Overview of the DBO Self Service Portal Registration Process

The Self- Service Portal now has two ways to register. One way is the existing method that requires your account be directly linked to a single organization. The other way is a new registration process specifically for Notice filers that allows you submit filings for multiple organizations under a single account.

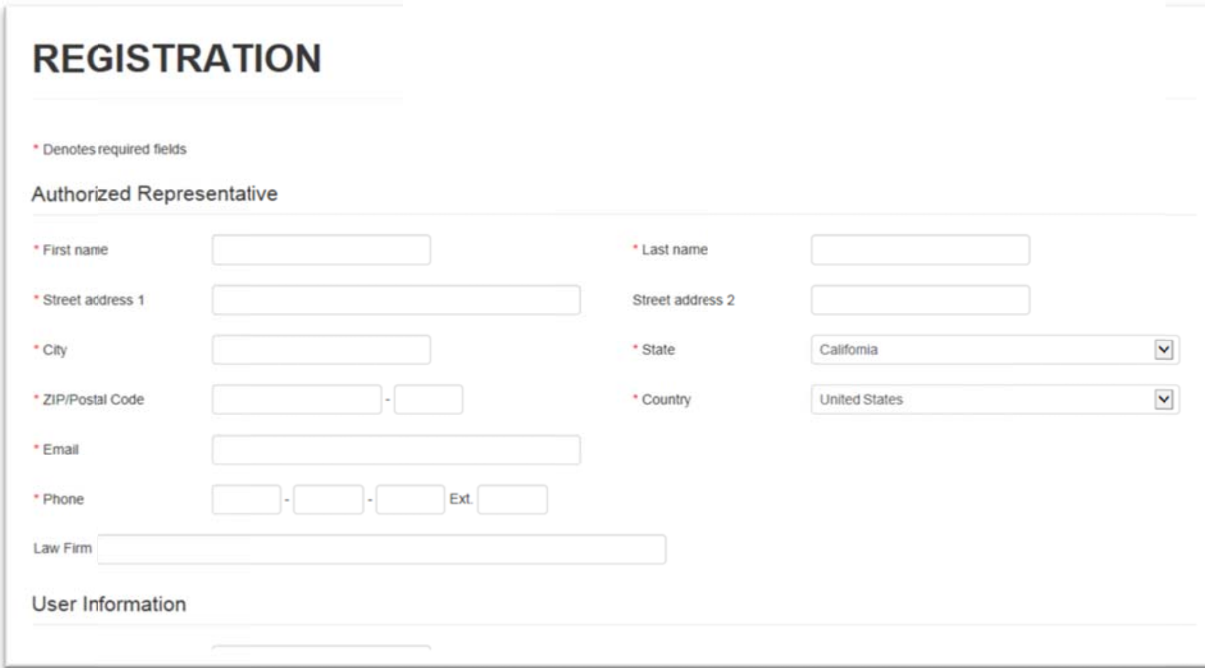
When you click on the "Register Now" or "Sign Up" links, you will be taken to a new registration page that provides the following two links:

The following table summarizes which registration path should be used:

What Do You Want To Do?	Which Registration Should you Use
If you are a law firm acting as an Authorized Representative for multiple issuers seeking to file notices	Securities and Franchise Notice Filings
If you are an Issuer filing notices on your own behalf	Applications and Notice Filings
If you are a law firm needing to file franchise/securities applications on behalf of a company	Applications and Notice Filings
If you are a law firm needing to submit applications and supporting documentation for Financial Services license applications on behalf of a company	Applications and Notice Filings
If you are a company submitting Financial Services license applications on your own behalf	Applications and Notice Filings

Registering for Securities and Franchise Notice Filings

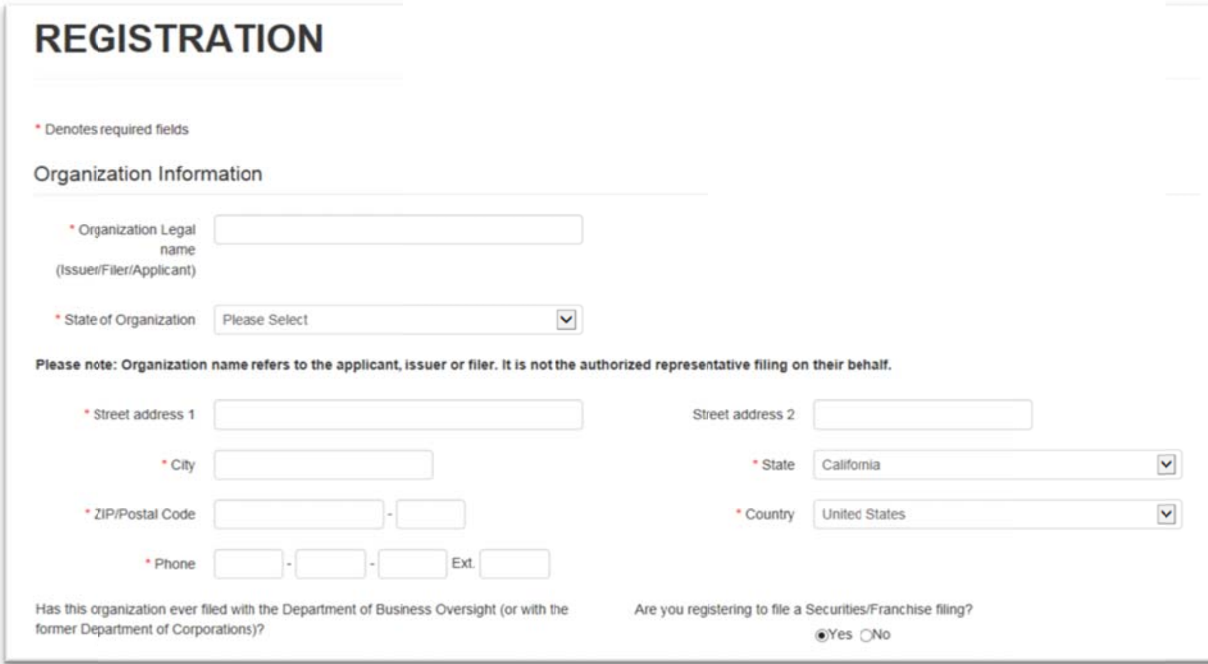
When you register to file Securities and Franchise Notices you will see the following screen:



1. Enter your name, the law firm name, business address, and email for the law firm. This information will be used for the **Authorized Representative** information for all filings. Please ensure that the email address is current and valid.
2. Enter a desired username, password, and security question/answer.
3. Click "Submit".
4. You will receive an email confirming your registration. Once this email has been received your account is active and you can immediately log in and begin submitting filings.

Registering for Applications and Notice Filings

When you register for Applications and Notice Filings you will see the following screen:



1. Under "Organization Information", enter the legal name of the Issuer and/or Licensee applicant, NOT the law firm.
2. Enter the Address and Phone number of the Issuer/Licensee applicant.
3. Under "Authorized Representative Information", enter your law firm's company name, along with the name of a related contact, address, and email for the law firm. This information will be used for the Issuer Representative information for all applications where appropriate. Please ensure that the email address is current and valid. **NOTE**: if you are a company/issuer filing on your own behalf, you do not need to fill out this section of the registration.
4. Enter a desired username, password, and security question/answer.
5. Click "Submit."
6. You will receive an email confirming your registration in 3-5 business days. Once this email has been received your account is active and you can log in and begin submitting applications and filings for the organization you registered.