

Department Guidance – Online Account Updates for CAMs

License Menu

Select the function you wish to perform.
Press "Back" to return to the main menu.

Functions

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- [View My Continuing Education](#)
- [Remove This License From My Account](#)

Step 1:

Introduction	HOA Services Disclosure Statement - Introduction
Name and Personal/Organization Details	On June 3, 2024, Governor DeSantis signed HB 1203 into law. Effective July 1, 2024, community association managers providing community association management services to homeowners' associations will be required to biennially complete at least 5 hours of continuing education that specifically relates to homeowners' associations, 3 of which must relate to recordkeeping.
License Modifiers	NOTE: Licensees who are exempt from continuing education requirements pursuant to section 455.2124, F.S., (SB 382), will be exempt from all continuing education requirements including the additional continuing education requirements specifically relating to homeowners' associations and recordkeeping.
Application Summary	Press "Next" to continue. Press "Cancel" to cancel this application and return to the previous menu.
	<input type="button" value="Next"/> <input type="button" value="Cancel"/>

Step 2:

Introduction	HOA Services Disclosure Statement - Name and Personal Details
Name and Personal/Organization Details	Enter or confirm your personal details and press "Next" to continue. Press "Previous" to return to the previous section. Press "Cancel" to cancel this application and return to the main menu.
License Modifiers	Title:
Application Summary	First Name: <input type="text" value="Last"/>
	Middle Name: <input type="text" value="None"/>
	Last Name: <input type="text" value="Cade"/>
	Previous Last Name:
	Suffix:
	Doing Business As Name:
	Social Security Number: <input type="text" value="XXXXXXXXXX"/>
	Birthdate: <input type="text" value="MM/DD/YYYY (mm/dd/yyyy)"/>
	Gender: <input type="text" value="Female"/>
	Race:
	<input type="button" value="Previous"/> <input type="button" value="Next"/> <input type="button" value="Cancel"/>

Step 3:

Be sure to click/select the checkbox before proceeding.

Introduction	HOA Services Disclosure Statement - Licensing Factors
Name and Personal/Organization Details	Please provide the requested information below Please select/de-select the desired attribute and press "Next" to continue. Press "Previous" to return to the previous section. Press "Cancel" to cancel this application and return to the main menu.
License Modifiers	
Application Summary	

HOA Services Disclosure Statement

I provide community association management services to homeowners' associations.

[Previous](#) [Next](#) [Cancel](#)

Step 4:

Introduction	HOA Services Disclosure Statement - Application Summary
Name and Personal/Organization Details	Please review your information for completeness and accuracy. If errors are identified, click on the "Previous" button to make your corrections. If the information is correct then click on the "Next" button to submit this information. Review the data and press "Submit" to continue. Press "Previous" to return to the previous section. Press "Cancel" to cancel and return to the main menu.
License Modifiers	
Application Summary	

HOA Services Disclosure Statement Summary

License Type:	Community Association Manager
Application Date:	12/06/2024 (mm/dd/yyyy)

Personal Details

Title: _____

First Name: **James**

Middle Name: **Eric**

Last Name: **Smith**

Social Security Number: **123456789**

Birthdate: **12/06/1988**

Gender: **Female**

Race: _____

License Factors Selected

HOA Services Disclosure Statement	I provide community association management services to homeowners' associations.
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[Previous](#) [Submit](#) [Cancel](#)

Step 5:

Introduction	HOA Services Disclosure Statement - Affirmation
Name and Personal/Organization Details	Press "Previous" to return to the previous section. Press "Submit" to complete this transaction. Press "Cancel" to cancel and return to the main menu.
License Modifiers	
Application Summary	I understand that an electronic signature shall have the same force and effect as a written signature. <input type="radio"/> Yes <input type="radio"/> No

[Previous](#) [Submit](#) [Cancel](#)

Confirmation:

Confirmation

Your information has been submitted. An email has been sent to the email address associated with your DBPR Online Services account. If you do not receive this email you may verify the address where the message was sent by selecting "Main Menu" and then "View User Profile". Updates to where future emails are delivered can be made by selecting the "Edit" function and updating your email address.

Press "Return" to return to the main menu.

[Return](#)