBPR Customer Contact Center at **(850) 487-1395**.
3. Allow 4-6 weeks to receive your new license from the date it is renewed.



License Renewal Website

www.myfloridalicense.com

From the Home page, select
“Renew Your License”
 or
“Licensee Login”
 to begin.



License Renewal Website



dbpr
DBPR ONLINE SERVICES

Welcome to the Department of Business and Professional Regulation's Online Application Services.

Please select a profession or business from the list below:

<p>Alcoholic Beverages & Tobacco</p> <p>Architecture & Interior Design</p> <p>Asbestos Contractors and Consultants</p> <p>Athlete Agents</p> <p>Auctioneers</p> <p>Barbers</p> <p>Boxing, Kick Boxing & Mixed Martial Arts</p> <p>Building Code Administrators and Inspectors</p> <p>Certified Public Accounting</p> <p>Community Association Managers and Firms</p> <p>Construction Industry</p> <p>Cosmetology</p> <p>Drugs, Devices and Cosmetics</p> <p>Electrical Contractors</p> <p>Elevator Safety</p> <p>Employee Leasing Companies</p>	<p>Engineers</p> <p>Farm Labor</p> <p>Geologists</p> <p>Horse Pilots</p> <p>Home Inspectors</p> <p>Hotels and Restaurants</p> <p>Labor Organizations</p> <p>Landscape Architecture</p> <p>Mold Related Services</p> <p>Paid-Market Wagering</p> <p>Real Estate</p> <p>Real Estate Appraisers</p> <p>Talent Agencies</p> <p>Veterinary Medicine</p> <p>Yacht and Ships</p>
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2601 State Street, Tallahassee, FL 32399 • Email: [Customer.Contact.Center](#) • Customer Contact Center: 850-487-1395


FBPE
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

WELCOME TO THE DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION'S ONLINE APPLICATION SERVICES.

Select
“Engineers”
from list of
professions.

License Renewal Website

Select “Continue to Online Services.”



dbpr
DBPR ONLINE SERVICES

Welcome to the Department of Business and Professional Regulation's Online Services.

Continuing education credits will be allocated to the licensee. Reporting is no longer required to renew your license. You will be subject to a random audit of the continuing education credits following renewal.

For Renewal questions or help activating your online account call **850.521.8500** and select the Renewal option.

Returning users may select “Continue to Online Services” to proceed.

For new users please read the following information before proceeding to the next step.

The Department of Business and Professional Regulation's Online Services will allow customers to:

- Register with an email address and secure password
- Receive registration confirmation via email confirmation
- Use an existing (password) to online profile
- Retrieve a forgotten password
- Answer eligibility questions to ensure you are using the correct application
- Attach necessary documents for licensure
- Receive an application summary and payment summary via email
- Check your application status
- Log in and finish an incomplete application before submission if you were not able to complete the application when initially applying
- Renew licenses
- Make payments
- Update an address
- View Continuing Education history, if applicable
- Renew license membership

Once you have registered, you will receive an email with a temporary password and then you will create your own unique, secure password. If you do not receive the email with the temporary password after a short amount of time, be sure to check your junk mail or spam folder for the email.

* You will be charged a \$5.00 unlicensed activity fee pursuant to FS.455.2221 for regulatory enforcement.

After you have successfully logged in you will be able to link your license to the online account you created.

Here are some helpful instructions to create an online account and link an existing license.

Step-by-Step Tutorial:
Tutorial - Create Your Online Account
Tutorial - Link Your License to Your Online Account

[Continue to Online Services](#)

FBPE
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

WELCOME TO THE DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION'S ONLINE APPLICATION SERVICES.

License Renewal Website

Login to your account or create a new online profile/account.

dbpr Department of Business & Professional Regulation
DBPR ONLINE SERVICES

Contact Us

DBPR Online Services Main Menu
Welcome to the Department of Business and Professional Regulation's Online Application Services.
For returning users, please login below.
If you are a new user select "Create My Account" link below under "Create a New Online Profile" to complete your initial registration.

Public Services
[Apply for a New License](#)
[Public License Search](#)

Log in to Online Profile
E-Mail/User ID:
Password:
Log On
[Forgot your password?](#)
[Forgot User ID? Click here.](#)

Create a New Online Profile
[Create My Account](#)
[Need Help Creating An Account?](#)

FBPE
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

User Registration

When creating a new account complete all the information on this page.

NOTE: You will link **ALL** your professional licenses to this registration name, including your Certificate of Authorization.

dbpr Department of Business & Professional Regulation
DBPR ONLINE SERVICES

Login | Contact Us

User Registration
After entering all of the information requested below, you will receive an e-mail from myfloridalicense@myfloridalicense.com with a temporary password. You will need this temporary password to complete your registration. If you do not receive an e-mail in a short period of time please check your Spam folder. Enter your details and press "Next".
Press "Previous" to return to the previous screen.
Press "Cancel" to cancel this registration and return to the main menu.

Account Owner Contact Information
First Name:
Second Name:
Last Name:

Account Login
Email: (e.g. name@domain.com)
Confirm Email:
User ID:
Use email address as user id: ☐
Or enter your own user id:

Password Recovery (In case you forget your password, you will be required to answer this question to obtain a new temporary password.)
Secret Question:
Select a predefined question:
Or write your own question:
Secret Answer:

Security Measures (This helps to prevent automated registrations.)
Type the characters from the picture below (without spaces):

Type the above words into the box below:

[Not readable? Get 2 more words](#)
[Get an audio CAPTCHA \(speaks words\)](#)
[get help with this](#)

Next **Cancel**

FBPE
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

User Registration

A password will be sent to the email address you provided in your registration. This will be your initial password.

When you login or select the link to “reset your password,” you will be prompted to change this password.

Hello

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: [zrayt](#)
 PASSWORD: [DXNgveqs](#)

Reset your password by logging on to your account at:
<https://www.myfloridalicense.com/datamart/mainMenuFLDBPR.do>

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



User Registration

At the Main Menu, select “Link an Existing License to My Account.”

dbpr Department of Business & Professional Regulation
 DBPR ONLINE SERVICES

Update Profile | Logout | Contact Us
 Logged in as

Main Menu
 Press the hyperlink for the function you wish to perform or the license you wish to review/maintain.

Functions	Licensee Permit with Pending Renewals - Click each to renew
Apply for a New License	Certificate of Authorization Exp. Date: 02/28/2015
View User Profile	Certificate of Authorization Exp. Date: 02/28/2017
File a Complaint	Professional Engineer Exp. Date: 02/28/2015
Pay For Online Applications	
Link an Existing License to My Account	
Application Status Inquiry	

Licenses Linked to My Online Services Account
 Select a license below to renew/maintain:



User Registration

Once you reach the “*Link an Existing License to My Account*” screen, select “*Engineers*” from the drop down menu, and then select “*Next*.”

Florida Department of Business & Professional Regulation
DBPR ONLINE SERVICES

Main Menu | Update Profile | Logout | Contact Us
Logged in as

Link an Existing License to My Account - Select Profession/Business

The license you are about to link will be associated with the e-mail account that you created. Only the person who knows this e-mail address and password combination will be able to maintain online activities for this license.

Select your profession or business area from the drop down menu and press "Next" to continue.

Press "Cancel" to return to the Main Menu.

Profession/Business:

Next Cancel

FBPE
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

User Registration

Once you reach the “*Link an Existing License to My Account*” screen, select “*Professional Engineer or Certificate of Authorization*” from the drop down menu.

Enter your license or certificate number and select “*Next*.”

Florida Department of Business & Professional Regulation
DBPR ONLINE SERVICES

Main Menu | Update Profile | Logout | Contact Us
Logged in as

Link an Existing License to My Account - Select License

The license you are about to link will be associated with the e-mail account that you created. Only the person who knows this e-mail address and password combination will be able to maintain online activities for this license.

Select the License Type from the drop down menu and then enter the License Number of the license to be linked to this account.

Press "Next" to continue.

Press "Cancel" to return to the Main Menu.

License Type:

License Number:

Next Previous Cancel

FBPE
FLORIDA BOARD OF PROFESSIONAL ENGINEERS

User Registration

Enter your Social Security number and the CAPTCHA code located at the bottom of the screen. Then, select "Next."

Note: Your Social Security number **must** match the number in DBPR's licensing system.

Florida Department of Business & Professional Regulation
DBPR ONLINE SERVICES

Main Menu | Update Profile | Logout | Contact Us
Logged in as: **Andrew...**

Link an Existing License to My Account - Security Measures

Enter the required data and press "Next" to continue.
Press "Previous" to return to the previous screen.

Initial Activation Code (Hint: This may be the last four digits of your Social Security Number or Federal Employer Identification Number)

PLEASE NOTE: Some individuals may have been assigned an Activation Code instead of the last four digits of their Social Security Number or Federal Employer Identification Number. Your activation code can be located on the back of your renewal notice. If your SSN or FEIN does not match the Activation Code on file, please contact our Customer Contact Center at 850.487.1395 or email [Customer.Contact.Center](#). The Call Center staff will be able to provide you with your Activation Code.

For Professional Engineers, please contact the Florida Engineers Management Corporation at 850.521.0500 for assistance if your SSN or FEIN does not match the Activation Code on file.

Initial Activation Code:

(Hint: This may be the last four digits of your Social Security Number or Federal Employer Identification Number)

Security Check (this helps to prevent automated registrations.)

0 3 2 1 1 0 5

Next Previous Cancel



User Registration - Preview & Add License

Florida Department of Business & Professional Regulation
DBPR ONLINE SERVICES

Main Menu Logout
Logged in

Add License To Registration - Preview

Press "Add" to add these licenses to your registration.
Press "Previous" to return to the previous screen.
Press "Cancel" to return to the Main Menu.

License Type:	License Number (numeric characters only):
Professional Engineer	17301

Add Previous Cancel

If everything on the screen is correct, press "Add."

To change information select, "Previous."

To end the transaction and go back to the Main Menu, press "Cancel."



User Registration – License Menu

License Menu

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

Functions

- [Renewal](#)
- [Address Change](#)
- [Print Inactive Receipt](#)
- [Remove This License From My Account](#)

[Back](#)

From the **License Menu**, several **"functions"** are available for action such as:

- **Renewal**
- **Address Change**
- **Print Receipt**
- **Remove This License From My Account**



User Registration – License Menu Address Change

From the Address Change – Detail Summary Screen you can:

Address Change - Address Detail Summary

To update an existing address select the **Address Link** below.
Press "Add" to add an additional address.
Press "Next" when finished adding/changing addresses.
Press "Cancel" to cancel this application and return to the main menu.

General Addresses

[Alternate](#)
[Phone](#)

Main Address

Phone Number: 850-487-1395
E-mail: johnbythebeach@hotmail.com
Address: 123 MAIN STREET
TALLAHASSEE, FL
Leon
32303
US

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



User Registration – License Menu Address Change

From the Address Change – Application Summary Screen you will need to review the data and press “*Submit*” to go to the attestation screen, or “*Previous*” to make any corrections.

dbpr Florida Department of Business & Professional Regulation
DBPR ONLINE SERVICES

Main Menu | Update Profile | Logout | Contact Us
Logged in as

Professional Engineer #61183

Contact Details
Application Summary

Address Change - Application Summary
Review the data and press "Submit" to continue.
Press "Previous" to return to the previous section.
Press "Cancel" to cancel and return to the main menu.

Address Change Summary

License Type: Professional Engineer
Application Date: 11/03/2016 (mm/dd/yyyy)

Addresses

General Addresses

Alternate Phone

Phone Number:
E-mail:

Main Address
Address: 123 MAIN STREET
TALLAHASSEE, FL
Leon
32303
US
Phone Number: 850-467-1395
E-mail: johnbythebeach@hotmail.com

Previous Submit Cancel

FBPE FLORIDA BOARD OF PROFESSIONAL ENGINEERS

User Registration – License Menu Address Change Attestation

You must certify that the information you have submitted is true and correct.

Select “Yes” and “*Submit*.”

dbpr Florida Department of Business & Professional Regulation
DBPR ONLINE SERVICES

Main Menu | Update Profile | Logout | Contact Us
Logged in as

Professional Engineer #61183

Contact Details
Application Summary

Address Change - Affirmation

Press "Previous" to return to the previous section.
Press "Submit" to complete this transaction.
Press "Cancel" to cancel 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

FBPE FLORIDA BOARD OF PROFESSIONAL ENGINEERS

User Account – License Menu

Florida Department of Business & Professional Regulation
DBPR ONLINE SERVICES

Professional Engineer #61183 Main Menu | Update Profile | Logout | Contact Us
Logged in as

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

Functions
[Renewal](#)
[Address Change](#)
[Print Inactive Receipt](#)
[Remove This License From My Account](#)

Back

From the
License Menu,
select
"Renewal"
from the list of
functions.



User Account – Renewal Menu *Renew Your License*

Select, "Next" when you are ready to begin the renewal process.

Florida Department of Business & Professional Regulation
DBPR ONLINE SERVICES

Professional Engineer #61296 Main Menu | Update Profile | Logout | Contact Us
Logged in as

Introduction
Name and Personal/Organization Details
Contact Details
Attestation - Continuing Education
Attestation - Disciplinary Action
Application Summary

Renewal - Introduction
Welcome to the renewal page for your Professional Engineer License.
Please follow the directions on the following screens to renew your license for the next biennium. If you should have any questions, you may contact the Florida Board of Professional Engineers at 850.521.0500 or e-mail renewal@fbpe.org for more information.
Press "Next" to continue.
Press "Cancel" to cancel this application and return to the previous menu.

Next Cancel



User Account – Renewal Menu Name & Personal Details

Confirm details and select **“Next”** to continue or **“Cancel”** to end the renewal process.

Florida Department of Business & Professional Regulation
DBPR ONLINE SERVICES

Main Menu | Update Profile | Logout | Contact Us
Logged in as

Professional Engineer #61296

Renewal - Name and Personal Details

Enter or confirm your personal details and press "Next" to continue.
Press "Previous" to return to the previous section.
Press "Cancel" to cancel this application and return to the main menu.

Name and Personal/Organization Details

Contact Details

First Name: **Jane**
Middle Name: **Lee**
Last Name: **Smith**
Suffix:

Attestation - Continuing Education

Attestation - Disciplinary Action

Application Summary

Doing Business As Name:

Social Security Number: ******6789**
Birthdate: **01/01/2016** (mm/dd/yyyy)

Under the Federal Privacy Act, disclosures of Social Security numbers are voluntary unless specifically required by federal statute. In this instance, Social Security numbers are mandatory pursuant to Title 42 United States Code, sections 653, 654, and 666(a); and sections 455.203(9), 409.2577, and 409.2598, Florida Statutes. Social Security numbers must be recorded on all professional and occupational license applications and will be used to allow efficient screening of applicants and licensees by a Title IV-D child support agency to assure compliance with child support obligations.

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



User Account – Renewal Menu Address Detail Summary

On this summary screen you can add or change your address information. When you are done, select **“Next”** to continue with renewal.

Florida Department of Business & Professional Regulation
DBPR ONLINE SERVICES

Main Menu | Update Profile | Logout | Contact Us
Logged in as

Professional Engineer #61296

Renewal - Address Detail Summary

In order to ensure that you receive the most up-to-date information regarding this license it is important that you maintain current contact information. Please verify your contact information and make any necessary changes.

Contact Details

To update an existing address press the appropriate link below to change.
Press "Add" to add an additional address.
Press "Previous" to return to the previous section.
Press "Next" when finished adding/changing addresses.
Press "Cancel" to cancel this application and return to the main menu.

General Addresses

[Alternate Phone](#)

Main Address

Phone Number: **727 796-2355** Extension: **2342**
E-mail: **jswenson@tampabaywater.org**
Address: **123 MAIN STREET
TALLAHASSEE, FL
Leon
32303
US**
Phone Number: **850-487-1395**
E-mail: **janebythebeach@hotmail.com**

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



User Account – Renewal Menu Attestation – Disciplinary Action

You **must** certify whether or not you have had any legal action against your license in another jurisdiction.

Select “Next” to continue or “Cancel” to end the renewal process.

Florida dbpr Department of Business & Professional Regulation
DBPR ONLINE SERVICES

Main Menu | Update Profile | Logout | Contact Us
Professional Engineer #61183 Logged in as

Introduction **Renewal - Attestation - Disciplinary Action - Information**

Name and Personal/Organization Details It is the responsibility of each licensed PE to report any disciplinary action taken against his or license by another jurisdiction. Specifically:

Contact Details 471.033(1)(c), Fla. Stat. states: Having a license to practice engineering revoked, suspended, or otherwise acted against, including the denial of licensure, by the licensing authority of another state, territory, or country, for any act that would constitute a violation of this chapter or chapter 455.; and

Attestation - Continuing Education Rule 61G15 - 19.004(2)(c), F.A.C. provides that a licensee "[h]aving a license to practice engineering acted against or denied by another jurisdiction (Sections 471.033(1)(c) and 455.227(1)(f), F.S.) is subject to the same penalty as imposed in the other jurisdiction or as close as possible to penalties set forth in Florida Statutes.

Attestation - Disciplinary Action Press "Previous" to return to the previous section.
Press "Next" after appropriate details have been entered.
Press "Cancel" to cancel this application and return to the main menu.

Application Summary Press "Previous" to return to the previous section.
Press "Next" after appropriate details have been entered.
Press "Cancel" to cancel this application and return to the main menu.

☐ In accordance with Section 471.033 and with Rule 61G15 - 19.004(2)(c), F.A.C., I attest that I understand that I must report to the Board any action taken against a license that I hold in any jurisdiction other than Florida since my last renewal. If so, you must provide an explanation and a copy of any consent Order or Final Order to the Board.

☐ Yes, I have been disciplined.
☐ No, I have not been disciplined.

Next Cancel



User Account – Renewal Menu Attestation – Continuing Education

You must certify that you have already completed your continuing education (CE) requirement or will have your CE completed by **March 1, 2017**.

Select “Next” to continue or “Cancel” to end the renewal process.

Florida dbpr Department of Business & Professional Regulation
DBPR ONLINE SERVICES

Main Menu | Update Profile | Logout | Contact Us
Professional Engineer #61183 Logged in as

Introduction **Renewal - Attestation - Continuing Education - Information**

Name and Personal/Organization Details • A PE renewing current active must have completed eighteen (18) hours of continuing education including one (1) hour of Board-approved laws and rules, one (1) hour of ethics, four (4) hours of area of practice and twelve (12) hours in any topic related to the practice of engineering.

Contact Details • A PE renewing after February 28, 2017 is delinquent and must pay an additional fee of \$100 to renew his or her license.

Attestation - Continuing Education • A PE whose license is currently delinquent and who does not renew by February 28, 2017 will have his or her license go null and void on March 1, 2017.

Attestation - Disciplinary Action Press "Previous" to return to the previous section.
Press "Next" after appropriate details have been entered.
Press "Cancel" to cancel this application and return to the main menu.

Application Summary Press "Previous" to return to the previous section.
Press "Next" after appropriate details have been entered.
Press "Cancel" to cancel this application and return to the main menu.

For the biennium 2017-2019, a licensee must complete a total of eighteen (18) hours of continuing education including one (1) hour of Florida laws and rules, one (1) hour of ethics, four (4) hours of technical area of practice, and twelve (12) hours in any topic related to the practice of engineering. These hours must be completed prior to 3/1/17. Each licensee must retain proof of completion for four (4) years (or two renewal cycles) after renewal. Pursuant to Rule 61G15-22.006, F.A.C., Demonstrating Compliance, all licensees are subject to a random audit for compliance with continuing education requirements. If selected for the audit, the licensee must submit proof of completion of the credits to the Board. Refer to Section 471.017, Fla. Stat., and to Rule 61G15-22, F.A.C. I attest that I have or will have completed eighteen (18) hours of continuing education as required by rule 61G15-22, F.A.C. prior to 2/28/17.

☐ Yes
☐ No

Previous Next Cancel



User Account – Renewal Menu Application Summary

Professional Engineer #61183

Introduction: Renewal - Application Summary

Name and Personal Organization Details: Review the data and press "Submit" to continue. Press "Previous" to return to the previous section. Press "Cancel" to cancel and return to the main menu.

Contact Details: Renewal Summary

Application Summary: License Type: Professional Engineer, Application Date: 11/04/2016

Personal Details: First Name: John, Last Name: Smith, Social Security Number: ****4321, Birthdate: 10/02/1947

Addresses: Main Address: 123 MAIN STREET, TALLAHASSEE, FL, 32303, Phone Number: 850-487-1395, Email: johndsmith@outlook.com

Attestation - Continuing Education: No

Attestation - Disciplinary Action: No

Buttons: Previous, Submit, Cancel

Review the data and press **"Next"** to continue, **"Previous"** to go back and make any edits or corrections, or **"Cancel"** to end the renewal transaction.



User Account – Renewal Menu Attestation – Renewal Affirmation

Answer **"Yes"** or **"No"** to the information on the renewal affirmation page and select **"Submit"** to complete the renewal process.

Press **"Cancel"** to stop the renewal transaction.

Professional Engineer #61183

Renewal - Affirmation

Press "Previous" to return to the previous section. Press "Submit" to complete this transaction. Press "Cancel" to cancel 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 Florida Board of Professional Engineers 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 ☐

Buttons: Previous, Submit, Cancel



User Account – Renewal Menu Application Confirmation

Once you have provided all of the appropriate data to submit for renewal, select **“Pay Now.”**

Only select **“Submit Additional Applications”** if you are attempting to renew multiple licenses.

dbpr Florida Department of Business & Professional Regulation
DBPR ONLINE SERVICES

Main Menu | Update Profile | Logout | Contact Us
Professional Engineer #81811 Logged in as

Confirmation
Your information has been submitted. An email has been sent to the email address associated with your DBPR Online Services account. If you do not receive this email you may verify the address where the message was sent by selecting "Main Menu" and then "View User Profile". Updates to where future emails are delivered can be made by selecting the "Edit" function and updating your email address.
You are required to pay the amount below for your application to be processed.
If you have questions regarding your fees (e.g. Unlicensed Activity Fee) then please search in our online [FAQ system](#).
Press the "Pay Now" button to finalize and pay for the application(s) submitted.
Press the "Submit Additional Applications" button if you wish to return to the Main Menu to submit additional applications prior to payment.

Fees	
Unlicensed Activity:	\$5.00
Act Renewal:	\$93.75
Total Amount Due:	\$98.75

Deficiencies
1. Insufficient license fee payment.

[Pay Now](#) [Submit Additional Applications](#)



User Account – Renewal Menu Make Payment

When you are ready to proceed with payment select your payment method, then select **“Next.”**

dbpr Florida Department of Business & Professional Regulation
DBPR ONLINE SERVICES

Main Menu | Update Profile | Logout | Contact Us
Logged in as

Online Application Payment
Select up to 49 applications and or miscellaneous charges you wish to pay for, choose the payment method, and press "Next" to continue.
Press "Show Fee Details" to show a breakdown of the fee amounts.
Press "Main Menu" to return to the main menu.

Application Number	Description	License Number	License Type	Applicant Name	Fee
265218	Renewal	12345	Professional Engineer	SMITH, J	\$98.75

Payment Method
☐ Credit Card
☐ Electronic Check (ACH)

[Next](#) [Show Fee Details](#) [Main Menu](#)



User Account – Renewal Menu

Confirm Payment

dbpr Florida Department of Business & Professional Regulation
DBPR ONLINE SERVICES

Main Menu License Menu Logoff
Logged in as

Professional Engineer # 12345

Confirm Payment Details
Review your payment choice and press "Next" to pay for these applications and/or miscellaneous charges.
Press "Cancel" if you do not wish to continue with the payment and return to the previous screen.

Application Number	Description	Applicant Name	Fee
138376	Renewal	Smith, J.	\$98.75
Total			\$98.75

Payment Method: **Credit Card**

Next Cancel

Confirm your payment method selection and fee, then select "Next" or "Cancel" to return to the previous screen.



User Account – Renewal Menu

Credit Card Payment

If paying by credit card enter the requested information and select "Next."

dbpr Florida Department of Business & Professional Regulation
DBPR ONLINE SERVICES

Main Menu License Menu Logoff
Logged in as

Professional Engineer # 12345

Credit Card Payment
Press "Next" to process the payment.
Press "Cancel" to cancel your payment.

Card Holder Name: (as it appears on card)

Card Type:

Card Number:

Card Expires:

Amount: 130.00

Next Cancel



Acceptable Forms of Payment



User Account – Renewal Menu Payment Successful

The screenshot shows the 'dbpr' (Department of Business & Professional Regulation) online services portal. The user is logged in as 'Professional Engineer # 12345'. The page displays a 'Payment Successful' message for an online application payment. The payment details are as follows:

Application Number	Description	Applicant Name	Fee
0901-138376	Renewal	Smith, J.	\$98.75

Additional payment details shown:

- Amount Paid: \$98.75
- Validation Number: 108138460
- Trace Number: 19800

A 'Next' button is visible at the bottom right of the payment confirmation section. A text box at the bottom of the slide provides instructions: 'If no issues occur processing your online payment, a "Validation Number" and "Trace Number" will be provided. Select "Next" when accepted.'

User Registration – Validate Your License

Enter your Social Security number and the security characters located at the bottom of the screen. Then, select “Next.”

Note: Your Social Security number **must** match the number in the database utilized by FBPE.

Florida Department of Business Professional Regulation
DBPR ONLINE SERVICES

Main Menu Logout
Logged in as

Add Licenses To Registration - Validation
Enter the required data and press "Next" to continue.
Press "Previous" to return to the previous screen.

License Validation Information
SSN:

Security Measures (This helps to prevent automated registrations.)
To complete the registration process, please enter the characters in the picture below (without spaces):
0 8 e m i n g Refresh

Next Previous Cancel

