

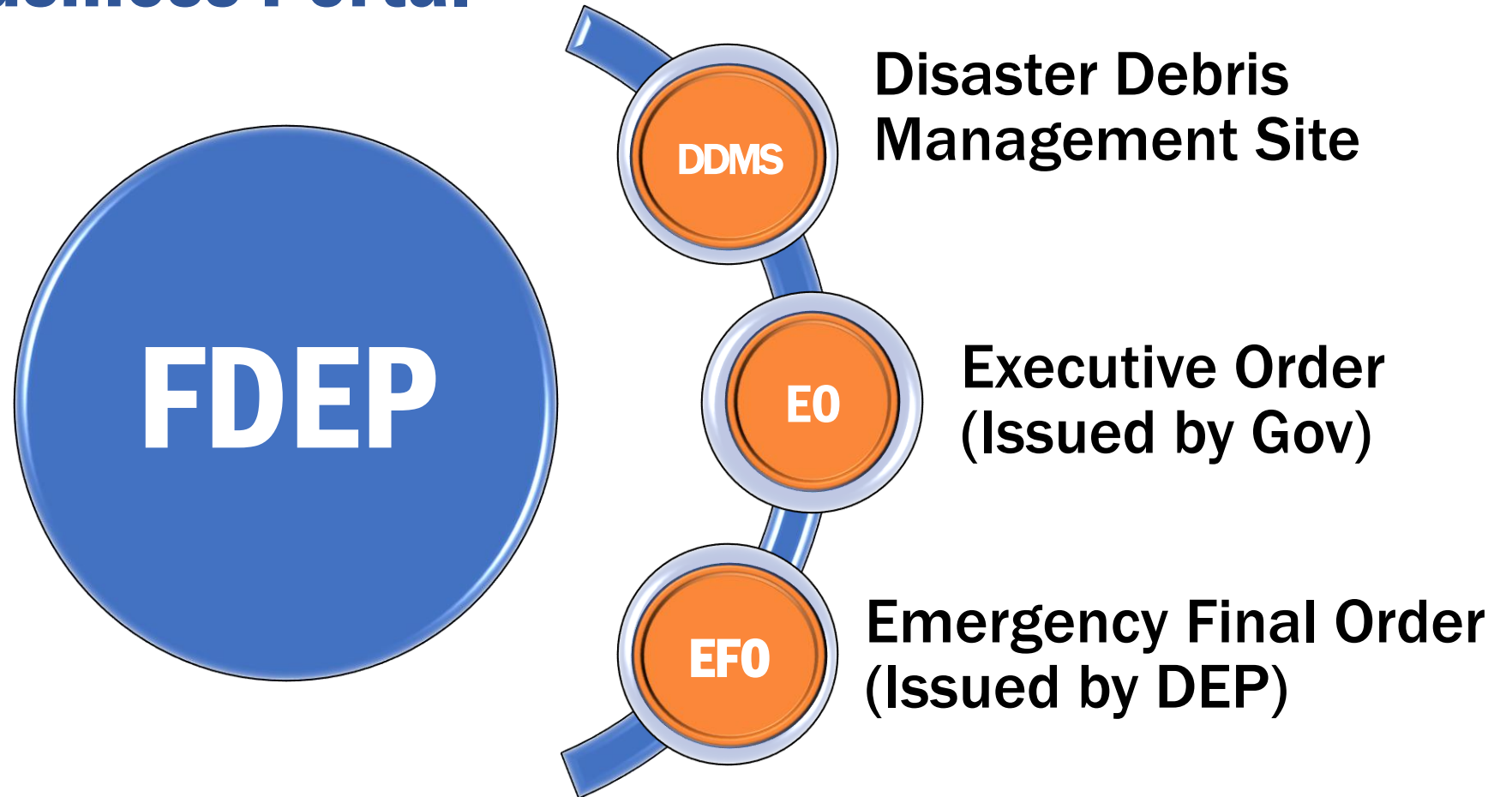


DDMS Pre-Authorization through the DEP Business Portal

March 27, 2019



DDMS Pre-Authorization through the DEP Business Portal



- ✓ Sign In to the DEP Business Portal via <http://www.fldepportal.com/go>
- ✓ If possible, try not to use Internet Explorer (IE) as the browser when using the Portal



DDMS Pre-Authorization through the DEP Business Portal

- DDMS pre-authorization is an annual process
- The DEP Business Portal pre-authorization process is **ONLY** for DDMS pre-authorization
- Site Information cannot be updated by submitting as a new site request process
- All information marked with an * must be completed correctly for you to move on to the next selection





DDMS Pre-Authorization through the DEP Business Portal

To request DDMS pre-authorization through the DEP Business Portal:

- You must be registered with the Portal
- Site must have a DDMS Responsible Authority (e.g., Lee County) and a DDMS Authorization Contact assigned
- Site must have at least one previous authorization or pre-authorization
- Site must not have a “closed” status

Note: To submit a request for review of a new DDMS, your DDMS Responsible Authority and DDMS Authorization Contact must already be assigned to at least one existing DDMS



DDMS Pre-Authorization through the DEP Business Portal

The screenshot shows the DEP Business Portal homepage. At the top left is the Florida Department of Environmental Protection logo. The main header features the text 'DEP BUSINESS PORTAL' and 'Florida Department of Environmental Protection'. On the right side of the header, there are links for 'Register' and 'Sign In'. Below the header, there is a search bar with the text 'Search the Site:'. The main content area starts with a 'Home' link and a 'Welcome' message. The message reads: 'Welcome to the Florida Department of Environmental Protection's Business Portal. If you don't find what you're looking for please come back as we're continually adding to the site.' Below this is a section titled 'I would like to:' which contains six blue boxes, each with an icon and a title: 'Apply' (pencil icon), 'Pay' (dollar sign icon), 'Sign Up' (checkmark icon), 'View' (magnifying glass icon), 'Submit' (floppy disk icon), and 'Continue' (arrow icon). Each box contains a brief description of the service. At the bottom of the page, there is a footer with links for 'DEP Home', 'About DEP', 'Contact Us', and 'Site Map'.

DEP BUSINESS PORTAL
Florida Department of Environmental Protection

[Register](#) | Already have an account? [Sign In](#)

[Home](#) Search the Site:

Welcome

to the
Florida Department of Environmental Protection's Business Portal. If you don't find what you're looking for please come back as we're continually adding to the site.

I would like to:

- Apply**
To build, repair, operate, discharge, ... see more.
- Pay**
For fees, invoices, park reservations, ... see more.
- Sign Up**
For subscriptions, newsletters, notifications, ... see more.
- View**
Maps, data, reports, ... see more.
- Submit**
Applications for grants and rebates, AGP Admin. Correction, leave feedback, ...see more.
- Continue**
A partially completed business transaction or reprint a receipt for a previous transaction.

[DEP Home](#) | [About DEP](#) | [Contact Us](#) | [Site Map](#)



DDMS Pre-Authorization through the DEP Business Portal

Sign In

If you've already registered with the DEP sign in below. DEP employees may use their network username to sign-in.

(e.g., wile.e.coyote@domain.com OR coyote_we)

E-mail Address*:

Password*:

[I forgot my password.](#)

Sign In

If not, then [register](#).



DDMS Pre-Authorization through the DEP Business Portal

Register

- If you've already registered with the DEP, then [sign in](#).
- If you haven't received your verification e-mail, then we can [re-send your verification email](#).
- If you are a registered user but have forgotten your password, then [reset your password](#).

E-mail Address*:

First Name*:

Middle Name:

Last Name*:

Address (Line 1)*:

Address (Line 2):

City*:

State*:

Zip Code*:

Phone Number*:

In the event you forget your password, enter a question and answer only known to you:

Security Question*:

Security Answer*:





DDMS Pre-Authorization through the DEP Business Portal

Thanks!

Your registration is almost complete. We have sent you an e-mail in order to verify your e-mail address. Please follow the instructions in the e-mail to verify your account.

Verify E-mail

Congratulations! Your e-mail address has been verified. To complete your registration, please choose a password below. Passwords must be between 8 and 20 characters long and must contain at least one uppercase letter, one lowercase letter, and one number.

What school did you attend for sixth grade?*

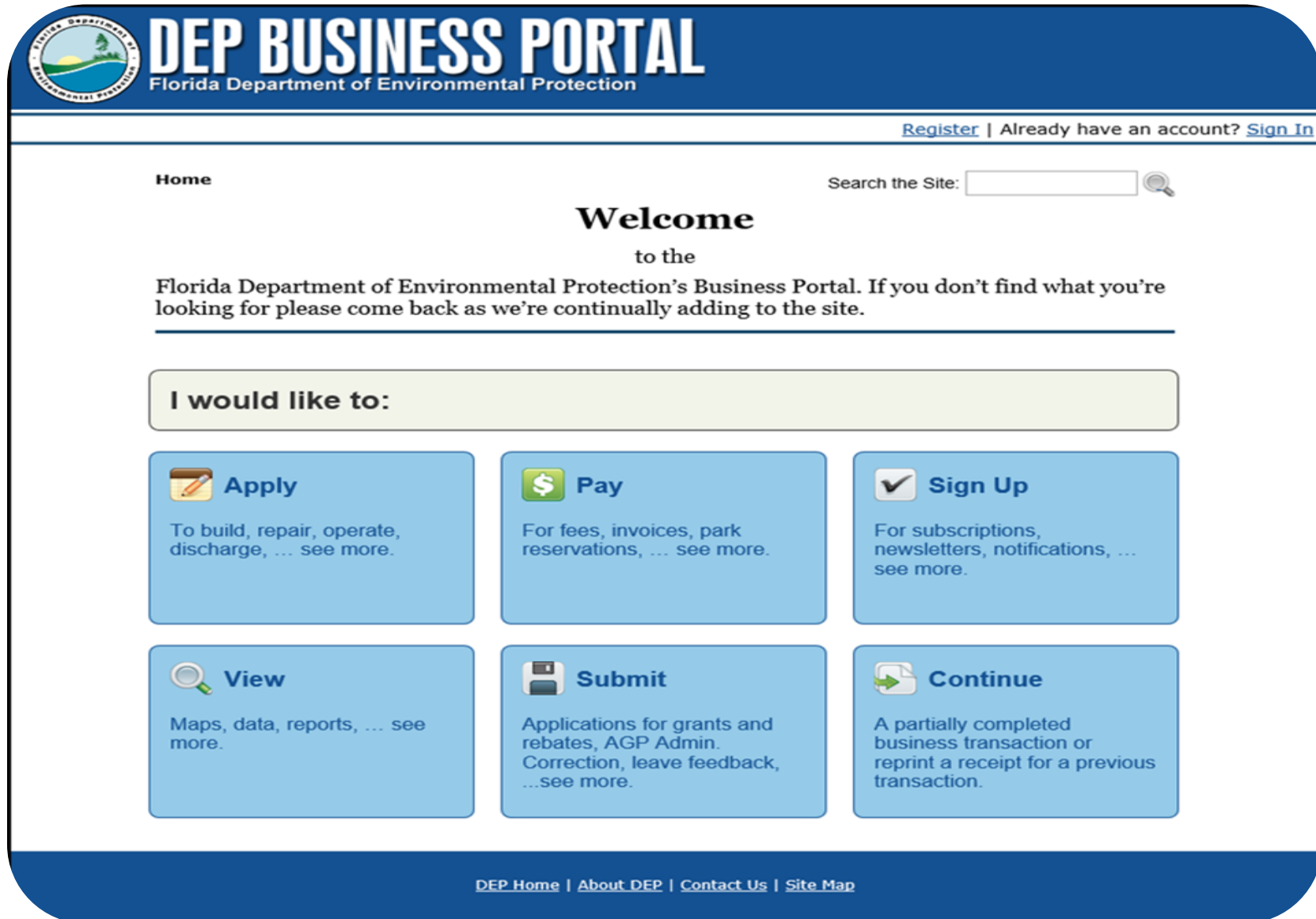
New Password*

Confirm Password*


Create Password



DDMS Pre-Authorization through the DEP Business Portal




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Home Search the Site: 


Welcome

to the
Florida Department of Environmental Protection's Business Portal. If you don't find what you're looking for please come back as we're continually adding to the site.


I would like to:

 **Apply**


To build, repair, operate, discharge, ... see more.

 **Pay**


For fees, invoices, park reservations, ... see more.

 **Sign Up**


For subscriptions, newsletters, notifications, ... see more.

 **View**

Maps, data, reports, ... see more.

 **Submit**

Applications for grants and rebates, AGP Admin. Correction, leave feedback, ...see more.

 **Continue**

A partially completed business transaction or reprint a receipt for a previous transaction.

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DDMS Pre-Authorization through the DEP Business Portal

To submit existing sites for pre-authorization, click

Submit **DEP BUSINESS PORTAL**
Florida Department of Environmental Protection

[Register](#) | Already have an account? [Sign In](#)

Home Search the Site:

Welcome

to the
Florida Department of Environmental Protection's Business Portal. If you don't find what you're looking for please come back as we're continually adding to the site.

I would like to:

- Apply**
To build, repair, operate, discharge, ... see more.
- Pay**
For fees, invoices, park reservations, ... see more.
- Sign Up**
For subscriptions, newsletters, notifications, ... see more.
- View**
Maps, data, reports, ... see more.
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Applications for grants and rebates, AGP Admin. Correction, leave feedback, ...see more.
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DDMS Pre-Authorization through the DEP Business Portal

Click Renewal

The screenshot shows the DEP Business Portal interface. At the top, there is a blue header with the DEP logo and the text "DEP BUSINESS PORTAL Florida Department of Environmental Protection". Below the header, there are links for "Register" and "Sign In". The main content area has a breadcrumb trail "Home » Submit" and a search bar. A section titled "I would like to submit:" contains a grid of nine blue buttons, each with an icon and a description. The "Renewal" button, which includes a blue circular arrow icon and the text "Submit a renewal.", is circled in red. The other buttons are: "Annual Report" (submit annual operating reports), "Applications" (apply for grants), "Feedback" (tell us what you think), "PIN Application" (apply for a PIN to sign documents electronically), "Registration / Notification" (submit a registration or notification), "Report" (submit data to DEP), "Supporting Documentation" (submit documentation for permits/exemptions), and "Termination" (submit a termination).

[Home](#) » [Submit](#) Search the Site:

I would like to submit:

- Annual Report**
Submit annual operating reports for facilities.
- Applications**
Apply for grants.
- Feedback**
Tell us what you think.
- PIN Application**
Apply for a PIN to sign documents electronically.
- Registration / Notification**
Submit a registration or notification.
- Renewal**
Submit a renewal.
- Report**
Submit data to DEP.
- Supporting Documentation**
Submit documentation for permits / exemptions in process.
- Termination**
Submit a termination.



DDMS Pre-Authorization through the DEP Business Portal

*Then click **Disaster Debris Management Site Pre-Authorization***

The screenshot displays the DEP Business Portal interface. At the top left is the Florida Department of Environmental Protection logo. The main header reads "DEP BUSINESS PORTAL" and "Florida Department of Environmental Protection". Navigation links include "Register" and "Sign In". A breadcrumb trail shows "Home » Submit » Renewal". A search bar is present with the text "Search the Site:". Below this, a section titled "I want to submit a renewal for:" contains five blue buttons with white text, each representing a different permit or activity. The first button, "Disaster Debris Management Site Pre-Authorization", is circled in red. The other buttons are "Generic Permit for Discharges from Petroleum Contaminated Sites", "Generic Permit for Discharge of Ground Water from Dewatering Operations", "NPDES Notice of Intent", and "Operator Certification Program Activity". The footer contains links for "DEP Home", "About DEP", "Contact Us", and "Site Map".

[Home](#) » [Submit](#) » [Renewal](#) Search the Site:

I want to submit a renewal for:

- [Disaster Debris Management Site Pre-Authorization](#)
- [Generic Permit for Discharges from Petroleum Contaminated Sites](#)
- [Generic Permit for Discharge of Ground Water from Dewatering Operations](#)
- [NPDES Notice of Intent](#)
- [Operator Certification Program Activity](#)

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DDMS Pre-Authorization through the DEP Business Portal



- You'll receive a **Confirmation of Submission** e-mail
- E-mail will have a **Pre-Authorization for DDMS** attachment
- E-mail may also have a **Request for Pre-Authorization for DDMS** attachment listing new site(s); these sites are **NOT** Pre-Authorized



DDMS Pre-Authorization through the DEP Business Portal

For questions about this DEP Business Portal process:

➤ **Solid Waste Program Coordinator**
Department of Environmental Protection
(850) 245-8707
SWPP@FloridaDEP.gov

➤ **Chad Fetrow**
Program Consultant
Department of Environmental Protection
(850) 245-8785
Chad.Fetrow@FloridaDEP.gov



THANK YOU