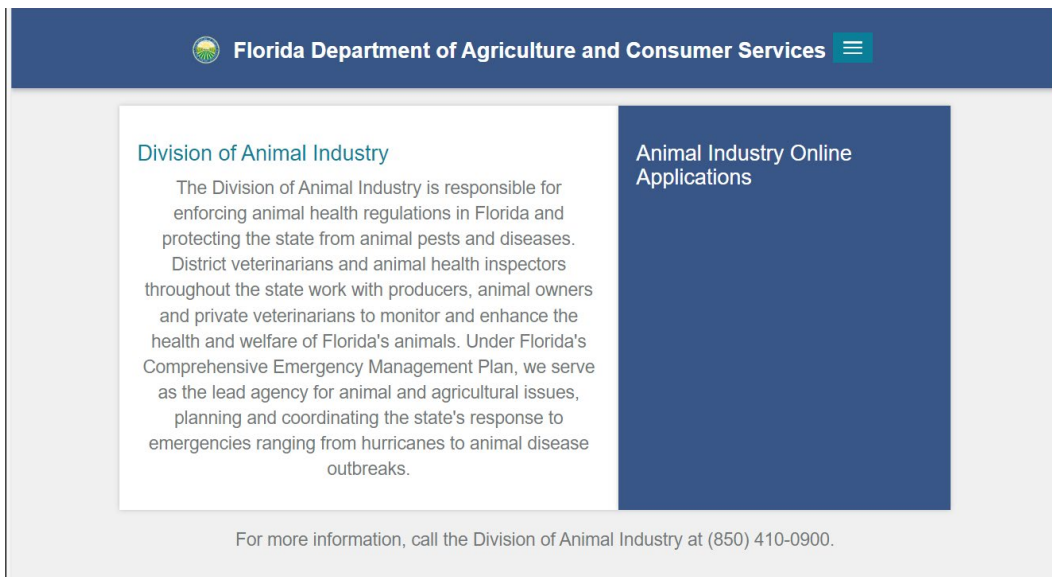


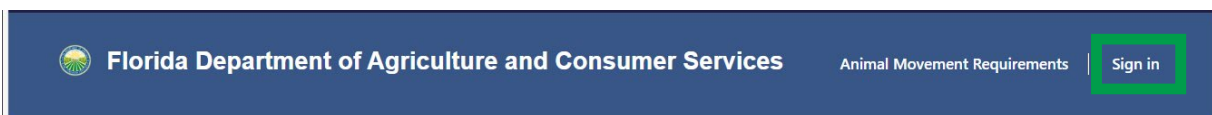
How to Reset a Division of Animal Industry Portal Account Password

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

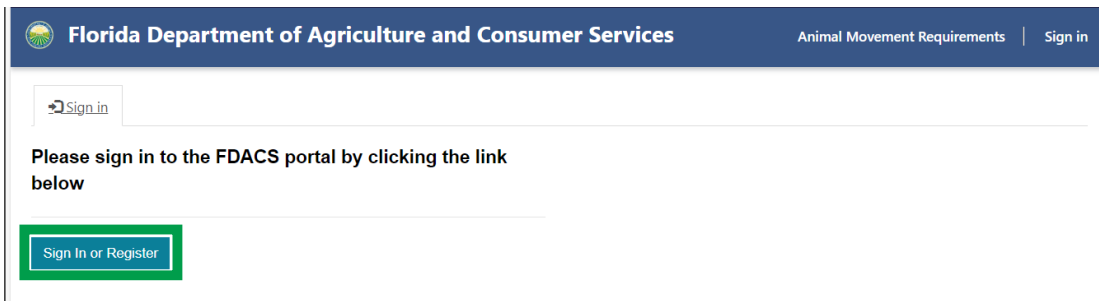


Please note your screen might be slightly different than the examples shown depending on browser, device, and font size. If your screen is compacted, you will see a Navigation Menu button instead of the listed navigation Links. Once the Navigation Menu is clicked you will see the navigation links.

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.

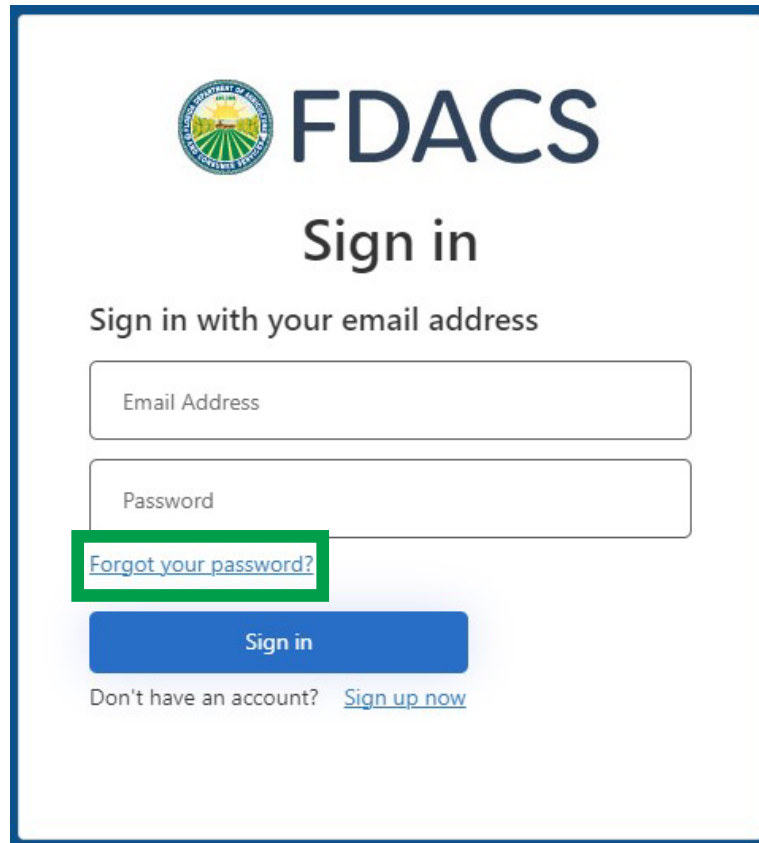


3. Click **Sign in or Register** button.



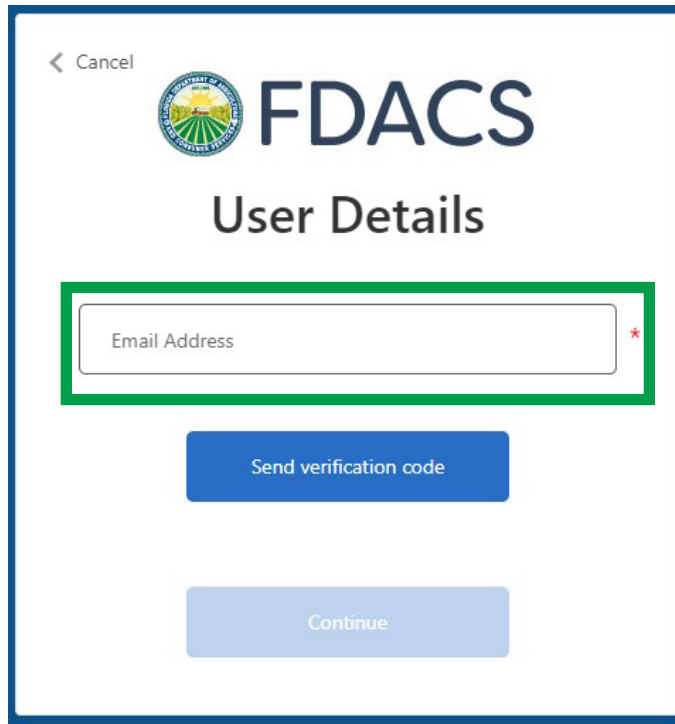
The screenshot shows the top of the FDACS website. The header is dark blue with the FDACS logo on the left, the text "Florida Department of Agriculture and Consumer Services" in the center, and "Animal Movement Requirements | Sign in" on the right. Below the header, there is a white box containing a "Sign in" button with a right-pointing arrow. Below this button, the text "Please sign in to the FDACS portal by clicking the link below" is displayed. At the bottom of this white box is a green button with the text "Sign In or Register".

4. Click the **Forgot your password?** option.



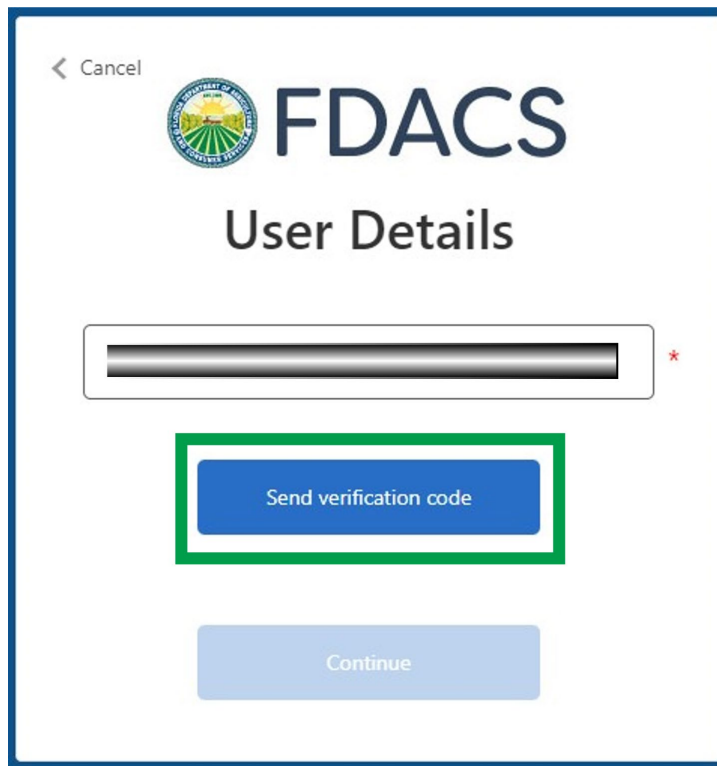
The screenshot shows the FDACS "Sign in" page. At the top is the FDACS logo and the text "FDACS Sign in". Below this is the instruction "Sign in with your email address". There are two input fields: "Email Address" and "Password". Below the "Password" field is a link that says "Forgot your password?", which is highlighted with a green rectangular box. Below the link is a blue "Sign in" button. At the bottom, it says "Don't have an account? [Sign up now](#)".

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



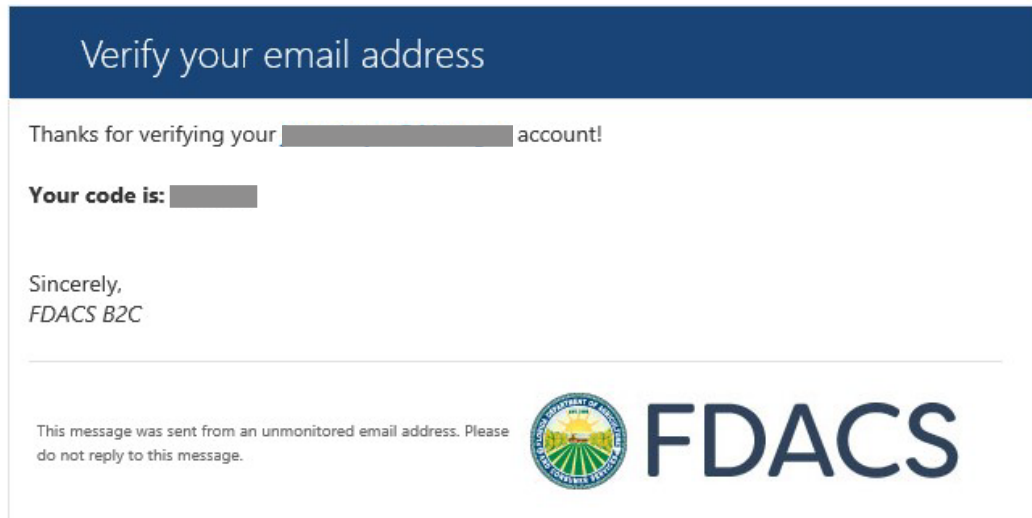
The screenshot shows the 'FDACS User Details' screen. At the top left is a '< Cancel' link. Below it is the FDACS logo, which is a circular seal with a green field and a yellow sun, surrounded by the text 'DIVISION OF ANIMAL INDUSTRY' and 'NEW SOUTH WALES GOVERNMENT'. To the right of the logo is the text 'FDACS' in large blue letters, and 'User Details' in smaller black letters. Below this is a text input field labeled 'Email Address' with a red asterisk to its right. The field is highlighted with a green border. Below the field are two buttons: a blue 'Send verification code' button and a light blue 'Continue' button.

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



The screenshot shows the 'FDACS User Details' screen. At the top left is a '< Cancel' link. Below it is the FDACS logo, which is a circular seal with a green field and a yellow sun, surrounded by the text 'DIVISION OF ANIMAL INDUSTRY' and 'NEW SOUTH WALES GOVERNMENT'. To the right of the logo is the text 'FDACS' in large blue letters, and 'User Details' in smaller black letters. Below this is a text input field that is empty and has a red asterisk to its right. Below the field are two buttons: a blue 'Send verification code' button, which is highlighted with a green border, and a light blue 'Continue' button.

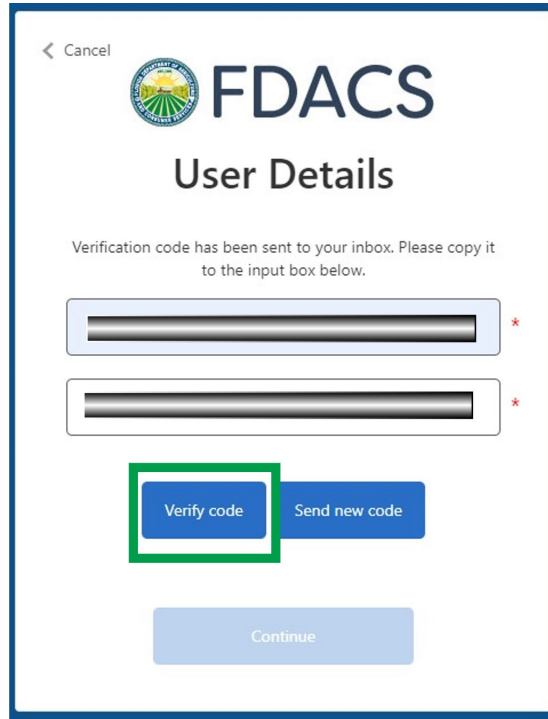
7. Check your email for the address you provided. The email should look like the below from **Microsoft on behalf of FDACS B2C <msonlineservicesteam@microsoftonline.com>**



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

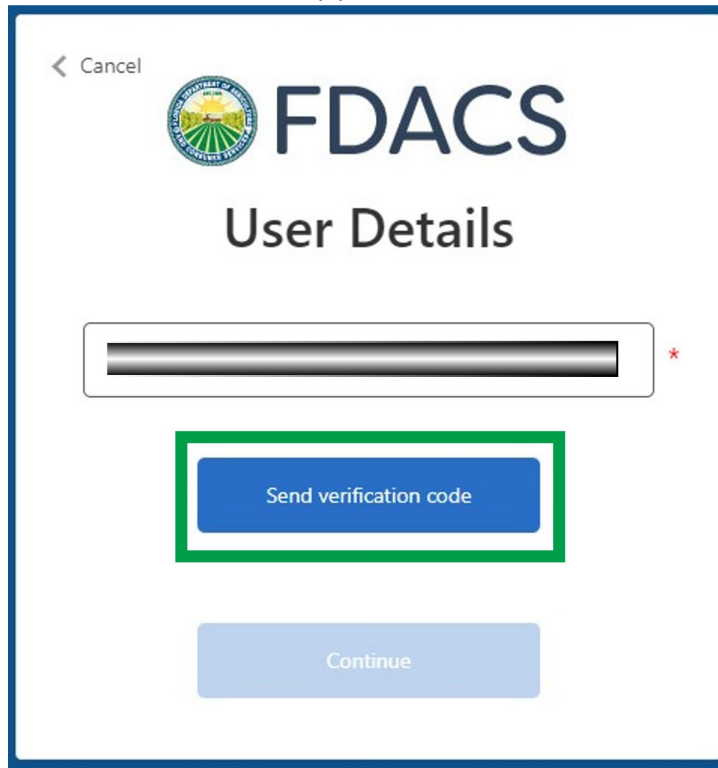
A screenshot of the "FDACS User Details" verification screen. At the top, there is a "Cancel" link and the FDACS logo. The title "User Details" is centered. Below the title, a message states: "Verification code has been sent to your inbox. Please copy it to the input box below." There are two input fields: the first is a password field (indicated by a red asterisk) and the second is a "Verification Code" field (also indicated by a red asterisk and highlighted with a green border). Below the input fields are two blue buttons: "Verify code" and "Send new code". At the bottom, there is a light blue "Continue" button.

9. Click on **Verify Code**.



The screenshot shows the 'FDACS User Details' screen. At the top left is a '< Cancel' link. The FDACS logo is on the left, and the text 'FDACS' is in large blue font. Below it is 'User Details'. 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 code, each with a red asterisk to its right. Below the input boxes are two blue buttons: 'Verify code' and 'Send new code'. The 'Verify code' button is highlighted with a green rectangular border. At the bottom is a light blue 'Continue' button.

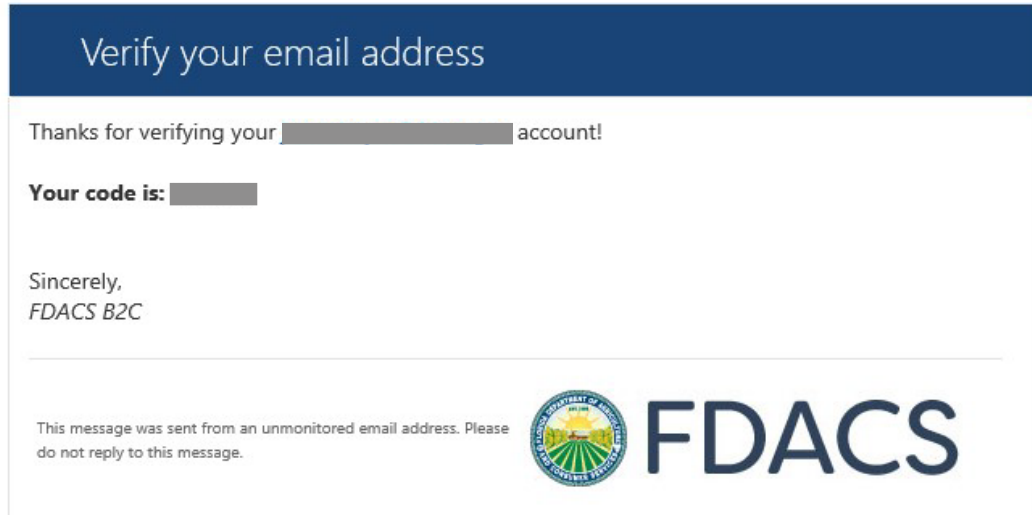
10. You will be prompted a second time to verify yourself, click on **Send verification code**.



The screenshot shows the 'FDACS User Details' screen. At the top left is a '< Cancel' link. The FDACS logo is on the left, and the text 'FDACS' is in large blue font. Below it is 'User Details'. There is a single input box for the code with a red asterisk to its right. Below the input box is a blue button labeled 'Send verification code', which is highlighted with a green rectangular border. At the bottom is a light blue 'Continue' button.

11. You will receive a second verification Code.

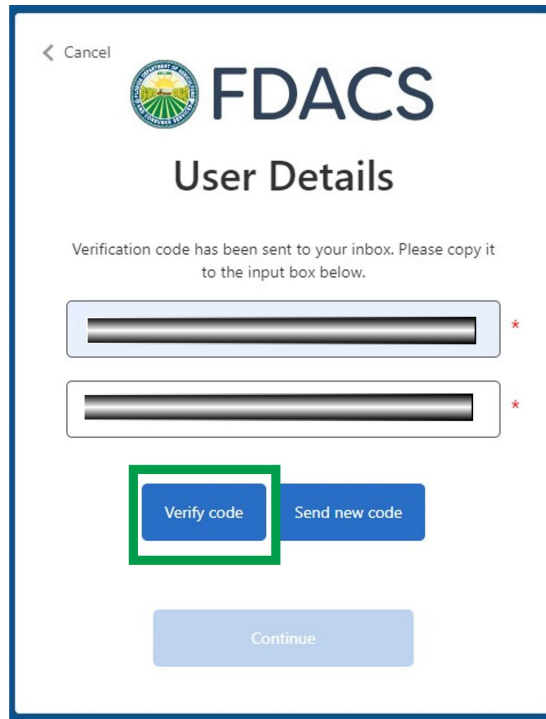
*** The previous verification code you received in **Step 7** will not work. We appreciate your patience while you receive your second verification code. ***



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

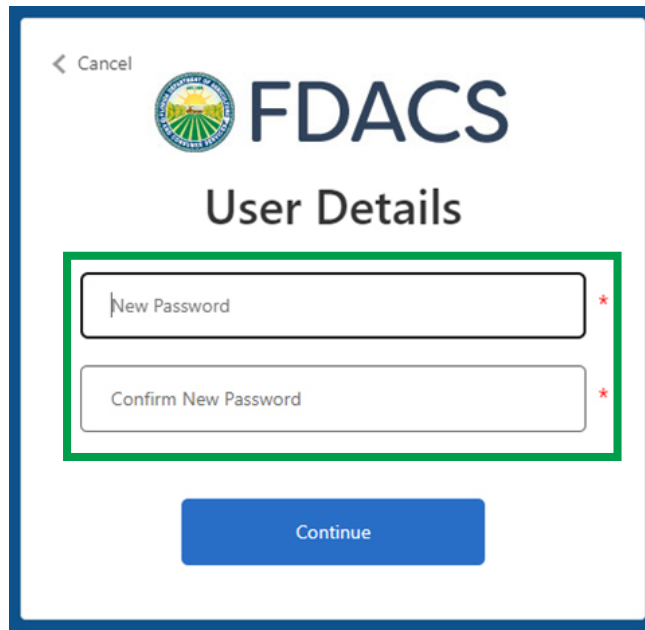
A screenshot of the "FDACS User Details" verification screen. At the top left is a "Cancel" button with a back arrow. The FDACS logo is at the top center. Below the logo is the title "User Details". A message states: "Verification code has been sent to your inbox. Please copy it to the input box below." There are two input fields: the first is a long, narrow box with a red asterisk to its right; the second is a box labeled "Verification Code" with a red asterisk to its right. Below these fields are two blue buttons: "Verify code" and "Send new code". At the bottom is a light blue "Continue" button. The entire screen is framed by a blue border.

13. Click on **Verify Code**.



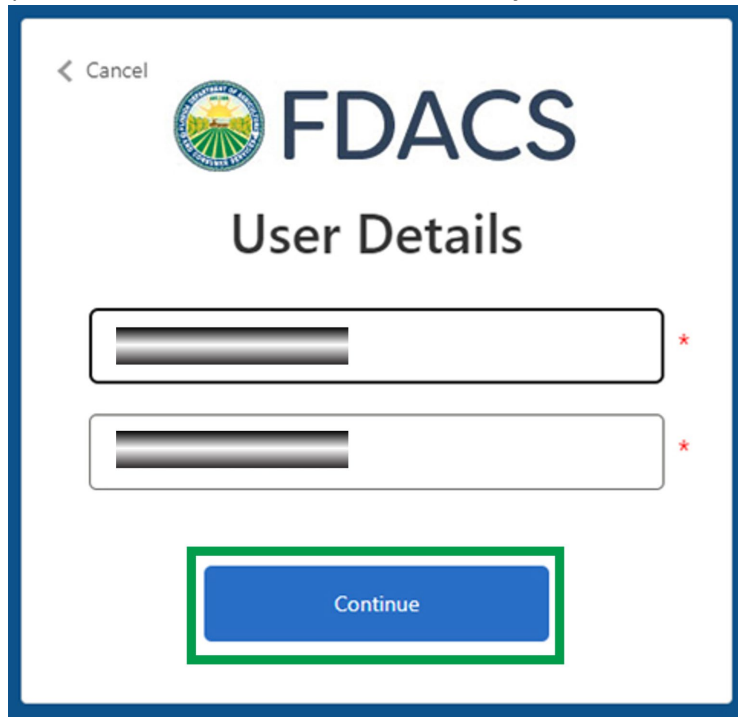
The screenshot shows the 'FDACS User Details' screen. At the top left is a back arrow and the word 'Cancel'. Below this is the FDACS logo and the title 'FDACS User Details'. A message states: 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are two input fields for the verification code, each with a red asterisk to its right. Below the input fields are two buttons: 'Verify code' and 'Send new code'. The 'Verify code' button is highlighted with a green rectangular border. At the bottom is a light blue 'Continue' button.

14. Enter a New Password in the **New Password** and **Confirm New Password** entry.



The screenshot shows the 'FDACS User Details' screen for password entry. At the top left is a back arrow and the word 'Cancel'. Below this is the FDACS logo and the title 'FDACS User Details'. There are two input fields: 'New Password' and 'Confirm New Password', each with a red asterisk to its right. Both input fields are enclosed within a green rectangular border. At the bottom is a blue 'Continue' button.

15. Click **Continue** to proceed to the **Division of Animal Industry Permit Portal Home** screen.

The image shows a mobile application screen titled "FDACS User Details". At the top left is a back arrow and the word "Cancel". In the center is the FDACS logo, which features a circular seal with a sun, fields, and a building, next to the text "FDACS". Below the logo is the title "User Details". There are two input fields, each with a red asterisk to its right, indicating required fields. The first field contains a dark, horizontal bar. The second field also contains a dark, horizontal bar. At the bottom of the screen is a blue button with the word "Continue" in white text. The button is highlighted with a green rectangular border.

16. From the **Division of Animal Industry Permit Portal Home** screen, you may proceed with applying for a **Cervidae Movement Permit**, **Feral Swine Dealer**, **Poultry Import Permit**, **Swine Prior Permission Permit**, **Vesicular Stomatitis**, update your **Profile**, or view your previous applications under **View and Create Permits**.

The image shows a web application screen for the "Division of Animal Industry". The top navigation bar is dark blue and contains the Florida Department of Agriculture and Consumer Services logo on the left, and links for "Animal Movement Requirements", "View and Create Permits", and "Animal Requester" on the right. The main content area is divided into two columns. The left column has the heading "Division of Animal Industry" and a paragraph describing the division's responsibilities. The right column has the heading "Animal Industry Online Applications" and a list of five application types, each with a corresponding icon and a link: "Cervidae Movement" (deer icon), "Feral Swine Dealer" (pig icon), "Poultry Import Permit" (chicken icon), "Swine Prior Permission" (pig icon), and "Vesicular Stomatitis (VS) Prior Permit" (truck icon). At the bottom of the screen is a footer with the text "For more information, call the Division of Animal Industry at (850) 410-0900."