INSTRUCTIONS FOR CREATING YOUR FBBE ACCOUNT

- If you do not already have one, download a Two Factor Authentication (2FA) app from the app store on your smart device. We strongly encourage you to use the Authy app, as it has multi-device functionality and offers backup solutions in the event you lose your device. (If you do not have a smart device, you can still use 2FA. Authy offers a Chrome browser extension that can be downloaded to your secure personal computer. See Instructions for Authy for PCs/Macs in the FAQ section of the website.)

Authy  OR  Google Authenticator

- Follow the instructions in the app for registering the app on your device. You should enable Authenticator Backups in Authy. Do so by entering your phone number, the registration code the app sends you by SMS [text] or phone, then a backups password. If you do not enable backups in Authy, or if you use an app other than Authy that does not allow for backups, and if you lose your device prior to filing your bar application, you will not have access to your authentication data necessary to access your account. If that happens, and if you did not write down the "scratch codes" provided to you by the Board (see below), all of your data will be irretrievable to you and you will be required to start the registration/bar application process again. You MUST enable backups and/or record the scratch codes provided by the Board to allow you to access your account in the event your smart device is lost, broken, or otherwise unavailable to you. When you have completed setup of the app and arrive at the screen on the app that asks you to add an authenticator account (Authy) or begin setup (Google Authenticator), return to the Florida Board of Bar Examiners website to continue registration.
• On the Florida Board of Bar Examiners website, click the “Create an Account” link located in upper right-hand corner.

As directed, select the appropriate checklist for your current status.

• After reviewing the checklist, and once you have read the Introduction to Online Bar Application in Step 3 of the checklist, click on the “Create an Account” link.
Enter the required information and click the “Submit” button.

A pop-up box will appear entitled “Set Up Two Factor Authentication”.

**Important Notice**

Applicants are not permitted to bring wristwatches, other, similar timekeeping devices if a bar exam is administered.

QR Code
Open your 2FA app and use your smart device to scan the QR Code (two-dimensional barcode).

- If you have no accounts set up in your 2FA app yet, your app will appear as follows on your phone:

  Authy OR Google Authenticator

- Click “+” in Authy or “Begin Setup” in Google Authenticator and you will then see the following:

  Authy OR Google Authenticator

- Allow the app to access your camera if it asks, then click “Scan QR Code” to access your device camera, then click “Done.”
• Once you have scanned the code, a six-digit token will appear on your smart device.

Authy    OR    Google Authenticator

• Enter the six-digit token in the pop-up box and click the “Verify” button. You will have 30 seconds to enter the code into the “Token” field of the “Set Up Two Factor Authentication” box. If you were unable to enter the code within the time allotted, a new code will appear for you to use.
• A pop-up message will appear indicating that you have been sent an email with a confirmation link.

• Open the email and click the “Confirm Account” link.

• A pop-up message will appear indicating that your account has been confirmed.
• On the Florida Board of Bar Examiners website, click the “Login” link in the upper right-hand corner.

• Enter your username and password, and then click the “Login” button.
• A pop-up box will appear that requires you to enter a token generated by your 2FA app. If you do not want to enter tokens each time you login to your account, check the “Remember this device” box. After 30 days, the token will expire and you will need to generate a new token in order to login.

• You can now access the Applicant Portal to begin working on your Bar Application.

Keep your smart device readily available while working through the website as you will be required to enter other Two Factor Authentication tokens when updating your profile, creating a new password, etc.
Once you have completed the registration process, it is highly recommended that you write down a series of scratch codes that will each allow you one-time access to your account in the event that all of your other methods of authentication are unavailable. To do so:

- After you have logged in, click on the “Profile” link in the upper right-hand corner.

- Click on the “Show Scratch Codes” button.

- A pop-up box will appear with a list of five scratch codes. Write down the scratch codes and keep them in a secure location to be referenced if necessary. If you lose your smart device prior to filing your bar application, and did not enable Authy backups or write down the scratch codes, all of your data will be irretrievable to you and you will be required to start the registration/bar application process again.

If you need more information about Authy or Google Authenticator, such as updating your phone numbers, creating other backup options, or turning off two-step verification, visit the following websites:

https://authy.com/