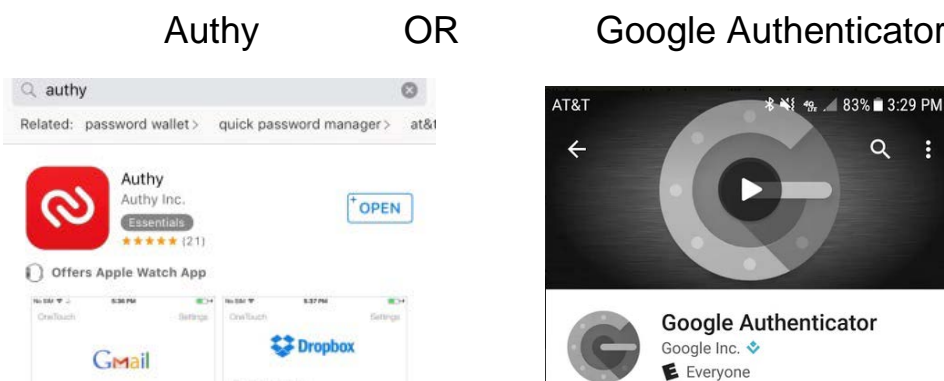


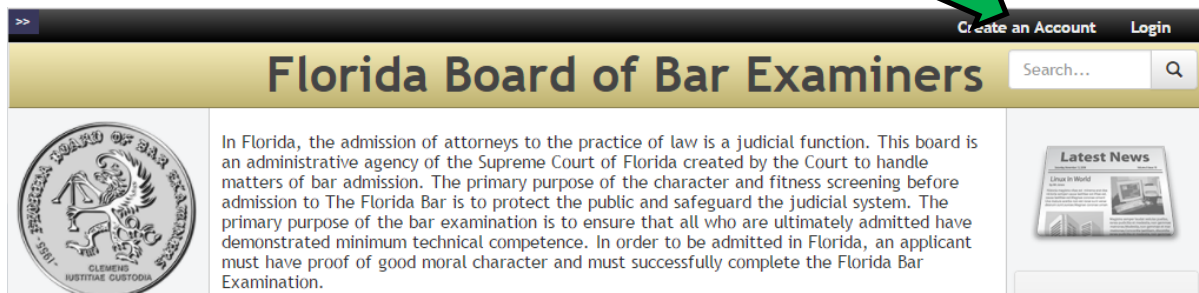
## INSTRUCTIONS FOR CREATING YOUR FBBE ACCOUNT

- 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.)

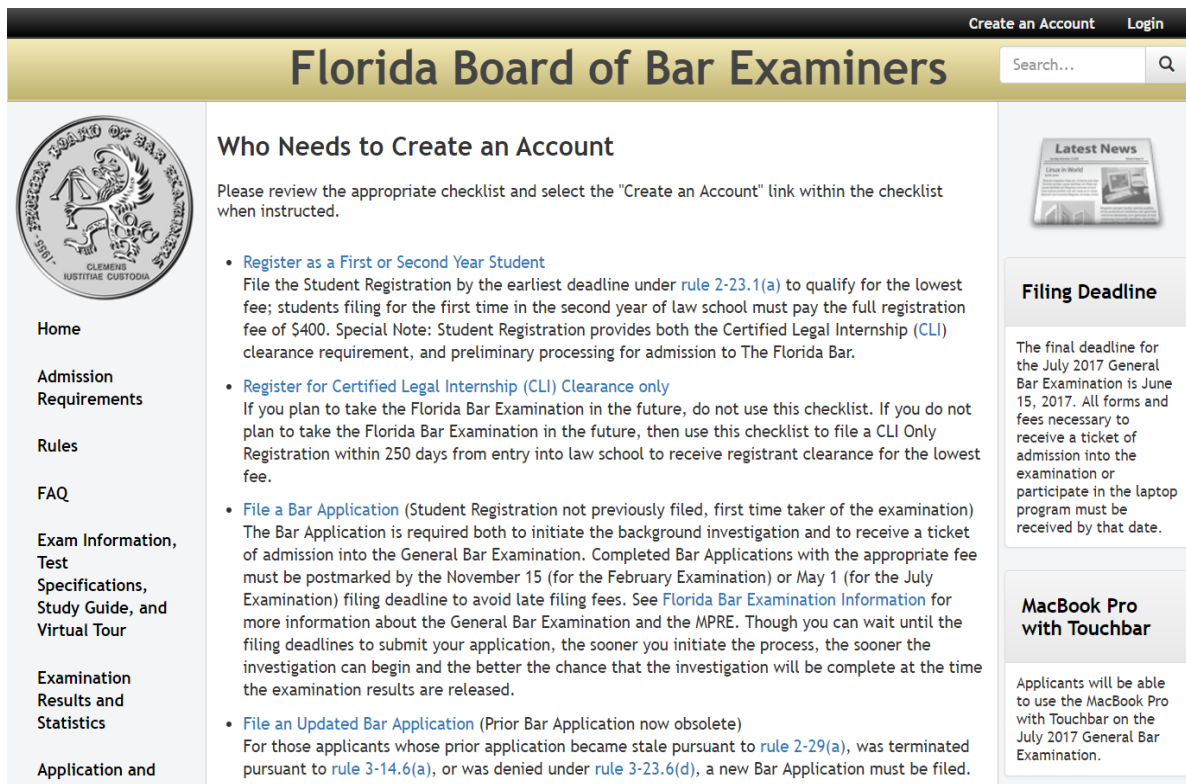


- Follow the instructions in the app for registering the app on your device. You should enable Authenticator Backups in Authy. Do so by entering your phone number, the registration code the app sends you by SMS [text] or phone, then a backups password. If you do not enable backups in Authy, or if you 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.

File Edit View History Bookmarks Tools Help

Florida Board of Bar Examinee x +

https://www.floridabarexam.org/\_85257bfe0055eb2c.nsf/52286ae9ad5d845185257c07005c3fe1/240af21145e3680585257c0b0070


Search

Bookmarks

**Contact Us**

**Site Map**

**Employment Opportunities**



The following documents from other agencies may be needed, depending on your response to various items on the Bar Application.

- \_\_\_10. A copy of your DD-214, reflecting your character of service and re-entry code
- \_\_\_11. For lawsuits where you are personally named a defendant or counter-defendant, include an exact and complete copy of the complaint or other initial pleading, answer, counterclaim, if any, and the disposition of each action, or a letter from the court verifying that the documents are not available.
- \_\_\_12. Copies of bar applications or registrations filed in any other jurisdiction

**STEP 3 - COMPLETE THE APPLICATION ONLINE**

When you have gathered the information above, you are ready to complete the online Bar Application. A high-speed Internet connection is recommended.

1. Read the [Introduction to the Online Bar Application](#).
2. [Create an Account](#). If you are unable to complete the online application within six months from the date you create your account, your account and all of the information you have entered will be deleted; you will have to start over by creating a new account.
3. [Log in](#) to access the Main Menu of the Bar Application. It is best to answer the items in order.

2017 General Bar Examination. If you upgraded to Windows 10 Creator prior to May 1, 2017, please contact the board's office as soon as possible regarding alternative options relating to the July 2017 General Bar Examination.

**Important Notice**

Applicants are not permitted to bring wristwatches, other, similar timekeeping devices like Activity/Fitness

Enter the required information and click the “Submit” button.

Home Login

## Florida Board of Bar Examiners

Procedure for Creating An Account  
Fields preceded with an \* are required

- Your Username must be an email address. It will be used to uniquely identify you. It must not have more than 50 characters.
- Your Password can be any combination of letters, numbers and symbols. It is case-sensitive and must contain at least six characters, but not more than twenty. To further secure your personal information, we encourage you to use a Password that is not easily guessed (i.e., don't use your name or birthday).
- Be sure to store your Username and Password in a secure, accessible place. Your information is securely maintained in this program and accessible only by you until you complete and finally print your Bar Application.
- The Board of Bar Examiners will not access any information, including your Password or Username, while you are completing the online Bar Application.
- After you enter all information and click the "Submit" button, a pop-up box will appear which will require you to enter a Two Factor Authentication token. You should have the Two Factor Authentication app set up on your smart device and have your smart device on hand before clicking "Submit." If you need assistance with Two Factor Authentication, refer back to Step 3 of the checklist.
- After you have registered your account and logged in, click on the "Profile" link at the top-right corner of your screen, where you will find a button that says "Scratch Codes." Click this button to see a list of scratch codes that can be used in the event you lose the smart device that is linked to your account for Two Factor Authentication. Be sure to store these codes in a secure, accessible place.

Title

\*First Name

Middle Name

\*Last Name

Suffix

\*Mobile Phone

\*Username

\*Password


\*\*Confirm Password


Submit Cancel

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

Home

### Set Up Two Factor Authentication





64FXXM77BIRJBZA

Token

Verify

**QR Code**

Procedure for Creating An Account  
Fields preceded with an \* are required

- Your Username must be an email address. It will be used to uniquely identify you. It must not have more than 50 characters.
- Your Password can be any combination of letters, numbers and symbols. It is case-sensitive and must contain at least six characters, but not more than twenty. To further secure your personal information, we encourage you to use a Password that is not easily guessed (i.e., don't use your name or birthday).
- Be sure to store your Username and Password in a secure, accessible place. Your information is securely maintained in this program and accessible only by you until you complete and finally print your Bar Application.
- The Board of Bar Examiners will not access any information, including your Password or Username, while you are completing the online Bar Application.
- After you enter all information and click the "Submit" button, a pop-up box will appear which will require you to enter a Two Factor Authentication token. You should have the Two Factor Authentication app set up on your smart device and have your smart device on hand before clicking "Submit." If you need assistance with Two Factor Authentication, refer back to Step 3 of the checklist.
- After you have registered your account and logged in, click on the "Profile" link at the top-right corner of your screen, where you will find a button that says "Scratch Codes." Click this button to see a list of scratch codes that can be used in the event you lose the smart device that is linked to your account for Two Factor Authentication. Be sure to store these codes in a secure, accessible place.

Home

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:

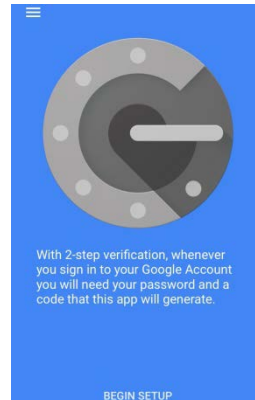
Authy

OR

Google Authenticator

**You don't have any accounts yet.**

Tap on the plus button below to Add your first authenticator account.

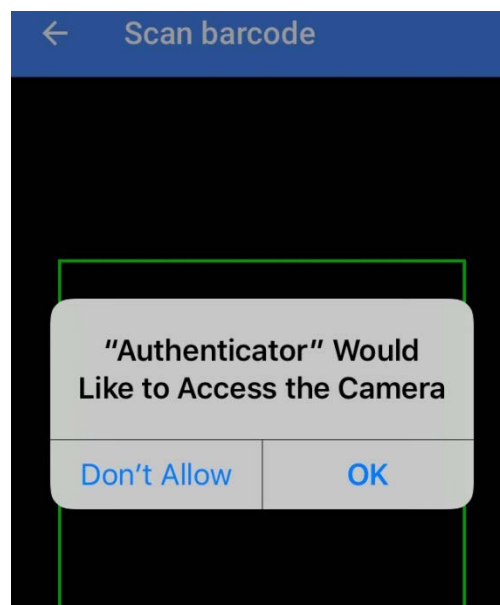
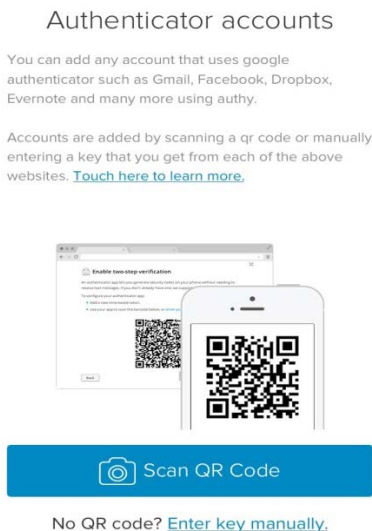


- Click “+” in Authy or “Begin Setup” in Google Authenticator and you will then see the following:

Authy

OR

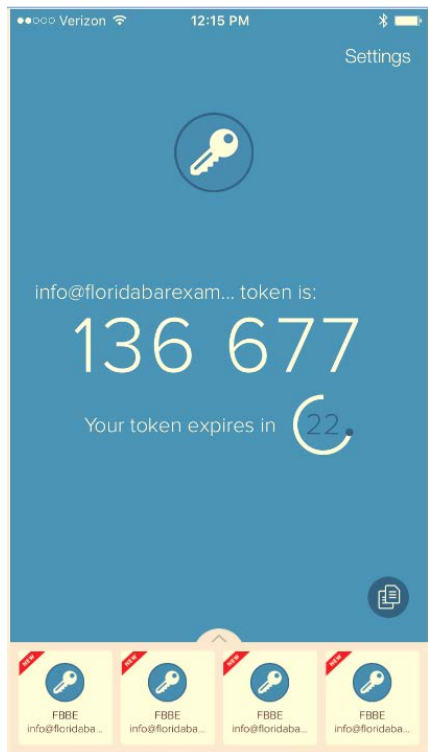
Google Authenticator



- Allow the app to access your camera if it asks, then click “Scan QR Code” to access your device camera, then click “Done.”

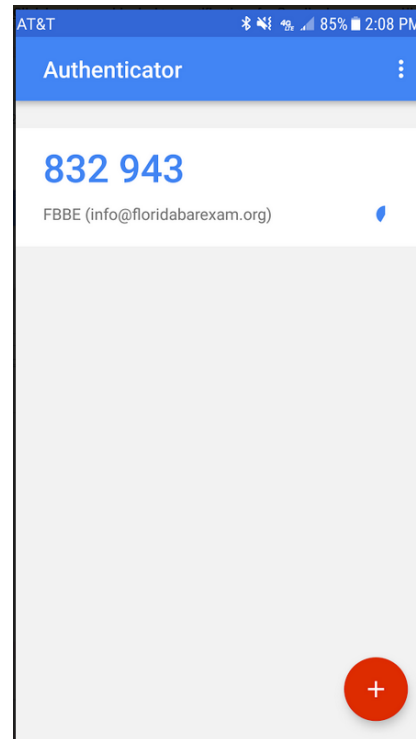
- Once you have scanned the code, a six-digit token will appear on your smart device.

Authy

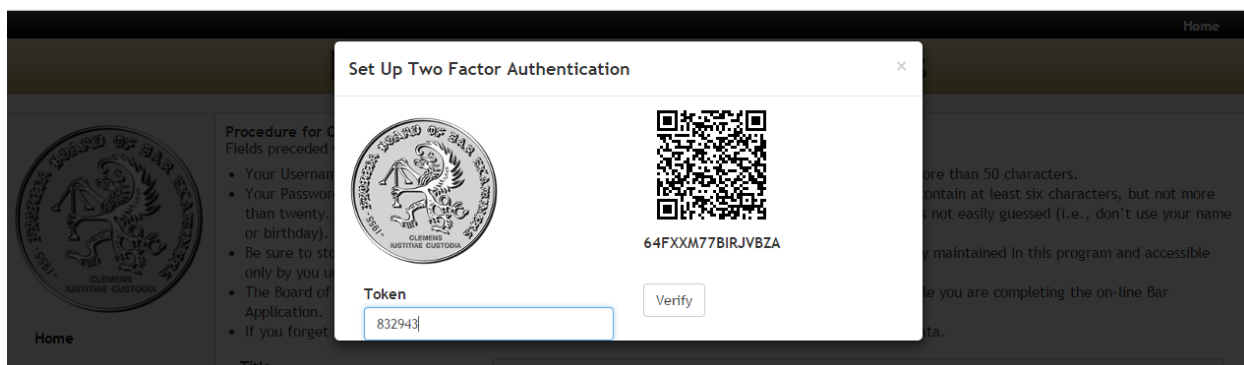


OR

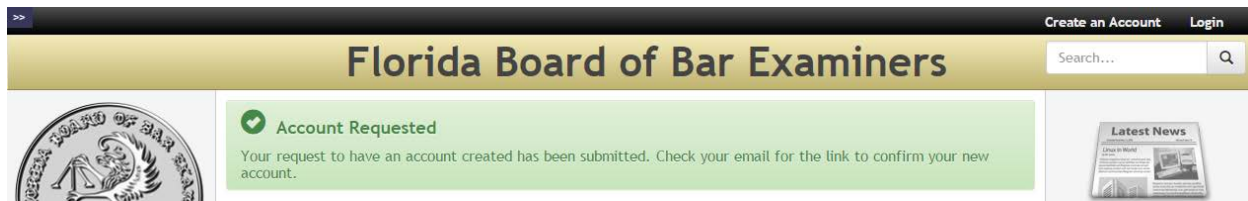
Google Authenticator



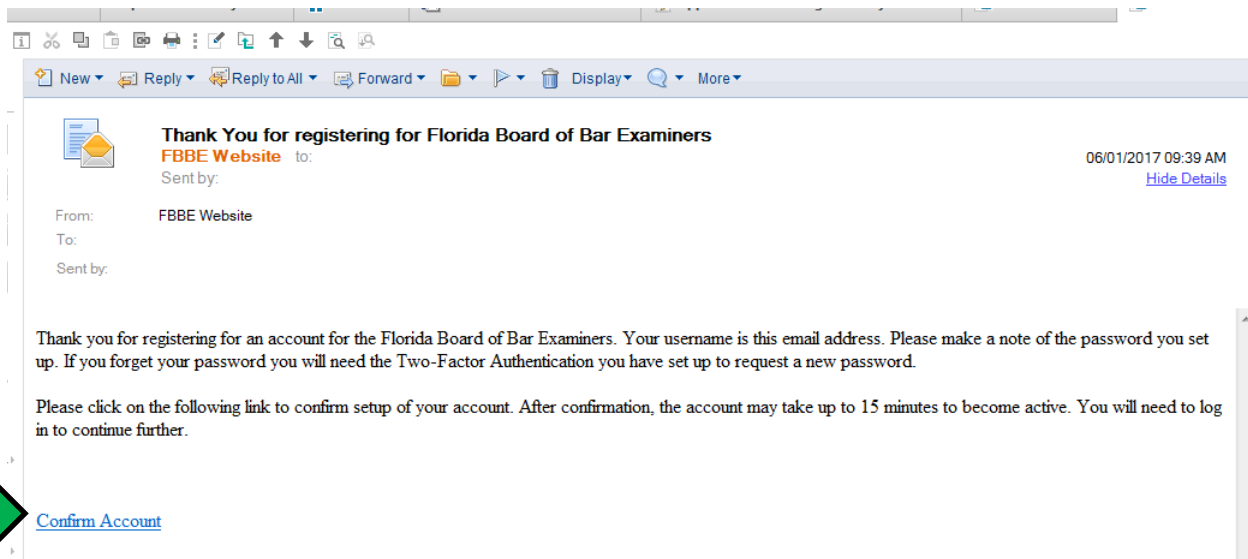
- Enter the six-digit token in the pop-up box and click the “Verify” button. You will have 30 seconds to enter the code into the “Token” field of the “Set Up Two Factor Authentication” box. If you were unable to enter the code within the time allotted, a new code will appear for you to use.



- 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.

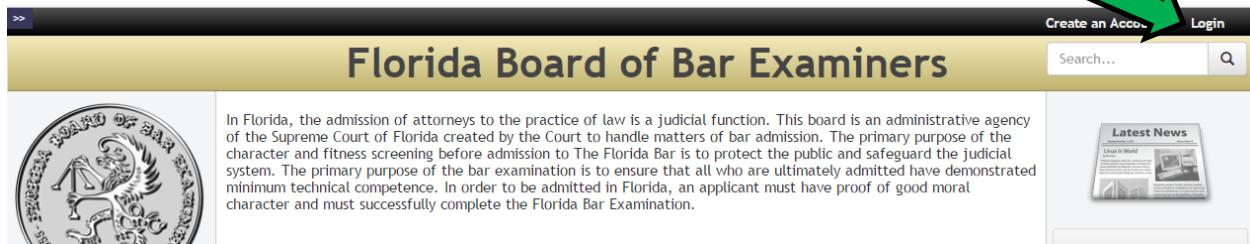


- A pop-up message will appear indicating that your account has been confirmed.

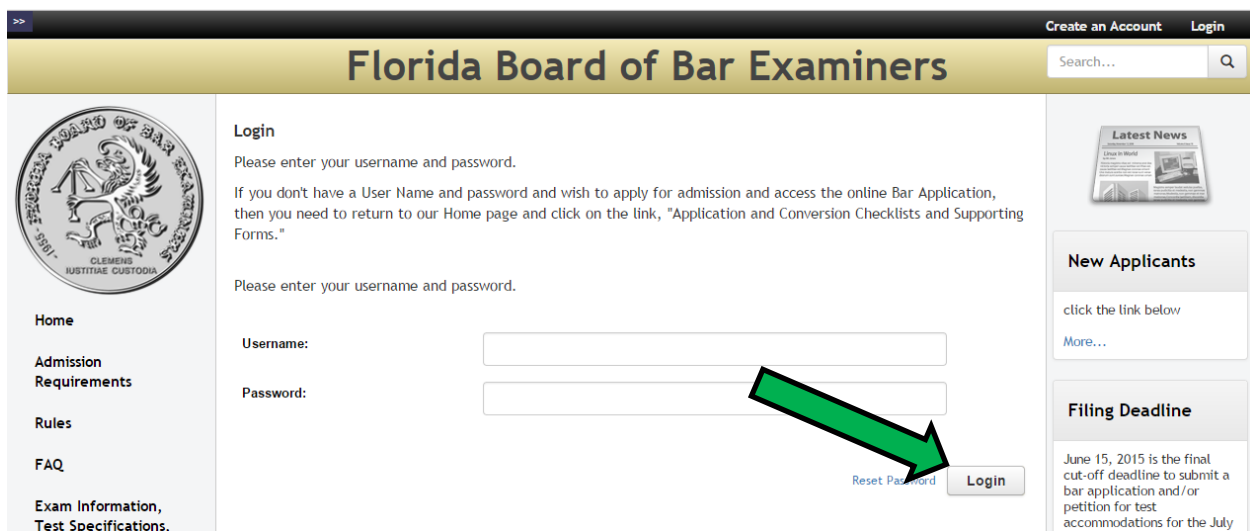




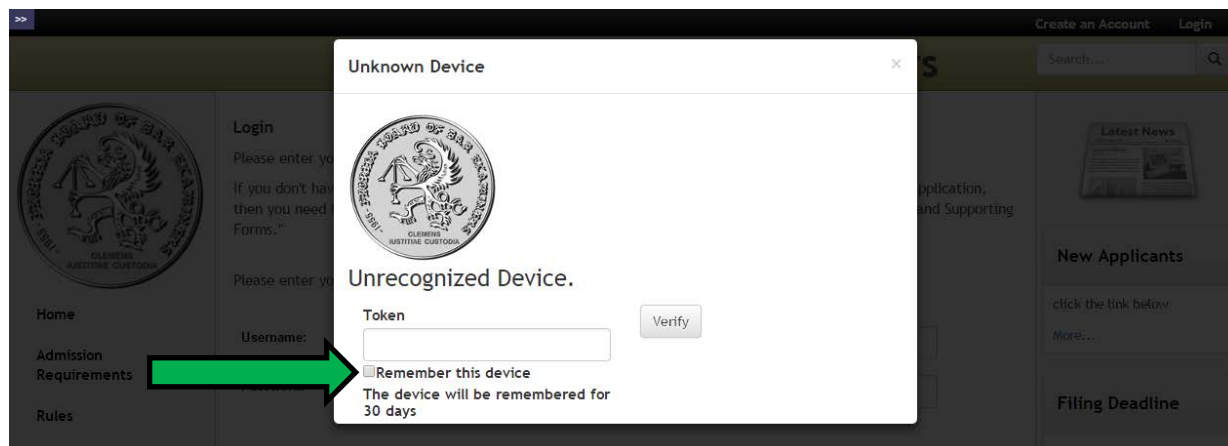
- On the Florida Board of Bar Examiners website, click the “Login” link in the upper right-hand corner.



- 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.

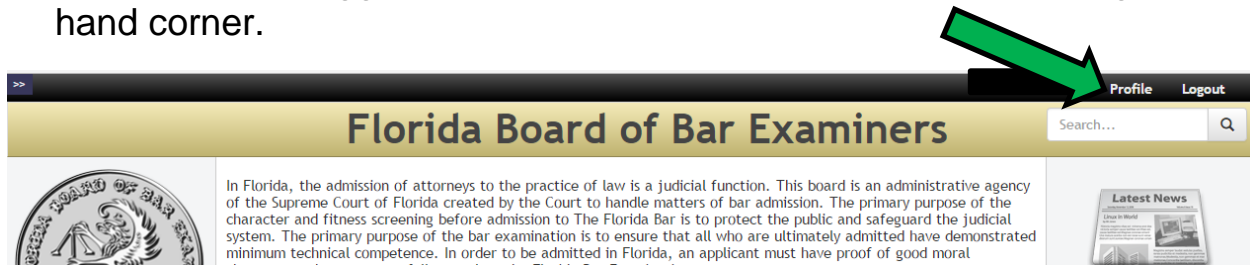


Keep your smart device readily available while working through the website as you will be required to enter other Two Factor Authentication tokens when updating your profile, creating a new password, etc.

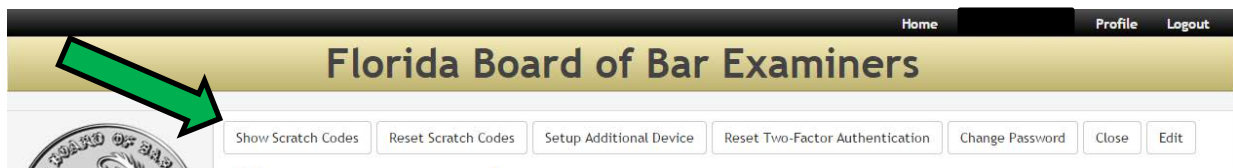


Once you have completed the registration process, it is highly recommended that you write down a series of scratch codes that will each allow you one-time access to your account in the event that all of your other methods of authentication are unavailable. To do so:

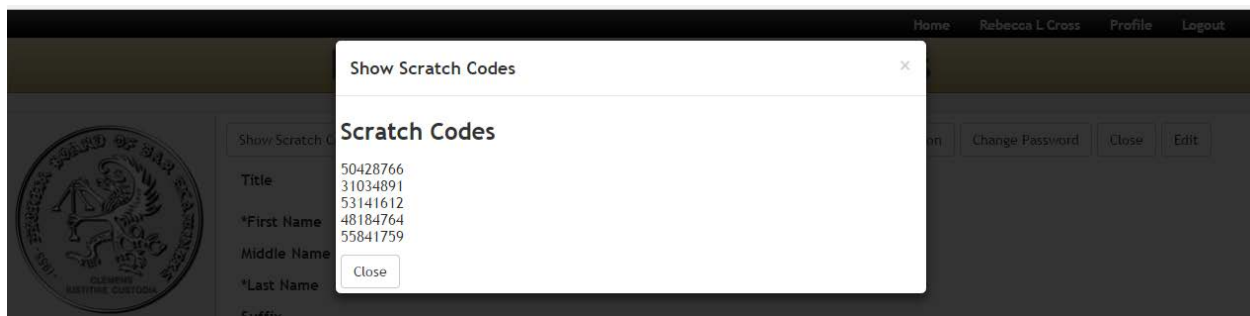
- After you have logged in, click on the “Profile” link in the upper right-hand corner.



- 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/>

<https://www.google.com/intl/en/landing/2step/>