

# Granting Access to the Third Party:

To Grant Third Party Access, from the user's inbox, select "Third Party Privileges" on the right.

The screenshot shows a web application interface with a blue header and a white main content area. The header contains navigation links: "Locate", "Help", and "FAQ". On the right side of the header, there is a "Logout" button and a user identifier "[Licensee]". Below the header, the breadcrumb "Home > In-Box" is displayed, followed by the user name "USER: FUTURE APPLICANT".

The main content area is divided into two columns. The left column has a section titled "LICENSES" with the text "No pending or active licenses on file with the department." Below this is a section titled "Current Contact Information" with the following details: "200 E GAINES STREET", "TALLAHASSEE, FL 32399", "EMAIL@YAHOO.COM", and "UserName: APP\_IND". A link "Click here to view Complete Information" is provided below the contact information.

The right column has a section titled "Apply" with a list of options: "New Agent License", "New Adjuster License", "Exam Authorization", "Address Change", "Login Information Change", "Email Address Change", and "Third Party Privileges". The "Third Party Privileges" option is highlighted with a yellow border. Below this is a section titled "Links of Interest" with the option "Our Home Page".

At the bottom of the page, a footer contains the text: "@2000-2012. - The State of Florida - All Rights Reserved. Disclaimer."

Enter the Third Party's email address in the box shown below and click "Search".

\*Please note, the full email address must be entered and must match exactly. Partial email addresses will not work.



The Search results will appear below the search box. After verifying that it is the correct person, click the select button.



Select which privileges the Third Party will have access to and then click save.

Locate Help FAQ Logout [Licensee]

Home > In-Box > **Third Party Privileges**  
USER: FUTURE APPLICANT

Third Parties Granted LICENSING COORDINATOR ▾

Permissions	Date Granted
<input type="checkbox"/> Exam Authorization	
<input checked="" type="checkbox"/> Letter of Certification	
<input type="checkbox"/> Letter of Clearance	
<input checked="" type="checkbox"/> New Adjuster License	
<input checked="" type="checkbox"/> New Agent License	
<input checked="" type="checkbox"/> Send emails to Third Parties	

Save

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You should receive a message that says, "The permissions were saved successfully"

Locate Help FAQ Logout [Licensee]

Home > **In-Box** > Third Party Privileges  
USER: FUTURE APPLICANT

The permissions were saved successfully

Continue

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Click "Continue" to grant access to another third party, or click In-Box to return to your "My Profile In-Box".

Clicking "Home" will log you out and take you to the login screen.

## Changing/Removing Access Granted to a Third Party:

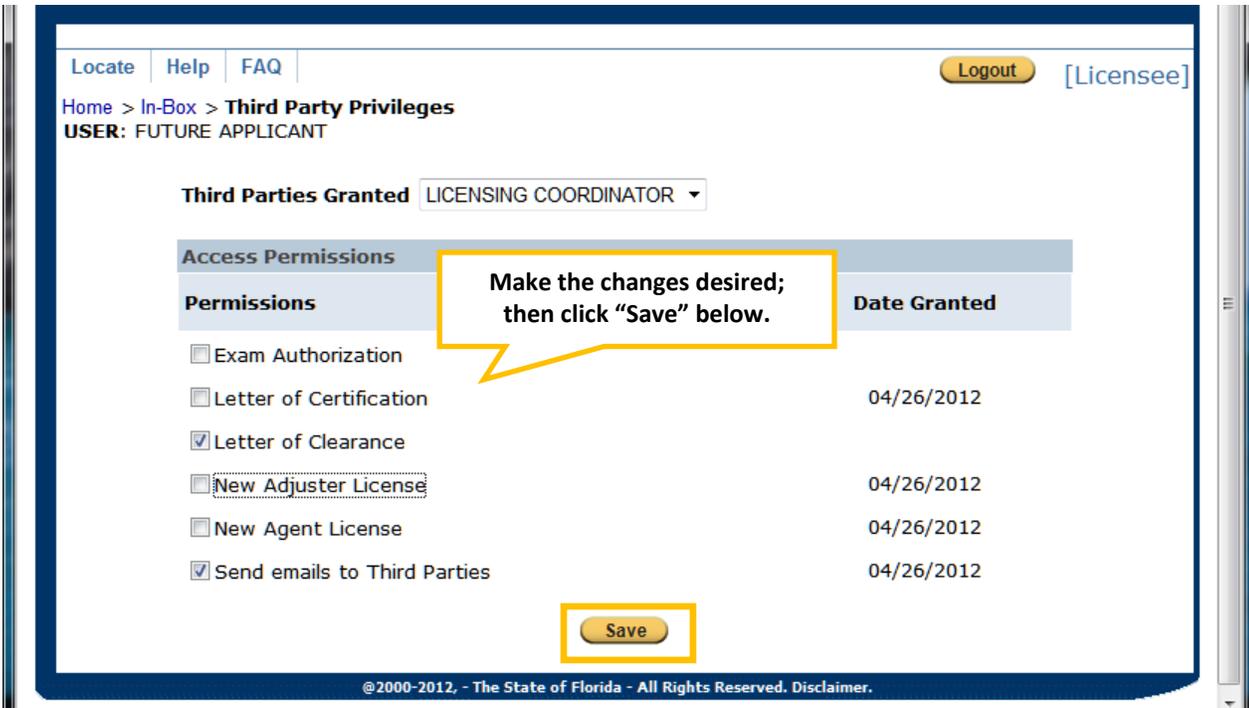
To remove Third Party access, select "Third Party Privileges" on the right.

The screenshot shows a web interface with a top navigation bar containing 'Locate', 'Help', 'FAQ', 'Logout', and '[Licensee]'. Below the navigation bar, the breadcrumb trail is 'Home > In-Box' and the user is identified as 'USER: FUTURE APPLICANT'. The main content area is divided into two columns. The left column has a 'LICENSES' section with the text 'No pending or active licenses on file with the department.' and a 'Current Contact Information' section with the address '200 E GAINES STREET, TALLAHASSEE, FL 32399', email 'EMAIL@YAHOO.COM', and username 'APP\_IND'. The right column has an 'Apply' menu with options: 'New Agent License', 'New Adjuster License', 'Exam Authorization', 'Address Change', 'Login Information Change', 'Email Address Change', and 'Third Party Privileges' (which is highlighted with a yellow box). Below the 'Apply' menu is a 'Links of Interest' section with the option 'Our Home Page'. A footer at the bottom reads '@2000-2012, - The State of Florida - All Rights Reserved. Disclaimer.'

It will automatically open with the New Third Party search option. Click on the dropdown to see your list of third party users. Select the Third Party user.

The screenshot shows the 'Third Party Privileges' page. The breadcrumb trail is 'Home > In-Box > Third Party Privileges' and the user is 'USER: FUTURE APPLICANT'. The main content area features a 'Third Parties Granted' section with a dropdown menu that is open, showing 'New Third Party' and 'LICENSING COORDINATOR' (which is highlighted with a blue selection bar). Below the dropdown is a 'Search Accounts' section with an 'Email Address:' label and an input field. A 'Search' button is located below the input field. A footer at the bottom reads '@2000-2012, - The State of Florida - All Rights Reserved. Disclaimer.'

The list of privileges will appear. Select or de-select the options desired, and click save. If you uncheck all the boxes, it will remove Third Party access for that person.



You should receive a message that says, “The permissions were saved successfully”



Click “Continue” to grant access to another third party, or click In-Box to return to your “My Profile In-Box”.

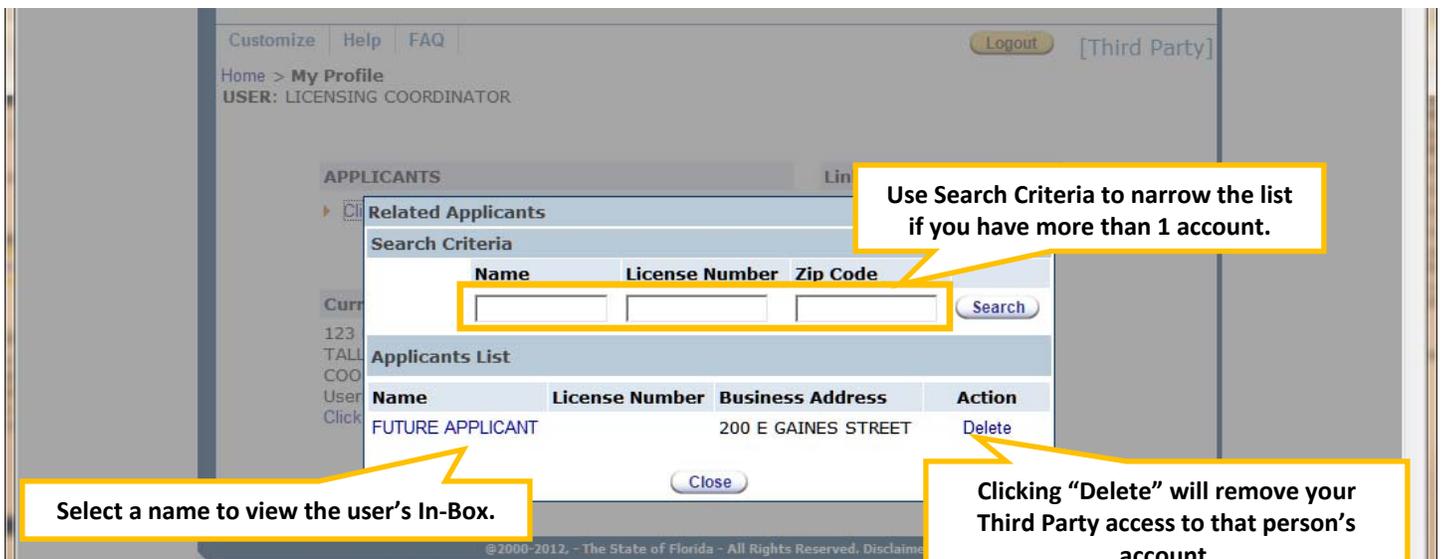
Clicking “Home” will log you out and take you to the login screen.

## Third Party Users – Accessing another Person’s My Profile Account:

From the Third Party user’s In-Box, select “Click here to see related Applicants”. This will bring up a list of all users you have privileges for (applicants or current licensees).



The list appears. You can use the various search criteria to narrow down your list if you have many accounts to manage. Click a name to open that user’s My Profile In-Box and view your options. If you delete a user, it will remove your Third Party access, it does not delete that user’s personal account.



When you select a name, their inbox will open in a new window. Different options will appear under “Apply” on the right, depending on the account type, current application and/or license status, and the privileges you have been granted.

*\*When you finish viewing another user’s account, just close the window. Clicking the Logout button will log you out of your account that is still open in the background.*