



## Reminder: Create an Online Account for Condominium and Cooperative Associations by October 1, 2025

1 message

DBPR <donotreply@myfloridalicense.com>

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dbpr

Department of  
**BUSINESS AND PROFESSIONAL REGULATION**

RON DESANTIS, GOVERNOR



MELANIE S. GRIFFIN, SECRETARY

As a reminder, effective July 1, 2025, all condominium and cooperative associations are required to create an online account with the Division of Condominiums, Timeshares, and Mobile Homes by **October 1, 2025**.

Through the online account, associations will now submit information related to the association, board members, building information, assessments, alternate funding methods, and the completion of the Structural Integrity Reserve Study (SIRS).

To create an online account and link the account to the association, the association needs its **Managing Entity Number** and the **Activation PIN** (found on your billing statement) assigned to the association. The association's managing entity number is unique to the condominium or cooperative association. Do not use the building specific project number or the community association manager's license number when linking the account to the managing entity. The Division generates the PIN for each association and does not use the last 4 digits of a Social Security Number or Tax Number. If you have questions about your PIN, please contact the Division by email at [CTMHEducation@myfloridalicense.com](mailto:CTMHEducation@myfloridalicense.com). **To create an account and log into the Department's online portal, click the link below:**

- [DBPR's Online Portal](#)

Instructions for **creating an account** and linking the association's managing entity can be found at the link below:

- [Creating an Online Account and linking the Association's Managing Entity](#)

Instructions for **looking up the association's managing entity number** can be found at the link below:

- [Managing Entity Lookup For Online Account](#)

The association's managing entity can only be linked to one online account at a time. If the association has already created an online account and submitted the required information, you do not need to create an additional online account.

Instructions for **removing the association's managing entity** can be found at the link below:

- [Removing the Association's Managing Entity from Account](#)

With the most recent [legislation](#), associations are now also required to complete a SIRS by **December 31, 2025**. If the association has already completed its SIRS and submitted it to the Division through the online form or online account, associations do not need to resubmit until the next study is performed.

The links below may be helpful if you need assistance with the required reporting:

- [Association Information](#)
- [Building and Assessment Information](#)
- [Structural Integrity Reserve Study Reporting](#)

If you have any additional questions about creating an account or submitting information, please contact the Division by phone at (954) 202-6831 or by email at [CTMHEducation@myfloridalicense.com](mailto:CTMHEducation@myfloridalicense.com).

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