

To renew your license/registration follow the steps below:

1. Go to: <https://real.flofr.gov>
2. Login to Online Services by entering your User ID and Password:

The screenshot shows the 'Welcome to Online Services' page. It has a blue header with the title. Below it, there are two main sections: 'Returning User' and 'New User'. The 'Returning User' section includes a note that '*' denotes a required field, followed by input fields for '*User ID:' and '*Password:'. There are links for 'Forgot Password?' and 'Forgot User ID?', and a 'Sign In' button. The 'New User' section has a link for 'Create a User Account'. Below this link is a box with an exclamation mark icon and text: 'Click "Create a User Account" to create a new online services user account with the OFR.'

3. From the "My Workspace" page, locate the "Additional Activities" section. Go to "Make Payments" and click the "Select" button to the right.

The screenshot shows the 'My Workspace' page. At the top, there's a header with the title 'My Workspace' and a sub-header 'To start, choose an option and you will return to your Workspace menu after you have finished.' Below this, there's a red text instruction: 'To File a Consumer Complaint, navigate to the Additional Activities section.' The main content area is divided into three sections: 'Manage your Information', 'Apply for a License/Registration', and 'Additional Activities'. The 'Manage your Information' section shows 'Money Transmitters Part III #FT340001141' with a 'Select Action' dropdown and a 'Select' button. The 'Apply for a License/Registration' section has a 'What are you applying for?' dropdown and a 'Select' button. The 'Additional Activities' section lists several options: 'File a Consumer Complaint', 'Delegate an Authorized User', 'Make Payments (1)', 'Associate Entity to User Account', and 'View Filing History'. Each option has a 'Select' button to its right. The 'Make Payments (1)' button is circled in red.

License Information		Show Details
Name:	ABC COMPANY LLC	
License Number:	#FT340001141	
License Type	Money Transmitters Part III	

4. On the payment screen, ensure all licenses/registrations you wish to renew are selected and click “Next.”

Online Application Payment

If your company has an ACH block on its account, you will need to provide your financial institution with the OFR's Company ID number prior to submitting your payment. Failure to do so may result in your ACH payment being dishonored and additional fees being assessed.

The Company ID/Authorization number to be used in connection with a **Consumer Finance** filing is 2728181190. If you have questions for the Division of Consumer Finance, please call (850) 410-9895.

The Company ID/Authorization number to be used in connection with a **Securities** filing is 2728181191. If you have questions for the Division of Securities, please call (850) 410-9500.

The Company ID/Authorization number to be used in connection with a **Financial Institutions** filing is 2728181101. If you have questions for the Division of Financial Institutions, please call (850) 413-9519.

The Division of Financial Institutions **only** accepts ACH payments.

The OFR does not accept ACH Debit transactions from accounts located outside the United States. Users may choose to make payments via credit card. Please contact the OFR at (850) 487-9687 for further assistance.

Select the applications and/or miscellaneous charges you wish to pay for and click "Next" to continue.
Click "Cancel" to cancel the payment.

License Number	License Type	Transaction Type	Address	Fee	Select All/Deselect All
FT340001141	Money Services Businesses Part III	Renew FT3 License	123 APPLICATION WAY TALLAHASSEE 32301	\$375.00	☒

Next **Cancel**

5. On the “Confirm Payment Details” screen click “Next.”

Confirm Payment Details

Select payment method and click "Next" to pay for these applications.
Click "Cancel" if you do not wish to continue with the payment.

License Number	License Type	Transaction Type	Address	Fee
FT340001141	Money Services Businesses Part III	Renew FT3 License	123 APPLICATION WAY TALLAHASSEE 32301	\$375.00
Total				\$375.00

Next **Cancel**

6. Select the payment method you wish to use and click “Make a Payment.”

Select Payment Method

Please choose the method of payment.

☒ Pay by Credit or Debit Card
☐ Pay by Personal Check
☐ Pay by Corporate Check

Make a Payment

7. Enter the required information for the selected payment method and click “Continue.” (See below for examples of the 3 payment option screens):

Example 1:

Required fields are highlighted with an asterisk.

Payment information:
Amount:* \$375.00 ?

Please enter the following information about your payment method:

Cardholder's Name:* ?

Cards Accepted: 

Card Number:* ?

Signature Panel Code:* ?

Expiration Date:* MM YY YY ?

Billing information:
Address Line 1:* ?
Address Line 2: ?
Country:* United States ?
ZIP Code:* ?
City: ?
State: --Select One-- ?

Receipt information:
Email Address: ?

☐ By clicking on the provided checkbox, you are giving Florida Office of Financial Regulation permission to process this payment in the amount displayed above on your behalf.

Example 2:

Enter Payment Information



Required fields are highlighted with an asterisk.

Payment information:
Amount:* \$ 375.00 ?

Please enter the following information about your Bank account:

First Name on Check:* ?

Last Name on Check:* ?

Routing Transit Number:* ?

Account Number:* ?

Confirm Account Number:* ?

Type of Account:* ☐ Checking ☐ Saving ?

Address Line 1:* ?

Address Line 2: ?

Country:* United States ?

ZIP Code:* ?

City:* ?

State:* --Select One-- ?

Receipt information:
Email Address: ?

☐ By clicking on the provided checkbox, you are giving Florida Office of Financial Regulation permission to process this payment in the amount displayed above on your behalf.

Example 3:

Enter Payment Information



Required fields are highlighted with an asterisk.

Payment information:
Amount:* \$ 375.00 ?

Please enter the following information about your Bank account:

Company Name:* ?

Routing Transit Number:* ?

Account Number:* ?

Confirm Account Number:* ?

Employer Identification Number (EIN): (e.g. 00-0000000) ?

Type of Account:* Corporate Checking ?

Address Line 1:* ?

Address Line 2: ?

Country:* United States ?

ZIP Code:* ?

City:* ?

State:* --Select One-- ?

Receipt information:
Email Address: ?

☐ By clicking on the provided checkbox, you are giving Florida Office of Financial Regulation permission to process this payment in the amount displayed above on your behalf.

8. Verify your payment information is correct and click “Confirm.”

Please verify the following information:

Amount: \$375.00

Card information:

Cardholder's Name: John Doe

Card Type: Visa

Card Number: *****1111

Signature Panel Code: ****

Expiration Date: 1/2020

Billing information:

Address Line 1: 123 Payment Way

Country: United States

City: TALLAHASSEE

State: Florida

ZIP Code: 32301

Email Address: Licensee@flofr.com

Is this information correct?

9. On the next screen, you will see the total payment amount. Click “Submit.”

This transaction is subject to a Service Fee of \$9.38.

Payment Amount: \$375.00

Service Fee: \$9.38

Total Amount: \$384.38

Two transactions will appear on your bank statement, one in the amount of \$375.00 and one in the amount of \$9.38.

10. If payment is successful, you will be directed to a payment confirmation screen. You will have the option of printing an online receipt by clicking “View PDF Summary Report” or continuing by clicking “Next.”

Online Application Payment Success
Click "Next" to return to your Workspace menu.
Click "View PDF Summary" and print this page for your records using the print function of your browser.

Amount Paid:	\$375.00
Transaction Identifier:	2324482
Trace Number:	22788

Application Number	Description	Applicant Name	Fee
FT3-50275	Renew FT3 License	ABC COMPANY LLC	\$375.00

[Next](#) [View PDF Summary Report](#)

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11. Once completed, you will be returned to your “My Workspace” page.
12. The renewal is now complete.