

# 1. Go to [www.identogo.com](http://www.identogo.com)

2. Click **State Fingerprinting**.
3. Select **Florida** from the dropdown list.
4. Under **State Agency Enrollment Services** click **Appointments**.
5. Click **Schedule a New Appointment**.
6. Select the proper agency from the dropdown list:
  - a. If you are taking the CNA Exam Prep class, or the CNA state exam, select **Board of Nursing (Prometric Certified Nursing Assistant Candidates only)**.
  - b. If you are taking the Pharmacy Technician program, select **Florida Board of Pharmacy**.
  - c. If you are taking any of our other programs that require a background check, select **AHCA (Health Care Providers)**.
7. Click **Go**.
  - a. A pop-up might appear saying that you need a "Nurse Aide Admission to Test Letter". You do NOT need this letter, just click **OK**.
8. Type in your **zip code**.
9. Select an **appointment date** from the available options.
  - a. From the dropdown list, select the **time** you wish to make the appointment.
10. Click **Go**.
11. Type in **all fields marked with a red asterisk**. ( \* )
12. Click **Send Information**.
13. **Review the next page to make sure all information is correct**.
14. Click **Go**.
15. Select your payment type from dropdown list.
16. Click **Send Payment Information**. A second page will open.
17. If you are paying when you go to your appointment, print the page with your appointment details, if desired. Otherwise, you are done.
18. If you are paying now with a card, click **Continue to US Bank E-Pay**.
19. Type in your personal information.
20. Select your payment method from dropdown list.
21. Type in your payment information.
22. Click **Submit**.
23. Print the payment confirmation page, if desired. You are done.