

## INFORMATIONAL MEMORANDUM

**DATE:** September 16, 2008

**TO:** All License Applicants, Licensees, eAppoint Users, and Continuing Education Providers

**FROM:** **Division of Agent and Agency Services  
Florida Department of Financial Services**

**SUBJECT:** Communicating with you by email only

Beginning January 1, 2009, more and more of our communication with you will be done electronically. It is of utmost importance to you to add, verify or update your email address as soon as possible.

We proposed, and the Florida Legislature agreed, that as part of lowering operating costs and providing more efficient services, this move was important. The law now requires you to notify us of your email address and to keep it current.

We will send most all correspondence electronically via e-mail, My Profile, or through our education system. We will continue to communicate correspondence of a more sensitive nature through paper correspondence, which includes correspondence that pertains to criminal history, and administrative and civil actions.

**For license applicants and current licensees:**

- ❖ To update or add your email address to our records, log-in to My Profile at [www.myfloridacfo.com/agents](http://www.myfloridacfo.com/agents) and click on "Address Change."

**For eAppoint users (companies and adjusting firms):**

- ❖ To update your email address, log-in to your eAppoint account at <https://iportal.fldfs.com/eappoint> and select "My Account" at the top of the page. Select "Update my account". Update your email address and click the "Save" button at the bottom.

**For continuing education providers:**

- ❖ To update your email address, log-in to your Provider Inbox via My Profile at [www.myfloridacfo.com/agents](http://www.myfloridacfo.com/agents). From the menu at the top, select "Customize" and "My Profile". Update your email address and click the "Save" button at the bottom.

**Update your email address as soon as possible. We want to communicate more, and faster, with you when necessary. We want to ensure you have the best and most current information about your professional license. If you have questions about this memo, call the Bureau of Licensing at 850-413-3137.**