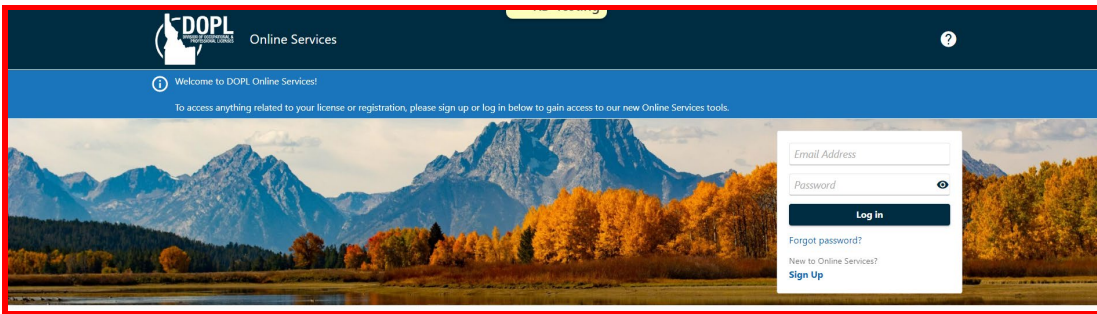
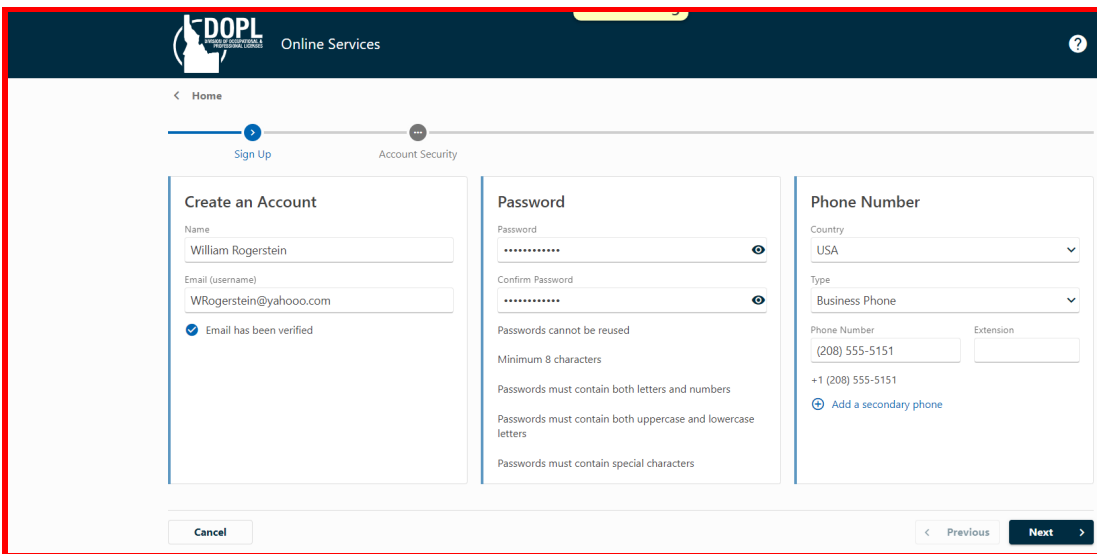


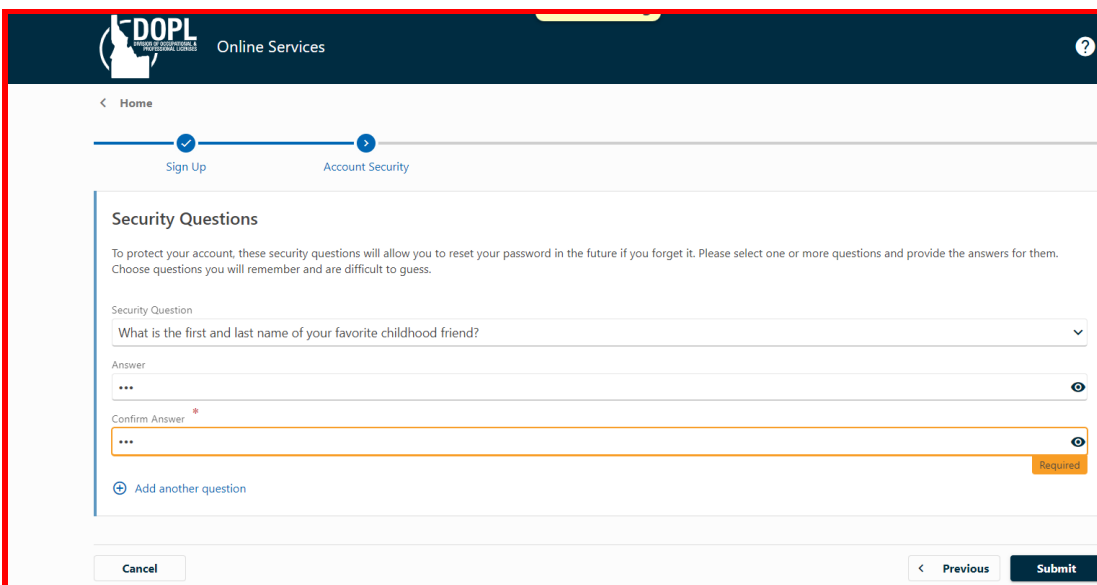
1. To create your online profile, click on the “Sign up” link:



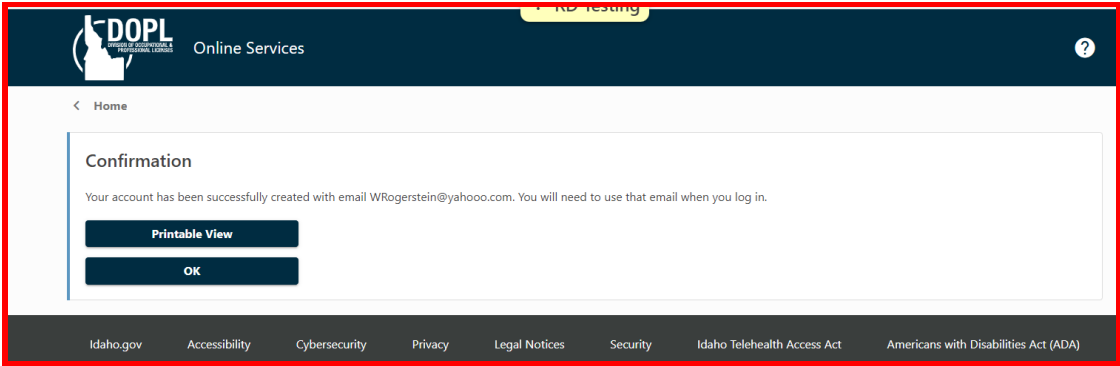
2. Fill in the required fields. You will be required to verify your email address. You will be sent a code to the email address entered. Once you have entered information into the required fields click “Next”.



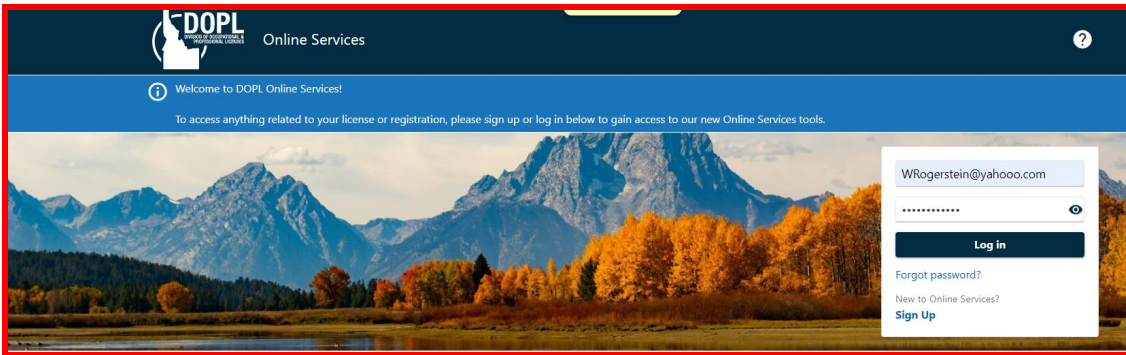
3. Select a Security Question and provide an answer. Then click on “Submit”.



4. You have set up your online profile. Click “OK” to return to login screen.

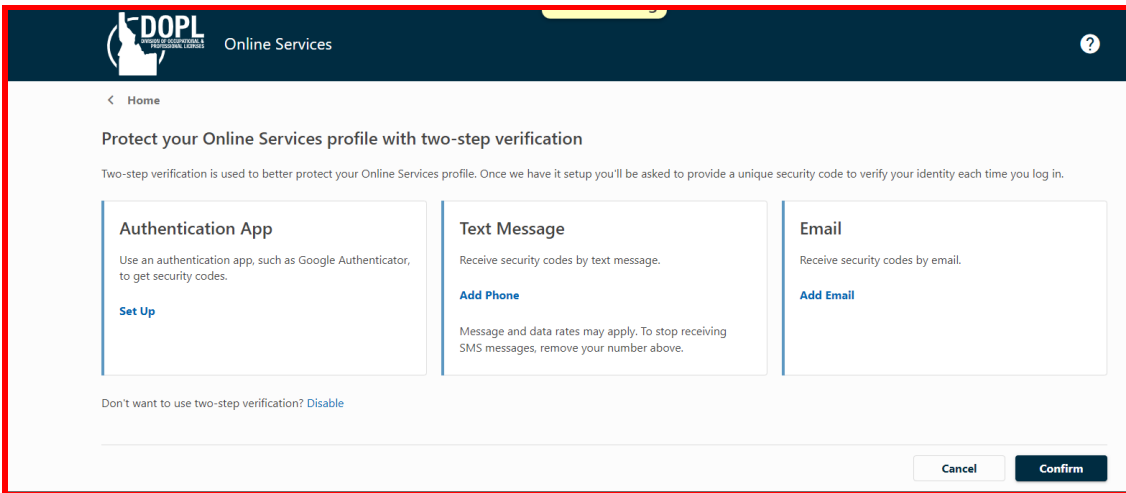


5. Enter your email address and password you just created, then click “Log in”.



6. You will be given the opportunity to set up multifactor authentication for your online profile.

Choose the method you would prefer, or you may select the “Disable” option if you do not want multifactor authentication for your online profile. Click on “Confirm”.



7. If this is the first time you have accessed the DOPL Online Services site, you will see the landing page pictured below.

From this page you can apply for a license, registration or permit, associate a license or registration to your online profile (see the “How to Associate a License or Registration to your Profile” document), view letters and messages sent to you by DOPL and many other functions

The screenshot shows the DOPL Online Services landing page for user William Rogerstein. The header includes the DOPL logo, the text "Online Services", a yellow "RD Testing" button, and user icons. The main content area features a search bar with the placeholder "What are you looking for?". Below the search bar are six panels arranged in a 2x3 grid:

- Start Here:** Welcome to DOPL Online Services. Includes links for "Associate an Existing License or Registration" and "Apply for a License/Registration/Permit".
- License/Registration Actions:** Actions related to licensure or registration. Includes links for "View Continuing Education Course Catalog" and "Upload a Document".
- Non-Licensing Registration:** Register without issuing a license. Includes links for "Register an Accounting Firm", "Register a MFT Candidate", "Register a CPA Candidate", and "Register as a Course Developer".
- Submissions:** Search for previous submissions.
- Messages:** View messages I've received from the agency.
- Letters:** View letters I've received from the agency.

Additional elements include a "More..." button, a "Manage My Profile" link with a notification icon, and a login timestamp: "You last logged in on Tuesday, Jun 11, 2024 8:46:51 AM".