

# 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

The screenshot shows the FDEP Business Portal Home Page. At the top right, there is a navigation bar with a [Register](#) link highlighted by a red box. To its right is the text "Already have an account? [Sign In](#)". Below the navigation bar, the page content includes a "Home" link, a search bar labeled "Search the Site:", and a "Welcome" message. A red arrow originates from a yellow box labeled "Select Register" and points to the "Register" link in the navigation bar.

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.

# 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](#).

**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\*:**

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

# Applying for a PIN

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

## E-mail Verification Complete

Thanks for verifying your email address. You can now [sign in](#).

### Apply for a PIN?

If you need to electronically sign documents submitted to the Florida Department of Environmental Protection, you can [apply for a PIN](#).

**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.

Select APPLY FOR PIN



# 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., [wife.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
2. don't change over time
3. 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)
4. are definitive or simple

These must be different from your account security question.

**Security Question 1**

Question\*:

Answer\*:

**Security Question 2**

Question\*:

Answer\*:

**Security Question 3**

Question\*:

Answer\*:

**Security Question 4**

Question\*:

Answer\*:

**Security Question 5**

Question\*:

Answer\*:





# Completing the PIN Request

- Complete the Electronic Subscriber Agreement form downloaded from 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](mailto:ServiceDesk@dep.state.fl.us) or at (850) 245-7555



Florida Department of  
Environmental Protection

Bob Martinez Center  
2600 Blair Stone Road  
Tallahassee, Florida 32399-2400

## 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: \_\_\_\_\_  
Date: \_\_\_\_\_

### Notarization of Electronic Signature Device and Subscriber Agreement

In the State of: \_\_\_\_\_

and the County of: \_\_\_\_\_

On \_\_\_\_\_ before me, \_\_\_\_\_  
(date of signing) (Notary's name)

personally appeared \_\_\_\_\_, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed within this instrument and acknowledged to me that he/she executed the same in his/her authorized capacity and that by their affixed signature on this instrument do affirm their lawful execution thereof.

Witness therefore my hand and official seal

(Notary Seal)

\_\_\_\_\_  
(Signature of Notary)