

MyProfile:

New functionality:

- Add/Delete branch locations
- Manage active branch locations

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

My Profile
USER: MORGAN

[Click here to View Accepted Applications](#)

LICENSES
LICENSE NBR: L0350

Active Licensure
9105 - NON-RESIDENT AGENCY LICENSURE

Current Contact Information

UserName:
[Click here to view Complete Information](#)

Print Licenses

Please click below on the size of license you wish to download/print.

• Permanent Licenses - Size: [Letter](#)

Letters

[Letter of Certification](#)

Agent In Charge

T ; DAVID [Terminate](#)

Locations

[Click here to review a list of your current locations.](#)

Owners/Officers

[Click here to review a list of owners/officers associated with the agency.](#)

Messages

[Click here to review a list of messages.](#) **NEW! (3 Unread)**

Apply
[Add Owner/Officer](#)
[Add locations](#)
[Delete Locations](#)
[Address Change](#)
[Login Information Change](#)
[Email Address Change](#)
[Third Party Privileges](#)
[Register to become an Appointing Entity](#)

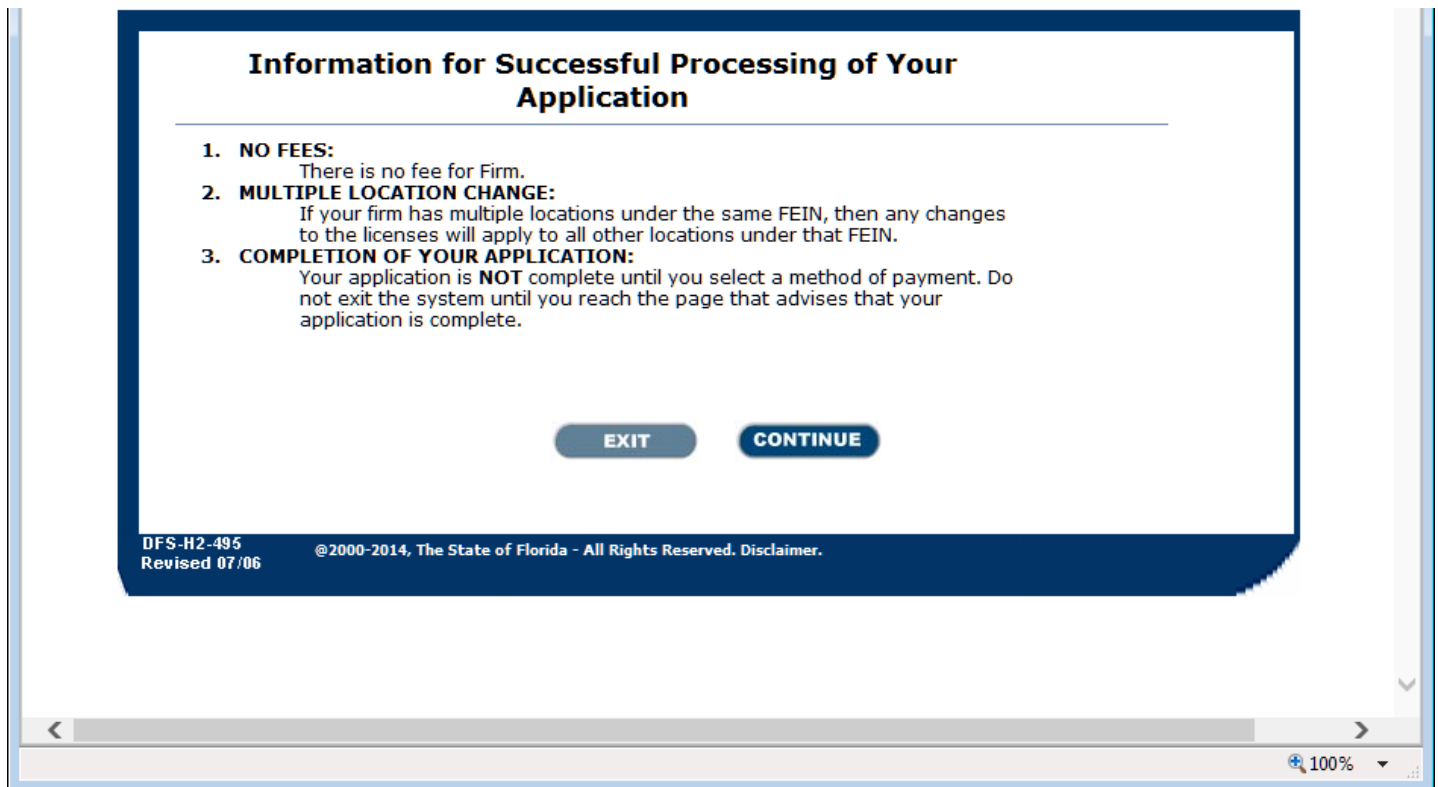
Links of Interest
[Our Home Page](#)

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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.



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:

1200 s

Street Address 2:

City:

plantation

State:

Florida

Zip Code:

33324

Phone Number:

443

-

627

-

Ext:

Agency Location Profile

Location Number:

2

Date Began or will Begin Transacting insurance:

10/25/2006

Agent in Charge License Number:

a2446

Save

Delete

EXIT

BACK

CONTINUE

DFS-H2-495
Revised 07/06

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100%

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%

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

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.**

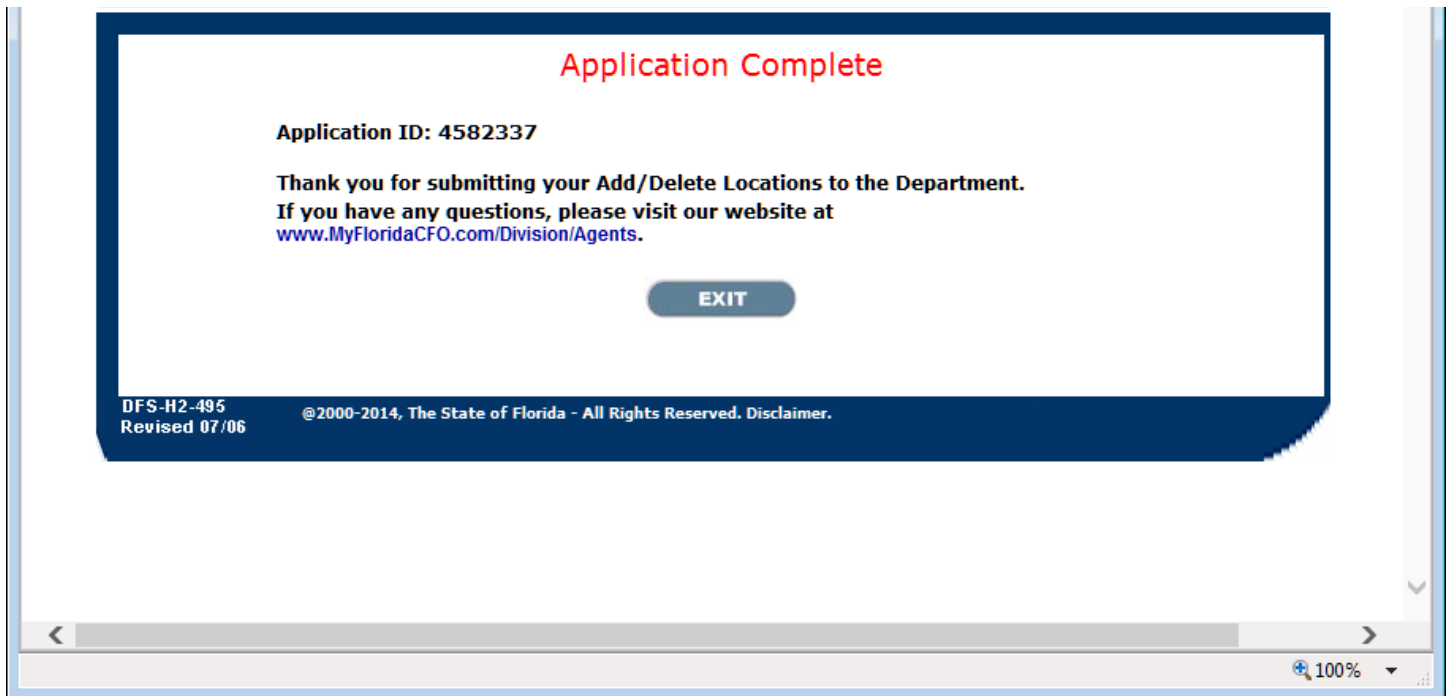
Affirmation Name(s):

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

EXIT BACK CONTINUE

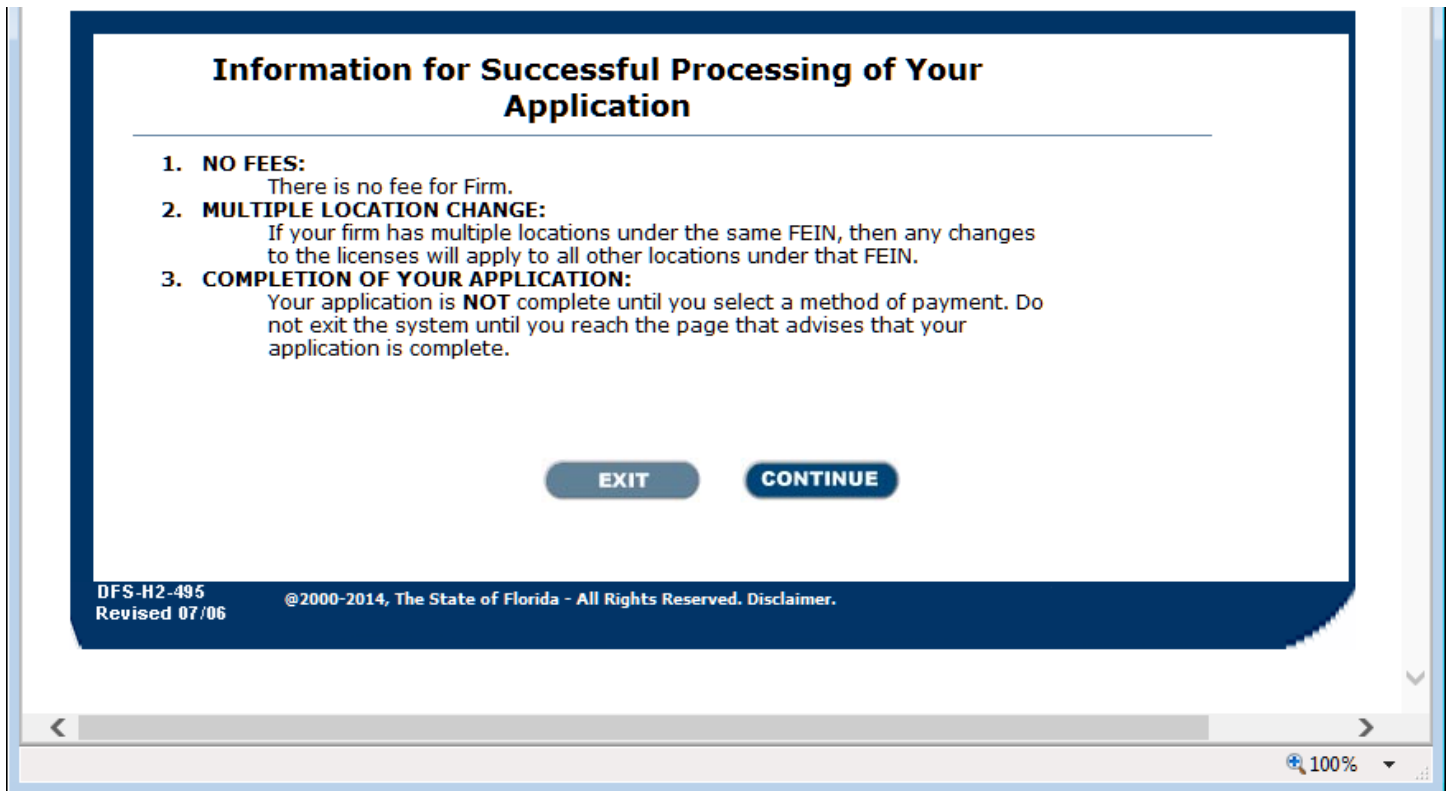
DES-H2-495 100%

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.)



Delete a Location:

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



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

DFS-H2-495
Revised 07/06

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

Application AdviseDelete LocationsAffirmation StatementCheckoutSummary

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.

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☐ I agree to the above statement.

Affirmation Name(s):

First NameLast Name

EXIT

BACK

CONTINUE

DFS-H2-495
Revised 07/06

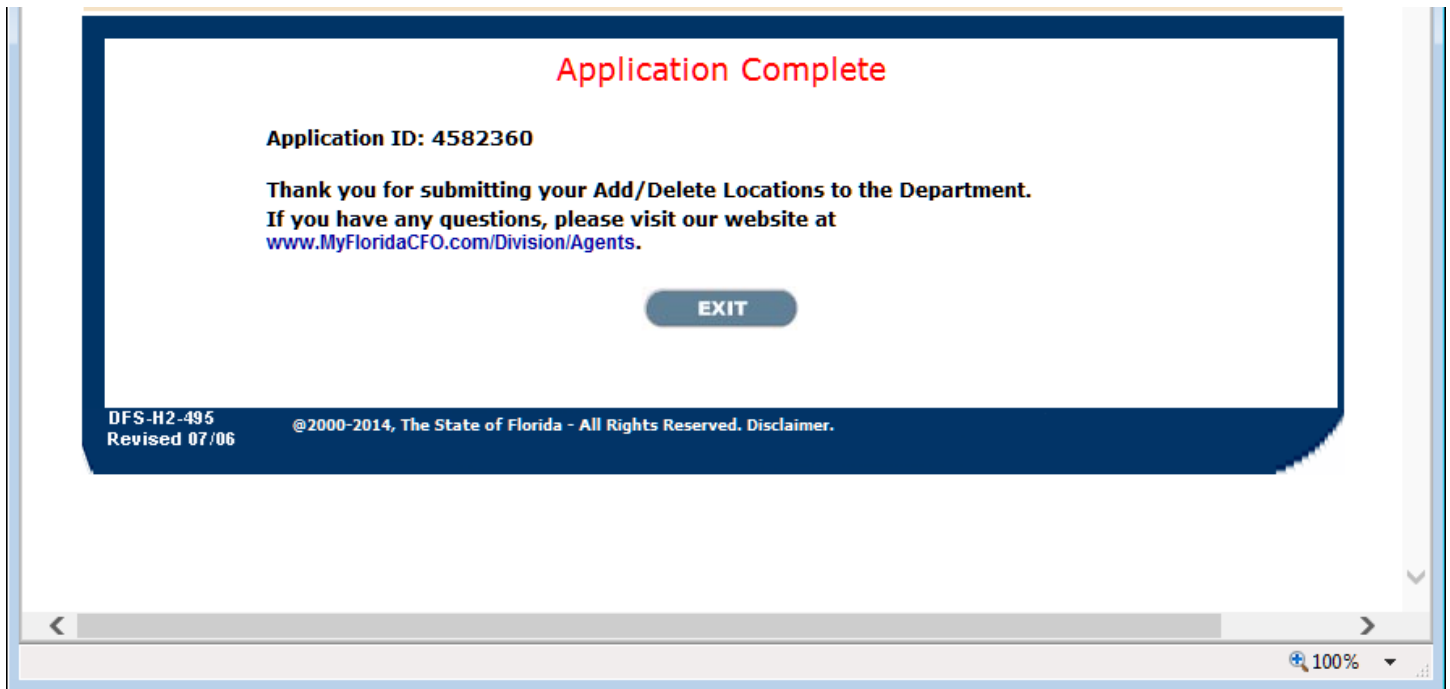
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Florida Department of Financial Services

Last Modified: 12/9/2014

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.)



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.

Active Locations						
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
2	10/25/2006	1200 S PLANTATION, FLORIDA, 33324 (443) 627-	ROBERT S Delete	12/05/2014	A2446	12/05/2014

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INS AGENCY - AGENCY IN CHARGE DELETE

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

Close

Continue


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 for an insurance agency. At the top, there are links for 'Help' and 'FAQ', a 'Logout' button, and the text '[Insurance Agency]'. Below this, the breadcrumb 'My Profile > Message List' is displayed, followed by 'USER: MORGAN'. The main content area is titled 'Message List' and contains a table with two columns: 'Correspondence Description' and 'Received'. The table lists seven messages, with the first message 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 'AGENT IN CHARGE TERMINATION'. A 'Back' button is located below the table. At the bottom of the interface, a copyright notice reads '@2000-2014, - The State of Florida - All Rights Reserved. Disclaimer.' The browser's address bar and zoom level (100%) are visible at the very bottom.

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

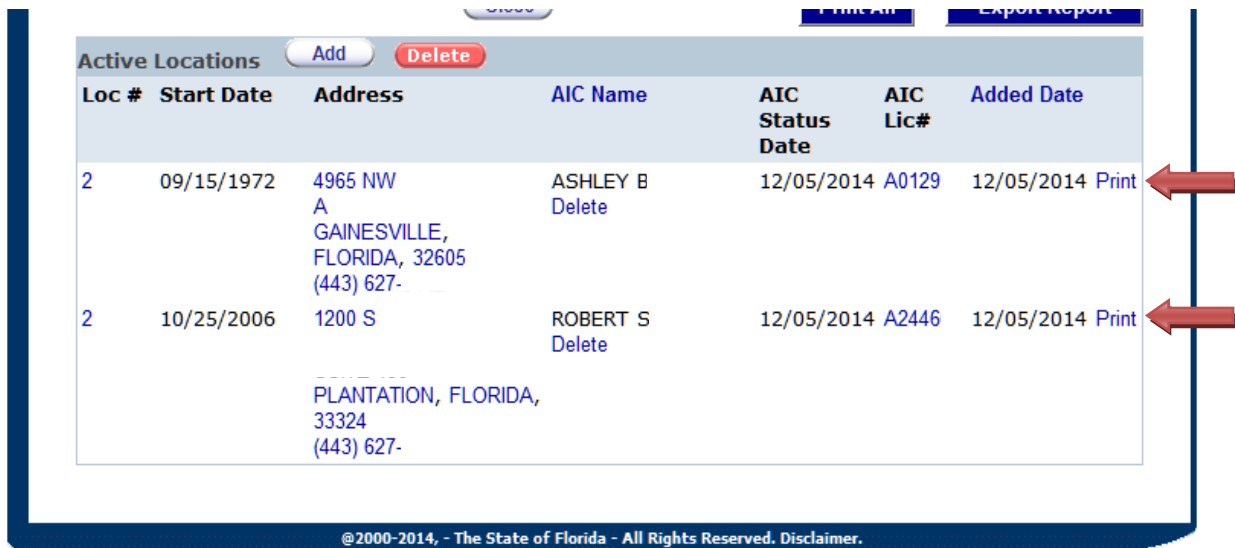
This is an example message of the notification

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	
<p>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.</p> <p>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:</p> <p>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.</p> <p>To review Frequently Asked Questions we receive, please visit our FAQ page.</p> <p>Additionally, our MyProfile help page contains information on how to accomplish various tasks using MyProfile.</p> <p>***This email is for informational purposes only. Please do NOT reply to this email as it is coming from an unmonitored email address.***</p> <p>Thank you, Florida Department of Financial Services Division of Agent and Agency Services www.MyFloridaCFO.com/Division/Agents</p>	
<hr/>	
<div>Close  Print Document</div>	

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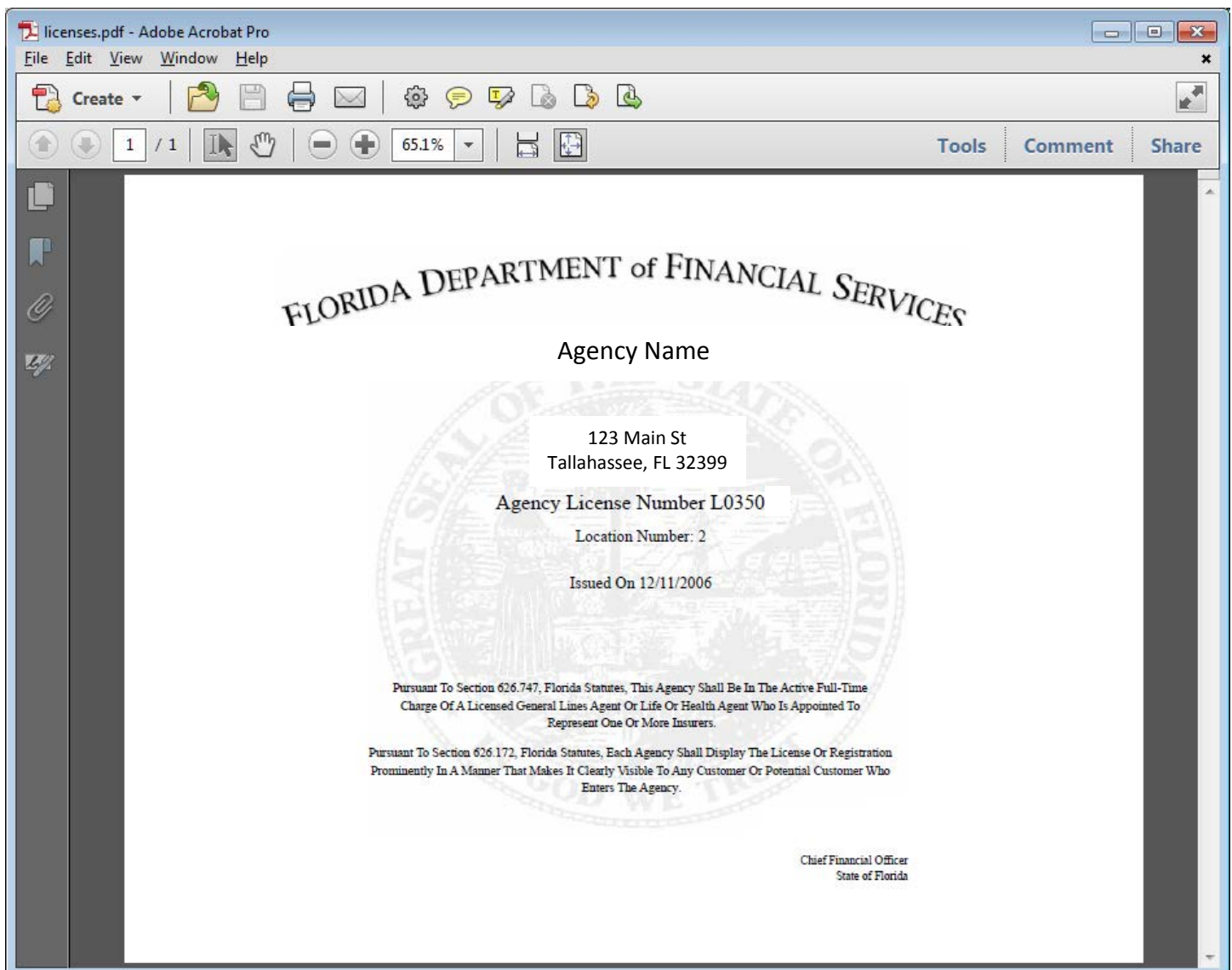
Print License:

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



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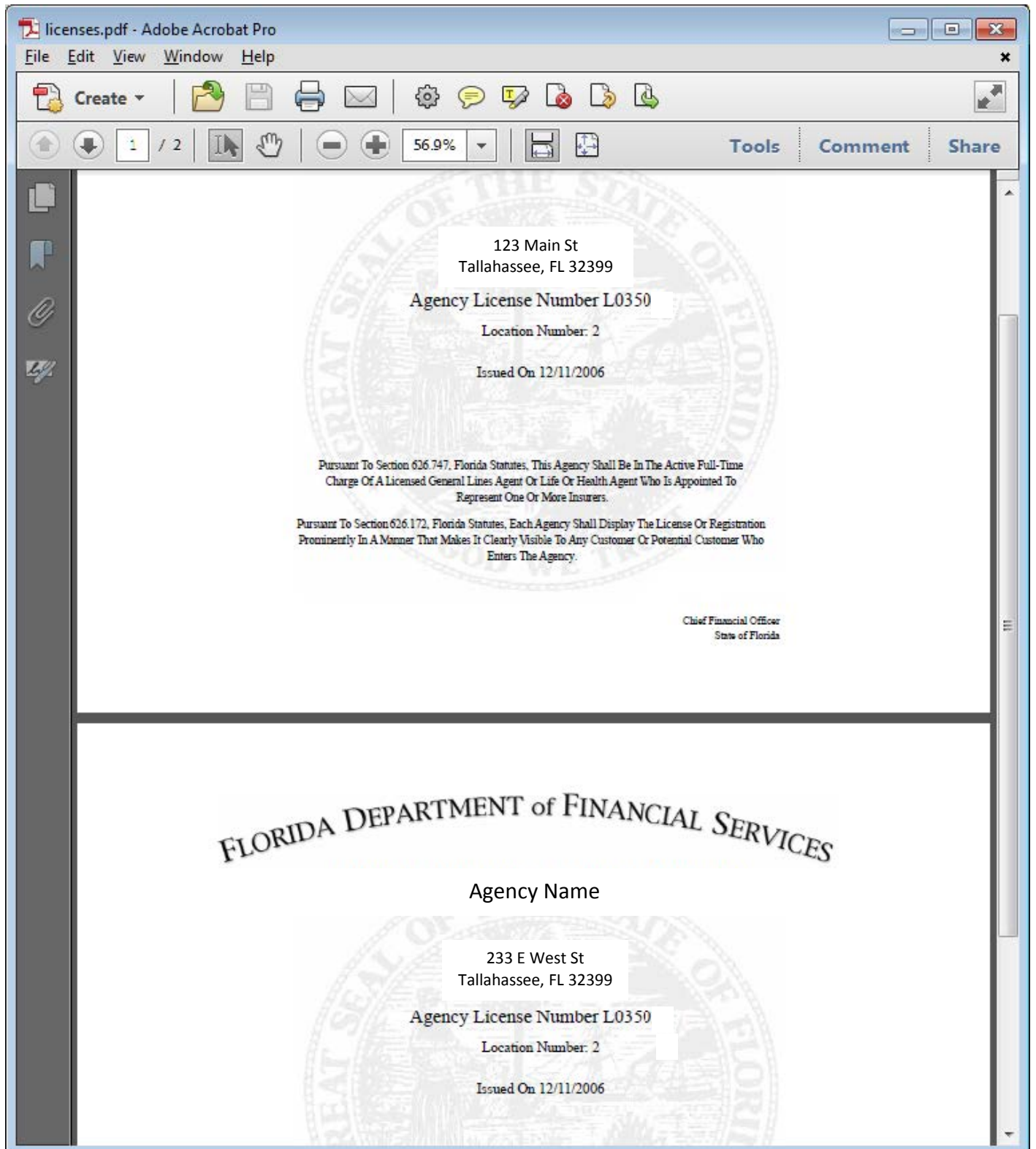
This is a document that contain screenshots of test data for agency branch locations and is for informational purposes only.

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

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

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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DataTable.xlsx [Read-Only] - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L
1	Location #	Start Date	Street1	Street2	City	State	Zip Code	Phone	AIC Name	AIC Status Date	AIC License #	Added Date
2	2	09/15/1972	4965 NW		GAINESVILLE	FLORIDA	32605	(443) 627-	ASHLEY B	12/05/2014	A0129	12/5/2014
3	2	10/25/2006	1200 S		PLANTATION	FLORIDA	33324	(443) 627-	ROBERT S	12/05/2014	A2446	12/5/2014
4												
5												
6												
7												
8												
9												
10												

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