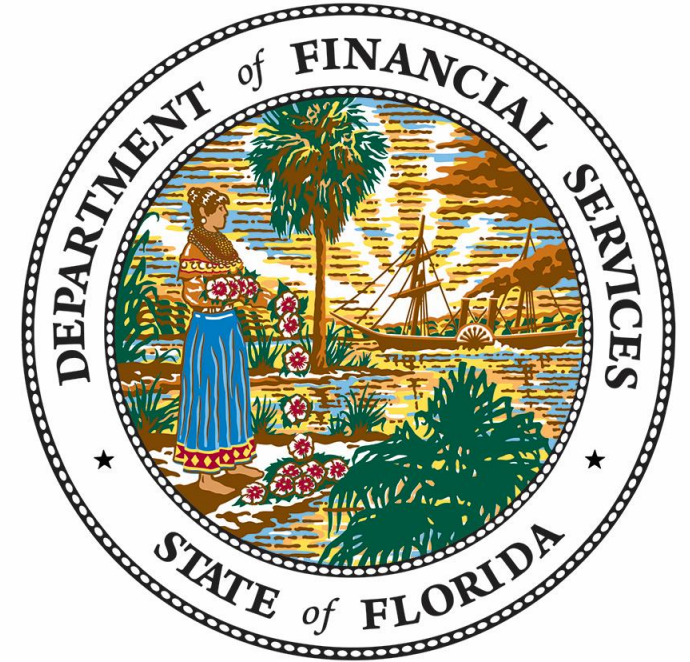
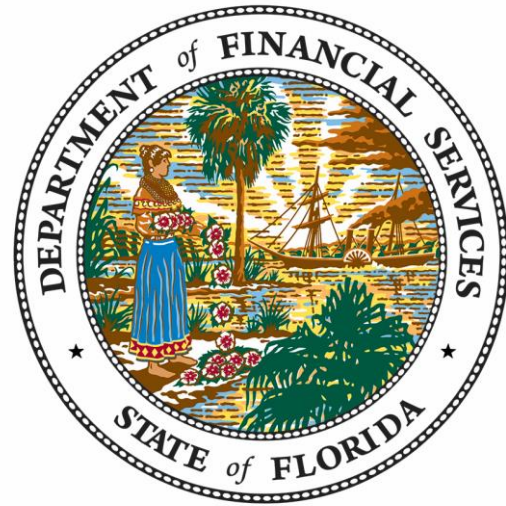


**DEPARTMENT OF FINANCIAL  
SERVICES  
DIVISION OF INSURANCE  
AGENT AND AGENCY SERVICES**

***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

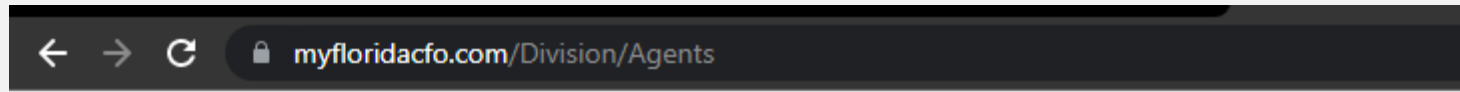
- As the Department strives to go paperless, the submission of electronic filings is convenient and will allow licensees to update their individual and agency information via their secure MyProfile accounts in real time online.
- This allows the consumer buying public to find and locate bail bond agents 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 ACCCOUNT

## 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://myfloridacfo.com/division/agents>
- Click “Enter” or “Return” on your keyboard



Click on **MyProfile**  
on the left button  
at the bottom  
of the page

## Bureau of Licensing

(850) 413-3137

## Bureau of Investigation

(850) 413-3136



MYPROFILE

EAPPOINT

LICENSEE SEARCH

INSURER SEARCH



[Locate](#) | [Help](#) | [FAQ](#)

## Welcome to **MyProfile.**

MyProfile is the online portal for the Florida Department of Financial Services' Bureau of Licensing.

MyProfile allows you to:

- View your license(s), registration(s), appointment(s), continuing education information, and deficiencies on a pending application.
- Apply for a license or registration.
- Make an address change.
- Print a duplicate license.
- Print a Letter of Certification or Letter of Clearance.
- Apply to be a Pre-licensing or Continuing Education Provider or Instructor.

### Need assistance?

[Click here](#) to review step-by-step guides or email us at  
**AgentLicensing@MyFloridaCFO.com.**

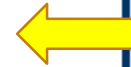
[Privacy Statement](#)

**Login**

[User Name](#)

[Password](#)

[Create Account](#)  
[Forgot Login Info?](#)



**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



[Locate](#) | [Help](#) | [FAQ](#)

[Home](#) > **Create Account**

**Please Select Your Account Type** Please Choose the Entity Type

[Next](#)



[Locate](#) | [Help](#) | [FAQ](#)

[Home](#) > **Create Account**

**Please Select Your Account Type** Please Choose the Entity Type

- Individual
- Insurance Agency
- Business (non insurance agency)
- Title Agency
- Appointing Entity / Emergency Adjuster
- Provider
- Instructor
- Third Party
- Bail Bond Agency



[Locate](#) | [Help](#) | [FAQ](#)

[Home](#) > **Create Account**

**Please Select Your Account Type** Bail Bond Agency

**Bail Bond Agency Applicant**

**SSN/FEIN:** (Select one)

[Next](#)





[Locate](#) | [Help](#) | [FAQ](#)

[Home](#) > **Create Account**

**Please Select Your Account Type**

**Bail Bond Agency Applicant**

**SSN/FEIN:**

**FEIN Number:**  \*

**Verify FEIN Number:**

**Owner License Number:**

Note: Additional owners can be added later.

[Next](#)



**Bail Bond Agency Applicant**

SSN/FEIN: Select One

Enter FEIN#

Verify FEIN#

Owner License#: Enter License #

Click Next



[Locate](#) | [Help](#) | [FAQ](#)

**Account Profile**

**Demographic Information**

**Agency Name:**

**Email**

**Email:**

**Verify Email:**

**Business Address**

▶ [Copy Mailing Address](#)

**Street Address:**

**City:**

**Country:**

**State/Province/Region:**

**County:**

**Zip Code:**

**Mailing Address**

▶ [Copy Business Address](#)

**Street Address:**

**City:**

**Country:**

**State/Province/Region:**

**County:**

**Zip Code:**

**Phone**

**Work Phone:**  Ext.

[Back](#) [Continue](#)

## Enter Demographic Information

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



[Locate](#) [Help](#) [FAQ](#)

### Account Profile

#### Demographic Information

**Agency Name:**

#### Email

**Email:**

**Verify Email:**

#### Business Address

▶ [Copy Mailing Address](#)

**Street Address:**

**City:**

**Country:**

**State/Province/Region:**

**County:**

**Zip Code:**

#### Mailing Address

▶ [Copy Business Address](#)

**Street Address:**

**City:**

**Country:**

**State/Province/Region:**

**County:**

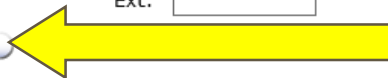
**Zip Code:**

#### Phone

**Work Phone:**  Ext.

[Back](#)

[Continue](#)



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



[Locate](#) | [Help](#) | [FAQ](#)

## Add User

### New Account Creation

User name must be at least six characters long. The password must be at least six characters long and must contain the following: at least one UPPER case letter, at least one lower case letter, and at least one number.

**User Name:**

Available

**Password:**

**Confirm Password:**

**Security Question 1:**

**Answer**

**Security Question 2:**

**Answer**

**Security Question 3:**

**Answer**

Create User



## 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**.



**JIMMY PATRONIS**  
FLORIDA'S CHIEF FINANCIAL OFFICER

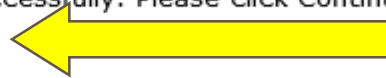
[Locate](#) | [Help](#) | [FAQ](#)

### Add User

#### Account Creation Confirmation

Your account has been created/updated successfully. Please click Continue.

[Continue](#)





[Help](#)

[FAQ](#)

[Logout](#)

[Bail Bond Agency]

## My Profile

USER: BAIL BONDS 4 U 2 GO

[Click here to View Accepted Applications](#)

### REGISTRATIONS

No pending or active registrations on file with the department.

### Current Contact Information

200 EAST GAINES STREET  
TALLAHASSEE, FL 32399  
KENDAL.MORGAN@CONTRACTOR.NET  
UserName: KENDALM  
[Click here to view Complete Information](#)

### Primary Bail Bond Agent

You must designate a Primary Bail Bond Agent to register your Bail Bond Agency.

### MENU

- ▶ [Designate Primary Bail Bond Agent](#)
- ▶ [Address Change](#)
- ▶ [Login Information Change](#)
- ▶ [Email Address Change](#)
- ▶ [Third Party Privileges](#)

### Links of Interest

- ▶ [Our Home Page](#)

## MyProfile User Page:

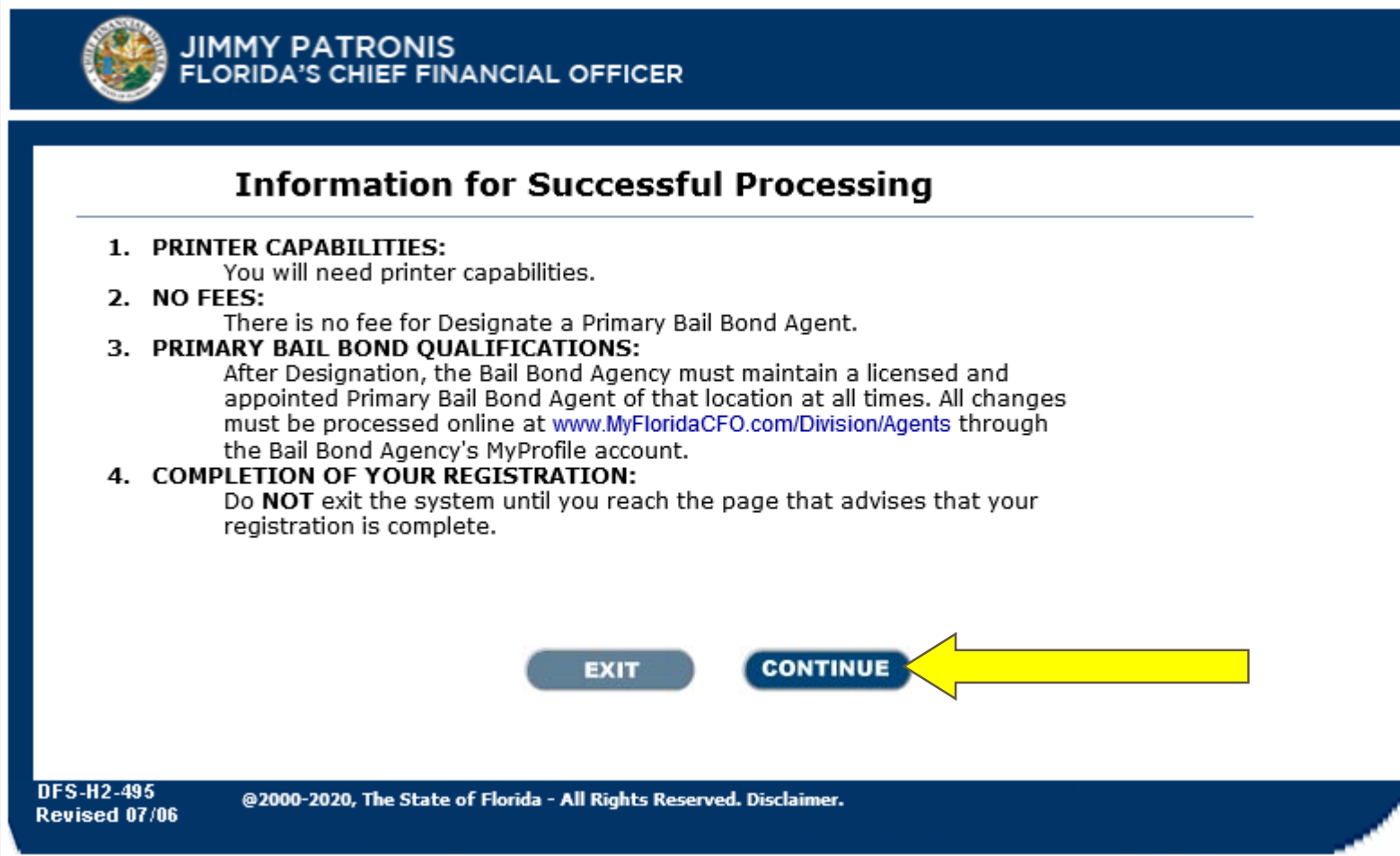
On this screen you have an option to perform the following actions:


- 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**.



 **JIMMY PATRONIS**  
FLORIDA'S CHIEF FINANCIAL OFFICER

### Information for Successful Processing

- 1. PRINTER CAPABILITIES:**  
You will need printer capabilities.
- 2. NO FEES:**  
There is no fee for Designate a Primary Bail Bond Agent.
- 3. PRIMARY BAIL BOND QUALIFICATIONS:**  
After Designation, the Bail Bond Agency must maintain a licensed and appointed Primary Bail Bond Agent of that location at all times. All changes must be processed online at [www.MyFloridaCFO.com/Division/Agents](http://www.MyFloridaCFO.com/Division/Agents) through the Bail Bond Agency's MyProfile account.
- 4. COMPLETION OF YOUR REGISTRATION:**  
Do **NOT** exit the system until you reach the page that advises that your registration is complete.


**EXIT**      **CONTINUE** ←

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## Step I: Primary Bail Bond Agent for the agency

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

**Click Continue**



**JIMMY PATRONIS**  
FLORIDA'S CHIEF FINANCIAL OFFICER

---

Registration Advise   **Primary Bail Bond Agent**   Owners Officers   Registration Review   Affirmation Statement   Checkout   Summary

---

### STEP 1: Primary Bail Bond Agent

---

**Agency Name:** BAIL BONDS 4 U 2 GO

**Primary Bail Bond Agent License Number:**  ←

**Primary Bail Bond Agent Name:**

**Owner Name:**

**Owner License Number:**

**EXIT**   **BACK**   **CONTINUE**

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Registration  
Advise

Primary Bail  
Bond Agent

Owners Officers

Registration  
Review

Affirmation  
Statement

Checkout

Summary

### STEP 1: Primary Bail Bond Agent

**Agency Name:** BAIL BONDS 4 U 2 GO

**Primary Bail Bond Agent License Number:**

**Primary Bail Bond Agent Name:**

**Owner Name:**

**Owner License Number:**

EXIT

BACK

CONTINUE

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@2000-2020,

Message from webpage



An email will be sent to instruct the primary agent about the business address must be updated to the bail bond agency address.

OK

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.\**



**JIMMY PATRONIS**  
FLORIDA'S CHIEF FINANCIAL OFFICER

Registration Advise   Primary Bail Bond Agent   **Owners Officers**   Registration Review   Affirmation Statement   Checkout   Summary

---

### STEP 2: Owners Officers

Agency Name: **BAIL BONDS 4 U 2 GO**

Total List Count: 1

License Number	Name	Individual Type	Action
		Owner or LLC Member	Delete

**Add Owner/Officer** ←

---

Owner/Officer Detail

License Number:

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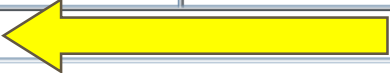
**You may enter additional owners/officers by:**

- **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**


License Number	Name	Individual Type	Action
		Owner or LLC Member	Delete

**Add Owner/Officer** **Submit** 

---

**Owner/Officer Detail**

**License Number:**  **Reset**

**Individual Type**  

**First Name**

**Middle Name:**

**Last Name:**

**Suffix:**

**Home Address:**

**City**


**Country**

**State**

**County**

**Province**

**Zip Code**


**Save** **Delete** 

**EXIT** **BACK**

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.**

 **JIMMY PATRONIS**  
FLORIDA'S CHIEF FINANCIAL OFFICER

Registration Advise   Primary Bail Bond Agent   **Owners Officers**   Registration Review   Affirmation Statement   Checkout   Summary

**STEP 2: Owners Officers**

Agency Name **BAIL BONDS 4 U 2 GO** Total List Count: 1

License Number	Name	Individual Type	Action
		Owner or LLC Member	Delete

**Add Owner/Officer** **Submit**

Owner/Officer Detail

License Num

Message from webpage

1150 - If you have entered all the owners and officers associated with your agency, please select 'OK' to continue. Otherwise please choose 'Cancel' and then select 'Add Owner/Officer' to continue adding individuals.

**OK** Cancel

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STEP 3: Registration Review

PRINT

You have not completed the application process.  
Print for your personal records and press continue.

Florida Department of Financial Services  
Bureau of Licensing  
Designate Primary Bail Bond Agent

FEIN Number: 59-1085703 License Number: N/A Application ID Number: 6822546

Agency Name: BAIL BONDS 4 U 2 GO Application Accepted Date: 01/07/2020

Primary Bail Bond Agent Name: Primary Bail Bond Agent License Number:

Mailing Address  
200 EAST GAINES STREET  
TALLAHASSEE, FL 32399

Email Address  
KENDAL.MORGAN@CONTRACTOR.NET

applied for:  
23-05 - Agency Bail Bond

Owner/Officers:

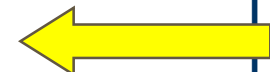
Owner or LLC Member

Deficiencies:  
None.

EXIT

BACK

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: Affirmation Statement

### Applicant Affirmation Statement

#### Bail Bond Agency Owner Responsibilities

- I attest that the information submitted for this bail bond agency is correct and effective as of the date of this filing.
- I understand I must update the information in this filing within ten (10) working days after a change in ownership of this agency, or a change in the designated primary bail bond agent.
- I understand that my bail bond license may be penalized if this bail bond agency employs, contracts with, or uses the services of a person who has had a license denied, or whose license is currently suspended or revoked.
- I understand that an owner, operator, or primary bail bond agent may not employ, contract with, or use the services of any person in a bail bond agency who has been charged with, found guilty of, or pled guilty or nolo contendere to a felony or a crime punishable by imprisonment of 1 year or more under the law of any jurisdiction, without regard to whether judgment was entered or withheld by the court.
- Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty shall be guilty of a misdemeanor of the second degree provided under section 837.06, F.S.

(Section 648.387, F.S.)

**I agree to the above statement.**

**Affirmation Name(s):**

First Name

Last Name

EXIT

BACK

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!**



**JIMMY PATRONIS**  
FLORIDA'S CHIEF FINANCIAL OFFICER

**Registration Complete**

**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](http://www.MyFloridaCFO.com/Division/Agents).



**EXIT**

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**Click OK**

**You will be taken back to your MyProfile User page**



**JIMMY PATRONIS**  
FLORIDA'S CHIEF FINANCIAL OFFICER

## Registration Complete

**Application ID: 7124431**

**Thank you for sub**  
**If you have any q**  
[www.MyFloridaCFO.com](http://www.MyFloridaCFO.com)

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Message from webpage



**ATTENTION!!**

You have selected to EXIT from this window.

To continue with this action click OK.

To return to the process click CANCEL.

OK

Cancel



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](mailto:Bail.Bond@MyFloridaCFO.com)



**DEPARTMENT OF FINANCIAL SERVICES**  
 Division of Insurance Agent & Agency Services - Bureau of Investigation - Bail Bond  
 200 East Gaines Street, Larson Building #412, Tallahassee, FL 32399-0320

**FILING OF BAIL BOND AGENCY BUSINESS NAME AND DESIGNATION/DELETION OF PRIMARY BAIL BOND AGENT**

This form must be filed with the Department of Financial Services within 10 working days of the agency change of address or change of primary bail bond agent designation, per Rule 69B-221.051, F.A.C.



<b>AGENCY INFORMATION</b>		Is this a new bail bond agency? <input type="checkbox"/>	
AGENCY NAME: _____		Is this a change of address for the agency? <input type="checkbox"/>	
ADDRESS: _____		EMAIL: _____	
CITY: _____	Florida	ZIP CODE: _____	
PHONE: _____		FAX: _____	
IF THIS IS A CHANGE OF ADDRESS, PLEASE LIST THE PREVIOUS ADDRESS BELOW			
ADDRESS: _____			
CITY: _____	Florida	ZIP CODE: _____	

<b>PRIMARY BAIL BOND AGENT</b>			The primary bail bond agent is responsible for the overall operation and management of this bail bond agency location.
	LICENSE #	NAME (Last, First)	EMAIL
DESIGNATE:	_____	_____	_____
DELETE:	_____	_____	_____

<b>OWNER INFORMATION</b>			
	LICENSE #	NAME (Last, First)	EMAIL
OWNER:	_____	_____	_____

**SIGNATURES**

I attest that the above information is correct. The change is effective as of the date listed below.  
 I understand I must file a new form within ten (10) working days after a change in the information provided on this form.

OWNER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRIMARY BAIL BOND AGENT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PLEASE NOTE: All questions will be directed to the primary bail bond agent listed on this form.

PLEASE RETURN THIS FORM TO THE ADDRESS LISTED AT THE TOP OF PAGE, OR  
 EMAIL TO: [Bail.Bond@MyFloridaCFO.com](mailto:Bail.Bond@MyFloridaCFO.com), OR  
 FAX TO: (850) 488-5951.