## Dear Valued Customers.

We want to inform you that we will soon be transitioning to a new AES Portal. This upgrade is essential to enhance your experience and improve our services. It is anticipated that the transition will take place in late March to early April. A definitive date will be posted to the website when available.

<u>Affected Websites</u>: <a href="https://aesecomm.fdacs.gov/">https://aesecomm.fdacs.gov/</a>, <a href="https://aesearch.fdacs.gov/">https://aesearch.fdacs.gov/</a>, <a href="https://aesearch.fdacs.gov/">https://aesearch.fdacs.gov/</a>.

## What You Need to Know:

- Once the transition begins, several of our websites will be temporarily down for maintenance as we changeover to the new portal.
- As part of this upgrade, each user will be required to create a profile with a unique email address to access the portal.
- INDIVIDUAL LICENSES/CERTIFICATES: Records in the new portal will be matched using the email address you have on file currently with the Department. To determine if you have a unique personal email address associated with your individual license or certificate or need to update it prior to the transition, please go to <a href="https://aesecomm.fdacs.gov/">https://aesecomm.fdacs.gov/</a> and click UPDATE INFORMATION on the left-hand side and click PERSONS. You can then update the "Email" address field if it needs changed or enter a new one if it is currently blank.
  - Please note, email verification is not applicable for CEU Providers or Fumigation Users.
- You <u>must</u> have a valid, unique email address ready for registration.
  - o For individuals, the email must be unique and cannot be a shared or group email. Utilizing an email address that already exists in the system for another user, will result in overriding data for the other associated license/certificate.
  - For a business account, there can be a primary and secondary email associated with the account.
- This email will be used for all correspondence related to your licensure, certification, invoicing, fumigation notice(s), exam scores, and CEU program approval.

Once the new portal goes live, it will be located at <a href="https://aeslicensing.fdacs.gov">https://aeslicensing.fdacs.gov</a> and will encompass the new Licensing, CEU, AES search and Fumigation websites.

If you have any urgent inquiries, please feel free to reach out to our customer support team at <u>AESCares@FDACS.gov</u>.

Thank you for your patience and support!

Best regards,

FDACS Bureau of Licensing and Enforcement