

Instructions for Renewal of Recovered Materials Certification

Payment can now be submitted on-line via credit card or check. Below are instructions for completing the renewal process. Once you have completed the renewal process and submitted payment, the certificate will be sent to your email address and the application e-mail address on file.

This is only for renewing applications. If you need to submit a new application, please contact me.

Before you start, have all your information ready as well as your payment information. Once started, you must complete or start over again. You will not be able to save work in progress.

<http://www.fldeportal.com/go/>

1. **Select Renewals**

- Sign in with Email address and password
- If this is your first time, then select "Register" in the upper right hand corner
- Once you have signed in, select **Submit**
- Select **Renewal**
- Select **Recovered Materials Dealer Certification**
- After reading the information pages, check the **acknowledgement box** and continue to

2. **Application Purpose:**

- You can renew a current certificate, add facilities, or obtain a copy of your certification
- Select Apply for a new recovered materials dealer certification
- Save and go to next step

3. **Certificate Number Search**

- Click to find your certificate number and enter into the box. If you cannot find your number, contact me.

4. **Applicant Information**

- Company information should be populated. Make any corrections that are needed and complete remainder of the application.

5. **Owner Information**

- Complete and save

6. **Locations on File**

- This will show a list of all of your facilities and you can edit for any that are no longer valid. You will be able to add any new facilities at the next step.

7. **New Facilities**

- To add a new facility, select YES and follow the instruction. Otherwise select No and move on to the next step.

8. **Signature**

- Click on the "**reviewed my submission**" link in the box and the application will appear for your review. If all is well, select the "I accept..." option and move on. If there is an error, select the "**I DO NOT**" option and go back to previous step until you find the screen to correct the error.

9. **Payment of Fees**

- Have your credit card ready and continue with payment.

10. **DepPay-Payment Summary**

- Complete with billing information and select Pay Now by Secure Website.
- Select Payment method
- Complete Payment information
- Confirm Payment Method
- You will be taken to a receipt page after a successful payment. Once payment has been made, check your in-box for a "no-reply" email from FDEP. The email will have two attachments...one a receipt for your payment and the other is the actual certificate.

To Reprint the Certificate:

1. Follow the instructions above through Step 1

- Select - Obtain a copy of a recovered materials certificate.

2. Certificate Number Search

- Enter your certificate number

3. Certificate Confirmation

- Confirm that this is the correct certificate.

4. Thank You

- You have completed the certificate request process for Recovered Materials Dealer Certification. Your certificate will be delivered to your e-mail address and the application e-mail address on file.