



FLORIDA OFFICE OF FINANCIAL REGULATION

www.FLOFR.com

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

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

Registered Users - Follow these instructions the first time you log in to the REAL System's new online services to access your existing account information for licenses, pending applications and complaints.

Please DO NOT create a new account. Any license, application or complaint associated to your existing account will be converted to the upgraded online services. If you create a new account, your information will not be associated to it.

Existing Users Registering on the New REAL Online Services

- Go to: <http://real.flofr.com>
- To access your existing account information, you will need to select "Forgot Password."
- Enter your User ID and provide the reminder answer to your security question tied to your existing REAL System account.
- You will receive an email which will contain a temporary password and the instructions to reset your password. Enter the temporary password from the email you received, then enter a new password.
- If you have a license or application that was associated to your previous account, your entire filing history will be converted to the new online services, but only a portion of your most recent application data will be converted. When you file an amendment to your license or update a pending application, only partial information will be shown. However, you can access the most recent application form in your filing history to use as a guide to complete the missing information.

New Users – Use the steps below to create a user account and file a new application/notice-filing.

To manage your license or application online, you must establish a user account via our website (<http://real.flofr.com>).

The following steps outline the process to establish a user account:

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

- Go to: <http://real.flofr.com>
- Select Create a User Account
- 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 ID and Password (This was created in your Online Account)
- Select “Sign In” to access your Workspace page

Step Three: Apply for a New Firm License or Offering

- Use the Select Chapter dropdown to select Securities Firms/Agents/Branches/Offerings
- Use the Select Action dropdown to select the appropriate license type from the list.
- Click Select
- Choose a unique filing name for your reference only. This name will appear in your workspace, but not on the application submitted to the Office.
- Complete each module by filling out all the information requested. For non-FINRA Broker/Dealers, Issuer/Dealers, branch offices, associated persons, and securities offerings, 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. You can only attach one document at a time, however you can attach as many documents as you wish.
- Pay the application fee associated with your license type. (\$200 fee for non-FINRA member Broker/Dealers, Canadian Dealers, Crowdfunding Intermediaries, Crowdfunding Issuers, and Issuer/Dealers; and \$1,000 for Securities Offerings)
- You will receive an e-mail with the online payment receipt. **An application/notice-filing shall not be deemed received until the payment and appropriate application form have been submitted to the Office. An application is not deemed complete until all required documentation is received.**

Pending Applications and Notice-Filings Being Reviewed

- To withdraw, submit additional documents, or continue filing an application/notice-filing for a firm, locate the filing under View/Update Filing and click the Details button. Select the appropriate action and follow the module instructions.
- To add an associated person or branch of a non-FINRA Broker/Dealer or Issuer/Dealer for an application that is being reviewed by the Office, locate the firm under Manage Outstanding Filings and click Select. Under Apply for a License/Registration, select the license you wish to apply for/notice-file with the firm, follow the module instructions, fill out all the requested fields and upload the appropriate document(s). Notice-filing fees for branch offices are \$100; registration fees for associated persons are \$50.
- To withdraw, submit additional documents, or continue filing an application/notice-filing for an agent or branch, locate the firm under Manage Outstanding Filings and click Select. Locate the filing under View/Update Filing and click the Details button. Select the appropriate action and follow the module instructions.

Registrants and Notice-Filers

- To amend, print or terminate a license, locate the license under Manage Your Information and use the Select Action dropdown to choose the appropriate action and click Select. Follow the module instructions, fill out all the requested fields and upload the appropriate document(s).
- To add an associated person or branch of a non-FINRA Broker/Dealer or Issuer/Dealer, locate the firm under Manage Your Information use the Select Action dropdown to choose Manage Branch/Agent Licenses and click Select. Under Apply for a License/Registration, select the license you wish to apply for/notice-file with the firm, follow the module instructions, fill out all the requested fields and upload the appropriate document(s). Notice-filing fees for branch offices are \$100; registration fees for associated persons are \$50.

Renewing A License

- The following Securities licenses are eligible for renewal through the REAL system: Canadian Dealers; non-FINRA member Broker/Dealers including their branches and associated persons; Issuer/Dealers including their branches and associated persons; and Crowdfunding Intermediaries.

- The annual renewal period begins in early November and runs through December 31. A late renewal period runs from January 1 through January 31; however, a reinstatement fee is assessed for filings renewed during this time. Securities Offerings and Crowdfunding Issuers are not eligible for renewal.
- Once the renewal period is active, the Make Payments option will appear on your Workspace under Additional Activities.
- Each license eligible for renewal will appear with a checkmark next to the license; however, you may choose which licenses to renew by selecting/deselecting the appropriate checkboxes.
- Follow the payment module instructions, once payment is completed you will receive an e-mail verifying the information.
- From your Workspace, click the Show Details button under License Information and the new expiration year will display.

Annual Financial Statements

- To submit annual financial statements, locate the license under Manage Your Information and use the Select Action dropdown to choose Annual Financial Statement and click Select. Follow the module instructions, fill out all the requested fields and upload the appropriate document(s).

General Information

1. **Broker/Dealers (Non-FINRA members) and Issuer/Dealers, their branch offices and associated persons** applying 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 U4 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).
5. The Office will accept payments through Online Services via **American Express, Discover, 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.