

Overview of the DFPI 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 “Register Now”, you will be taken to a new registration page that provides the following two options:

CA.GOV California Department of Financial Protection & Innovation

Sign In

Home Registration

Registration

[Click here for an example of how to Register](#)

Select how you would like to register.

A) For quick notice filings only: Securities and franchise notices such as 25102(f) LOEN, 25102(o) please register here. [Register Option-A](#)

B) For filing an annual report, application for a license, registering a franchise or securities permit, updating your organization's designated email address and SLS Covered Programs please register here. [Register Option-B](#)

The following table summarizes which registration path should be used:

What Do You Want To Do?	Which Account Type Should You Register For?
If you are a law firm acting as an Authorized Representative for multiple issuers seeking to file exemption notices	Option A
If you are an Issuer filing exemption notices on your own behalf	Option A
If you are a law firm needing to file Franchise or Securities Applications and exemption notices on behalf of a company	Option B

What Do You Want To Do?	Which Account Type Should You Register For?
If you are a company needing to file Franchise or Securities Applications and exemption notices on your own behalf	Option B
If you are a law firm needing to submit an application and supporting documentation for Financial Services license applications on behalf of a company	Option B
If you are a company submitting Financial Services license applications on your own behalf	Option B

Registering for Securities and Franchise Notice Filings

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

The screenshot shows a registration form titled "REGISTRATION". It is divided into two main sections: "Authorized Representative" and "User Information".

Authorized Representative Section:

- Fields for "First name" and "Last name".
- Fields for "Street Address 1" and "Street Address 2".
- Fields for "City", "State" (with a dropdown menu), and "Country" (with a dropdown menu showing "United States").
- Fields for "ZIP/Postal Code" and "Email".
- A "Phone" field with an "Ext." sub-field.
- A "Law Firm" field.

User Information Section:

- Fields for "Username", "Password", and "Security Question/Answer".

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 to file Applications and Notice Filings you will see the following screen:

REGISTRATION

10 Minutes Required (Beta)

Organization Information

* Organization (Legal Name)

(Issuer/Filing Applicant)

* State of Organization

Please note: Organization name refers to the applicant, issuer or filer. It is not the authorized representative filing on their behalf.

1. Street address 1

* City

* Postal Code

* Phone

Street address 2

* State

* Country

Has this organization ever filed with the Department of Business Oversight (or with the former Department of Corporations)?

Are you registering to file a Securities Filing on behalf of? Yes No

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 the 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 immediately log in and begin submitting applications and filings for the organization you registered.