

REGISTRATION INSTRUCTIONS

1. Applicants will visit <http://www.fieldprintflorida.com/>

The screenshot shows the Fieldprint homepage. At the top left is the Fieldprint logo. The main content area features a map of Florida with various locations marked. To the right of the map, there is a section titled "Simple, Safe, Secure." with a list of benefits: "Quick, easy scheduling", "Convenient locations", and "Fast, professional fingerprint collections". Below this list is a prominent purple button labeled "Schedule an Appointment". Further down, there are sections for "How It Works", "Our Locations", "Set Up An Account", "FAQs", and "About Fieldprint". At the bottom, there is a footer with copyright information and links for "Home", "About Us", "History of Fingerprinting", "Job Map", "Legal/Privacy", and "Contact Us".

2. Applicants will click on [Schedule an Appointment](#) to continue on to the next page...

3. Applicants will then sign up as a new user or sign in as an existing user.

The screenshot shows the "New Users | Sign Up" and "Existing Users | Sign In" page. The "New Users | Sign Up" section includes a form for "Email address:" with a dropdown menu and a "Sign Up" button. The "Existing Users | Sign In" section includes a form for "Email address:" and "Password:" with a "Sign In" button and a "Forgot Password?" link. At the top right, there are links for "Need More Help?" and "Frequently Asked Questions". The footer contains copyright information and links for "Terms & Conditions" and "Privacy Statement".

The screenshot shows the "Sign Up" form. It includes a "Password Rules" section with requirements: "Must be 8 to 16 characters long", "Must contain at least one capital letter, one lowercase letter, one number and one special character (e.g. @!#%&*)", and "May not be the same as your username". Below this are input fields for "Password you would like to use", "Be Your Password", "Security Question", and "Answer to your Security Question". A "Sign Up and Continue" button is at the bottom. The footer contains copyright information and links for "Terms & Conditions" and "Privacy Statement".

4. Applicants will be led to the next page and select **"I know my Fieldprint Code"** which was provided to you.

The screenshot shows the "Reason" page. It has a heading "Reason why you need to be fingerprinted" and a dropdown menu for "Select". Below the dropdown is a "Continue" button. A note states: "If the reason you must be fingerprinted is not listed here or if you do not know the reason, please contact your employer." The footer contains copyright information and links for "Terms & Conditions" and "Privacy Statement".

5. Applicant will enter the "Fieldprint code" that was provided to you.

The screenshot shows the "Fieldprint Code" page. It has a heading "Fieldprint Code" and a text input field for the code. Below the input field is a "Continue" button and a "Back" button. A note states: "Fingerprints will be submitted to the Florida Department of Law Enforcement for the purposes assigned to the provided Fieldprint code. Please note: Your organization must set up an account before you can be fingerprinted through this system. If they have not done so, and given you their Fieldprint code, please contact your organization. Thank you." The footer contains copyright information and links for "Terms & Conditions" and "Privacy Statement".

6. Once this is completed, you will be led to the personal information, demographics, some additional information specific to the purpose you are being fingerprinted and release portion.

The screenshot shows the "Personal Information" page. It includes a progress bar at the top with steps: "1. Date Collection", "2. Authorization", "3. Time and Location", "4. Payment", and "5. Confirmation". The main section is titled "Personal Information" and contains a "NOTE: The information entered on this screen must belong to the person being fingerprinted." Below the note are input fields for "First Name", "Middle Name", "Last Name", and "Suffix". There is also a section for "Social Security Number:" and "Address 1:". A "Back" button is visible at the bottom left. The footer contains copyright information and links for "Terms & Conditions" and "Privacy Statement".

7. The Applicant will be led to the security background check questionnaire and release.

10. After payment, a confirmation page is displayed.

8. Next, the applicant will be able to schedule their visit.

9. Then make payment