

Purpose: Use this job aid to register for the FPL Assist Portal.

Registering for the FPL Assist Web Portal				
Step	Action			
1	 Registration for the Assist Portal, will require the following: First and last name Rep Number Agency email address Assist Portal Pin Agency Code 			
2	Access the FPL Assist Portal			
3	Click Register from login page Image: Click Register from login page	Log In		
4	 Once you click Register, the Personal Information window appears. 1. Enter your First name in the First Name field 2. Last name in the Last Name field 3. Rep Number in the Rep Number field 4. Enter User ID in the User ID field User ID must : Be exactly seven characters include at least one letter and one number. Not contain special characters. 5. Click Continue 	Personal Information Please Enter your Personal Information 1 1 Enter your first name. 2 Last Name 3 Rep Number 4 User ID 5 CON TINUE CANCEL		



Purpose: Use this job aid to register for the FPL Assist Web Portal.

Registering for the FPL Assist Web Portal (cont.)				
Step	Action			
5	 Next the Security Information window app 1. Enter password in Password field Password : Must be 8 - 25 characters and conone letter and one number No special characters are allowed Passwords are case sensitive 2. Retype password in Confirm Password 3. Select a security question from the drope 4. Type answer in Security Answer field 5. Retype answer in Confirm Security Answer 	Dears Security Information Please Enter your Security Information 1 I I I Enter your password. Remember, password is case sensitive. 2 Confirm Password 3 Security question 3 Security question 3 Security Answer 3 Confirm Security Answer 5 Confirm Security Answer 5 Swer field CANCEL		
6	 Next, the Agency Information window appendix 1. Enter your agency code in the Agency 2. Enter assist portal pin in the Assist Portal 3. Enter agency email address in the Agency Email Address field 4. Retype agency email address in Confir Address field 5. Read certification and acknowledgement and Select each box next to messages 6. Click Submit 	Agency Information Code field. ortal Pin field ency Primary rm Email ant messages S I actionides the law autoritation on this agency's beau. S S	r	
7 FPL Propr	 Registration Complete message appear is displayed Registration complete message appear 	rs in the Message Bar and Retrieval S		
Confidenti	ial Information	All Rights	Reserved.	