

Getting Started with ePermitting

Welcome to the Online ePermitting System, which automates the SFWMD's Submittal application process. This introduction section is intended to provide a basic outline of the submittal process as required. For a more in depth explanation, please reference the complete online help systems as they pertain to the specific types of permitting. Separate help documents exist for both the Environmental Resource Permit (ERP), Water Use (WU) and Pollutant Source Control (PSC) permitting application systems. You will also want to reference the Glossary Online Help for field and term definitions as they pertain to the three permitting application systems. Fields explanations may be accessed throughout the system by clicking on the accompanying question mark icon.

- The **ePermitting** submittal application process covers the following permits:
 - Environmental Resource Permit (ERP)
 - Water Use Permit (WU)
Note: A pre-application meeting with a reviewer is recommended for all WU submittals.
 - Pollutant Source Control (PSC)
- The **eCompliance** feature allows you to submit your compliance information required for ERP permits online. Refer to Page 5 for more information and the ERP Help Manual for specific usage instructions.
- The **eTransfer** feature allows you to apply for a transfer of permit resulting from a change in ownership.

User Registration

Every submittal applicant must register as a user in order to use the online ePermitting system. During the submittal application process, the submittals may be routed to any relevant parties or individuals by the submittal originator; however, these 'routees' must be registered as users as well. System users must **not be** registered to use the following section and features:

- **Agency Comments Section** (where parties outside the permit application process may submit feedback regarding an application via an email message)
- **Applicant/Permit Search**
- **Notice Search.**

The Registration/Account Procedure

In order to start a new user account you may enter from the ePermitting **Home** page and click on the **Login** link in the right hand corner menu.

Home [Login](#) | Application/Permit | Help

Once you enter the **Login** page, click on the **Sign in Here** link next to *Create New Account*. You are automatically directed to the screen depicted on Page 2.

*** = Required Field**

User: * ?

Password: * ?

Create new account? [\(Sign In here\)](#)
[Forgot your password?](#)
[Change password?](#)

The Registration/Account Procedure (continued)

Fill in the fields as required for yourself or another user.

1. Enter the first name.
2. Enter the last name.
3. Enter a middle initial, if one exists.
4. Enter the street address.
5. Enter the city.
6. Enter the state.
7. Enter the zip or postal code.
8. Enter the email address.
9. Select the down arrow to choose whether this is an **Individual** or **Agency** User.
10. Enter the Agency of Employment.
11. Enter the position or employment title.
12. Enter the home phone number.
13. Enter the business phone number and extension number, if one exists. **Note:** Either a home or business phone number is required.
14. Enter the fax number.
15. Enter the mobile or cellular phone number.
16. Enter a login identification name.
17. Enter a password (must be at least 6 characters in length).
18. Re-enter the password for confirmation.
19. Click the down arrow to choose a security question, which when answered correctly, will send the forgotten password information to the user via the supplied email address.
20. Enter the answer for the security question.
21. Click on the check box to agree to the **Electronic Transaction Agreement** (click on the link to see the legal disclosure statement.). You must agree to become a registered user.
22. Click on the **Submit** button to complete the registration process. Once completed, you are taken to the **Existing ePermitting Users** page and the following message displays.
23. Click on the **Reset** button to empty the fields.

Register User/Registration Update

* = Required Field

First Name:	<input type="text" value="Lee"/>	*	?
Last Name:	<input type="text" value="Compton"/>	*	?
Middle Initial:	<input type="text"/>		?
Street Address:	<input type="text" value="1254 Windmill Point Road"/>	*	
City:	<input type="text" value="Sarasota"/>	*	
State:	<input type="text" value="FL"/>	*	
Zip:	<input type="text" value="34242"/>	*	
E-mail:	<input type="text" value="lee@mygmail.com"/>	*	?

Account Type:	<input type="text" value="Agency"/>	*	?
Agency of Employment:	<input type="text" value="DEP"/>		?
Position:	<input type="text" value="Engineer"/>		?

* Home or business phone number is required to submit this application

Home:	<input type="text"/>	Example: 000-000-0000
Business:	<input type="text" value="941-555-6789"/>	Ext: <input type="text" value="23"/>
Fax:	<input type="text" value="941-555-6799"/>	
Mobile:	<input type="text" value="941-555-5566"/>	

Login Id:	<input type="text" value="leecompton"/>	*	?
Password:	<input type="password" value="•••••"/>	*	?
Retype Password:	<input type="password" value="•••••"/>	*	?
Select a Question:	<input type="text" value="What is your Favorite hobby?"/>	*	?
Your Answer:	<input type="password" value="•••••"/>	*	

[ELECTRONIC TRANSACTION AGREEMENT \(Legal Disclosure - TBD\)](#) ?

I agree to the above * ?

I don't agree ?

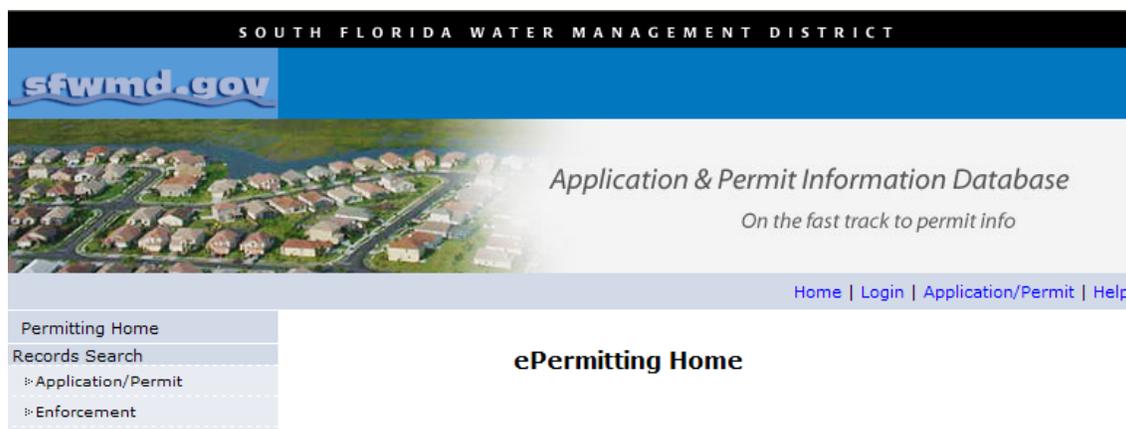
Existing EPermitting Users

You have successfully registered.

Logging onto the ePermitting System

Once you have completed the user registration process, continue to the main ePermitting screen to log on to the system. To ensure that you aren't automatically logged out due to security constraints, please perform the following function. Set your **Privacy** scroll bar level to **Medium** in the **Tools > Internet Options** section of your browser.

Once you have registered as a user and you are ready to start the submittal process, access the **Online Submittal** page from the main ePermitting screen. The Application & Permit Information Database page displays. The Login screen has been made larger is featured in a separate graphic.



1. Enter the user name you registered.
2. Enter the password you registered.
3. Click on the **Sign In** button to enter the system.
4. Click on the **Reset** button to empty the User and Password fields, should you need to re-enter this information.

Note 1: "Create new account" is covered in detail starting on Page 1 of this document.

*** = Required Field**

User: * ?

Password: * ?

Create new account? ([Sign In here](#))
[Forgot your password?](#)
[Change password?](#)

Log on information is continued on the next page.

Forgot your password?

1. Enter the user name you registered.
2. Click the down arrow and choose the security question you choose during registration.
3. Enter the answer you provided during registration.
4. Click the **Submit** button to continue. If answered correctly, the next screen displays a message signifying that your password has been sent to the email address you registered.
5. Click on the **Reset** button to empty the fields, should you need to re-enter this information.

Password Retrieval

* = Required Field

User: * ?

Your Question: * ?

Your Answer: *

Change your password?

1. Enter the user name you registered.
2. Enter your old password used during registration.
3. Enter the new password.
4. Re-enter the new password for confirmation purposes.
5. Click the **Change Password** button to confirm the change.
6. Click on the **Reset** button to empty the fields, should you need to re-enter this information.

Change Password

* = Required Field

User: * ?

Old Password: * ?

New Password: * ?

Re-enter New Password: * ?

[View Electronic Transaction Agreement](#) ?

Accessing Help Files

Several Help documents are located throughout the ePermitting System and they are accessed in the following ways:

- **Application/Permit** and **Notice Search** Helps are accessed through the **Screen Help** link located above the entry fields.

[Screen Help](#)

- The **Glossary Help** (which includes Terms, Fields and System functions) is accessed by clicking on Help from the main menu bar.

[Home](#) | [Login](#) | [Application/Permit](#) | [Help](#)

- **ERP** and **Water Use**, and **PSC** Submittal Application Helps are accessed through the initial *Submittal* screen. Click on the **blue-colored titles** to display the .pdf files.

Do you want to create new submittal?

Select the Permit Type:

Environmental Resource Permit [ERP Screen Help](#)

Water Use Permit [Water Use Screen Help](#)

Pollutant Source Control Permit [PSC Screen Help](#)

Continuing with the Online eSubmittal System

Once you have logged in, select **eSubmittal** from the menu which displays on the left hand side of the screen. Note the other features available from this menu.

- **Permitting Home**—takes you back to the log in page.
- **Records Search** —takes you to the this search function for Application/Permits, Enforcement and Noticing
- **eCompliance**—takes you to the Compliance Submittal Page were you create any ERP and Water Use compliance reports required from the District based on your pending application or issued permit.
- **eTransfers**—takes you to the Transfer submittal page where you can submit your request for transfer of permit for ERP (Environmental Resource Permits) and Water Use Permits.
- **eNotice**—*Subscribe* takes you back to the User Subscription page. *Unsubscribe* allows to delete your user status from this system.
- **Update Profile**—takes you to the *Update Profile* and *Change Password* (see page 2) screens.
- **Additional Submittals**—takes you to the *Additional Information* screen. See the section below.
- **Contact Us** —opens into your email system of choice as an email message to the agency at epermits@sfwmd.gov.



Additional Information for Permitting

The **Additional Information** function allows you to add the following items to a permit while it is in the process of being reviewed and accepted.

- Additional Information
- Agency Comments
- Other Comments
- Add Phosphorus Budget Report

Once the information is entered or attached to the application, a confirmation screen displays a submittal number for your records.

Select the **Additional Information** selection on the menu bar covered in the previously section and the screen below appears. The next page describes using this screen in detail.

Additional Information Continued

From the **Additional Information** screen displayed on page 5, enter the application number and click the **Submit** button to display the screen below. You may also be connected to the Seal Engineering Document function, but must attach a file to produce the link. Refer to the cutout screenshot below.

Additional Information

Details:

* App Number: [Application/Permit Search](#)

Select interaction:

Additional Information [?](#)

Agency Comments [?](#)

Other Comments [?](#)

Add Phosphorus Budget Report [?](#)

Permit Number: [?](#)

Project Name: [?](#)

Details:

FileName	Size	
<input type="button" value="Attach Files"/>		

Fields marked with an asterisk (*) are required.

Statement of Agreement

I hereby, agree to electronically submit this information in accordance with electronic transaction agreement accepted by me.

I agree to the above

Seal Engineering Documents

Attached Files		
FileName	Size	
01_mapping_gps_basics_may2006[1].pdf	428 KB	delete

Select the radio button to add the desired information for this permit.

- Additional Information
- Agency Comments
- Other Comments
- Add Phosphorus Budget Report

1. Enter the **Permit Number** if you need to view any information concerning the permit.
2. The **Project Name** automatically displays.
3. Add any **Details** required.
4. **Attach Files** by clicking on the button. See page 7 for information on using this function.

Once a file is attached, a link displays allowing access to the **Seal Engineering Document** process (covered in the three separate user manuals for ERP, Water Use and PSC).

5. Select the **Submit** button to complete the process.
6. A confirmation screen displays that provides a Submittal confirmation number for your records.

Conventions and Support Materials

ePermitting flows through a number of tabbed screens which direct you in the submittal application process. Your application requirements may change as you progress through the process based on your permitting needs.

The following conventions apply:

- Asterisks (*) located next to an entry field indicate that the information is required.
- For multiple phase projects, use numbers (e.g., 1,2,3) instead of Roman Numerals.
- Directions are abbreviated as follows: N, S, E, W, NE, SW, SE, NW
- Absolutely NO abbreviations should be used for project names or company names of engineers, owners, applicants, etc. Spell out everything (e.g., Florida Department of Transportation or Greater Orlando Aviation Authority).
- All conventional uses for a street suffix (e.g., DR for Drive, CIR for Circle, ST for Street, etc.).

Reoccurring Activities in the Permit Application Process

The following activities or processes are used throughout the submittal application system:

- All comment fields used throughout the ePermitting system have a 2,500 character limit.
- Navigate through the tabbed screens by using the **Next Page** and **Previous Page** links and icons located below the screens. Using the **Next Page** and **Previous Page** options ensures that your entries have been saved.
- Some screens use the **Save** and **Cancel** buttons. Clicking on the **Save** button records the data in the application system and takes you to the next screen. Clicking on the **Cancel** button exits the current screen without keeping the data entered and it returns you to the previous screen. This information is not repeated for every screen, unless it serves a unique purpose.
- The ability to attach files is utilized on almost every screen in the submittal system. The following file formats are allowed: jpeg, png, gif, bmp, pdf, doc, rtf, xls, and tiff. The file size should not exceed 15 MB (megabytes) and the file name must not include a period. These attached documents are archived and may be accessed through the Application/Permit search function.
 - Click on the **Attach Files** button.
 - Click on the **Browse** button to display your internal file browser.
 - Select the file desired and select the **Open** button.
 - The file folder string displays in the **Browse** field.
 - Click on the **Done** button to complete the file attaching process.

Navigating through the Tabbed Screens

When the **eSubmittal** menu is chosen, you have the option to perform three functions:

1. Do you want to create a new submittal? (**Note:** Refer to the graphic on page 4 under *Accessing Helps*)
2. Do you want to update/delete your pending submittal? (All pending submittals listed under your user name are displayed.)
3. Do you want to process a routed submittal?

Do you want to create new submittal?
 Do you want to update/delete your pending submittal?

Pending Water Use Permit Submittal						
Submittal No	Project Name	Last Saved Date	Expiration Date	Assigned To/Purpose	Print Draft	Delete
3888	Holiday Well	10/30/2006	01/30/2007		Print	Delete
5608	Jobim Organic Farm	01/17/2007	04/17/2007		Print	Delete

Pending Environmental Resource Permit Submittal						
Submittal No	Project Name	Last Saved Date	Expiration Date	Assigned To/Purpose	Print Draft	Delete
4568	Windmill Point Residence	01/17/2007	04/17/2007		Print	Delete
4569	Houseman Project	11/03/2006	02/03/2007		Print	Delete

Pending Works of District Submittal						
Submittal No	Project Name	Last Saved Date	Expiration Date	Assigned To/Purpose	Print Draft	Delete
7645	New WOD Renewal	03/27/2007	06/27/2007		Print	Delete

Do you want to process a routed submittal?

When creating a new submittal, you will begin with the **Application Type** (only for ERP applications) and then, move on the **Relevant Parties** section. The Water Use submittal starts with the **Relevant Parties** section.

Navigate through the remaining tabbed screens by using the **Next Page** and **Previous Page** links and icons located below the screens. Using the **Next Page** and **Previous Page** options ensures that your entries have been saved. The **Last Page** icon takes you to the **Submittal Management** screen. These functions are fully explained in the both the **ERP, Water Use, and PSC Online Help** documents.

Submittal Management

What submittal activity would you like to perform? (Select one)

Edit Submittal
 Attach Documents
 Add Comments
 Seal Engineering Documents
 Route/Recall Submittal for Purpose
 Return Submittal to Originator
 Print Submittal Form
 Verify Data Submittal
 Pay and Submit

Paying Applicable Fees

The online system allows you to pay your application fees using a completely secure encrypted SSL third-party electronic pay system. MasterCard, Visa, personal checks and business checks are accepted through this system. accepted. Payment Fees Schedules for each type of permit are located with in the www.SFWMD.gov website.

Review Process

Once the application has been fully submitted and your fee payment has been processed, the application will go through the SFWMD review process. As the applicant, you receive a confirmation email stating that your application as been submitted for the review process.

From : <epermits@sfwmd.gov>
Sent : Wednesday, October 25, 2006 1:43 AM
To : [REDACTED]
Subject : SFWMD Application Submittal 3888 Received

The South Florida Water Management District has received your Permit Application Submittal 3888. If you have any questions please contact the District epermits@sfwmd.gov.

Thank You,
South Florida Water Management District - ePermitting