

# Florida HIE Enrollment: Quick Guide

1. Go to the URL: <https://fl-hie.inpriva.net/enroll>
2. Fill in entire Domain name, Administrator name, Password (minimum of 8 characters), and E-mail
3. Click the 'Add' button
4. Select the 'Register/Update' button for #4 to complete the organization information
5. Select 'Save and Continue' or 'Save and Exit' to ensure the data will be saved
6. Select the 'Register/Update' button for #5 to complete the Authorized Representative's Individual information
7. Select 'Save and Continue' or 'Save and Exit' to ensure the data will be saved
8. Once completed, select the 'Printer Friendly' button in step 7 to view the documents to review and to print out.
9. Review printed affidavits and ensure that the information is correct
10. Take printed affidavits and actual identification to a Notary and have affidavits notarized
11. Complete Direct Messaging Service Agreement (located on the Direct Messaging Homepage: [www.florida-hie.net/DM/index.html](http://www.florida-hie.net/DM/index.html))
12. Email, fax, or mail the Notarized Identity Verification Documents, and the Direct Messaging Service Agreement to Florida-HIE via:
  - Scan/email to [fl-hie@enroll.inpriva.net](mailto:fl-hie@enroll.inpriva.net), or
  - Fax to 970-472-5658, or
  - Mail to:
    - FL-HIE Direct
    - c/o Inpriva
    - 2625 Redwing Rd., #330
    - Fort Collins, CO 80526
  - A notification confirming the successful enrollment and providing instructions for adding and activating user Direct mailboxes will be sent to the standard email of the Representative.

\*See Florida HIE Enrollment Procedures on the Direct Messaging Homepage ([www.florida-hie.net/DM/index.html](http://www.florida-hie.net/DM/index.html)) for more detailed enrollment information.