

# Portal answer sheet

Your answers, in the order the online application asks for them.

Keep this beside you while you fill in the portal. The headings match its screens. Where the menu on the left and the title on the page say different things, both are printed below, because the portal does not make that easy.

## Eligibility

Menu: Transaction Suitability Questions | Page title: Eligibility Questions

**Are all persons named in the application at least twenty one(...**

## The business

Menu: Name and Personal/Organization Details | Page title: Name and Organizational Details

**Full Name of Applicant(s): (This is the name the license will...**

**Business Name (D/B/A)** The Example Bar

**What kind of business is the applicant?** limited liability company

**FEIN Number** 000000000

**Department of State Document #** L000000000000

## Where the state writes to you

Menu: Contact Details | Page title: Add Address Details: Main Address

**Street number** 123

**Street name** Example Street

**Address line 2** blank

**City** Example City

**County** Pinellas

**State** FL

**Zip Code** 33701

**Business Telephone Number** 5555550100

**E-Mail Address** owner@example.com

## The place being licensed

Menu: Contact Details | Page title: Add Address Details: License Location

**Location Address (Street and Number)** Example Street

**Address line 2** blank

**City** Example City

**County** Pinellas

**Zip Code** 33701

## License details

Menu: License Modifiers | Page title: Licensing Factors

License Series Requested 2COP  
Type/Class Requested 2COP  
Do you wish to purchase a Temporary License?

License category

Menu: License Category | Page title: License Category - Information  
Type blank

Child licenses

Menu: Child License Requested | Page title: Child License Requested - Information

GC 0  
3M 0  
11CX 0  
CMBP 0  
Today's Date 01/02/2026

Every one of these four boxes needs a number. The portal refuses a blank, and its own instruction is to enter 0 for the ones you do not need.

Tobacco permit

Menu: 1C - License Category | Page title: 1C - License Category - Information

Retail Tobacco Products Dealer Permit

Contact person

Menu: Contact Person | Page title: Contact Person - Information

Contact Person Sample Owner  
Street number 123  
Street name Example Street  
Address line 2 blank  
City Example City  
County blank  
State FL  
Zip Code 33701  
Telephone Number 5555550100  
ext. blank  
E-Mail Address owner@example.com

Everyone with a stake

Menu: Interested Parties | Page title: Interested Parties - Information

The portal calls this the Interested Parties grid. Add one row per person, using the Add button. It will not let you past this screen unless the stock percentages add up to 100.

## Row 1

|                   |                           |
|-------------------|---------------------------|
| Type of company   | Limited liability company |
| Name              | Sample Owner              |
| Title or position | Sole member               |
| Stock percentage  | 100                       |

Everything else about each person, the date of birth, the address, the descriptors and the history questions, is on their Section 3 sheet, which you upload rather than type in.

## Other interests

Menu: Section 8B - Other Interests | Page title: Section 8B - Other Interests - Information

1. Are there any persons or entities not disclosed who have l...
  2. Are there any persons or entities not disclosed that deriv...
  3. Are there any persons or entities not disclosed that have ...
  4. Are there any persons or entities not disclosed who have a...
  5. Are there any persons or entities not disclosed who have g...
  6. Are there any persons or entities not disclosed who have c...
  7. Is there a management contract, franchise agreement, or co...
  8. Have you or anyone listed on this application, accepted mo...
- Has the applicant entity been convicted of a felony in this s...

All eight are required. The portal will not accept a blank.

|            |    |
|------------|----|
| Question 1 | No |
| Question 2 | No |
| Question 3 | No |
| Question 4 | No |
| Question 5 | No |
| Question 6 | No |
| Question 7 | No |
| Question 8 | No |

## Current license holders

Menu: Permittee Update | Page title: Permittee Update - Information

Does anyone named on this application already hold an alcohol...

You said nobody named on the application already holds a license, so this grid stays empty.

## File Attachments

Menu: File Attachments | Page title: Attachments

Upload the section PDFs from this packet here. Choose a file, then press Attach, and wait for the page to reload showing the file. Pressing Next before attaching gives you an error.

PDF only. 10 MB per file, 50 MB in total.

## Application Summary

Menu: Application Summary | Page title: Application Summary

Read it against this sheet before you press Submit. It is a read only recap of everything above plus the list of files you attached.

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