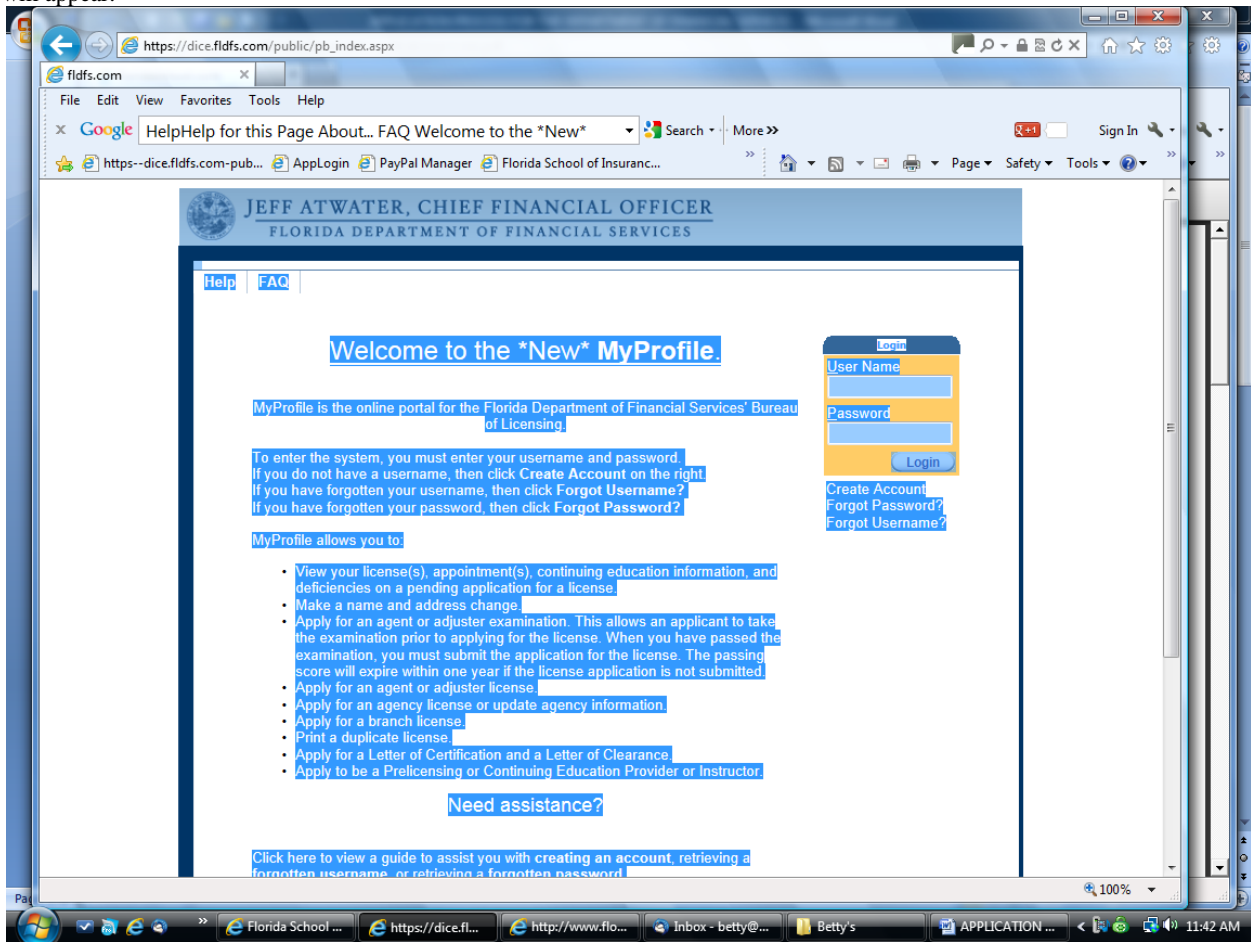


APPLICATION PROCESS FOR THE DEPARTMENT OF FINANCIAL SERVICES

Be sure to print the instructions below this picture.

To start your application process with the D.O.F.S., logon to https://dice.fldfs.com/public/pb_index.aspx. This is the page that will appear:



This will guide you through the application process. Select **Initial Application for Agent License** when you have the option.

(If applying prior to completing the course, you must answer (YES) that you completed the course so that you can continue with the application process. The name of the course is Life including Variable Annuity and Health. The exam number is (2-15). The exam number for Life and Variable Annuity is (2-14) and Health only is (2-40).

At the end of the application, it will ask you for payment (\$50 Application License Filing Fee and \$5 License Card Fee). You can pay online with a credit card or E check. The Florida Department of Financial Services does not accept VISA cards.

Important information about using eCheck

In order to make eCheck payments for license applications, appointments or renewals, you will need to provide your bank the following ACH ID numbers BEFORE submitting payment online: W596001874 and Z596001874. You will only need to provide these numbers to your bank one time. Failure to provide the required ACH ID numbers may result in rejection of payment by your financial institution, fees assessed for a returned check, and the item you're paying for would be canceled. There is no processing or convenience fee associated with eCheck as there is with paying via debit or credit card.

Your next step is to register and pay for the exam fee. The fee is \$42.00. When you are completing the state exam fee, go to www.pearsonvue.com/fl/dfs. The site will prompt you to create a log-in and password.

Click on New Account where it says:

The registration system for this testing program has recently been updated. You may be required to create a [new account](#) before you can schedule your exam. Complete steps 1, 2 & 3. Click on No where it says "No, I do not

know my FLINS ID” because you will not have an Insurance License Id until you get licensed.
Complete all the steps.

Your next step is to get your fingerprints done. Click on the link http://www.myfloridacfo.com/agents/Licensure/Agents-Adjusters/fing_county.htm The fee is \$58.25. Once you have completed the information for the fingerprints you will receive a confirmation number. Take this when you go to have your fingerprints scanned. The fingerprints are electronically scanned, and within 30 minutes are automatically uploaded to the D.O.F.S.

On your last day of class you will get a **Certificate of Completion** from the Florida School of Insurance. This is for your records only. We file your completion electronically with the state. It takes approximately 2 weeks to get approval to sit for the state exam.

Any questions you may have for the Florida Department of Financial Services call 850-413-3134
Any questions you may have for PearsonVue call 888-274-2020