



NATIONAL ASSOCIATION OF INSURANCE AND FINANCIAL ADVISORS - FLORIDA



LICENSURE AND COMPLIANCE AGENCY LICENSING AND REGISTRATION

AGENT COMPLIANCE CHECKLIST

BACKGROUND

In 2006 a new rule went into effect requiring agencies to identify an agent in charge of each agency, and to complete an application for agency registration or licensure. While there is quite a bit of information regarding the policies and procedures, many agents are finding themselves in trouble with the Department of Financial Services (DFS) for failure to comply with these rules, resulting in steep fines by DFS.

Especially apparent is the confusion concerning registration versus licensure. Specifically, which option is required, which option requires renewal and which option is perpetual. There is especially an issue with agents not registering or licensing their agencies as required when starting or acquiring an agency, and agency licenses not being renewed as required every three years.

What follows on these pages is a quick step-by-step process to guide you in checking if your agency is registered or licensed, and if necessary, the steps to complete the required application.

First things first. The first step is to determine if you even need to register or license your agency. **DO NOT** register simply because someone else did, or because someone else told you that you needed to do so. Only one person who is designated as agent in charge is required to complete the registration or licensure per location. Verify the requirements through DFS at (850) 413-3137.

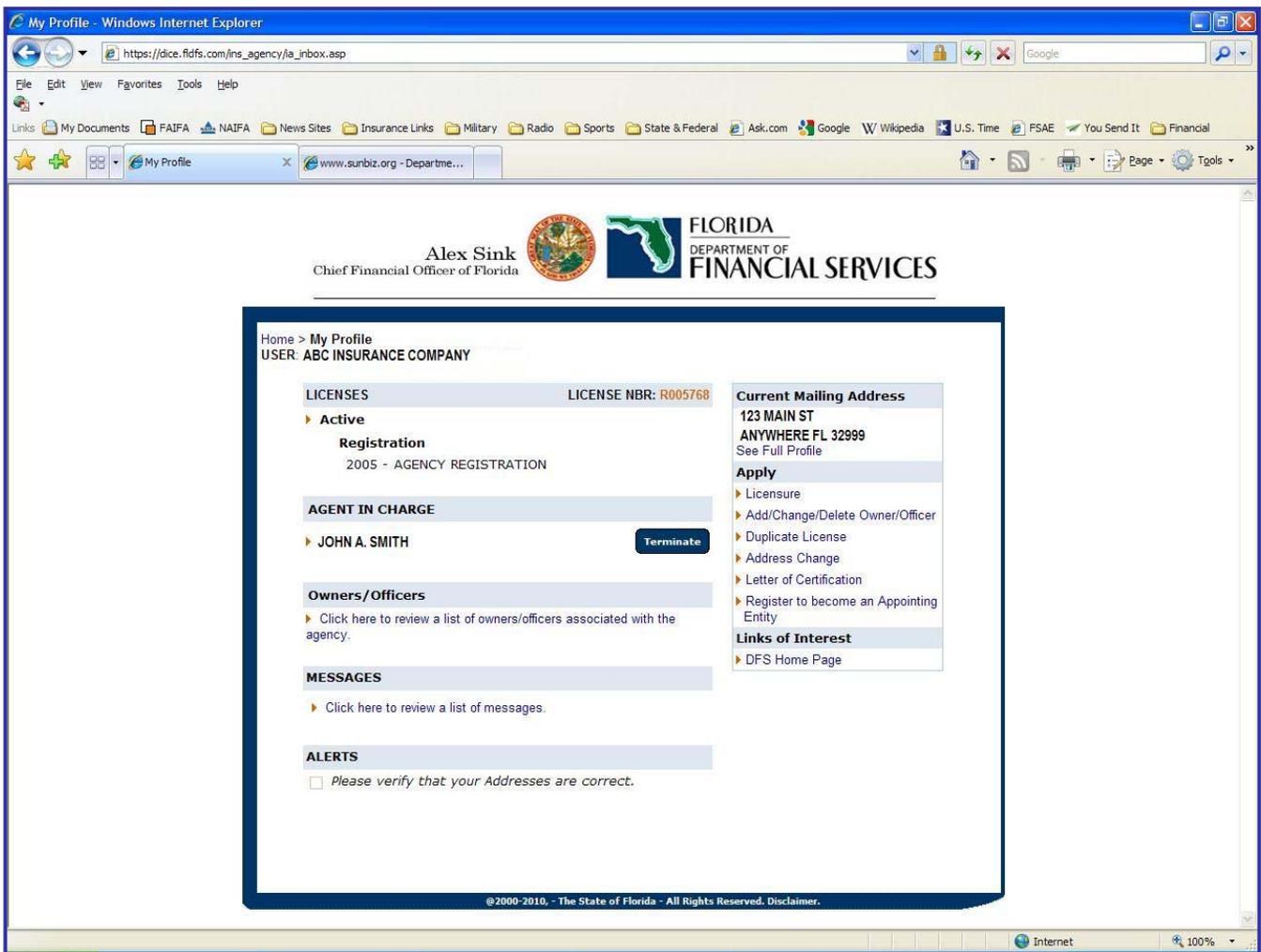
If you need assistance:

- Refer to the MyFloridaCFO website (www.myfloridacfo.com)
- Refer to the Agency Licensing FAQ:
www.myfloridacfo.com/agents/Licensure/Agencies/agencyLicensingFAQ.htm
- Refer to the Agency Licensure and Compliance Section
www.myfloridacfo.com/agents/Licensure/Agencies/index.htm

For any additional questions or assistance call Paul S. Brawner at (850) 422-1701 or via e-mail at brawner@faifa.org

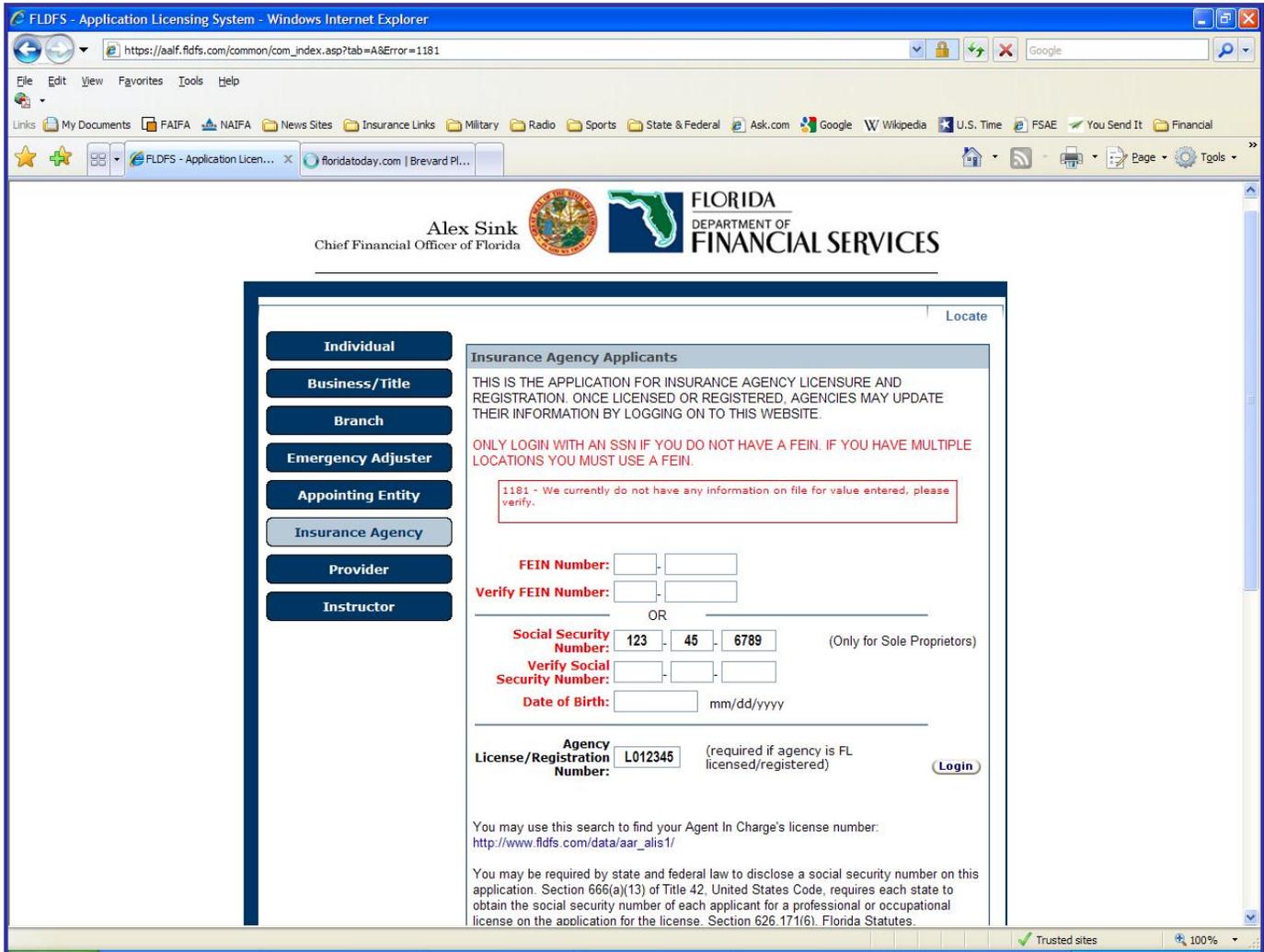
PART I: DETERMINE IF YOU ARE PROPERLY LICENSED OR REGISTERED

1. Open **Internet Explorer**
2. In the address window type: www.myfloridacfo.com/agents
3. Press the “**ENTER**” key on your keyboard
4. When the page opens click on the **MyProfile** icon located in the lower left area of the screen
5. When the **MyProfile** pages open click on the **Insurance Agency** tab located on the left
6. Enter either your **FEIN** (twice) or **SSN** (twice), followed by your **Agency Registration** number
 - a. **NOTE:** If you do not have an FEIN number use your SSN
 - b. **NOTE:** Your Agency Registration number will begin with an **R**.
Your Agency License number will begin with an **L**.
(It is **NOT** your agent license number)
7. Click on **LOGIN**
8. Once you have entered the information from the step 6 you should see a page that looks like this:



9. If you see the page referenced in step 8 then your agency is registered and you are in compliance. You do not need to do anything further.

10. However, if after entering the information from step 6 above you see the following page:



Note the boxed statement in red:

1181 – We currently do not have any information on file for value entered, please verify.

There is a problem and you'll need to take immediate action to rectify the situation! If you see this page it means you are **NOT properly registered or licensed!** Either you were never registered or your agency license has lapsed. You will need to complete an application.

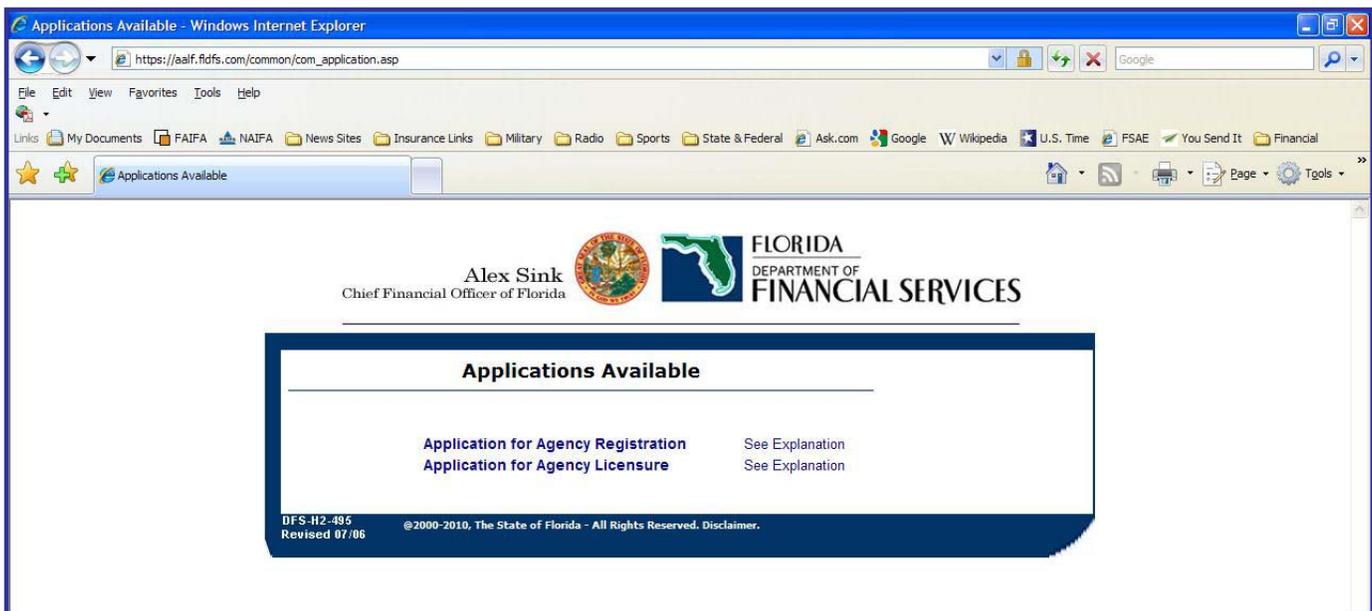
- **DO NOT IGNORE THIS REQUIREMENT!**
- **DO NOT DELAY COMPLETING THIS REQUIREMENT!**

Eventually the state will discover the discrepancy. When that happens they could easily increase the level of the fine (anywhere from \$1,000 up to \$10,000).

To complete the registration or licensure process complete the following steps:

PART II: COMPLETE AN APPLICATION FOR REGISTRATION OR LICENSURE

1. Open **Internet Explorer**
2. In the address window type: www.myfloridacfo.com/agents
3. Press the “**ENTER**” key on your keyboard
4. Click on the **MyProfile** icon located in the lower left area of the screen
5. Click on the **Insurance Agency** tab located on the left side of the screen
6. Enter your **SSN** (twice), followed by your **Date Of Birth**
7. Click on **LOGIN**
8. Once you have entered the information from step 6 you should see a page that looks like this:



9. Choose either **Application for Agency Registration** -or- **Application for Agency Licensure**

NOTE: To help you decide which option is appropriate more information can be found at:

Registration: <http://www.myfloridacfo.com/agents/Licensure/General/docs/20-05.htm>

Licensure: <http://www.myfloridacfo.com/agents/Licensure/General/docs/21-05.htm>

10. Once you’ve determined which option is appropriate, click on the link for either “Application for Agency Registration or Application for Agency Licensure.
11. Follow the on-screen prompts and complete the application.

!!! WARNING !!!!

If you have never completed the Registration or Licensure process, or your agency licensure has lapsed, the state will flag your application for review.

Once the review is initiated you will likely be notified by the state that you are not in compliance and are subject to a fine. You will receive instructions on how to come into compliance.