

## Commissioner Russell C. Weigel, III

### www.flofr.gov

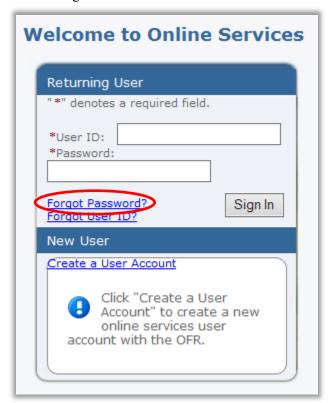
#### Dear Registered User,

Please check the expiration date of your license/registration. To avoid late renewal fees or license/registration expiration, you will need to login to the REAL system prior to your license/registration expiration date, and pay for your renewal.

The online renewal process begins approximately 60-days prior to your license/registration expiration date. Please ensure you are able to log-in to the REAL system prior to this date. It is highly recommended that you follow the steps below to ensure you can access your account when renewals open. This will help avoid any potential delays in processing or missing the renewal deadline and incurring late fees.

#### To reset your password, follow the steps below:

- 1. Go to: <a href="https://real.flofr.com/datamart/languageChoice.do">https://real.flofr.com/datamart/languageChoice.do</a>
- 2. Select "Forgot Password?"



3. Enter your "User ID" and click "Next."

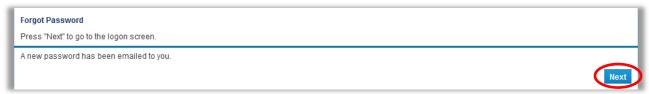
\*\*\*For instructions on recovering your "User ID" click here.\*\*\*

Forgot Password – Enter User ID	
Please provide the User ID you used to register with the Office of Financial Regulation.	
Press "Next" to continue.	
Press "Cancel" to return to the logon screen.	
* User ID:	Next Cancel

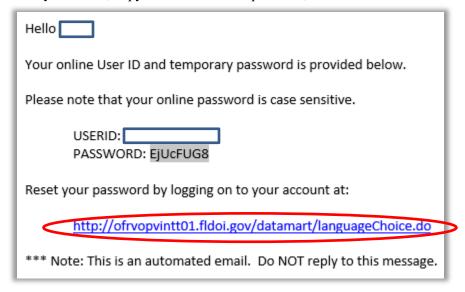
4. Enter your password "Reminder Answer" and click "Next."



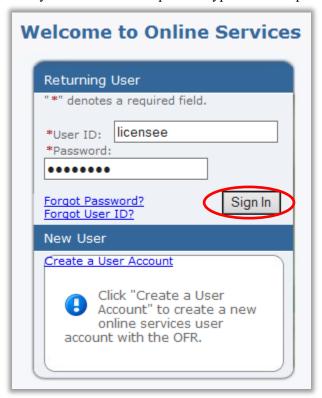
5. You will receive notification that a new password has been e-mailed to you.



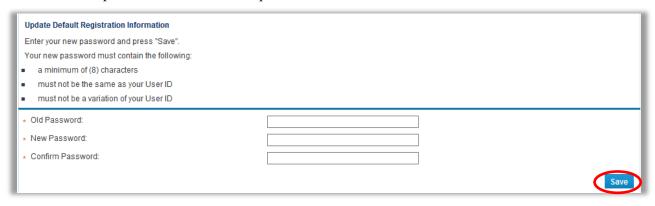
6. Go to your email, copy the PASSWORD provided, and click the link to return to the login page.



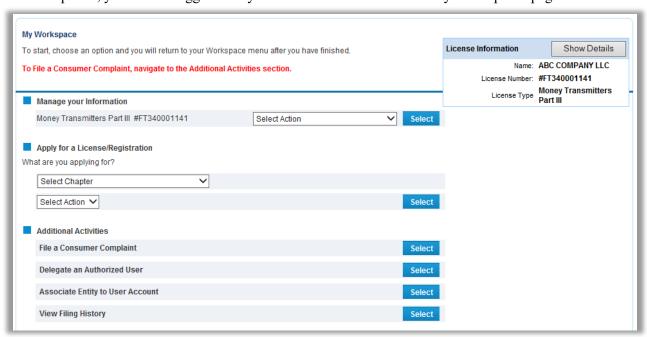
7. Enter your "User ID" and paste or type in the temporary password provided. Click "Sign In."



8. In the "Old Password" field, paste or type in the temporary password provided. Enter your new password in the "New Password" and "Confirm Password" fields and click "Save." Note: Your new password must meet the 3 password rules listed.



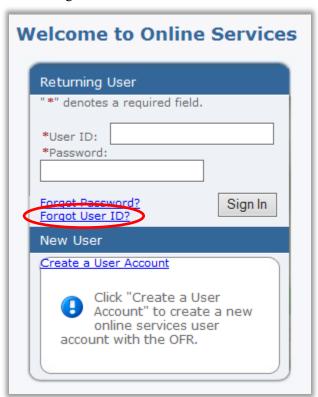
9. Once completed, you will be logged in to your account and taken to the "My Workspace" page.



10. You have now successfully reset your password.

#### To recover your User ID, follow the steps below:

1. Select "Forgot User ID?"



2. Enter the email address associated with your account and click "Next."



3. Enter your "Reminder Answer" and click "Next."



4. You will receive notification that your User ID has been emailed to you. Click "Next" to return to the login screen.



5. Go to your email to retrieve your User ID.



- 6. You may now use your User ID to login or to reset your password.
- 7. To return to instructions on how to reset your password, click here.

# The Office of Financial Regulation will be sending renewal instructions prior to renewals opening November 1st.

Additional information and user guides for the new REAL System online services are available on our website at <a href="https://www.flofr.com/sitePages/WelcomeToOnlineServices.htm">https://www.flofr.com/sitePages/WelcomeToOnlineServices.htm</a>.

If you have any questions, please contact us at (850) 487-9687. Sincerely,

The Florida Office of Financial Regulation