

MyProfile:

New functionality:

- Add/Delete branch locations
- Manage active branch locations

The screenshot displays the 'My Profile' page for a user named MORGAN. At the top, there are links for 'Help' and 'FAQ', a 'Logout' button, and the text '[Insurance Agency]'. The main content area is divided into several sections:

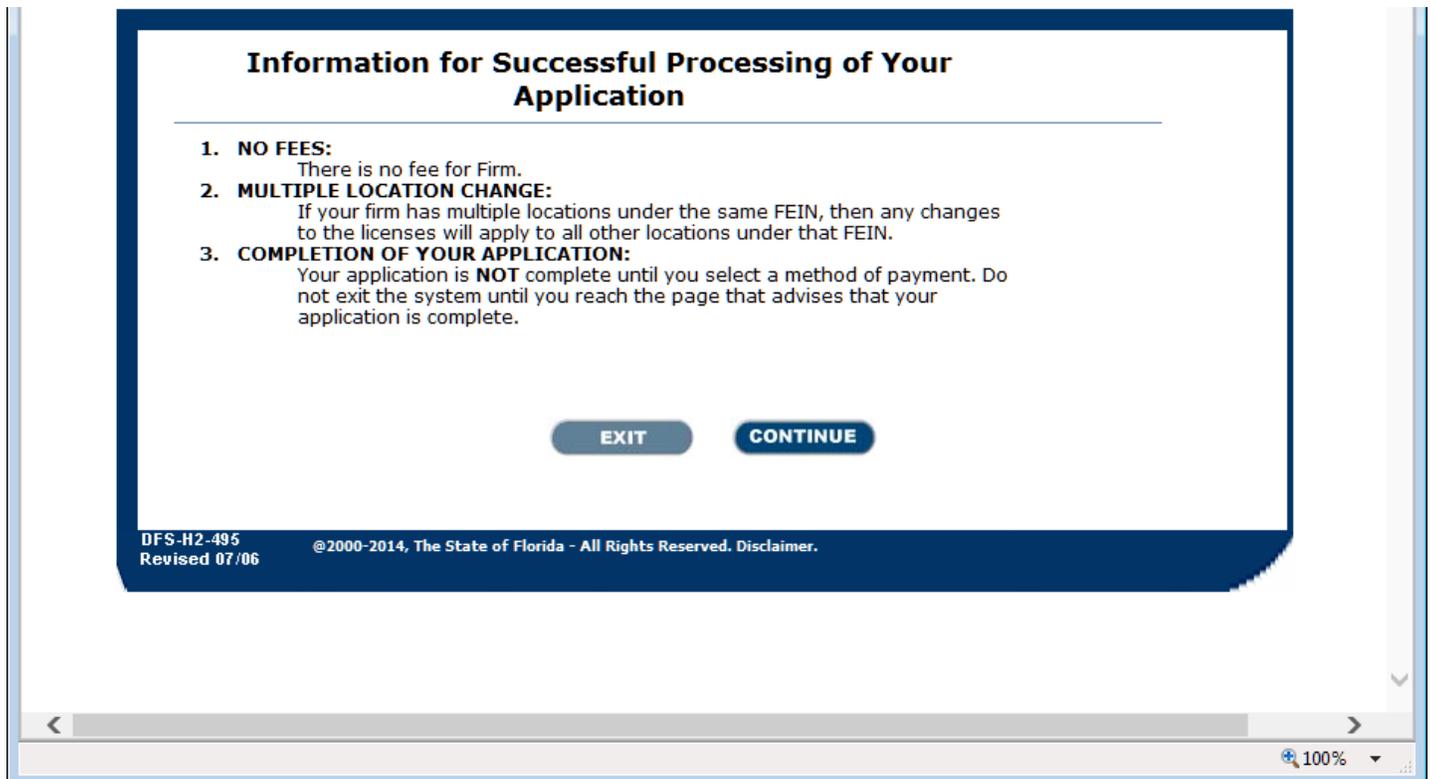
- LICENSES**: Shows 'LICENSE NBR: L0350' and 'Active Licensure' with '9105 - NON-RESIDENT AGENCY LICENSURE'. A red arrow points from this section towards the 'Apply' menu.
- Current Contact Information**: Displays 'UserName:' and a link to 'view Complete Information'.
- Print Licenses**: Includes a note about license size and a radio button for 'Permanent Licenses - Size: Letter'.
- Letters**: Contains a link for 'Letter of Certification'.
- Agent In Charge**: Shows 'T ; DAVID' and a 'Terminate' button.
- Locations**: Features a link to 'review a list of your current locations'. A red arrow points to this link from the left side of the page.
- Owners/Officers**: Includes a link to 'review a list of owners/officers associated with the agency'.
- Messages**: Contains a link to 'review a list of messages' with a 'NEW! (3 Unread)' indicator.
- Apply**: A vertical menu on the right with options: 'Add Owner/Officer', 'Add locations', 'Delete Locations', 'Address Change', 'Login Information Change', 'Email Address Change', 'Third Party Privileges', and 'Register to become an Appointing Entity'.
- Links of Interest**: Includes a link for 'Our Home Page'.

At the bottom of the page, there is a footer: '@2000-2014, - The State of Florida - All Rights Reserved. Disclaimer.'

This is a document that contain screenshots of test data for agency branch locations and is for informational purposes only.

Add a Location:

“Add Location Application” or “Add” button – This is the application to add a branch location.



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Enter the branch location information and click "Save". Location Number is for reference only and is not required.

Add/Remove Locations

Agency FEIN #
Agency Name MORGAN

Total List Count: 1

Street Address	City	State	Zip Code	Action
4965 NW	GAINESVILLE	FL	32605	Delete

[Add Location](#)

Location Address

Street Address 1:

Street Address 2:

City:

State: ▼

Zip Code:

Phone Number: - - **Ext:**

Agency Location Profile

Location Number:

Date Began or will Begin Transacting insurance:

Agent in Charge License Number:

[Save](#) [Delete](#)

[EXIT](#) [BACK](#) [CONTINUE](#)

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When all branch locations have been entered, click "Continue" at the bottom right.

Add/Remove Locations

Agency FEIN #
Agency Name MORGAN

Total List Count: 2

Street Address	City	State	Zip Code	Action
1200 S	PLANTATION	FL	33324	Delete
4965 NW	GAINESVILLE	FL	32605	Delete

[Add Location](#)

Location Address

Street Address 1:

Street Address 2:

City:

State:

Zip Code:

Phone Number: - - **Ext:**

Agency Location Profile

Location Number:

Date Began or will Begin Transacting insurance:

Agent in Charge License Number:

[Save](#) [Delete](#)

[EXIT](#) [BACK](#) [CONTINUE](#)

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100%

This is a document that contain screenshots of test data for agency branch locations and is for informational purposes only.

Click the "I agree to the above statement", sign affirmation, and click "Continue".

The screenshot shows a web application interface for the "Affirmation Statement" step. At the top, there is a navigation bar with five items: "Application Advise", "Add Locations", "Affirmation Statement" (which is highlighted with a blue bar and an upward-pointing triangle), "Checkout", and "Summary". Below the navigation bar, the main heading is "STEP 2: Affirmation Statement". Underneath this, the sub-heading is "Applicant Affirmation Statement". The main content area contains three paragraphs of text. The first paragraph states that the applicant appoints the Chief Financial Officer of the State of Florida as their attorney for legal process. The second paragraph is a warning about the consequences of making a false statement. The third paragraph is a declaration of truthfulness. Below the text, there is a checkbox labeled "I agree to the above statement." which is checked. At the bottom, there are two input fields for "Affirmation Name(s)", with "TEST" entered in both. The fields are labeled "First Name" and "Last Name". At the very bottom of the form, there are three buttons: "EXIT", "BACK", and "CONTINUE". The "CONTINUE" button is highlighted in blue. The browser's address bar and zoom level (100%) are visible at the bottom of the screenshot.

Application Advise Add Locations **Affirmation Statement** Checkout Summary

STEP 2: Affirmation Statement

Applicant Affirmation Statement

Where required by law, I hereby name and appoint the Chief Financial Officer of the State of Florida my attorney to receive service of legal process issued against me, upon causes of action arising within the State of Florida out of transactions under my Florida license; that this appointment shall constitute effective legal service upon me as long as there may be any cause of action against me arising out of insurance transactions within the State of Florida. (626.741; 626.742; 626.792; 626.835; 626.836; 626.84201, F.S.)

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 s. 837.06.

Under penalties of perjury, I declare I have read the foregoing application and that the facts stated in it are true to the best of my knowledge and belief, and that I have not withheld any information that would in any way affect my qualifications. I understand that misrepresentation of any fact required to be disclosed through this application is a violation of the Florida Insurance Code and may result in the denial of my application and/or the revocation of my insurance license(s).

I understand that, per 626.171(5), Florida Statutes, all application fees are non-refundable.

I agree to the above statement.

Affirmation Name(s):

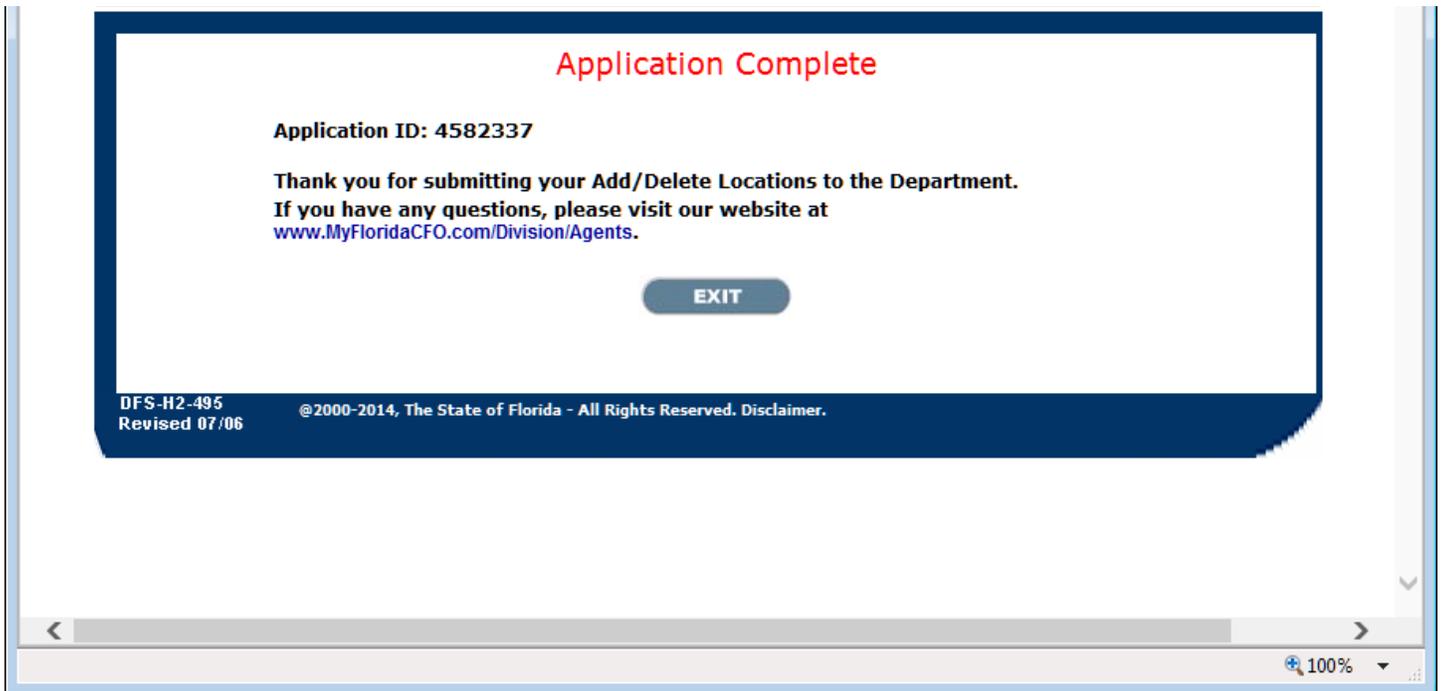
TEST TEST

First Name Last Name

EXIT **BACK** **CONTINUE**

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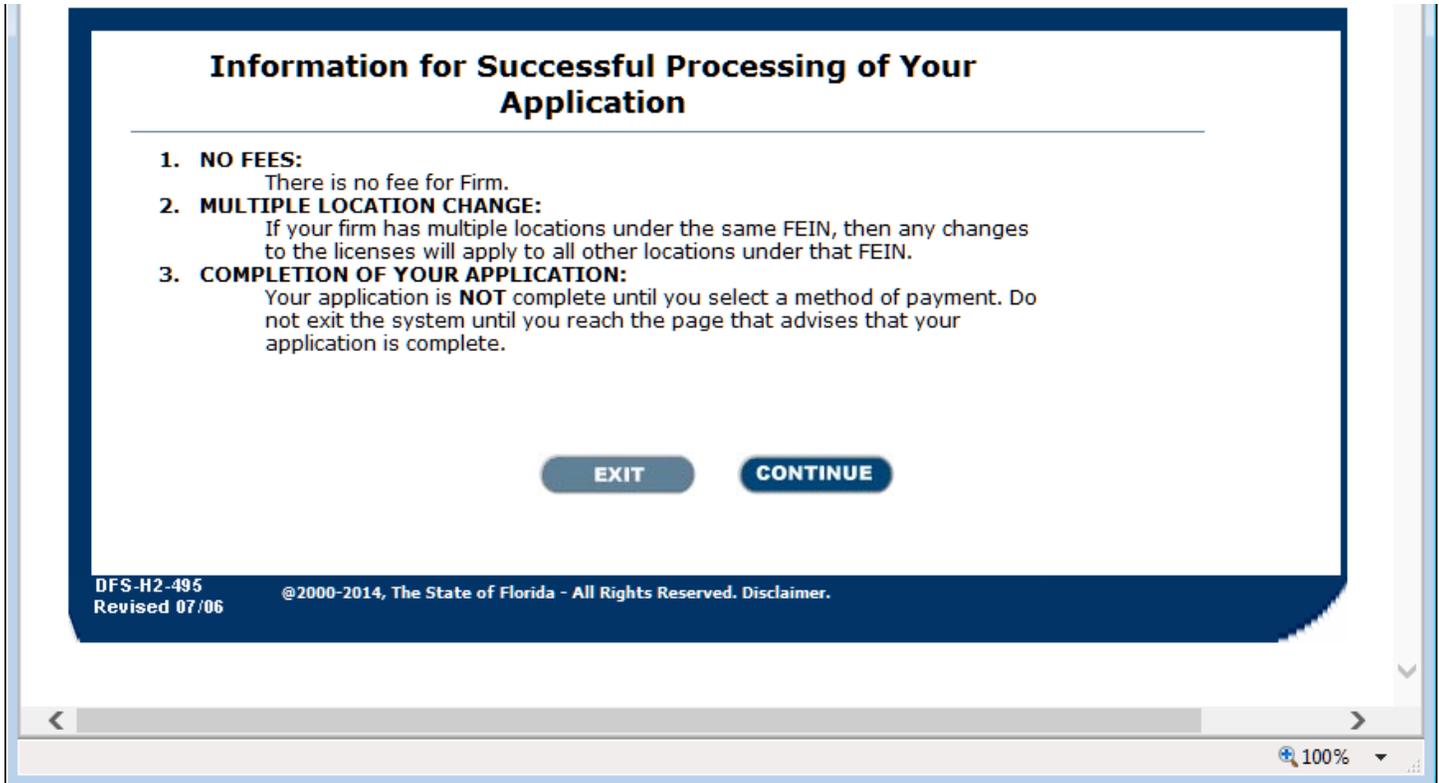
When you have completed the application to add the branch locations, click "Exit". (Branch locations are currently added during a nightly process and will reflect the following day.)



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Delete a Location:

“Delete Location Application” or “Delete” button – This is the application to delete a branch location.



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You will be presented with a list of branch locations with a selection check box on the left of each branch location. Click the branch locations you would like to delete and press "Continue".

Delete Locations

Agency FEIN #
Agency Name MORGAN

Current Location List

Delete	Address	City	State	Zip	Phone	Date Added
<input checked="" type="checkbox"/>	4965 NW	GAINESVILLE	FLORIDA	32605	(443)	12/05/2014
<input type="checkbox"/>	1200 S	PLANTATION	FLORIDA	33324	(443)	12/05/2014

EXIT **BACK** **CONTINUE**

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Click the "I agree to the above statement", sign affirmation, and click "Continue".

Application Advise Delete Locations **Affirmation Statement** Checkout Summary

STEP 2: Affirmation Statement

Applicant Affirmation Statement

Where required by law, I hereby name and appoint the Chief Financial Officer of the State of Florida my attorney to receive service of legal process issued against me, upon causes of action arising within the State of Florida out of transactions under my Florida license; that this appointment shall constitute effective legal service upon me as long as there may be any cause of action against me arising out of insurance transactions within the State of Florida. (626.741; 626.742; 626.792; 626.835; 626.836; 626.84201, F.S.)

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 s. 837.06.

Under penalties of perjury, I declare I have read the foregoing application and that the facts stated in it are true to the best of my knowledge and belief, and that I have not withheld any information that would in any way affect my qualifications. I understand that misrepresentation of any fact required to be disclosed through this application is a violation of the Florida Insurance Code and may result in the denial of my application and/or the revocation of my insurance license(s).

I understand that, per 626.171(5), Florida Statutes, all application fees are non-refundable.

I agree to the above statement.

Affirmation Name(s):

<input type="text"/>	<input type="text"/>
First Name	Last Name

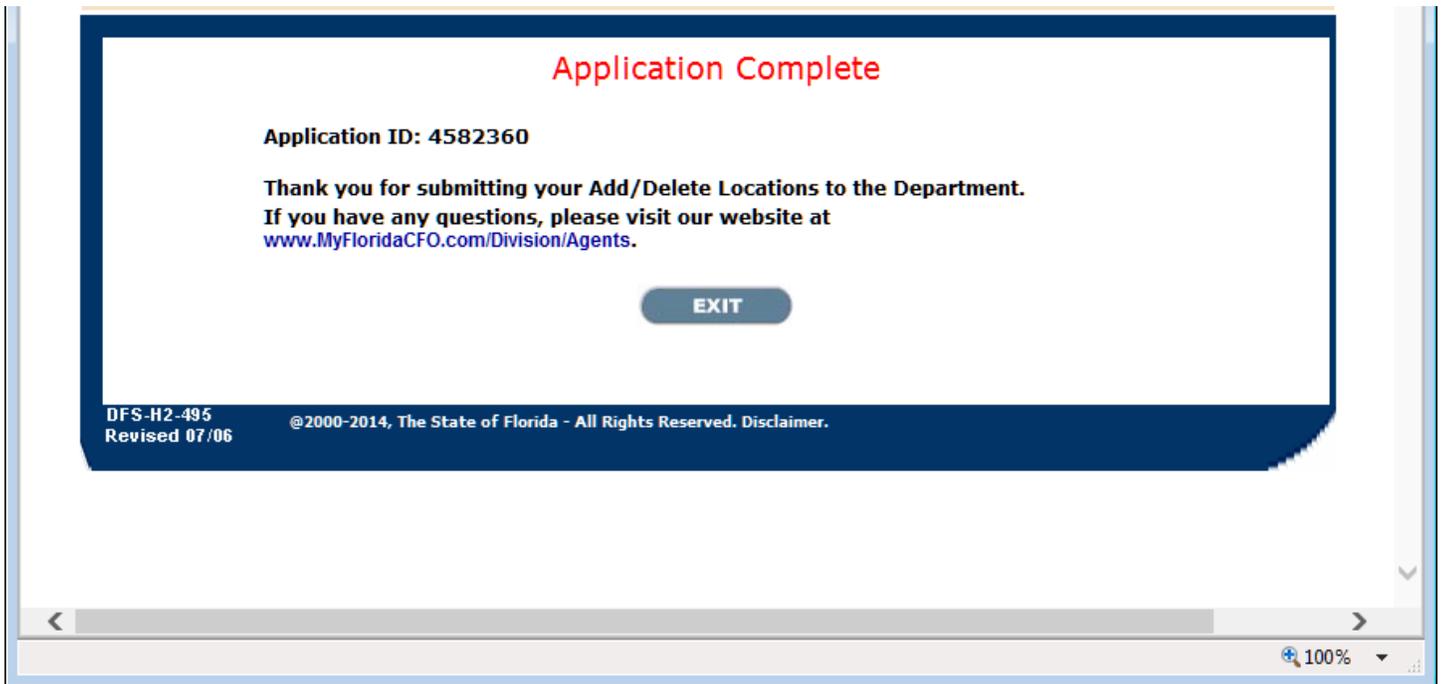
EXIT **BACK** **CONTINUE**

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100%

This is a document that contain screenshots of test data for agency branch locations and is for informational purposes only.

When you have completed the application to delete the locations, click "Exit". (Locations are currently deleted during a nightly process and will reflect the following day.)



This is a document that contain screenshots of test data for agency branch locations and is for informational purposes only.

Location List:

“Click here to review a list of your current locations.” – This is where you can view all branch locations working under the parent license. You may search by partial information in the search fields, i.e., “beach” for city or “john” for first name. You may sort by “AIC Name” or by “Added Date”.

[Help](#) | [FAQ](#) | [Logout](#) [Insurance Agency]

[My Profile](#) > **Location List**
USER: MORGAN

▶ **Location**
City
Zip Code
Location Number

▶ **AIC**
First Name
Last Name
License Number [Search](#)

[Close](#) [Print All](#) [Export Report](#)

Active Locations [Add](#) [Delete](#)

Loc #	Start Date	Address	AIC Name	AIC Status Date	AIC Lic#	Added Date
2	09/15/1972	4965 NW GAINESVILLE, FLORIDA, 32605 (443) 627-	ASHLEY B Delete	12/05/2014	A0129	12/05/2014 Print
2	10/25/2006	1200 S PLANTATION, FLORIDA, 33324 (443) 627-	ROBERT S Delete	12/05/2014	A2446	12/05/2014 Print

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Edit the branch location information – Click the address to change any of the information in the fields below for the branch location.

INS AGENCY - ADDRESS UPDATE

Street Address 1:

Street Address 2:

City:

State:

Zip Code:

Phone Number: - - **Ext:**

Edit the location number – Click inside the Location Number field (box) and change the number. The Location Number is for your reference only and is not required.

INS AGENCY - LOCATION NUMBER UPDATE

Location Number:

Edit the Agent in Charge (AIC) – Click the AIC number and edit.

INS AGENCY - AGENCY IN CHARGE LICENSE NUMBER UPDATE

Agent in Charge License Number:

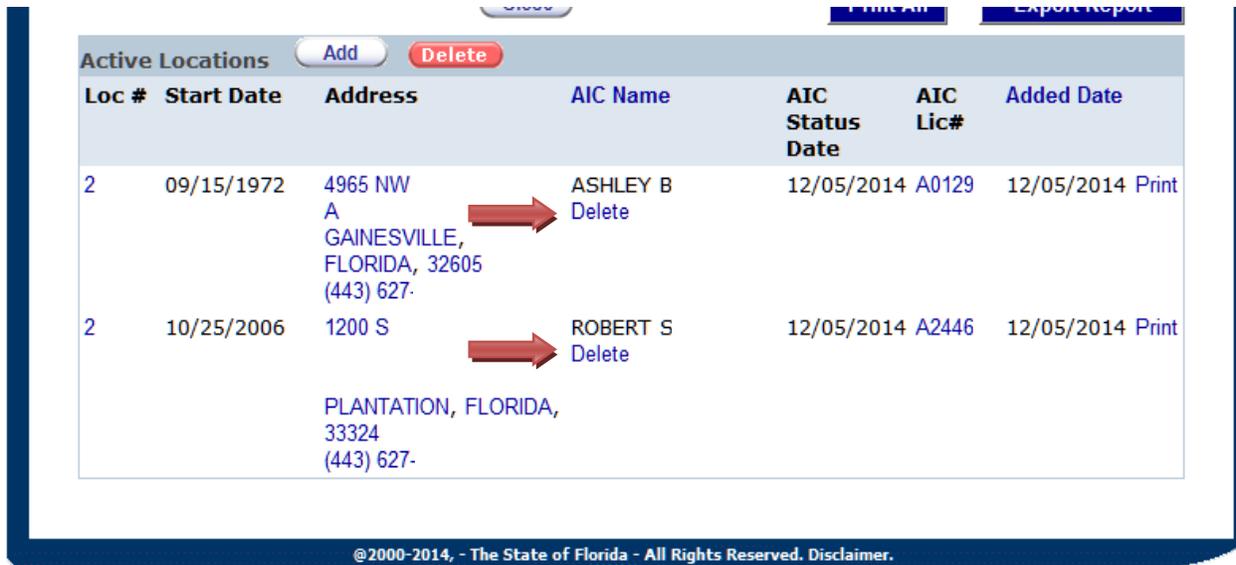
If the AIC is not properly licensed and/or appointed, you will receive a message and will not be able to add that agent as the AIC.

INS AGENCY - AGENCY IN CHARGE LICENSE NUMBER UPDATE

1127 - The Agent in Charge that you are attempting to use is not currently licensed and appointed in the appropriate type class for this application.

Agent in Charge License Number:

Delete an AIC – Click “Delete” under the AIC name and you can delete the AIC. You will have 90 days to replace the AIC or the branch location will be inactivated. Notification emails will be sent to the parent license.



The screenshot shows a table titled "Active Locations" with columns: Loc #, Start Date, Address, AIC Name, AIC Status Date, AIC Lic#, and Added Date. There are two rows of data. In the first row, a red arrow points to the "Delete" link under the AIC Name "ASHLEY B". In the second row, a red arrow points to the "Delete" link under the AIC Name "ROBERT S".

Loc #	Start Date	Address	AIC Name	AIC Status Date	AIC Lic#	Added Date	
2	09/15/1972	4965 NW A GAINESVILLE, FLORIDA, 32605 (443) 627-	ASHLEY B Delete	12/05/2014	A0129	12/05/2014	Print
2	10/25/2006	1200 S PLANTATION, FLORIDA, 33324 (443) 627-	ROBERT S Delete	12/05/2014	A2446	12/05/2014	Print

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INS AGENCY - AGENCY IN CHARGE DELETE

Are you sure you want to delete the Agency in Charge **ASHLEY E** ?

Agency Location Loss of AIC Notification:

This is an agency notification of an agency location losing its AIC (see first bullet dated 12/08/2014).

The screenshot shows a web application interface with a dark blue header and a white content area. The header contains links for 'Help' and 'FAQ', a 'Logout' button, and the text '[Insurance Agency]'. Below the header, the user's profile is shown as 'My Profile > Message List' with 'USER: MORGAN'. The main content area features a 'Message List' table with two columns: 'Correspondence Description' and 'Received'. The table lists seven messages, with the first one being 'AGENCY LOCATION LOST OF AIC' received on 12/08/2014. Other messages include 'AGENCY CERTIFICATE', '30-day License Renewal Notice', 'AGENCY LICENSE RENEWAL NOTICE', and two 'AGENT IN CHARGE TERMINATION' messages. A 'Back' button is located below the table. At the bottom of the page, there is a copyright notice: '@2000-2014, - The State of Florida - All Rights Reserved. Disclaimer.' and a zoom level indicator set to 100%.

Correspondence Description	Received
▶ AGENCY LOCATION LOST OF AIC	12/08/2014
▶ AGENCY CERTIFICATE NEW!	12/14/2012
▶ 30-day License Renewal Notice NEW!	11/12/2012
▶ AGENCY LICENSE RENEWAL NOTICE NEW!	09/12/2012
▶ AGENT IN CHARGE TERMINATION	12/29/2009
▶ AGENT IN CHARGE TERMINATION	09/30/2009
▶ AGENT IN CHARGE TERMINATION	09/25/2009
▶ AGENCY LICENSE RENEWAL NOTICE	09/14/2009

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This is an example message of the notification

Message Detail	Close [X]
AGENCY LOCATION LOST OF AIC	12/8/2014
FROM: Florida Department of Financial Services [FloridaAgentLicensing@MyFloridaCFO.com]	
TO: MORGAN	
Sent Date:	
Status: UNSENT	
Subject: Agency Location Has Lost Its Agent in Charge Under License L0350	
<hr/>	
RE: Florida Agency License Number L0350	
Dear MORGAN	
The location listed below under your agency license has lost its agent in charge (B , ASHLEY , License Number A0129). Florida law requires your agency and its locations to have an agent in charge designated at all times.	
Please log in to your agency's MyProfile account for License Number L0350 and designate an agent in charge immediately for the following agency location:	
Location Number (if one is on file): 3 Location Address: 4965 NW , GAINESVILLE, FL 32605 If you do not designate an agent in charge for this location by 03/08/2015, the agency's location will be cancelled.	
To review Frequently Asked Questions we receive, please visit our FAQ page .	
Additionally, our MyProfile help page contains information on how to accomplish various tasks using MyProfile.	
This email is for informational purposes only. Please do NOT reply to this email as it is coming from an unmonitored email address.	
Thank you, Florida Department of Financial Services Division of Agent and Agency Services www.MyFloridaCFO.com/Division/Agents	
<hr/>	
 	

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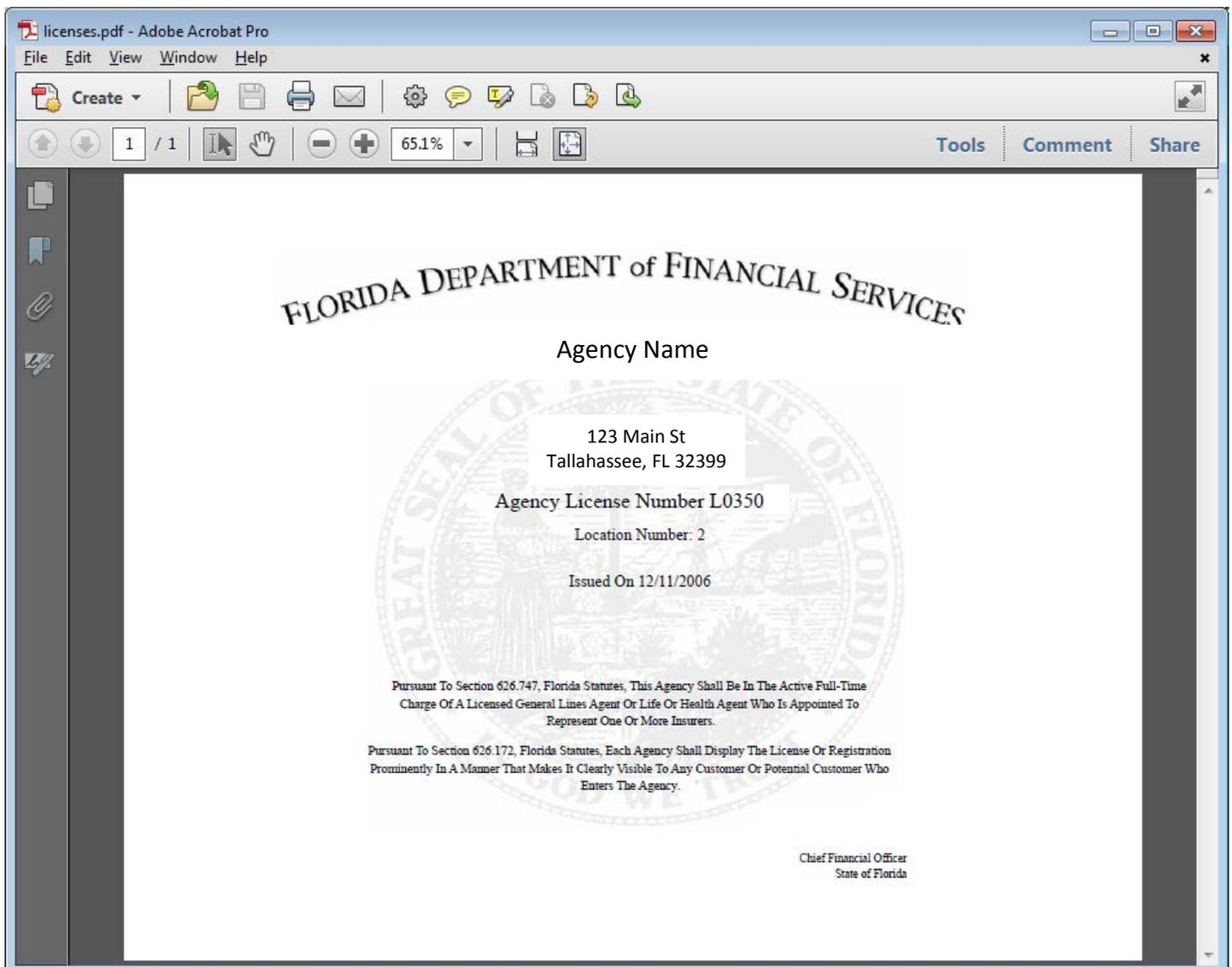
Print License:

The "Print" link/button located on the far right of each branch location allows you to print the license for a single branch location.



Loc #	Start Date	Address	AIC Name	AIC Status Date	AIC Lic#	Added Date	Print
2	09/15/1972	4965 NW A GAINESVILLE, FLORIDA, 32605 (443) 627-	ASHLEY B Delete	12/05/2014	A0129	12/05/2014	Print
2	10/25/2006	1200 S PLANTATION, FLORIDA, 33324 (443) 627-	ROBERT S Delete	12/05/2014	A2446	12/05/2014	Print

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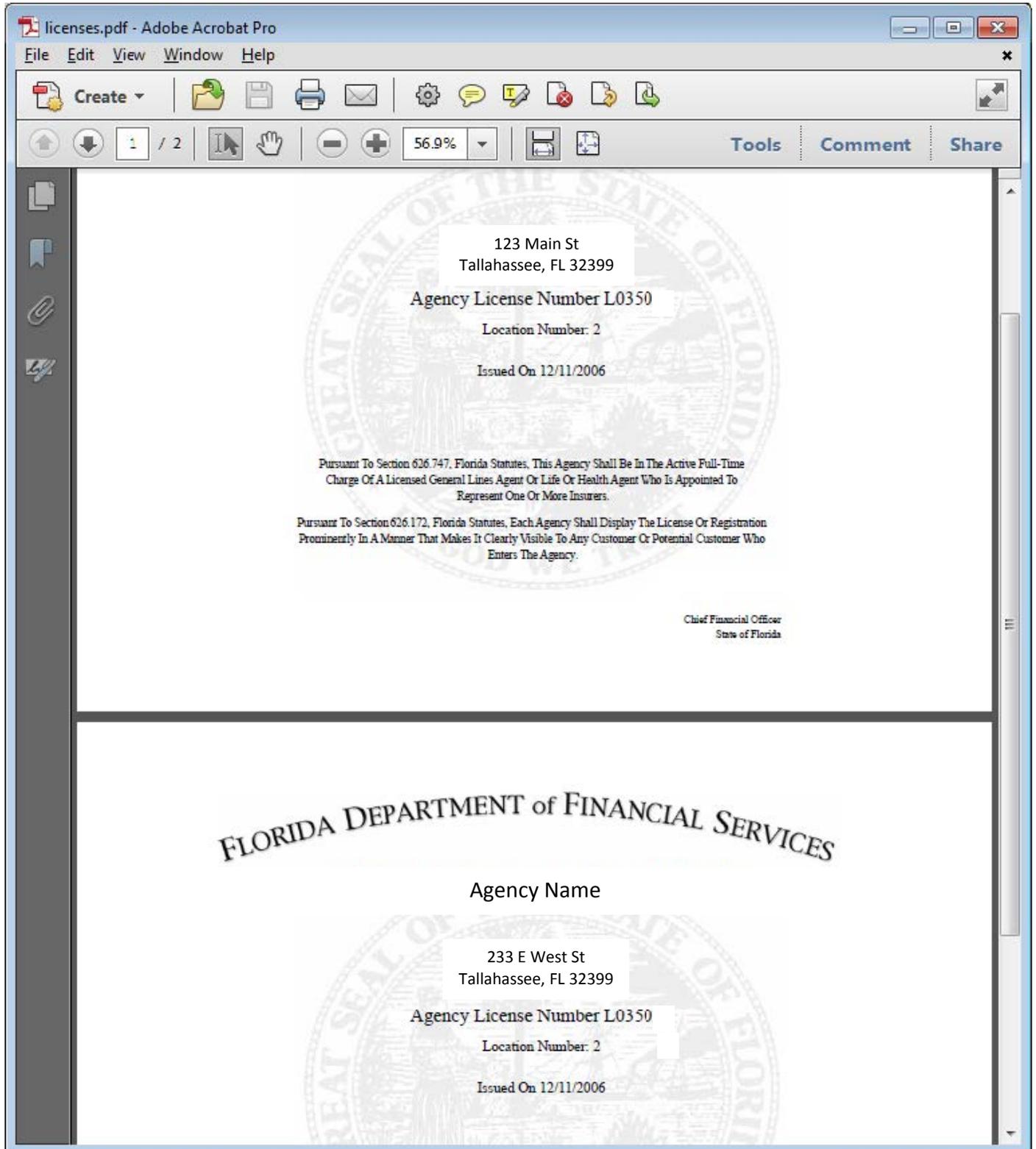
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“Print All” – This button allows you to print the license for all branch locations.

License Number

Active Locations

Loc #	Start Date	Address	AIC Name	AIC Status Date	AIC Lic#	Added Date
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Export Location List:

Export Report – This button allows you to export all branch locations to an Excel spreadsheet.

License Number

Active Locations

Loc #	Start Date	Address	AIC Name	AIC Status Date	AIC Lic#	Added Date
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Location #	Start Date	Street1	Street2	City	State	Zip Code	Phone	AIC Name	AIC Status Date	AIC License #	Added Date
2	09/15/1972	4965 NW		GAINESVILLE	FLORIDA	32605	(443) 627-	ASHLEY B	12/05/2014	A0129	12/5/2014
2	10/25/2006	1200 S		PLANTATION	FLORIDA	33324	(443) 627-	ROBERT S	12/05/2014	A2446	12/5/2014

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