



FCB New Online Certification System

Tutorial: How to Link to Your Employer

Linking to your Employer for Payments

- **EMPLOYER PAY** is a method for organizations to pay for certification-related fees for their employees, such as applications, exams, renewals, and miscellaneous certification fees.
 - Organizations must apply to FCB for an Employer Pay relationship; this is not automatic. **Employers receive an Employer (EMP) credential for linkage.**
- **EMPLOYER PAY** is a flexible method of payment in which the employer can choose which fees to pay or leave for another payment method (such as requiring you to self-pay for one of your credentials).
- Employees and employers must be “linked” in the certification system to facilitate the process of employer payment.

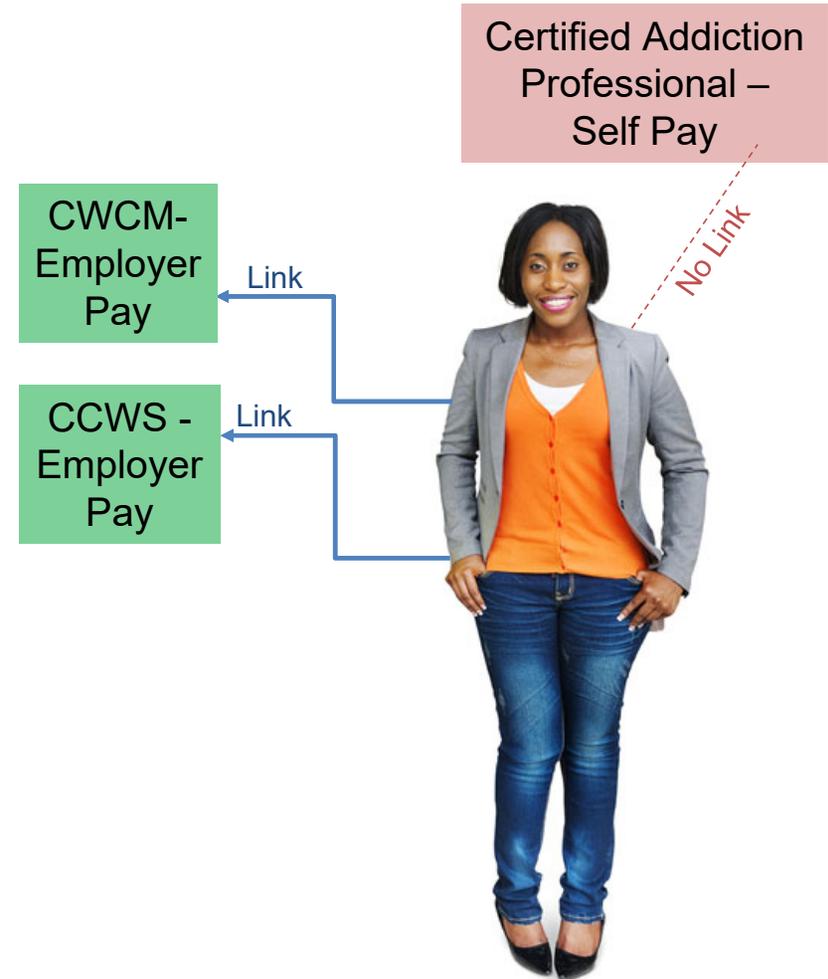
Check with Employer

- Before attempting to link with your employer, **ask if your organization has an FCB-approved Employer Pay account.**
- If so, **you CAN** proceed with the linkage.
- If not, **you CANNOT** proceed with this process. You will not find your organization's name as an option for linkage.



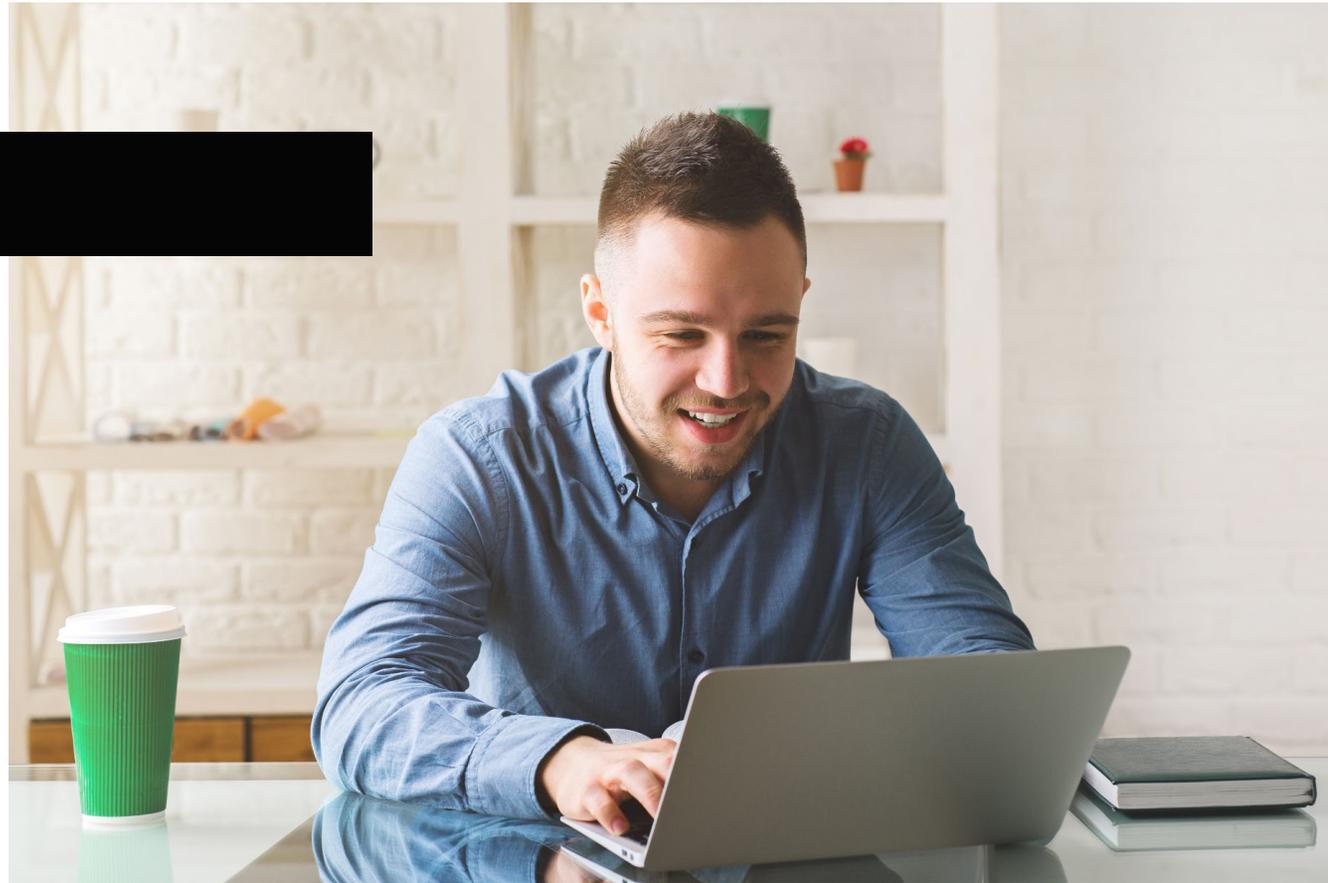
Linkage Can Occur in Two Ways

1. An employer can log into their online FCB account and go through a process that links one or more of your credentials in order to pay fees. OR...
 2. The employee can log into their online FCB account and go through a similar process to link to their employer.
- **Each credential you hold must be linked separately** if your employer is paying certification-related fees.



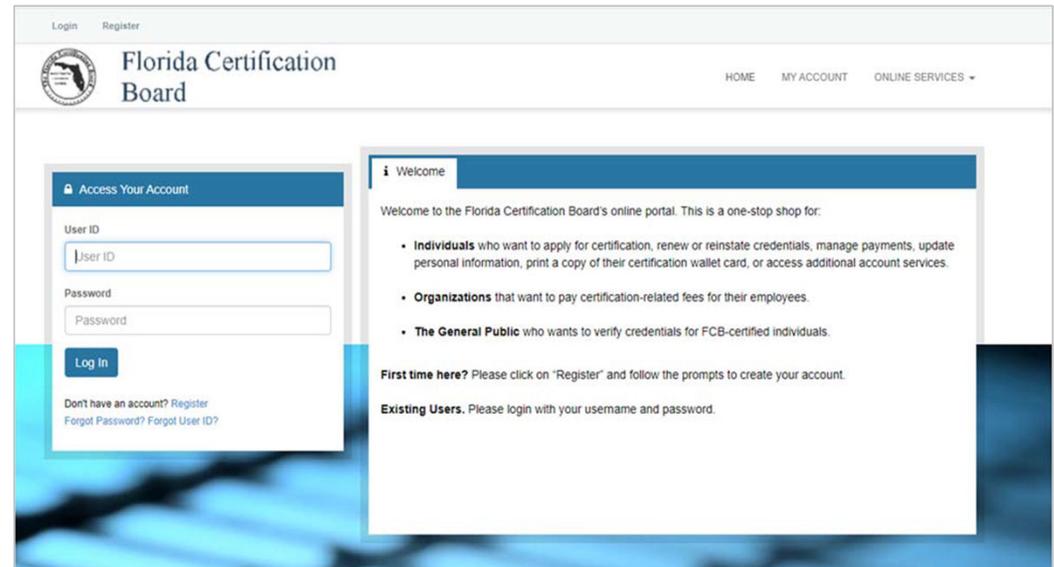
FCB Tutorial

How to Link Employer and Employee Credentials



Log Into Your FCB Online Account

- Login using your established **User ID** and **Password**.
- See a separate FCB tutorial for how to activate your account if you haven't done this already.



The screenshot shows the Florida Certification Board's online portal. At the top, there are links for "Login" and "Register". The Florida Certification Board logo is on the left, and navigation links for "HOME", "MY ACCOUNT", and "ONLINE SERVICES" are on the right. The main content area is divided into two sections. On the left, there is a "Access Your Account" form with fields for "User ID" and "Password", a "Log In" button, and links for "Don't have an account? Register" and "Forgot Password? Forgot User ID?". On the right, there is a "Welcome" message that says "Welcome to the Florida Certification Board's online portal. This is a one-stop shop for:" followed by a bulleted list of user types: "Individuals who want to apply for certification, renew or reinstate credentials, manage payments, update personal information, print a copy of their certification wallet card, or access additional account services.", "Organizations that want to pay certification-related fees for their employees.", and "The General Public who wants to verify credentials for FCB-certified individuals." Below the list, there are instructions for "First time here?" and "Existing Users."

<https://online-flcb.license.tylerapp.com/>

Begin the Linkage Process

- Start by clicking Online Services menu.

- Next, click on **Manage My Employer** in the Activities section.

The screenshot shows the Florida Certification Board website. At the top, the user is logged in as 'Evie Romero' with a 'Logout' link. A shopping cart icon shows '\$0.00' and a 'Checkout' button. The main header includes the Florida Certification Board logo and name, and navigation links for 'HOME', 'MY ACCOUNT', and 'ONLINE SERVICES'. The 'ONLINE SERVICES' dropdown menu is open, displaying three columns of options: 'Activities' (including 'Manage My Employer'), 'Credential Lookup & Information', and 'Account'. Below the menu, there are instructions for users and organizations, and a note about accessing online services.

Evie Romero Logout \$0.00 Checkout

Florida Certification Board

HOME MY ACCOUNT ONLINE SERVICES

Activities

- My Current Credential Information
- APPLY: Create or Continue an Application
- ADD: Application or Examination Information
- RENEW: Create or Continue a Renewal Application
- REINSTATE: Credential
- Manage My Employer
- Manage my Credential

Credential Lookup & Information

- My Application Status
- Lookup a Credential

File a Complaint

- File a Complaint

Account

- CHANGE My Address
- PAY: Outstanding Fees
- PRINT: Wallet Card Print

- Make additions or updates to your personal contact information and password.
- Access and print your wallet card.

FOR ORGANIZATIONS

- Manage your employee relationships; add or remove employees from your organization's account.
- Pay certification-related fees for your employees.
- Change information about points of contact.
- Update contact information for the organization.

ACCESS ONLINE SERVICES. Click "Online Services" above to open the menu or review the listed online services options below.

Linkage Process

- Click on “**Start**” next to the credential you want to link and move to the linkage section.

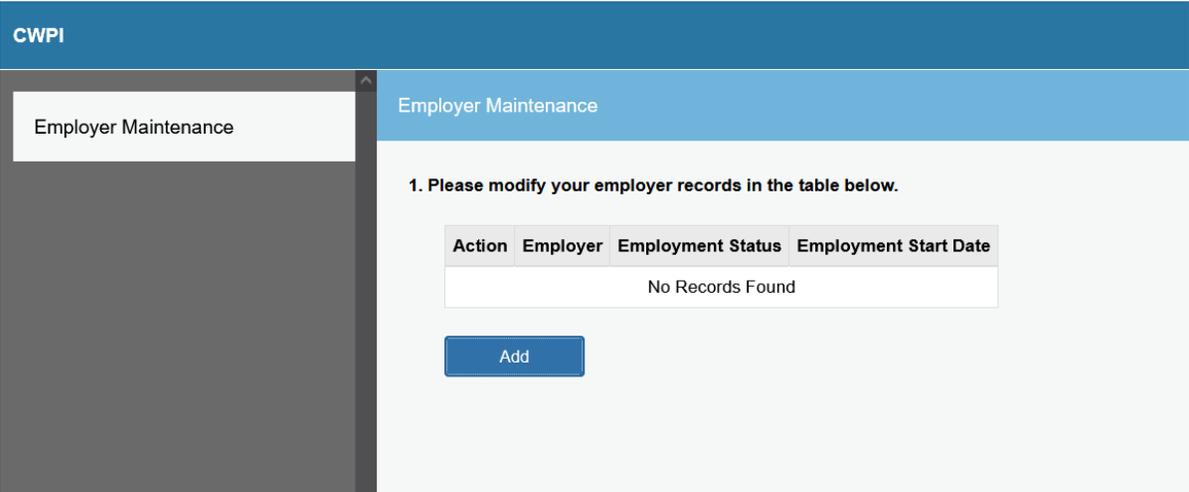
Manage my Employer

Item

	Board	License
Start	Child Welfare	CWPI

Linkage Process – Add Employer

- This opens the online section called “**Employer Maintenance.**”
- Click “**Add**” to link your employer.



The screenshot displays the CWPI Employer Maintenance interface. The top navigation bar is blue with the text "CWPI". Below it, a light blue header reads "Employer Maintenance". The main content area contains the instruction "1. Please modify your employer records in the table below." followed by a table with the following structure:

Action	Employer	Employment Status	Employment Start Date
No Records Found			

Below the table is a blue "Add" button.

Linkage Process – License Lookup

- “**License**” is the system term for FCB credentials. Your organization has an EMP (Employer credential) that employs you
- Enter information about the organization/business. Start with the name of the organization to see if that is enough for the search.
- One or more business names may appear, depending upon name similarities.

License Lookup

Search Criteria

Note: Hover over the field text to display any help
** Indicates a value is required.

Business Name	<input type="text"/>		
Address:	<input type="text"/>		
City:	<input type="text"/>	State:	<input type="text"/>
Zip:	<input type="text"/>		

Linkage Process – Select Employer

- Identify your employer – if one business appears that is your employer, click “**Add.**”
- If more than one business name appears, determine if your employer is on the list. Click “**Add.**”
- If your employer doesn’t appear on the list, return to the search section and add more information to see if this gives more results.
- This process has to be done separately for each credential you hold that will have certification-related fees paid by the employer.

	Name	Credential	Contact Type
Detail Add	Employer Test 2	EMP.0000122	Company

Linkage Process – Add Employment Details

Add Supervisors

Please modify your employer records in the table below.

Employer

EMP.0000122 : Employer Test 2

Employment Status

* Active

Employment Start Date

* 09/28/2022
📅 (MM/DD/YYYY) Today

Date Employment Ceased

__/__/____
📅 (MM/DD/YYYY) Today

- The Employer Pay linkage is considered a “**Supervision**” linkage.
- Select “Active” employment status.
- Add your “Employment Start Date.”
- Leave the “Date Employment Ceased” field open when you are employed by the organization.
- Click “**NEXT**”.

Linkage Process – Review and Submit

Supervision Maintenance

1. Please modify any employee records in the table below.

Action	Employee	Employment Status	Employment Start Date
	CAP.0003289 : MICHAEL JUDY	Active	09/26/2022

[Add](#)

[Previous](#) [Submit](#)

- There are two review screens after the employer has been added.
- Click “**NEXT**” at the bottom of the pages to advance to final screen for submission.
- **IMPORTANT** – you must “**Submit**” on the final screen to create the linkage.

Linkage Process – Continue to Add Employers

- Use the same process to link more credentials to an employer.
- Also, use the same process if you have more than one employer who is paying for another credential you hold.
- Each time a credential is successfully linked to an employer, you will get this message on the screen:

Manage my Employer

Process Completed Successfully.

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You are done!

