

Florida Department of Environmental Protection

Grant Portal User Account Creation Guidance

FDEP Grant Portal – New User Account Setup Guide

This document provides step-by-step instructions for new users to create an account in the FDEP Grant Portal in order to submit grant applications.

All applicants must have an active FDEP Grant User account before applying; new users should register through the grant portal, and returning users must verify their information to ensure readiness when the application cycle opens.

Account Setup:

If you are not already a register user, you must request a new account. Please follow the steps outlined below.

1. Visit the [FDEP Grants Portal](#)
2. Next, navigate to the [SMWWCO Home page](#)
3. On the right-hand side of the screen (highlighted), select the “Send an email to request new Account.”

The screenshot shows the FDEP Grant Portal homepage. The header includes the FDEP logo and a 'LOGIN' button. The main content area is titled 'Stan Mayfield Working Waterfronts Capital Outlay Grant Program' and provides information about the program. The right-hand sidebar contains several sections: 'DEP Grant User Registration', 'SMWWCO Resource Links & Material', and 'Instructions for Requesting a New Account'. The 'Instructions for Requesting a New Account' section is highlighted with a red dashed arrow pointing to the 'Send an email to request new Account' link.

DEP Grant User Registration

First-time visitors should register as a DEP Grants User.

To apply for a SMWWCO grant, view application status or submit documentation you must be a registered user.

Already have a user account? Log in to create or edit an existing application

SMWWCO Resource Links & Material

- The Department of Environmental Protection (DEP)
- SMWWCO Grant Program Website
- Application Guidance
- FAR Notice
- The Stan Mayfield Working Waterfronts; Florida Forever program:380.5105, Florida Statutes
- Definition of Working Waterfront
- Florida Fish and Wildlife Conservation Commission - Licenses and Permits
- Department of Agriculture and Consumer Services - Aquaculture

Instructions for Requesting a New Account

Select the link below to contact the SMWWCO team. When requesting a New Account, please provide the following information.

- Account Name: (This will be your Business Name as it is registered in Sunbiz and My Florida Marketplace)
- Federal Employee ID # (FEID)
- Applicant Name
- Applicant Email address
- Applicant Phone Number
- Applicant Billing Address
- Website Link (if available)

Send an email to request new Account

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4. A draft email addressed to the SMWWCO team will be displayed on your screen. Enter “New Account Request” as the subject of the email.

5. Provide the information below:

- Account Name: (Business Name registered in Sunbiz and My Florida Marketplace)
- Federal Employer Identification Number (FEID) or Social Security Number
- Contact/Applicant Name
- Contact/Applicant Email address
- Contact/Applicant Phone Number
- Billing Address:
- Website Link (if available)

The screenshot shows a Microsoft Word document titled "New Account Request". The document is a draft email template. The "To" field is filled with "SMWorkingWaterfrontsCO". The "From" field is "Marti.Harsey@FloridaDEP.gov". The subject line is "New Account Request". The body of the email starts with "Hello," followed by "I would like to request a new account for the grant portal." and "Below is the requested information:". A list of requested information is provided, including Account Name, Federal Employee ID # (FEID), Applicant Name, Applicant Email address, Applicant Phone Number, Applicant Billing Address, and Website Link (if available).

New Account Request

File Message Insert Format text Draw Options

Send From: Marti.Harsey@FloridaDEP.gov

To: SMWorkingWaterfrontsCO

Cc:

New Account Request Draft saved at 10:39 AM

Hello,

I would like to request a new account for the grant portal.

Below is the requested information:

- Account Name: (This will be your Business Name as it is registered in SunBiz and My Florida Marketplace)
- Federal Employee ID # (FEID)
- Applicant Name
- Applicant Email address
- Applicant Phone Number
- Applicant Billing Address
- Website Link (if available)

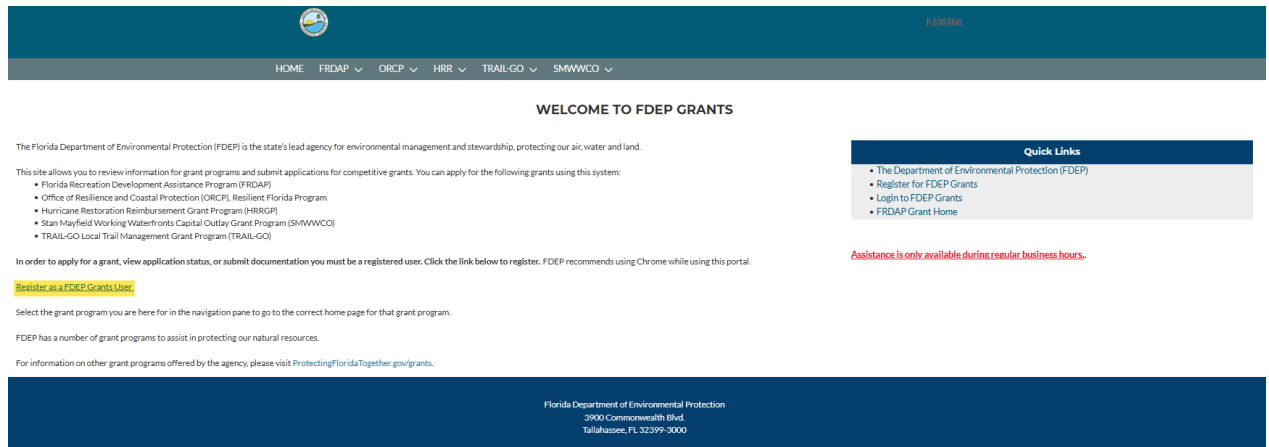
6. Next, send the email.

Should you have any questions throughout this process, please contact Marti Harsey at (850) 245-2501 or SMWorkingWaterfrontsCO@floridadep.gov for further assistance.

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Register as a FDEP Grants Portal User:

1. Visit the [FDEP Grants Portal](#) or the [SMWWCO Home Page](#)
2. Select the corresponding link to begin the registration process.



The screenshot shows the FDEP Grants Portal Home Page. At the top is a dark blue header with the FDEP logo on the left and the word "FDEP" on the right. Below the header is a navigation bar with links: HOME, FRDAP, ORCP, HRR, TRAIL-GO, and SMWWCO. The main content area has a heading "WELCOME TO FDEP GRANTS". Below this, it states: "The Florida Department of Environmental Protection (FDEP) is the state's lead agency for environmental management and stewardship, protecting our air, water and land." It then says: "This site allows you to review information for grant programs and submit applications for competitive grants. You can apply for the following grants using this system:" followed by a bulleted list of grant programs: Florida Recreation Development Assistance Program (FRDAP), Office of Resilience and Coastal Protection (ORCP), Resilient Florida Program, Hurricane Restoration Reimbursement Grant Program (HRRGP), Stan Mayfield Working Waterfronts Capital Outlay Grant Program (SMWWCO), and TRAIL-GO Local Trail Management Grant Program (TRAIL-GO). To the right of this list is a "Quick Links" box with links to: The Department of Environmental Protection (FDEP), Register for FDEP Grants, Login to FDEP Grants, and FRDAP Grant Home. Below the list of grants, it says: "In order to apply for a grant, view application status, or submit documentation you must be a registered user. Click the link below to register. FDEP recommends using Chrome while using this portal." Below this is a yellow button that says "Register as a FDEP Grants User." Below the button, it says: "Select the grant program you are here for in the navigation pane to go to the correct home page for that grant program." Below this, it says: "FDEP has a number of grant programs to assist in protecting our natural resources." Below this, it says: "For information on other grant programs offered by the agency, please visit [ProtectingFloridaTogether.gov/grants](#)." At the bottom of the page is a dark blue footer with the text: "Florida Department of Environmental Protection, 3900 Commonwealth Blvd., Tallahassee, FL 32399-3000".

FDEP Grants Portal Home Page

DEP Grant User Registration

First-time visitors should register as a DEP Grants User.

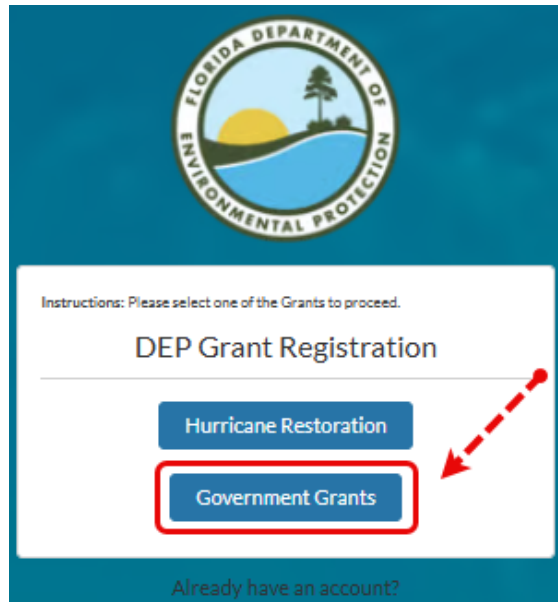
To apply for a SMWWCO grant, view application status or submit documentation you must be a registered user.

Already have a user account? Log in to create or edit an [existing application](#)

SMWWCO Home Page

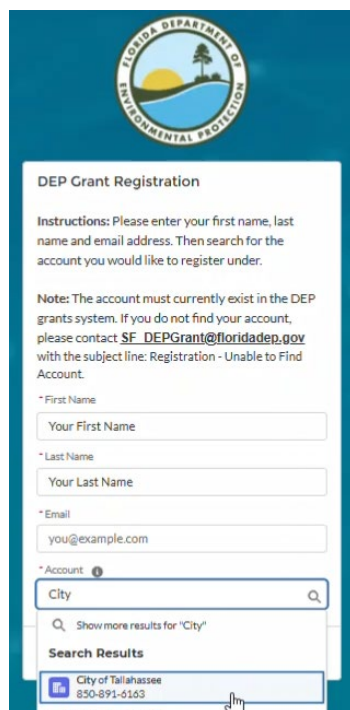
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- On the DEP Grant Registration Screen, choose "**Government Grants**".

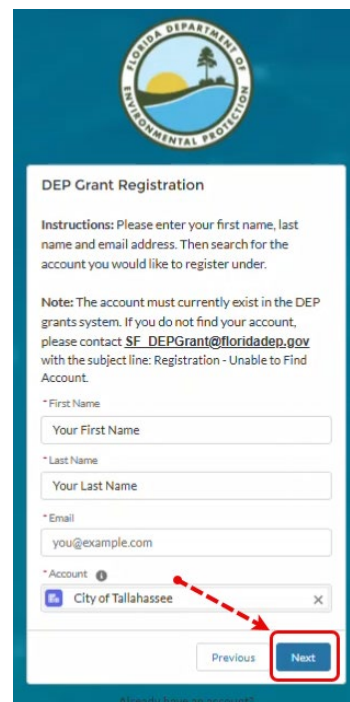


The image shows the DEP Grant Registration screen. At the top is the Florida Department of Environmental Protection logo. Below it, the text reads: "Instructions: Please select one of the Grants to proceed." The title "DEP Grant Registration" is centered. There are two buttons: "Hurricane Restoration" and "Government Grants". The "Government Grants" button is highlighted with a red rectangle, and a red dashed arrow points to it from the right. At the bottom, there is a link that says "Already have an account?"

- The DEP Grant Registration form will appear.
 - Enter **First Name**, **Last Name**, and **Email Address**.
 - Click on the **Account** field to search for your existing account.
- Type in the name of your account. A list of matching accounts will appear.
- Select your account from the list.
- Click the **Next** button to submit your DEP Grant Registration.



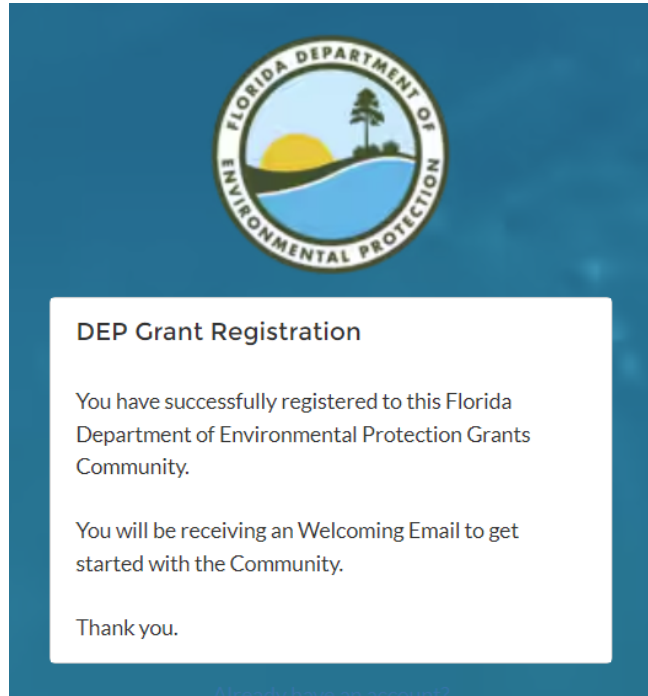
The image shows the DEP Grant Registration form. It includes the following fields: "First Name" (with placeholder "Your First Name"), "Last Name" (with placeholder "Your Last Name"), and "Email" (with placeholder "you@example.com"). Below these is the "Account" field, which has a search icon and a dropdown menu. The dropdown menu is open, showing a search bar with "City" and a "Show more results for 'City'" link. Below the search bar, the "Search Results" section shows a list of results, with "City of Tallahassee" (850-891-6163) highlighted. A red dashed arrow points from the "Next" button to the "City of Tallahassee" result.



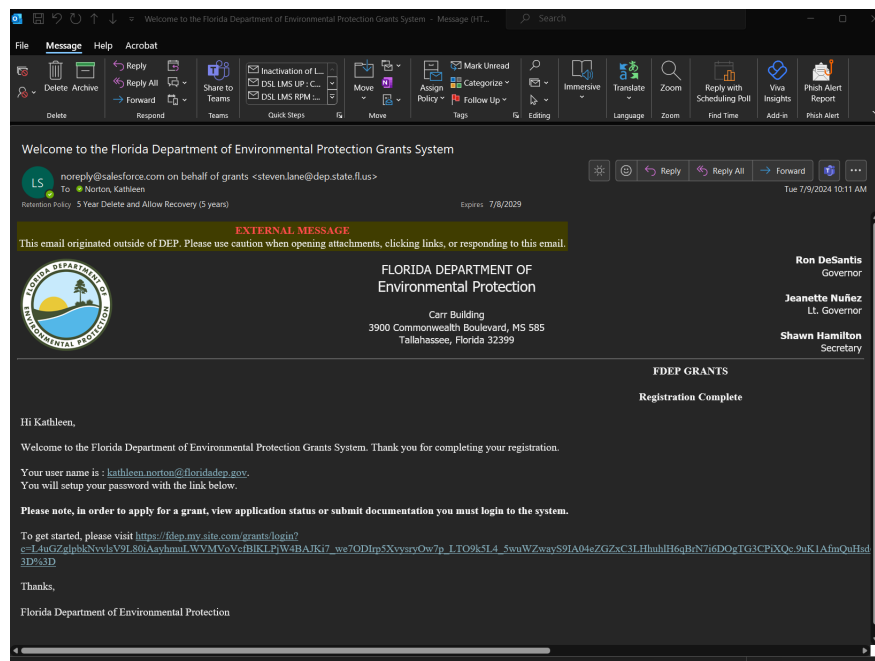
The image shows the DEP Grant Registration form. It includes the following fields: "First Name" (with placeholder "Your First Name"), "Last Name" (with placeholder "Your Last Name"), and "Email" (with placeholder "you@example.com"). Below these is the "Account" field, which has a search icon and a dropdown menu. The dropdown menu is open, showing a search bar with "City" and a "Show more results for 'City'" link. Below the search bar, the "Search Results" section shows a list of results, with "City of Tallahassee" (850-891-6163) highlighted. A red dashed arrow points from the "Next" button to the "City of Tallahassee" result.

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8. After you submit your registration, a confirmation page will appear on your screen.



9. Next, check your email inbox for a message containing your user credentials. If you do not see the email, please be sure to check your spam or junk folder.



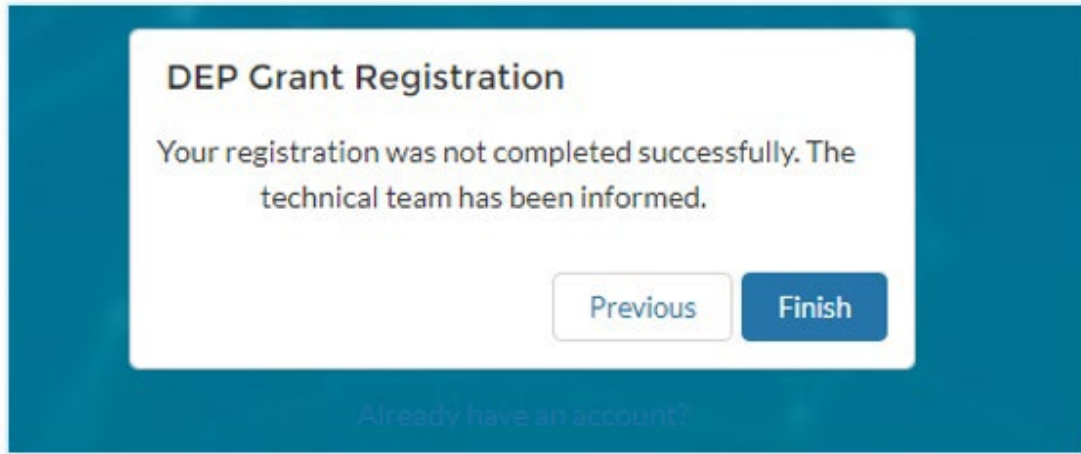
Follow the instructions in that email to set up your password and complete your registration access.

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CONGRATULATIONS!

You have successfully registered as a FDEP Grants Portal User.

Please note, if the following message is displayed on the screen, your registration was not successful.



Should you have any questions throughout the process, please contact Marti Harsey at (850) 245-2501 or SMWorkingWaterfrontsCO@FloridaDEP.gov for further assistance.

If you have created more than one account for more than one business, you will only need to register and create ONE LOGIN.

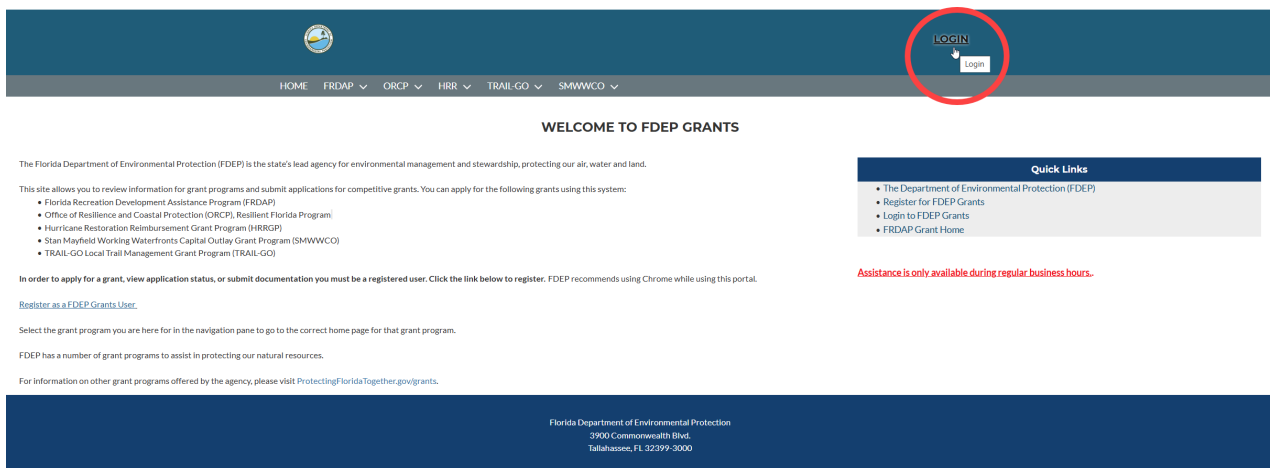
You will use that one login to access the FDEP Grant Portal and then create separate applications for each account created.

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Creating a New Application:

To begin the application process, you must login to create an application.

1. Visit the [FDEP Grants Portal](#)
2. Click the “LOGIN” button located in the top right corner.

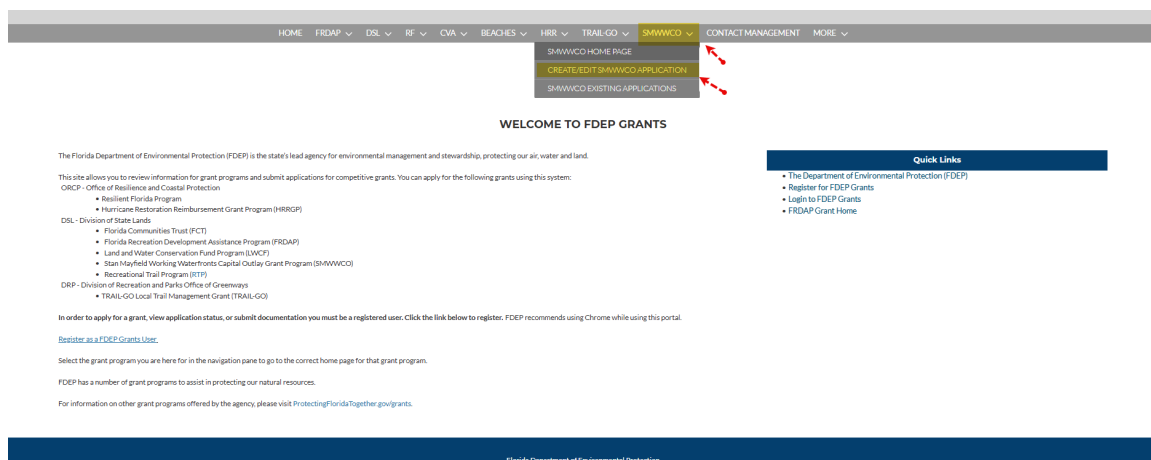


3. Enter your username and password, then click “Log In”
If you encounter issues, select “Forgot your password?” and follow the instructions.

The screenshot shows the login form on the FDEP Grants Portal. It features a blue background with the FDEP logo at the top. The form has two input fields: a username field with a red circle containing the number '3' and a password field with a red circle containing the number '4'. Below the password field is a 'Log in' button. At the bottom of the form, there are links for 'Forgot your password?', 'Need to register?', and 'Are you an employee? Login here'.

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4. After Logging in, you will be redirected to the FDEP Grant Home screen.
5. Select the “SMWWCO” tab to:
 - Navigate to the SMWWCO Home Page
 - Create/Edit SMWWCO Applications
 - View Existing SMWWCO Applications



6. Once you have selected the SMWWCO Create/ Edit Application tab, you will be directed to a new page where you will see the new application to be completed.
 - Your account name is going to be the name of your business.
 - Your contact name is going to be your name
 - If completing more than one application, for more than one business, you will complete one application for the first using the account name (business) and contact (you) entirely. You will then go back to the create/edit application tab- and do it again for the second business account.

SMWWCO Grants

▼ Create a New Grant Application

SMWWCO Application

1. Applicant Information

Business Name

Search Accounts...

Contact Name

Search Contacts...

Is the facility owned/operated by a self-insured governmental entity (state, county, or city)?

Section

Township

Range

2. Project Information

Select the Project Type:

Enter the Project Description:

Benefit to Local Economy:

Local Waterbody

Distance to Navigation Channel

Distance Unit

I certify that there are no business violations associated with the business licenses or associated venues.

Web Attestation: I certify that I have watched and reviewed the SMWWCO webinar prior to completing and submitting the application.

Cancel

Save