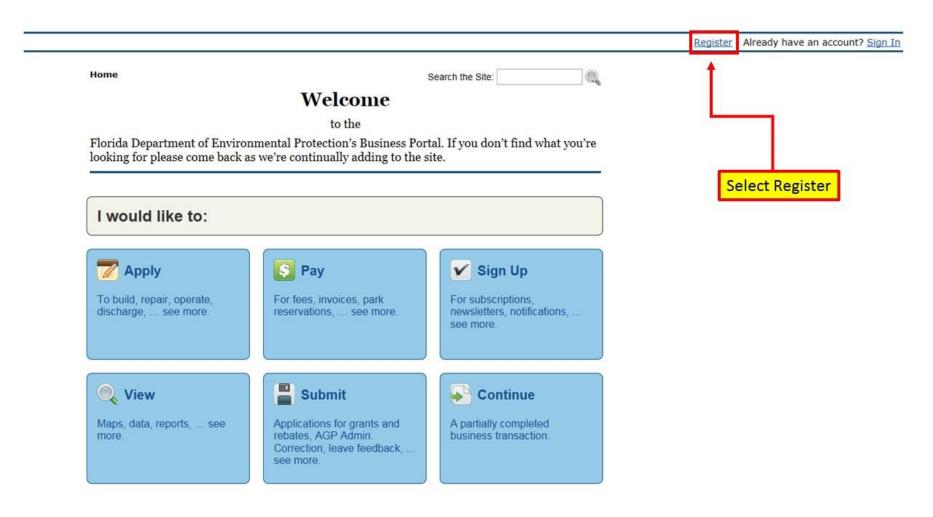
FDEP Business Portal

Registering for a New Account and Creating a PIN

Registering for a New Account

- Go to the FDEP Business Portal Home Page: FDEP Business Portal
- Select the Register Link



Registration Form

 Complete the requested information.
 Everything with an Asterisk (*) is required. **Home** » Register

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.

-mail Address*:				
irst Name*:			_	
fiddle Name:				
ast Name*:				
ddress (Line 1)":				
ddress (Line 2):				
ity*:				
tate":				
ip Code*:				
hone Number":				
a the event you force	t your password, enter a que	estion and answer only kno	wn to you:	
r the event you longe	t your password, enter a que	Stion and answer only kno	wii to you.	
ecurity Question*:	Select a Question			~
ecurity Answer*:				
		Register		

Verify E-mail

• Check your e-mail for a verification link. Follow the link and answer your chosen security question. Then, create a password. If you do not see an email within 15 minutes, check your junk and spam folders.

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.

In what city did you meet your spouse/significant other?*:	
New Password*:	
Confirm Password*:	
	Create Password

Appling for a PIN

• To apply for a PIN, select the Apply for a PIN link on the E-mail Verification Complete page.



Note: You can always apply for a PIN later by visiting your account details page. Once you are signed in, you can find your account details page by clicking your name on the sign-in bar above.

Sign Into the FDEP Business Portal

• Sign into the Portal using your recently created DEP Business Portal account information.

Sign In

If you've already registered with the DEP sign in here:

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

E-mail Address*:

Password*:

I forgot my password

Sign In

If not, then register.

PIN Request Form

- Verify your account information.
- Select 5 security questions. They must all be different questions with unique answers.
- After security questions and answers are complete then select the Generate PIN Application button.

PIN Request

In order to electronically sign documents submitted to DEP, you must obtain a PIN. To apply for a PIN, please follow the instructions below.

Verify Account Information

Amy Bedgio 2738 W Tharpe St #1004 Tallahassee, FL 32303

Please make sure your account information is up to date before continuing. Update Account information

PIN Security

From the list provided, please select five personal security questions that:

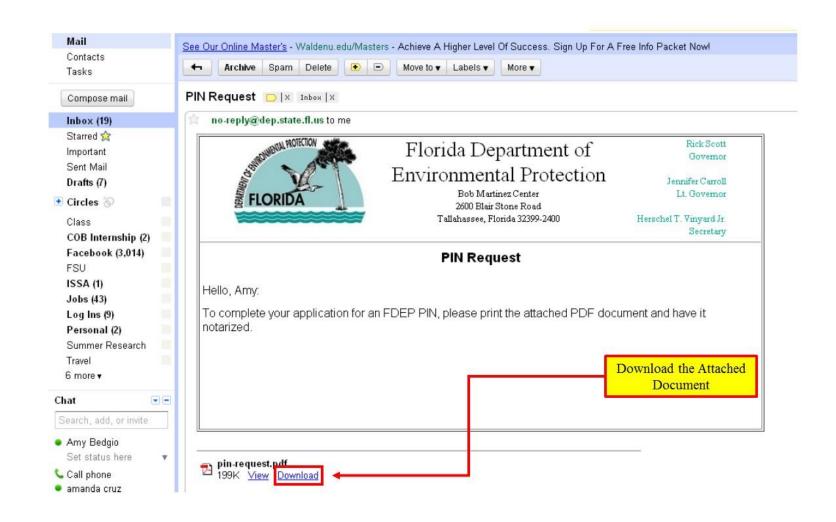
- 1. cannot be easily guessed or researched
- don't change over time
- are memorable to you (i.e., others in your work place would not be aware of or familiar with based on what they know about you)
- are definitive or simple

These must be different from your account security question.

Security Question 1		
Question: Select a Question	≥	
Answer":		
Security Question 2	Security Question 4	
uestion": Select a Question	Question': Select a Question	₩
nswer':	Answer':	
Security Question 3	Security Question 5	
uestion': Select a Question	Question*: Select a Question	×
nswer":	Answer':	
	Generate PIN Application	

PIN Request E-mail

- You will Receive an e-mail with your PIN
 Request. Check your
 junk and spam folders if
 it does not arrive within
 15 minutes.
- Download the file that is attached to the email by clicking the Download Link.



Completing the PIN Request

- Complete the Electronic Subscriber Agreement form downloaded form the PIN Request E-mail.
- Have the form NOTARIZED.
- Return completed notarized form to:
 Florida Dept. of Environmental Protection
 Attn: ESSE Processing
 2600 Blair Stone Rd MS#6520
 Tallahassee, FL 32399-2400
- You will receive an e-mail with your PIN within 48 hours of receipt of your notarized form.
- Questions or Comments, please contact the FDEP Service Desk at ServiceDesk@dep.state.fl.us or at (850) 245-7555



Florida Department of Environmental Protection

Bob Martinez Center 2600 Blair Stone Road Tallahassee, Florida 32399-240

Electronic Subscriber Agreement

Please complete the following form and mail to:

Florida Department of Environmental Protection

Attn: ESA Processing 2600 Blair Stone Road MS 6520 Tallahassee, FL 32399-2400

I understand that I shall be held as legally bound, obligated, and responsible by the electronic signature created using this electronic signature device as by my handwritten signature.

applicant Signature:		
Notarization of Electr	onic Signature De	evice and Subscriber Agreement
the State of:		
nd the County of:		
On	_ before me,	
(date of signing)		(Notary's name)
roved to me on the basis ubscribed within this ins	of satisfactory evider trument and acknowled capacity and that by	personally known to me (or noe) to be the person whose name is edged to me that he/she executed the y their affixed signature on this reof.

(Notary Seal)

(Signature of Notary)

Witness therefore my hand and official seal