



FLORIDA OFFICE OF FINANCIAL REGULATION

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DREW J. BREAKSPEAR
COMMISSIONER

Attention: Issuer Dealers, Canadian Dealers, Broker Dealers (Non-FINRA members), Corresponding Branch Offices and Associated Persons, and Securities Offerings under Chapter 517, Florida Statutes.

Pursuant to amended Rule 69W-301.002, Florida Administrative Code, the Office of Financial Regulation (OFR) has **mandated** the use of the **Regulatory Enforcement and Licensing (REAL) System**. This rule became effective on November 22, 2010. In accordance with this rule change, registrants/notice filers are now required to submit all applications, pay fees, and update registration/notice filing information online through REAL.

In order to manage your license or application online, you must establish a user account via our website (<https://real.flofr.com>) and associate your current license to your new user account.

The following steps outline the process to establish a user account and associate your license:

Step One: Log on to the REAL System and Register to Use Online Services

- Go to: <https://real.flofr.com>
- Select the - REAL SYSTEM logo
- Complete the Create Online Account form. Record your user name and password for future use.
- Once you have received an email from Online Services, select the link contained in the email to verify that the email account on file is accurate.
- Select the link - Proceed to Login to OFR Online Services

Step Two: Log in to the Online Services and Access your Workspace

- Enter User Name and Password (This was created in your Online Account)
- Select "Log In" to access your Workspace page

If you already hold an active **Issuer Dealer** or **Broker Dealer** registration/notice filing with our Office, you will first need to associate your license to your new user account. If you are applying for the first time or are submitting a Securities Registration by Qualification or Notification, **disregard Step Three** in the instructions below.

Step Three: Associate Your License or Application to Your User Account

- Select the link – "Associate an Application or License to a User Account"
- Enter your Authorization Code. Contact the Office for this number if you have not already received it on a prior year's renewal invoice.
- Enter the Social Security Number or Federal Tax ID Number associated with your license (Canadian Dealers will need to enter "000000000" in the Federal Tax ID number field).
- Select the appropriate license type: Issuer Dealer, Broker Dealer, or Securities by Qualification or Notification. Select Broker Dealer if you are a Canadian or Non-FINRA member Dealer.
- Confirm and validate that the license you are about to associate to your user account is correct.
- Once you have completed this process – Select the "Return to Workspace" link and return to your Workspace page.

Once your online account has been established, follow the instructions below to submit all filings that may apply.

Apply for a New License

- Select the link – [Apply for a License/Registration](#)
- Select the appropriate license type from the list.
- For branch or agent applications, the affiliated firm's license must first be associated to your online account.
 - Select the link – “Click [here](#) to apply for Branch, Vendor, Location, or Agent.” You will be diverted to your list of associated licenses.
 - Select the radio button for the appropriate firm license to associate to the branch or agent application.
- Choose a unique filing name for your reference only. This name will appear in your workspace, but not on the application submitted to our office.
- Complete the basic information and electronically sign the form. This is not an application form. You will be required to complete and upload the required application form for your license.
- Upload the required documents listed for your license type, select a document type for each, and attach the documents to the filing.
- Pay the application fee associated with your license type. (\$200 fee for Issuer Dealers, Canadian Dealers, and non-FINRA member Broker Dealers; \$100 for branch offices; \$50 for associated persons; and \$1,000 for Securities Offerings)
- Print the confirmation page for your records. **An application is not deemed complete until payment and all required documentation is received.**

Update Registration/Notice Filing Information

- To amend your license, select the link – [View License\(s\) And Manage Details](#) from your Workspace.
- From the next page you will be able to manage your license or application details by selecting the [View/Manage License](#) link.
- Select the [Amend License](#) link to update name, address, or other registration/notice filing information that has changed. Upload the appropriate registration form, and fill in the updated information.
- If a previously approved associated person of the firm needs to request termination, upload a completed Form U-5 to an amendment filing against the firm's license, and the Office will be notified of the request.
- Select the [Terminate License](#) link to request the termination of your firm's registration/notice filing. Upload the appropriate termination form for your license type.
- Print out the confirmation page for your records.

Pay Renewal Fees from your Online Account

- Once your license has been associated to your user account, a Renewal Notice will appear on the top right corner of your Workspace when the renewal period begins at the end of the year.
- Select the “Renewal Notice” link for a list of your associated license(s) that may be renewed.
- Select the radio button for the license(s) you wish to renew; then select the “Submit for Renewal” button. (Make sure to mark the check boxes below the firm's radio button for all associated branches and agents that you wish to renew.)
- You will be directed to an Invoice screen for a list of your outstanding renewal fees.
- Select the “Make Payment” button to enter your payment information. (See #5 on next page for payment details.)
- Print out the confirmation page for your records.

Annual Financial Statements

- Annual Financial Statements for Issuer Dealers must now be submitted via REAL Online Services.
- To submit annual financial statements electronically, you must first associate your license to your user account.
- Select the [File an Annual Report](#) link on your Workspace, and select the radio button for the appropriate license.

- Choose a unique filing name for your reference only. This name will appear in your Outstanding/Pending filings, but not on the filing submitted to the Office.
- Select the Fiscal Year of the Annual Report.
- Upload the firm's annual financial statements for the current fiscal year.
- Print the confirmation page for your records.

With this new technology comes a change in the way the Office conducts its business. Some of the changes include:

1. **Issuer Dealers and Broker Dealers (Non-FINRA members), their branch offices and associated persons** using the online services to apply for a new license will be asked to electronically complete basic data regarding the application for registration/notice filing and then will be required to upload the appropriate Uniform Form in support of the filing type (i.e. Form BD for Broker Dealers and Issuer Dealers, Form BR for branch offices, and Form U-4 for associated persons). A filing will not be deemed received by the Office until such time as the appropriate Uniform Form and appropriate fee, if required, have been submitted.
2. For **Canadian Dealers**, the first time an applicant or notice filer makes an online filing to update license information, a complete application form must be filed in its entirety. Each time thereafter, the entity will only have to update the information that has changed on the form and sign the form. This ensures that the Office maintains the most accurate information at all times.
3. The REAL System will provide license holders with a printer friendly view of their license authorizing them to do business.
4. Filings for a **Securities Registration by Qualification or Notification** submitted using the Online Services must electronically complete basic data regarding the application for registration and will be required to upload the appropriate Uniform Forms in support of the filing type (i.e. Securities Registration by Qualification or Notification). Permits will continue to be printed and mailed for all Securities Registration by Qualification or Notification approvals.
5. The Office will accept payments through Online Services via **MasterCard, Visa, or electronic check** for applications and renewal filings. However, the Online Services system does not accept electronic check payments from banking institutions outside the U.S. or U.S. Territories. Prior to making an electronic check payment, please take appropriate measures to ensure your banking institution has not placed any restrictions on ACH payments made from your account. A rejection of your payment by your banking institution will result in additional service charges being imposed by the Office and possible delays in processing your application. If necessary, contact the Office at the number below to obtain our Company ID number to add the State of Florida as an authorized recipient of ACH payments on your account.

If at any time you need assistance using the REAL System, you may contact the Office where staff is available to provide guidance and support at 850-410-9893.