

## **Applicant Registration Process FSSR Vendor**

If you have been fingerprinted by another Florida School District on or after July 1, 2007 as a vendor/contractor and want to use your previous fingerprint results for your current application process then follow the instructions below to register and schedule. The fee is \$20

1. Go to [www.L1Enrollment.Com](http://www.L1Enrollment.Com) on the internet.
2. Click Broward County Florida on the map or from the drop down box and click "Go".
3. Towards the bottom of this screen, click on "Online Scheduling".
4. Choose either English or Spanish as the language by clicking on the preferred language.
5. On the "Welcome" screen, enter your first and last name and click "Go".
6. On the "Types of Service" screen, choose "FSSR Applicants" and click "Go".
7. On the Applicant Details screen enter you Company ID Number: **UE00064** and click "Go".
8. Answer the questions related to existing badge status and previous fingerprinting.
9. On the "Appointment Details" screen complete the demographic information and click "Send Information". Be sure to enter your email address accurately because this will be the method you will receive electronic updates on your process status.
10. On the "Applicant Information" screen, complete the demographic information and click "Send Information". Be sure to enter you email address accurately because this will be the method you will receive electronic updates on your process status.
11. On the "Application Details" screen complete the disclosure questions and click "Submit".
12. On the "Payment Collection" screen, choose the appropriate payment method and click "Send Payment Information". If you are using a billing account, choose "Billing Account" as the payment type and enter the billing account number you have been provided by your employer and click "Send Payment Information".
13. Print or write down the confirmation number and location you have chosen to have your photo and fingerprints taken.
14. If you chose an electronic payment type (not Billing Account), then **you must complete payment by clicking "Continue to US Bank Epay"**.
15. Show up for your appointment and be photographed and fingerprinted. Be sure to bring your government issued photo ID to your appointment.

Once these steps are completed, further communication will be sent as processing occurs. If you are unable to schedule via the internet, the appointment may be scheduled by calling L-1 scheduling center at 1-866-528-1359 between 8:00 AM and 5:00 PM, Monday through Friday (Eastern Time).

## **Badge Pick-up**

Once you have been cleared, you will receive an email from L-1 Enrollment Services Office advising you on the status of your application. This information will include the location you selected during registration and the hours of operation. Upon receipt of this email, please go back to the location where you were fingerprinted to collect your badge. Badge pickup does not require an appointment.

**Once you collect your badge for the location, you are required to send a copy of your badge to the Education Placement Office. You will not be approved for placement without the copy of your badge. The badge can be faxed to 954-201-8271.**