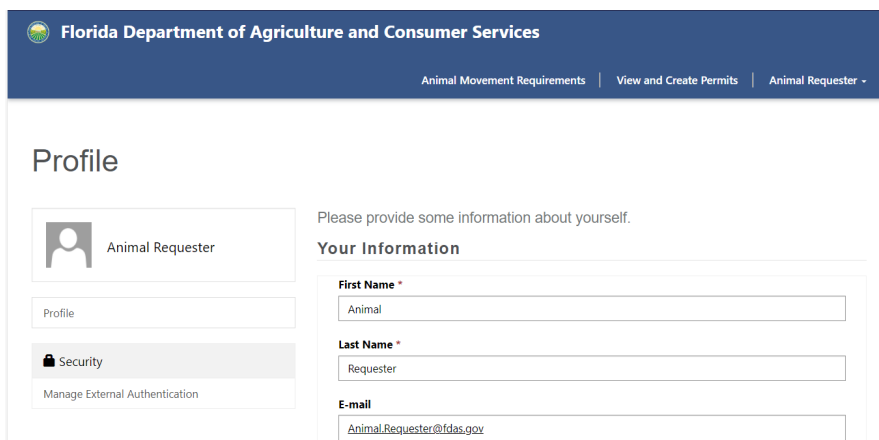


How to Setup a Profile for a Division of Animal Industry Portal Account

1. The first time you login, you will be prompted to complete **Your Information** on your profile. **E-mail** will be automatically set to the e-mail you registered with.
2. Please enter in the requested information.



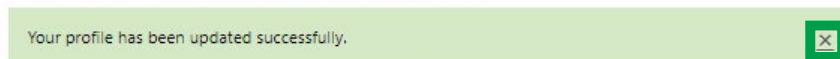
The screenshot shows the 'Profile' page of the Florida Department of Agriculture and Consumer Services. The header includes the department name and navigation links: 'Animal Movement Requirements', 'View and Create Permits', and 'Animal Requester'. The main content area is titled 'Profile' and contains a sidebar with 'Profile', 'Security', and 'Manage External Authentication'. The 'Your Information' section prompts the user to provide details. Fields for 'First Name' (containing 'Animal'), 'Last Name' (containing 'Requester'), and 'E-mail' (containing 'Animal.Requester@fdas.gov') are visible. The 'E-mail' field is highlighted with a green box.

3. Scroll to the bottom of the page.
4. Click the **Update** button.

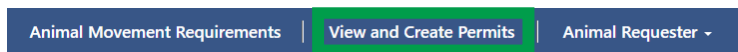


5. You will see a message that **Your Profile** has been updated successfully. Click the **X** to close.

Please provide some information about yourself.



6. Click the **View and Create Permits** link to start filling out Animal Industry Online Applications.



7. If at any time you need to make additional changes to your contact information you can always access it by clicking your name in the Menu Bar and selecting Profile.

