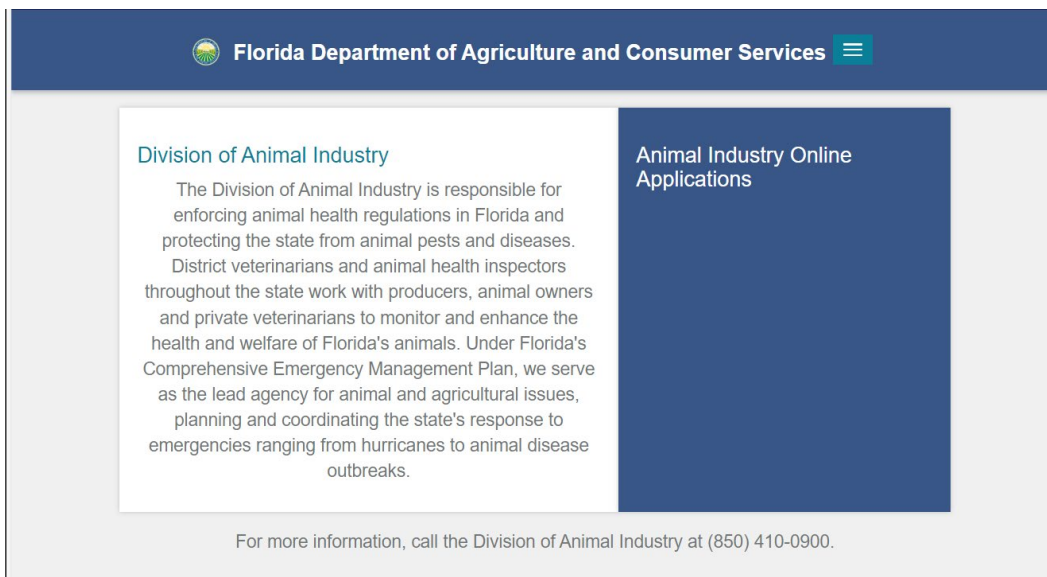
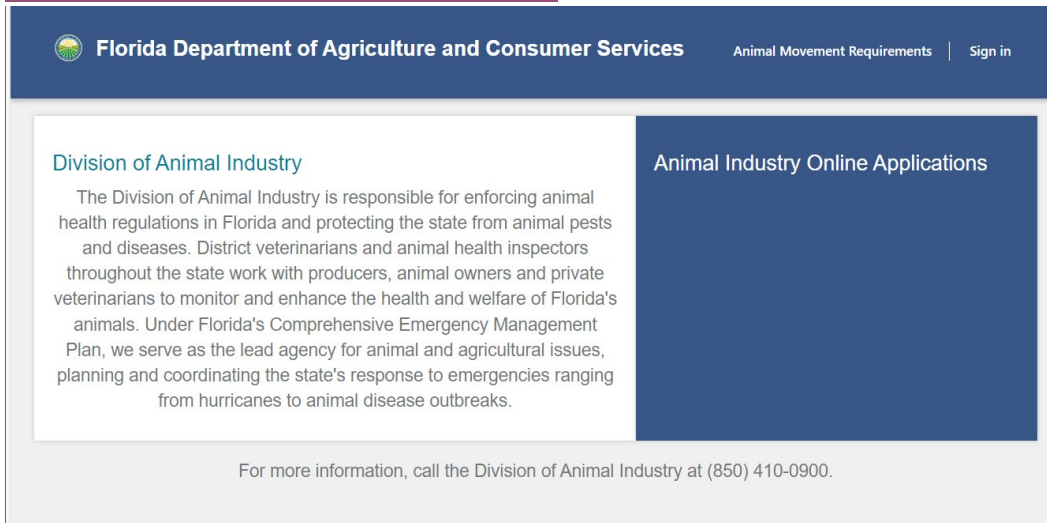


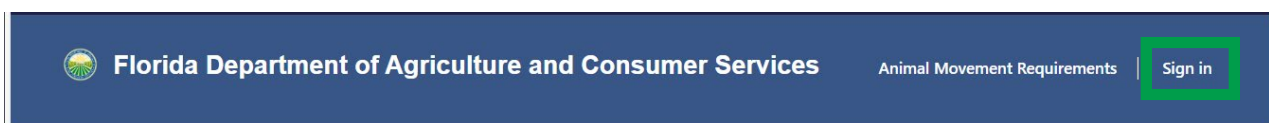
How to Create a Division of Animal Industry Portal Account

1. Open an internet browser on a computer or smart phone and navigate to <https://flanimalmovementrequests.fdacs.gov/>

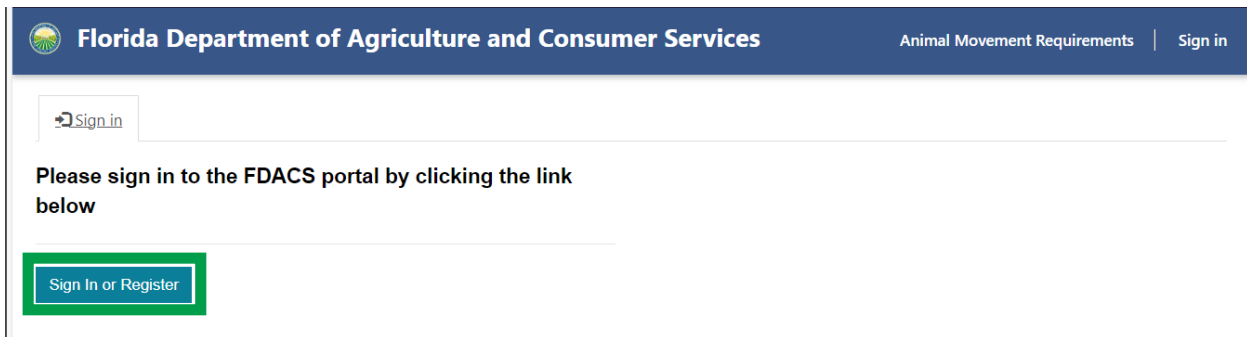


Please note your screen might be slightly different than the examples shown depending on browser, device, and font size. If your screen is compacted, you will see a Navigation Menu button instead of the listed navigation links. Once the Navigation Menu is clicked you will see the navigation links.

2. Click the **Sign in** at the top right, if you do not see Sign in you will need to expand the Menu Button Icon and select it there.

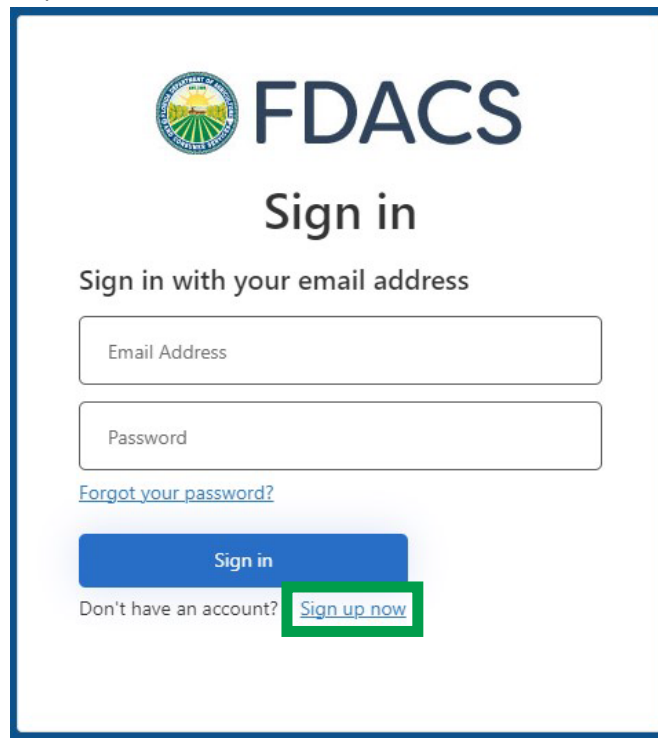


3. Click **Sign in or Register** button.



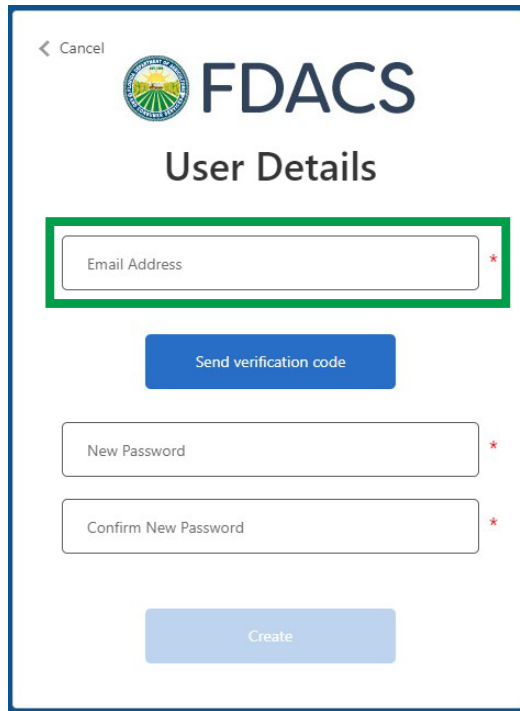
The screenshot shows the top navigation bar of the FDACS portal. On the left is the FDACS logo, followed by the text "Florida Department of Agriculture and Consumer Services". On the right, there are links for "Animal Movement Requirements" and "Sign in". Below the navigation bar, there is a "Sign in" button with a user icon. Below that, a text prompt reads: "Please sign in to the FDACS portal by clicking the link below". At the bottom of this section, a button labeled "Sign In or Register" is highlighted with a green rectangular border.

4. Click the **Sign up now** option.



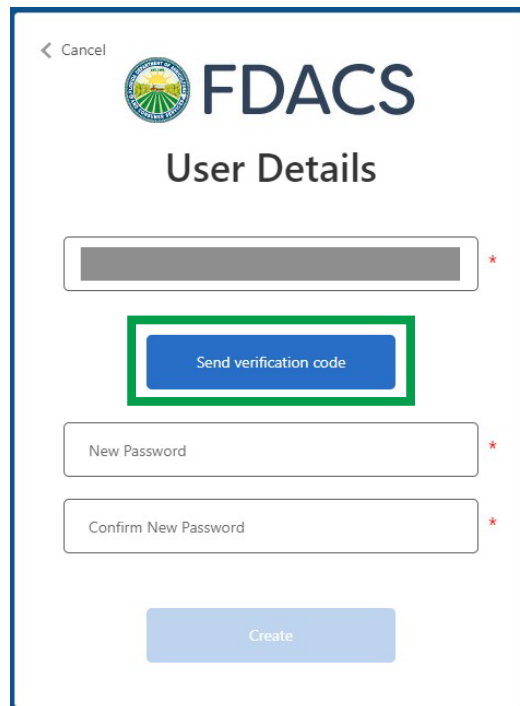
The screenshot displays the "FDACS Sign in" page. At the top is the FDACS logo and the heading "FDACS Sign in". Below this, the instruction "Sign in with your email address" is shown. There are two input fields: "Email Address" and "Password". A link for "Forgot your password?" is positioned below the password field. A blue "Sign in" button is located below the input fields. At the bottom, the text "Don't have an account?" is followed by a link labeled "Sign up now", which is highlighted with a green rectangular border.

5. Enter in your **email address**.



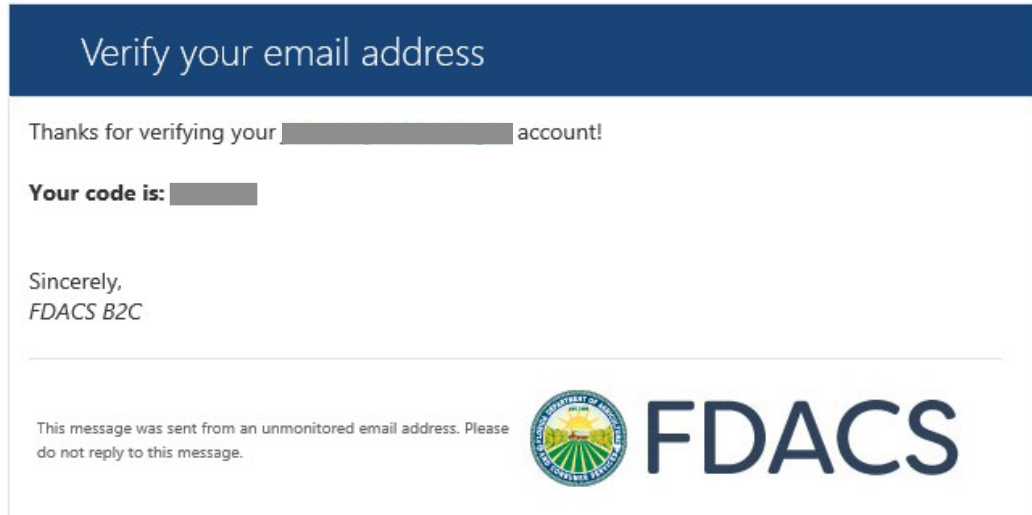
The screenshot shows the 'FDACS User Details' form. At the top left is a '< Cancel' link. The FDACS logo is centered at the top. Below the logo is the title 'User Details'. The 'Email Address' input field is highlighted with a green border and has a red asterisk to its right. Below this field is a blue button labeled 'Send verification code'. Further down are two more input fields: 'New Password' and 'Confirm New Password', both with red asterisks to their right. At the bottom is a light blue button labeled 'Create'.

6. Click on **Send verification code**.



This screenshot shows the same 'FDACS User Details' form. In this step, the 'Email Address' field is filled with a greyed-out text. The blue 'Send verification code' button is now highlighted with a green border. The 'New Password' and 'Confirm New Password' fields remain empty, and the 'Create' button is still at the bottom.

7. Check your email for the address you provided. The email should look like the below from **Microsoft on behalf of FDACS B2C <msonlineservicesteam@microsoftonline.com>**



8. Type in the **Verification Code** next to the **Your Code is:** that you find in the email.

A screenshot of the "FDACS User Details" form. At the top, there is a "Cancel" link and the FDACS logo. The title "User Details" is centered. Below the title, a message states: "Verification code has been sent to your inbox. Please copy it to the input box below." There are two input boxes for the verification code. The first box is empty and has a red asterisk to its right. The second box contains a redacted code and is highlighted with a green border, also with a red asterisk to its right. Below these boxes are two blue buttons: "Verify code" and "Send new code". Further down are two input boxes for a "New Password" and "Confirm New Password", each with a red asterisk to its right. At the bottom is a light blue "Create" button.

9. Click on **Verify Code**.

The screenshot shows the 'FDACS User Details' form. At the top, there is a 'Cancel' link and the FDACS logo. Below the logo, the title 'User Details' is displayed. A message states: 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are two input fields for the verification code, each with a red asterisk to its right. Below these fields are two buttons: 'Verify code' (highlighted with a green border) and 'Send new code'. Further down are two input fields for 'New Password' and 'Confirm New Password', each with a red asterisk to its right. At the bottom is a light blue 'Create' button.

10. Enter a password in the **New Password** and **Confirm New Password** fields.

The screenshot shows the 'FDACS User Details' form after the verification step. The message now reads: 'E-mail address verified. You can now continue.' Below this is an input field for the email address with a red asterisk to its right. Underneath is a blue 'Change e-mail' button. Below that are two input fields for 'New Password' and 'Confirm New Password', each with a red asterisk to its right. These two password fields are highlighted with a green border. At the bottom is a blue 'Create' button.

11. Click **Create**.

[← Cancel](#)



FDACS

User Details

E-mail address verified. You can now continue.

*

Change e-mail

*

*

Create