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

Registering for the FPL Assist Web Portal

<table>
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| 1    | Registration for the Assist Portal, will require the following:  
• First and last name  
• Rep Number  
• Agency email address  
• Assist Portal Pin |
| 2    | Access the FPL Assist Portal |
| 3    | Click **Register** from login page |
| 4    | Once you click Register, the Personal Information window appears.  
• Enter your:  
  1. First name in the **First Name** field  
  2. Last name in the **Last Name** field  
  3. Rep Number in the **Rep Number** field  
• Create a **User ID** - User ID must:  
  • Be exactly seven characters  
  • Include at least one letter and one number.  
  • Not contain special characters.  
• Enter User ID in the **User ID** field  
• Click **Continue** |
Registering for the FPL Assist Web Portal (cont.)

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| 5    | **Next the Security Information window appears**  
       • Create a password:  
       - Must be 8 - 25 characters and contain at least one letter and one number  
       - No special characters are allowed  
       - Passwords are case sensitive.  
       • Enter password in **Password** field  
       • Retype password in **Confirm Password** field  
       • Select a security question from the dropdown menu  
       • Type answer in **Security Answer** field  
       • Retype answer in **Confirm Security Answer** field  
       • Click Continue |
| 6    | **Next, the Agency Information window appears**  
       • Enter your agency code in the **Agency Code** field.  
       • Enter assist portal pin in the **Assist Portal Pin** field  
       • Enter agency email address in the **Agency Primary Email Address** field  
       • Retype agency email address in **Confirm Email Address** field  
       • Read certification and acknowledgement messages  
       • Select each box next to messages  
       • Click Submit |
| 7    | **Registration Complete** message appears in the Message Bar  
       • Retrieval Screen is displayed |