



GUIDE: Create and Access Your FDACS Account



How to create and access your Florida Department of Agriculture and Consumer Services (FDACS) account:

1. To begin, select the **“Sign up now”** link.

Do NOT select Sign in. Everyone must select Sign up now.

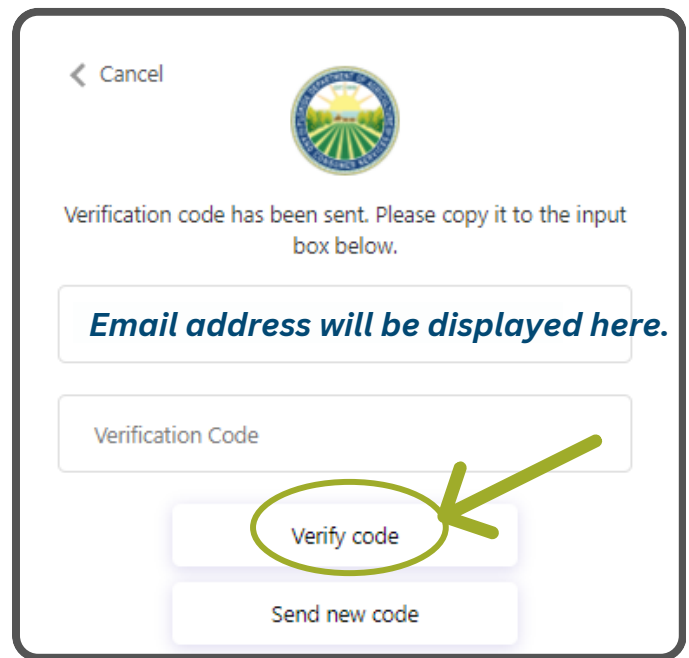
2. Enter your email address and select **“Send Verification Code.”**

DO NOT fill out any other information before verifying your email

If you've already submitted an application, please sign up using the same email address you used originally. This ensures your information is correctly linked to your account.

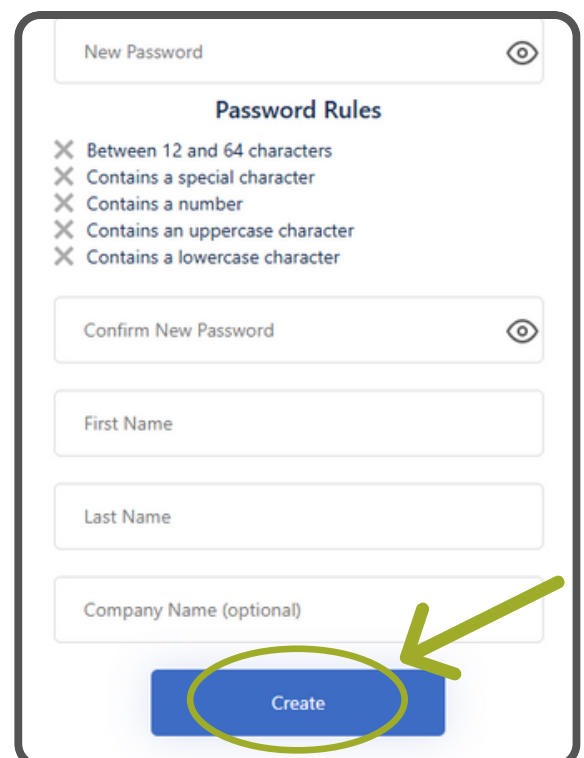
3. Check your email account for your verification code.
4. Enter your verification code in the correct field and select “**Verify Code.**”

Note: If you do not receive a verification code, verify the email address you provided is correct and check your spam and junk folders. If you did not receive the code, select “**Send new code.**”



A screenshot of a mobile application interface for verification. At the top left is a back arrow and the word "Cancel". In the center is a circular logo with a green field and a sun. Below the logo, the text reads "Verification code has been sent. Please copy it to the input box below." Underneath is a text input field with the placeholder "Email address will be displayed here." Below that is another text input field labeled "Verification Code". At the bottom are two buttons: "Verify code" and "Send new code". A green oval highlights the "Verify code" button, with a green arrow pointing to it from the right.

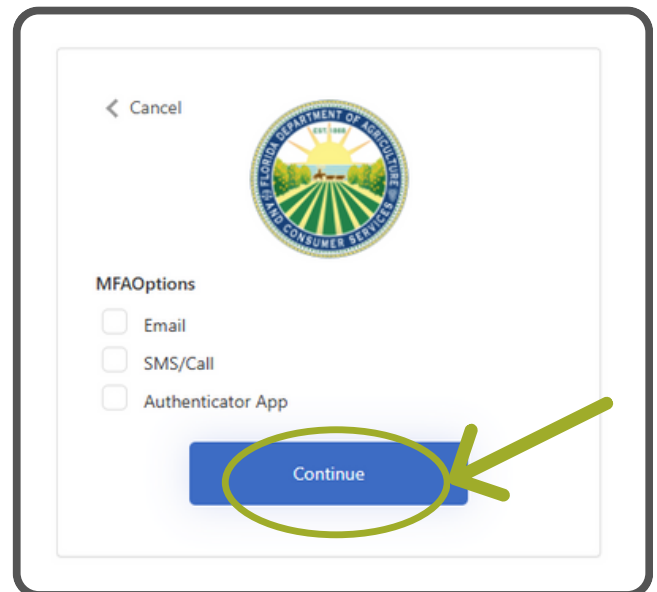
5. Enter the additional information including a valid password, your first name, last name, and company name (optional) and select “**Create.**”



A screenshot of a mobile application interface for account creation. At the top is a text input field labeled "New Password" with an eye icon on the right. Below it is a section titled "Password Rules" with five items, each preceded by a red 'X': "Between 12 and 64 characters", "Contains a special character", "Contains a number", "Contains an uppercase character", and "Contains a lowercase character". Below the rules is a text input field labeled "Confirm New Password" with an eye icon on the right. Underneath are three more text input fields: "First Name", "Last Name", and "Company Name (optional)". At the bottom is a blue button labeled "Create". A green oval highlights the "Create" button, with a green arrow pointing to it from the right.

6. Select your preferred multi-factor authentication method and select **"Continue."**

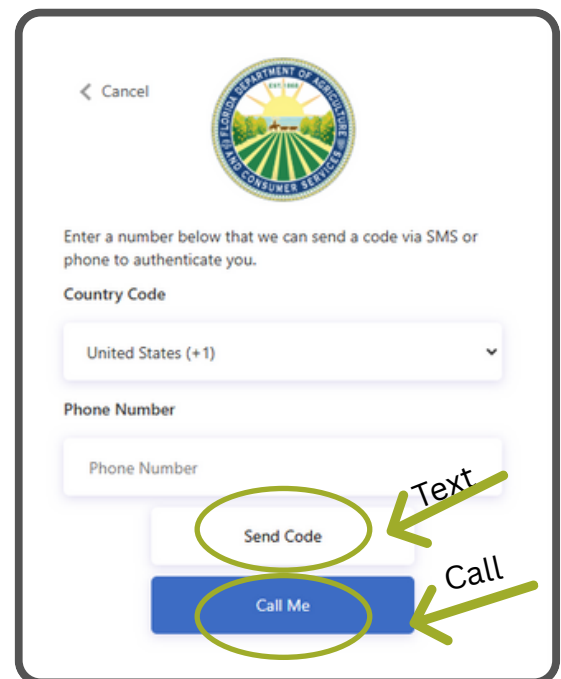
- If you select **"Email"** as your authentication option, this is the final step required to create an account, as your email was validated in step 4.
- If you select **"SMS/Call"** as your authentication option, proceed to step 7 and complete steps 7-9.
- If you select **"Authenticator App,"** skip to step 10. It is recommended to only select this option if you are signing up via your computer or tablet.



The screenshot shows a mobile application interface for multi-factor authentication. At the top left is a back arrow and the word 'Cancel'. In the center is the Florida Department of Agriculture and Consumer Services logo. Below the logo, under the heading 'MFAOptions', are three radio button options: 'Email', 'SMS/Call', and 'Authenticator App'. At the bottom is a blue button labeled 'Continue', which is circled in green with a green arrow pointing to it from the right.

7. Indicate the **"Country Code"** associated with your phone number and enter the number in the **"Phone Number"** field.

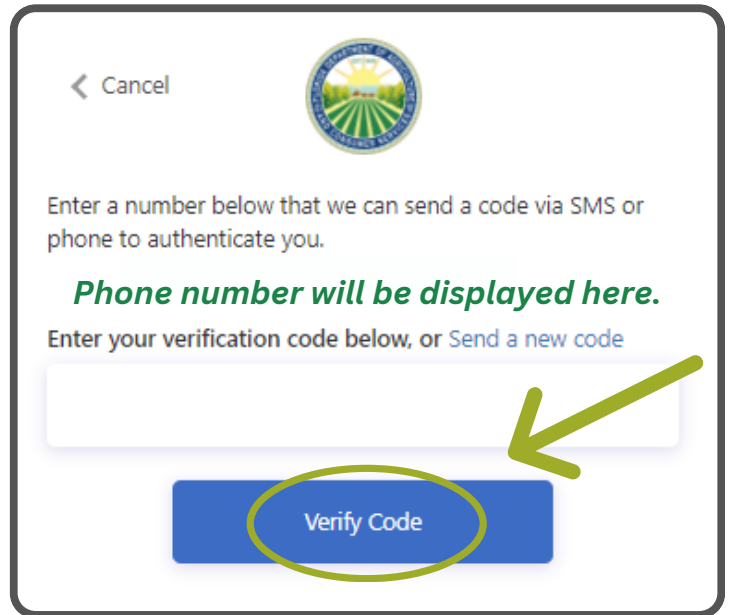
8. To receive your authentication code, select **"Send Code"** to receive a text message or select **"Call Me"** to receive a phone call.



The screenshot shows a mobile application interface for entering a phone number. At the top left is a back arrow and the word 'Cancel'. In the center is the Florida Department of Agriculture and Consumer Services logo. Below the logo, the text reads: 'Enter a number below that we can send a code via SMS or phone to authenticate you.' There are two input fields: 'Country Code' with a dropdown menu showing 'United States (+1)' and 'Phone Number' with a text input field. Below these fields are two buttons: 'Send Code' and 'Call Me'. The 'Send Code' button is circled in green with a green arrow pointing to it from the right, labeled 'Text'. The 'Call Me' button is also circled in green with a green arrow pointing to it from the right, labeled 'Call'.

9. Verify your identity by entering the verification code received via text or phone call and select “**Verify Code.**”

Note: If you do not receive a code, select “**Send new code.**”

A screenshot of a mobile application interface for verification. At the top left is a back arrow and the word "Cancel". At the top center is the FDACS logo. Below the logo, the text reads: "Enter a number below that we can send a code via SMS or phone to authenticate you." followed by "Phone number will be displayed here." in green. Below this is a text input field. At the bottom is a blue button labeled "Verify Code", which is circled in green. A green arrow points from the right towards the input field.

< Cancel



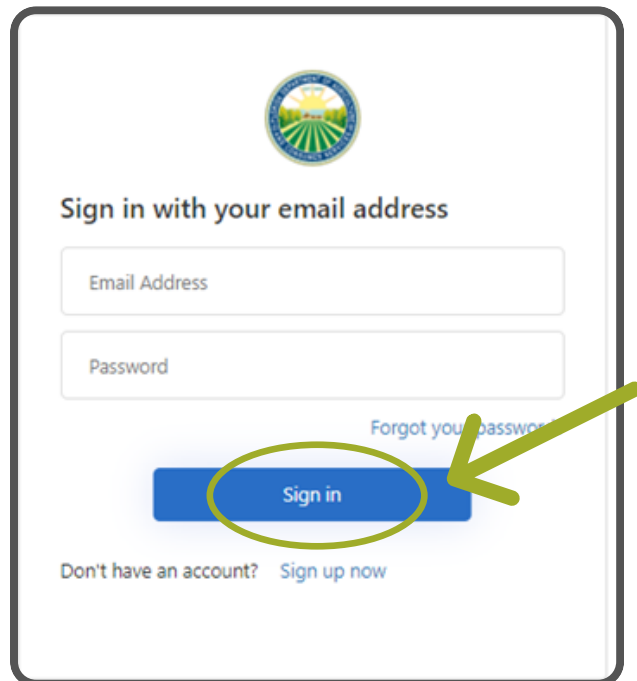
Enter a number below that we can send a code via SMS or phone to authenticate you.

Phone number will be displayed here.

Enter your verification code below, or [Send a new code](#)

Verify Code

10. Once you have created your FDACS account, you can return at any time to access your account homepage. Return to the login screen, enter your email address and password, and select “**Sign in.**”

A screenshot of a mobile application interface for signing in. At the top center is the FDACS logo. Below the logo, the text reads: "Sign in with your email address". Below this are two input fields: "Email Address" and "Password". To the right of the "Password" field is a link that says "Forgot your password?". At the bottom is a blue button labeled "Sign in", which is circled in green. A green arrow points from the right towards the "Sign in" button. At the very bottom, there is a link that says "Don't have an account? Sign up now".



Sign in with your email address

[Forgot your password?](#)

Sign in

[Don't have an account? Sign up now](#)

How to address errors when creating an account.

Error Message:

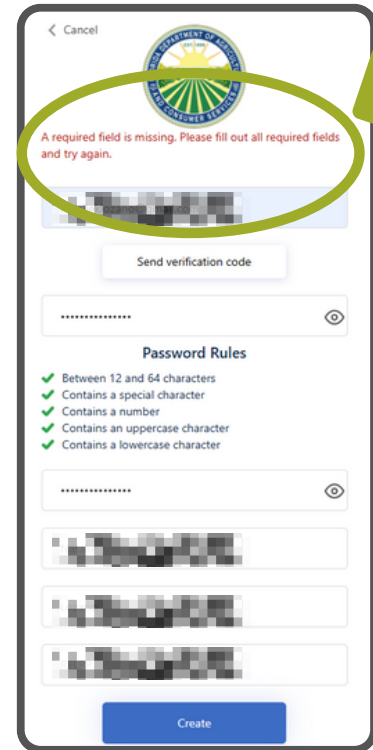
"A required field is missing. Please fill out required fields and try again."

What this means:

You may have filled out all the required information and clicked 'Create' before verifying your email address.

How to fix it:

1. Click the "Send Verification Code" button next to the email field.
2. Check your email inbox for a message containing the verification code.
3. Enter the code into the verification field.
4. Click "Verify" to confirm your email address.



5. Once verified, you'll see the message: "Email address verified. You can now continue."

Important Note:

- You can ignore the original error message—it may still appear, but it won't prevent you from proceeding.
6. After verifying your email, click "Create" to finish creating your account.

