Electronic Filing of Bail Bond Agency Business Name and Designation or Deletion of Primary Bail Bond Agent

User Guide
Overview

• This user guide will walk you through the setup of a secure MyProfile account via the internet on the Department of Financial Services’ website.

• How to designate and delete a bail bond agent.

• Add Owner/Officer

• Add locations

• Delete locations

• Change an address

• Login information changes

• Email Address Change

• Third-Party Privileges
WHY DID THE DEPARTMENT MAKE THIS CHANGE?

Purpose

• As the Department strives to go paperless, the submission of electronic filings is convenient and will allow licensees to update their individual and agency information via their secure MyProfile accounts in real time online.

• This allows the consumer buying public to find and locate bail bond agents and agencies on the Department’s Licensee Search. This is something that they could not do previously.

• Also, now jail and courts will be able to verify that a bail bond agent and agency is registered with the Department after they have designated a primary bail bond agent for a location.
CREATING A MYPROFILE ACCOUNT

Prerequisites

• Computer
• Printer (if you wish to print anything)
• Internet or Wi-Fi connection
• Must hold a valid bail bond license with the Department of Financial Services
• Must have and active and valid bail bond appointment
• To create a new **MyProfile** account

• Enter the following webpage in your browser:  
  https://www.myfloridacfo.com/division/agents

• Click “Enter” or “Return” on your keyboard
Click on **MyProfile** on the left panel
Click on Create Account – an Owner and/or Primary Bail Bond Agent must be Licensed and Appointed.

To complete this step you need the following information:
- Social Security Number or FEI #
- Bail bond agent license number
Bail Bond Agency Applicant

Please Select Your Account Type: Ball Bond Agency

SSN/FEIN: Select One
Enter FEIN#
Verify FEIN#
Owner License#: Enter License #

Click Next

Note: Additional owners can be added later.
Enter Demographic Information

- Agency Name
- Enter a Valid Email Address
- Verify Email Address

### Demographic Information

**Agency Name:** Ball Bonds 4 U 2 Go

**Email**

- **Email:** Kendal.Morgan@Contractor.net
- **Verify Email:** Kendal.Morgan@Contractor.net

### Business Address

- **Street Address:** 200 East Gaines Street
- **City:** Tallahassee
- **Country:** United States
- **State/Province/Region:** Florida
- **County:** Leon
- **Zip Code:** 32309

### Mailing Address

- **Street Address:**
- **City:**
- **Country:** United States
- **State/Province/Region:**
- **County:**
- **Zip Code:**

### Phone

- **Work Phone:**
  - **Ext.:**
- Enter Business Street Address *(No PO Boxes)*
- Enter City/Country/State/Province/Region/Zip Code
- Enter Business Street Address
- Enter Mailing Address
- Enter Mailing Street Address
- Enter City/Country/State/Province/Region/Zip Code
- Enter Work Phone #

- Click **Continue**
Add User/New Account Creation

- Enter User Name:
- Enter Password:
- Review instructions on characters needed to create password
- Confirm Password:
- Answer the Security questions 1, 2, & 3

Click **Create User**
Account Creation Confirmation:

Your account has been created/updated successfully.

Click Continue.
MyProfile User Page:

On this screen you have an option to perform the following actions:

- Click and **view accepted applications**
- Click and **view completed information**

Under the **Menu** Option you may perform the following actions:

- Designation primary bail bond agent
- Address change
- Email address change
- Third Party Privileges
After Clicking **Designate Primary Bail Bond Agent** on the previous MyProfile User account screen an information screen pops up for beginning the process.

Please read each page carefully.

Click **Continue**.
**Step 1:** Primary Bail Bond Agent for the agency

Primary Bail Bond Agent License Number: Enter a Valid License # (must be licensed & appointed)

Click Continue
After entering the primary bail bond agent license number an email message screen pops up. Read/Review message. **Click OK.**
Step 2: OWNERS/OFFICERS for the bail bond agency

This is where you can add additional owners, officers, etc. You do so by searching for them by license#, entering their role, and clicking the Add Owner/Officer button.

*A person may not own, control, or otherwise have a pecuniary interest in a bail bond agency unless such individual is a licensed and appointed bail bond agent.*
You may enter additional owners/officers by:

- ENTERING A LICENSE NUMBER
- CLICK SEARCH

THE AGENT’S INFORMATION WILL APPEAR (Grayed out)

- CLICK ON THE DROP-DOWN ARROW
- CLICK ON THE ROLE FOR THE AGENT, for EXAMPLE (Owner or LLC Member, President, Secretary, Treasure, Director, Office, & Partner, Other, Senior Vice President)

- Click Submit
- Click Save
Once you have entered all of the Owners and Officers for the bail bond agency, click **Submit**.

Read the Popup Message.

**Click Ok to continue.**
Step 3: Registration Review

Review Screen carefully.

This page can be printed for your records.

Click the print button to print.

Click Continue.
Step 4:
Applicant Affirmation Statement

Read the affirmation statement carefully.

• Click in the box – “I agree to the above statement.”

• Type your First and Last name in the boxes.

• Click Continue
Registration Complete

Click Exit

Wait – you’re not done yet!

Application ID: 6822546

Thank you for submitting your Primary Bail Bond Registration. If you have any questions, please visit our website at www.MyFloridaCFO.com/Division/Agents.
Click OK

You will be taken back to your MyProfile User page
The Paper form **Filing of Bail Bond Agency Business Name And Designation/Deletion of Primary Bail Bond Agent** will not be accepted by the Department of Financial Services for processing. All submissions MUST be filed electronically via MyProfile going forward.

If you have questions, please email Bail.Bond@MyFloridaCFO.com