



# FAQs for Registering Online WASTE TIRE COLLECTOR

## Registering On Line

- Submit your Waste Tire Collector Registration and payment online. To complete your registration online, go to the DEP Business Portal website at <http://www.fldepportal.com/go/apply-getlicensed/>
- If you have ever registered as a waste tire collector, you are considered a renewal.
- If you have never registered as a waste tire collector, you are considered a new registration.
- If you have submitted your 2016 registration and are requesting additional decals, you will need to submit a written request and payment by mail.

## Looking Up Your Facility ID

Once you have registered to use the portal, you may begin the Waste Tire Collector Registration. If you are renewing your registration you may look up your Facility ID on the Business Information screen.

Home

Authorization Process Help About

**Business Information**

WACS ID : \*

[Click here to lookup your Facility ID](#) ←

The list is sorted by County, then Facility/Business Name.

## Entering City and Zip Codes

If you get an error about an invalid city, zip, or state combination, try typing out the city (no abbreviations). For example: Ft. Lauderdale should be entered Fort Lauderdale.

## Scanning and Uploading your Vehicle Registration(s)

Most multi-function copier/printers have a scan function.

- a) Place the registration face down on the scanner, and press the scan button.
- b) An image should display on your screen.
- c) Save the image of the registration to your computer, so you can find it later.
- d) When you are ready to upload the vehicle registration on the portal, click Browse...

Home

Authorization Process Help About

**Vehicle Information**

A scanned copy of each vehicle's registration needs to be provided by clicking the Browse button next to each vehicle in your inventory.

When you click the Browse button you will be prompted to navigate to where on your computer the images of the registrations have been saved from your scanner. Once you click on the file to populate the path to it, the upload process will start to save your registration records in our data.

Acceptable file types are: doc, docx, jpeg, gif, bmp, png, tiff, and pdf. Please note that all files have a size limitation of 2MB.

**Vehicle Registration Uploads**

Vehicle Information : 2000 - ISU - BT - FL - 1158

Select File to Upload : \*

- e) Navigate to the file of your vehicle registration.
- f) Once it has uploaded, click Continue.