

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. Chose 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 " New Vendors/Pre-Professionals " and click "Go".
7. On the "Applicant Details" screen enter your Company ID Number: \_\_\_\_\_ and click "Go".
8. On the "Applicant Details" screen select "Student Teacher/Pre-Professional" and click "Go".
9. On the "Appointment Details" screen complete the selection of an appointment for your fingerprints and/or photo to be taken and click "Go".
10. On the "Applicant Information" 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.
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).