

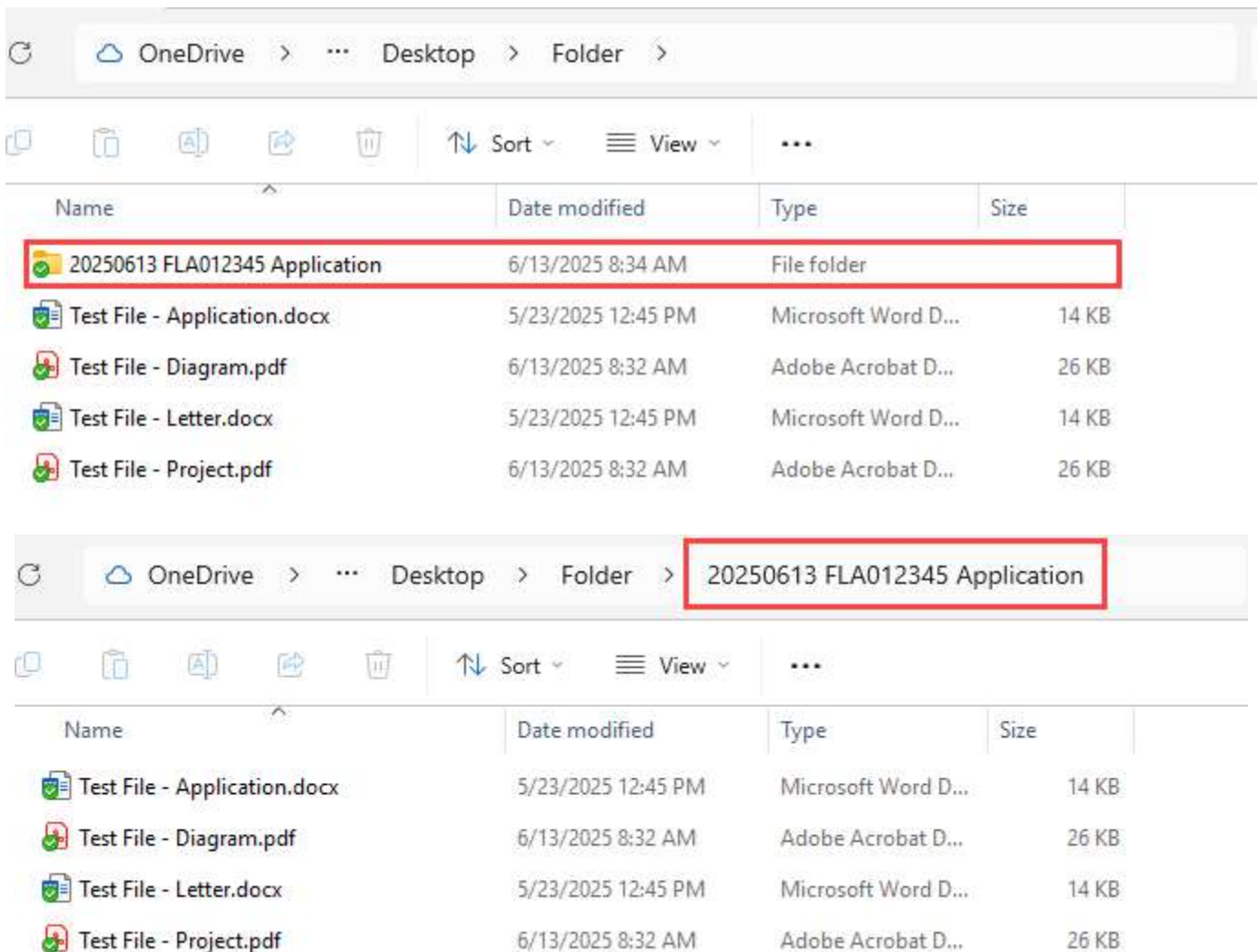
What is DEP File Portal?

DEP File Portal is a web-based document delivery system where you can securely upload and download files with provided link and password.

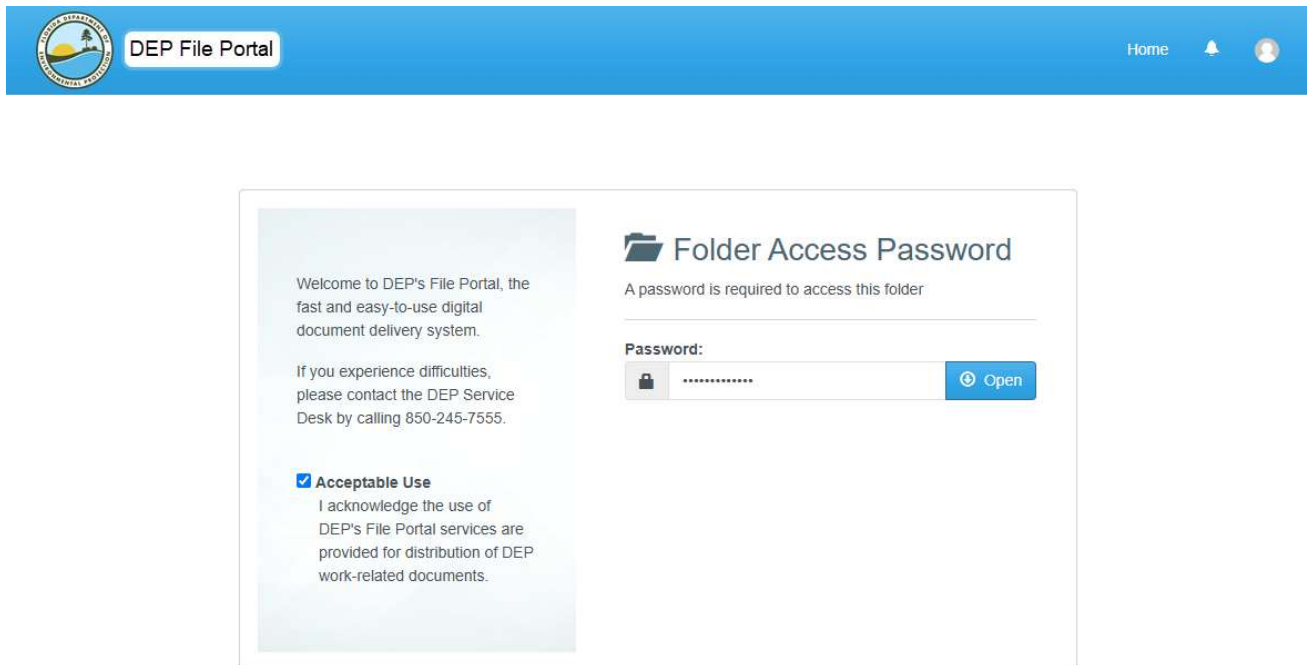
It is mostly utilized when large files need to be transferred and cannot be sent via email attachment, which has a maximum limit of 35 MBs.

How to upload files in DEP File Portal

1. Before starting, please organize the files you want to upload into a folder with a name that can identify the contents (such as date, project number, location, name, etc.). This will create a folder with the same name when it is uploaded into the DEP File Portal with all files inside.



2. Using the URL provided, please copy and paste it into a web browser to access our DEP File Portal website. Enter the password provided and check the “Acceptable Use” to acknowledge the usage of DEP File Portal. Click on “Open” to continue.




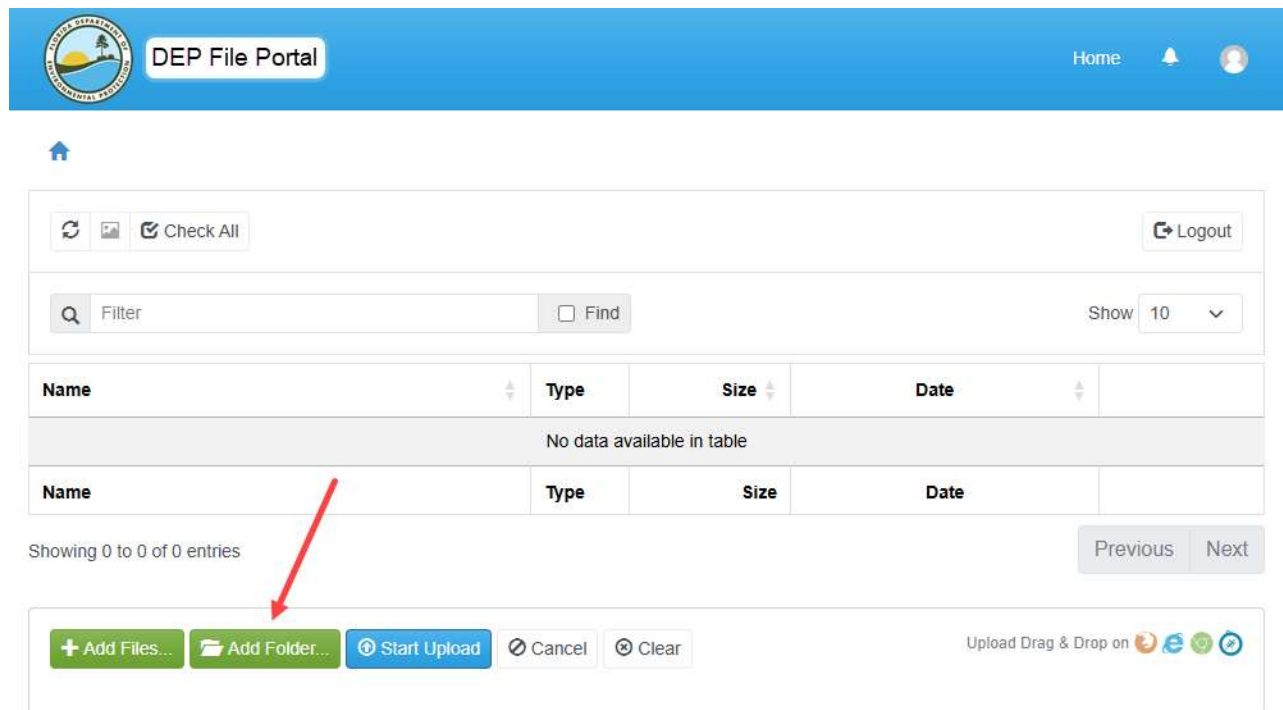
The image shows the DEP File Portal login and acceptable use screen. The header includes the Florida Department of Environmental Protection logo and the text "DEP File Portal". On the right, there are links for "Home", a notification bell, and a user profile icon.

On the left, a welcome message states: "Welcome to DEP's File Portal, the fast and easy-to-use digital document delivery system. If you experience difficulties, please contact the DEP Service Desk by calling 850-245-7555."

Below the welcome message is a checkbox labeled "Acceptable Use" which is checked. The text reads: "I acknowledge the use of DEP's File Portal services are provided for distribution of DEP work-related documents."

On the right, there is a section titled "Folder Access Password" with the text "A password is required to access this folder". Below this is a password input field with a lock icon and a blue "Open" button.

3. After successful log-in, click on “Add Folder”  button to create file upload list. Please note: Uploaded documents cannot be altered or deleted with current permission.



The image shows the main interface of the DEP File Portal after a successful login. The header is the same as the previous screen.

Below the header, there is a home icon and a toolbar with a refresh icon, a folder icon, and a "Check All" button. On the right, there is a "Logout" button.

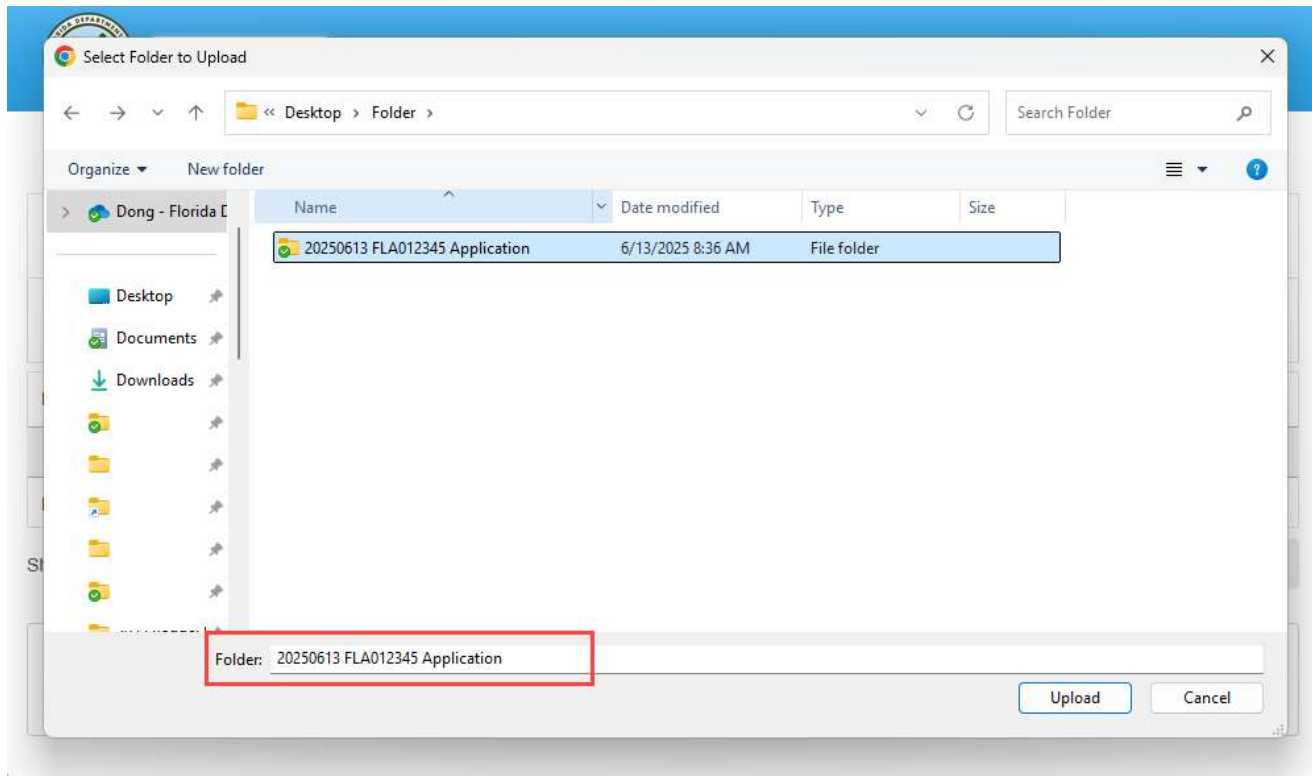
Below the toolbar is a search bar with a magnifying glass icon, a "Filter" dropdown, a "Find" button, and a "Show 10" dropdown.

Below the search bar is a table with columns: Name, Type, Size, and Date. The table is currently empty, with the text "No data available in table" displayed in the center.

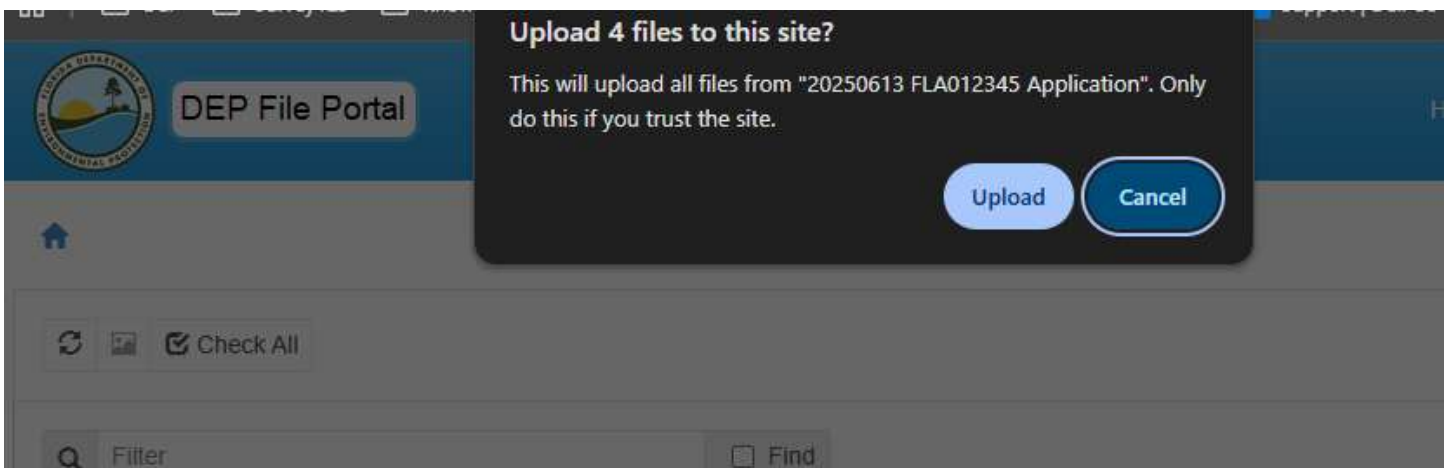
Below the table, it says "Showing 0 to 0 of 0 entries". To the right of this text are "Previous" and "Next" buttons.

At the bottom, there is a toolbar with buttons: "+ Add Files...", "Add Folder..." (highlighted with a red arrow), "Start Upload", "Cancel", and "Clear". To the right of these buttons is the text "Upload Drag & Drop on" followed by icons for various web browsers.



4. Navigate to find and select the folder you would like to upload and click “Upload” button to add the content of the folder to the upload list. A confirmation notification will show with number of files that were found in the folder. Click “Upload” to continue.



(Click on folder you want to upload – the name of the folder to be uploaded should be shown where the red rectangle is)



(The confirmation notification should display how many files were found and to be uploaded)






5. The upload list should appear as shown below. Verify the files that will be uploaded and once ready, click the “Start Upload”  button to initiate the upload. You can use the “Cancel”  button to clear the entire list of files to be uploaded.





No data available in table









Name	Type	Size	Date
------	------	------	------

Showing 0 to 0 of 0 entries


Previous Next






Upload Drag & Drop on    

20250613 FLA012345 Application/Test File - Letter.docx		13.60 KB	 
20250613 FLA012345 Application/Test File - Project.pdf		25.60 KB	 
20250613 FLA012345 Application/Test File - Diagram.pdf		25.60 KB	 
20250613 FLA012345 Application/Test File - Application.docx		13.60 KB	 

Once the upload process is complete, you will receive a pop-up notification with the results for the upload and a folder will be created with all the files in the folder.

Name	Type	Size	Date
 20250613 FLA012345 Application	folder		

Showing 1 to 1 of 1 entries





Upload Successful

Successfully uploaded file 'Test File - Application.docx',

Successfully uploaded file 'Test File - Letter.docx',





Successfully uploaded file 'Test File - Project.pdf',


Successfully uploaded file 'Test File - Diagram.pdf'






Test File - Project.pdf		25.60 KB	
Test File - Letter.docx		13.60 KB	
Test File - Application.docx		13.60 KB	
Test File - Diagram.pdf		25.60 KB	

You can see what files have been uploaded if you click on the folder name.


[Home](#) / [20250613 FLA012345 Application](#)

   Check All  Logout

Show 10 

Name	Type	Size	Date
 Go Up One Folder up			
 Test File - Application.docx	file	14 KB	6/13/2025 9:16 AM
 Test File - Diagram.pdf	file	26 KB	6/13/2025 9:16 AM
 Test File - Letter.docx	file	14 KB	6/13/2025 9:16 AM
 Test File - Project.pdf	file	26 KB	6/13/2025 9:16 AM
Name	Type	Size	Date

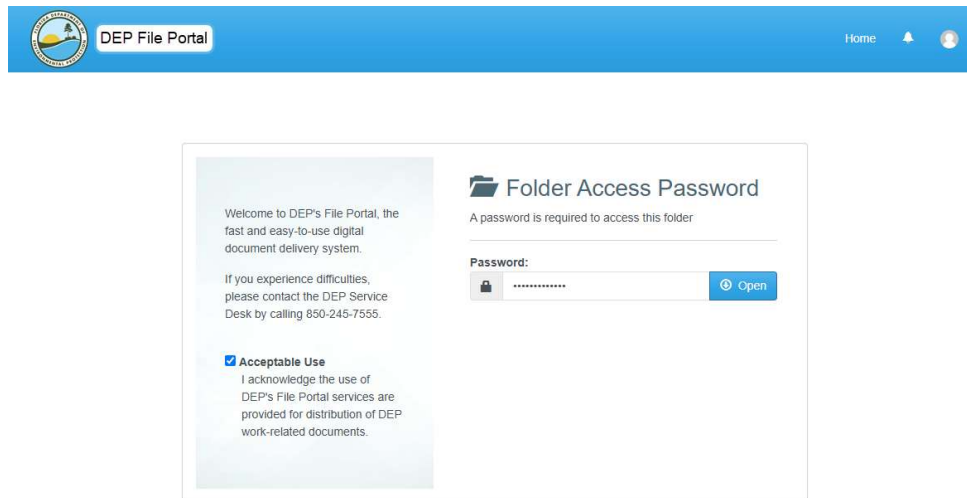
Showing 1 to 4 of 4 entries Previous **1** Next

6. Once the uploads have been completed, you can click the “Logout”  Logout button to log out from the session or just close the Web Browser to exit and automatically log out from the DEP File Portal Website.

7. Please email DEP_CD@FloridaDEP.gov once the files have been uploaded with the name of the folder.

How to download files in DEP File Portal

1. Using the URL provided (for downloading), please copy and paste it into a web browser to access our DEP File Portal website. Enter the password provided and check the “Acceptable Use” to acknowledge the usage of DEP File Portal. Click on “Open” to continue.



The image shows the DEP File Portal login interface. At the top is a blue header with the DEP logo and 'DEP File Portal' text, along with 'Home', a bell icon, and a user icon. The main content area is white and contains a welcome message, a 'Folder Access Password' section with a password field and an 'Open' button, and an 'Acceptable Use' checkbox that is checked.


Welcome to DEP's File Portal, the fast and easy-to-use digital document delivery system.

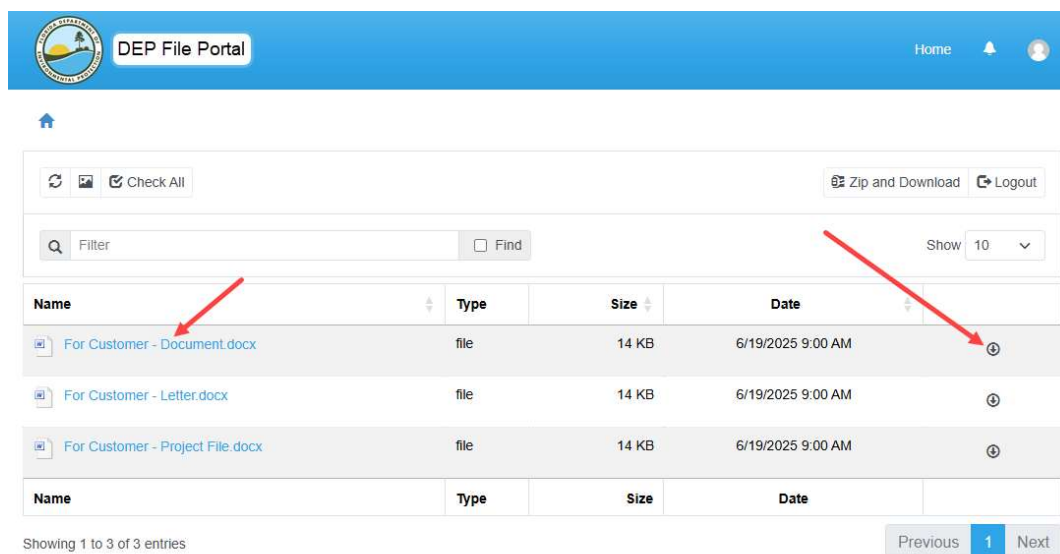
If you experience difficulties, please contact the DEP Service Desk by calling 850-245-7555.

☒ **Acceptable Use**
I acknowledge the use of DEP's File Portal services are provided for distribution of DEP work-related documents.

Folder Access Password
A password is required to access this folder

Password:

2. To download the file, you can either click on the name of the file or click on the “Download”  button to initiate a download.



The image shows the DEP File Portal file list interface. At the top is a blue header with the DEP logo and 'DEP File Portal' text, along with 'Home', a bell icon, and a user icon. Below the header is a white box containing a search bar, a 'Find' button, and a 'Show 10' dropdown. Below this is a table with columns: Name, Type, Size, and Date. The table contains three entries, each with a download icon in the right margin. Red arrows point to the file names and the download icons. At the bottom of the table is a 'Showing 1 to 3 of 3 entries' message and a pagination bar with 'Previous', '1', and 'Next' buttons.

DEP File Portal


Home

Filter Find Show 10

Name	Type	Size	Date
For Customer - Document.docx	file	14 KB	6/19/2025 9:00 AM
For Customer - Letter.docx	file	14 KB	6/19/2025 9:00 AM
For Customer - Project File.docx	file	14 KB	6/19/2025 9:00 AM

Showing 1 to 3 of 3 entries

Previous 1 Next

3. Once you have downloaded the file you need, you can click the “Logout”  button to log out from the session or just close the Web Browser to exit and automatically log out from the DEP File Portal Website.

If you have any questions or concerns,
please contact the Central District DEP at:

Phone: (407) 897-4100

Email: DEP_CD@FloridaDEP.gov