

FLORIDA DEPARTMENT OF Environmental Protection

Bob Martinez Center

2600 Blair Stone Road

Tallahassee, FL 32399-2400

Ron DeSantis Governor

Jeanette Nuñez Lt. Governor

Noah Valenstein Secretary

Online license renewal via the DEP Business Portal

- 1. From the OCP webpage, <u>Floridadep.gov/ocp</u> select the OCP Online Business Portal quick link.
- 2. Sign-in with your previously registered account user ID and password.

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		Register Already have an account? Sign In
<u>Home Sign In</u>	Search th	e Site:
Sign In		
If you've already registered	d with the DEP sign in below. DEP employees may use their network user	name to sign-in.
-	(e.g., wile.e.coyote@domain.com OR coyote_we)	
E-mail Address*:	ewaldt_d ×	
Password*:	•••••	
If not, then <u>register</u> .	l forgot my password. Sign In	

However, if you do not have an account, please select to link to 'Register' versus 'Sign In'. After completing the registration portion, you will receive an email of confirmation. At which point you will be able to continue with the license renewal process.

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BUSINESS PORTAL			
		Register Alrea	dy have an account? Sign in
Home	gister Search the	Site	
Reg	ster		
•	u/ve already registered with the DEP, then sign.jn. u haven't received your verification e-mail, then we can <u>re-send your verification email</u> , u are a registered user but have forgotten your password, then <u>reset your password</u> .		
E-mail	dress*:		
First N	P*:		
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Addre	ine 1)::		
Address	(inter 2).		
State*			
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Phone	mber"		
In the	nt you forget your password, enter a question and answer only known to you:		
Securi	tuestion*: Select a Question	v	
Securi	nswer*:		
Regi			

For technical assistance with signing into a Business Portal account, resetting the account password, and or registration of an account please contact the DEP Service Desk at 850-245-7555.

3. After signing in, you will receive the 'introduction page'. The introduction page requires an 'application friendly name'. The application friendly name is a nickname for the transaction. It does not matter what the application friendly name is, however, the name must be something different each time you start a new business portal transaction. After typing in the application friendly name, select the 'Save and Go To Next Step' button at the bottom of the screen.

COLUMN ROLL			
	Process	Help	About Your Session will time out in 060 minut
Introduction 🥥	Introduction	,	
Submission Type 🕡	You are processing :	Operator Certification Program Activity	
Profile Information 🕡	Which is defined as :	Locate/View Profile, Change Address, Name Change, Exam Request, License Request, Renewal Notices, License Renewal, Payment History	
	Florida Statute or Rule :	62-602 F.A.C.	
	Application Friendly Name : *	2021 Renewal	
	This system allows you to start a "Friendly Name" for your submis choose "Continue", then "An Inc along with any other submission	submission, exit at any time, and return to complete it later. Please enter a sion so your saved information can be recalled. When you return to the portal, singlete Self Service Authorization" and the name you selected will be displayed s you have in process.	
	An example would be "My OCP L	icense Request."	
	You can't use this system if you	don't have an existing profile.	
	If you have already started an a	pplication, and would like to continue, CLICK HERE.	
		Save and Go to Next Step	

4. Next is the 'submission type' or menu page. To make an electronic payment, please select the 'renew license' option; then select the 'Save and Go To Next Step' button at the bottom of the page.



5. After selecting the renew license option, the next screen is where you will enter your Profile ID number and the last 4 digits of your social security number; then select the 'Search and Continue' button at the bottom of the page.

(Note: The Profile ID number is not your DEP license number. The Profile ID number is a unique number assigned to the individual license holder. In January of the license renewal year the Operator Certification Program (OCP) mails a reminder postcard to every license holder providing the Profile ID number. Please keep track of your Profile ID number. The Profile ID number will not change and is required every time an OCP transaction is submitted via the DEP Business Portal).

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Introduction Submission Type Profile Information Select IDs To Pay Signature Payment of Fees	Home Process Profile Information Profile Number (e.g. 0012345):* 7665 Last 4 digits of your SSN :* 0000 Go Back to Previous Step Search and Continue	utes.

Office of Technology and Information Services Site Map — For Assistance call 850-245-7555 or Contact us via email

To find a Profile ID number, select 'Go Back to Previous Step' and choose the Find My Profile number from the submission type/menu page.



6. After entering the Profile ID and last four SSN digits, the next page reflects the demographic information of the license holder. Please update the mailing address, phone number(s) and/or email address if needed. After answering the question, the name-change question, select 'Save and Go To Next Step' at the bottom of the page.

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Introduction V Submission Type	Profile Information Please verify your address. This is the address that	f will be used on all correspondence to you and will be printed on your license.			
Profile Information	Profile Number :	7665			
Select IDs To Pay	Prefix :				
Payment of Fees					
	First Name : *	JOHN			
	Middle Name or Initial :	Q.			
	Last Name : *	PUBLIC			
	Company Name :				
	Address Line 1:*	2600 BLAIR STONE ROAD			
	Address Line 2 :				
	Zip Code : *	32399			
	City:*	TALLAHASSEE			
	State : *	FL.			
	Primary Contact Phone : *	(850) 245-7500			
	Business Phone :	(850) 245-7500			
	E-Mail Address : *	JOHNQPUBLIC@GMAIL.COM			
	Date of Birth :	01/01/1960			
	Have you changed your name through marriage or through action of a court? : *	○ Yes ○ No			
	s	sarch Again Save and Go to Next Step			

7. Select the license(s) to renew by checking the box next to the license number(s) then select the 'Continue' button at the bottom of the page.



8. To proceed further, accept the verification then select 'Save and Go To Next Step' at the bottom of the page.

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Introduction Submission Type Profile Information Select IDs To Pay Signature Payment of Fees	Home Process Signature Verification Uverify that the information given in this si and belief. I understand that faisification of this application or suspension/revocation Further, I understand that it is my respons material change in circumstances, which I accept the above verification. I DO NOT accept the above verification. Go Back to	ubmittal is correct and true to the best of my knowledge of statements or supporting data may result in denial of of any license I may hold. sibility to supplement my application to reflect any may affect my eligibility for licensure.	Welcome, Dana Ewaldt [Sig	in Out]

9. After accepting the verification, you will receive a summary/recap of the total fees due. At this point, select 'Continue with Payment' at the bottom of the page.

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A CONTRACT OF A			Welco	ome, Dana Ewaldt [Sign Out]
Introduction Submission Type Profile Information Select IDs To Pay Signature Payment of Fees	Home Process Payment of Fees The fee for your request is \$175.00. Go Back to Previous Step Cont	Help About		Your Session will time out in 060 minutes.

10. The next portion of the process is submitting the credit card payment information. Please fill in the required fields as the billing information of the payment card and select 'Pay Now by Secured Website'.

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Please enter the Name found on the credit card or business/personal check, the account address, and then press "Pay Now by Secured Website". If	you are entering a company name
enter the first part of it in the first name field and the remaining portion in the last name field.	
Customer Name: Dana Ewaldt	
Address: 2600 BLAIR STONE ROAD TALLAHASSEE, FL 32399	
Payment Type: OCP License Renewal	
Amount: \$175.00	
* = Required Fields Check (Business or Personal)/Credit Card Billing Information *Billing First Name: ANA *Billing Last Name: EWALDT *Billing Address: 2000 BLAIR STONE ROAD *Billing City/State/Zip: TALLAHASSEE , Florida Return to Previous Page Pay Now by Secured Website	
FDEP Centralized Payment System 5.0.14 Department of Environmental Protection - Office of Technology and Information Services Service Desk: (850) 245-7555	•

11. Click the option next to the payment method and select the 'Make a Payment' button.

Operator Certification - Wa OCP - CELI Import Liser Law	- A	0 ₩ ☆	× © © »
Florida Department of Environmental Protection Centralized Payment System		,	
Please enter and verify the information below to submit your payment. Select Payment Method Please Choose the Method of Payment Please Choose the Method of Playment			
FDEP Bureau of Finance and Accounting 3900 Commonwealth Boulevard M.S. 75 Tallahassee, Florida 32399			
FDEP Centralized Payment System v1.0 Department of Environmental Protection Service Desk: (800) 245-7555 servicedesk: (800) 245-7555			¢

12. Complete the required fields highlighted with an asterisk and select 'Continue'.

Please ente	r and verify the information below to submit your payment.	^
Required fields are	highlighted with an asterisk.	
Payment Informati	on:	
Amount:*	\$175.00 🕡	
Customer Name:*	Dana Ewaldt 🥹	
Address:*	2600 BLAIR STONE ROAD 😺	
City/State/Zip:*	TALLAHASSEE, FL 32399 😧	
Payment Type:*	OCP License Renewal 😢	
Transaction ID :*	187958 🥹	
Please enter the fo	llowing information about your payment method:	
Cardholder's Name:*	DANA EWALDT	
Cards Accepted:		
Card Number*		
Clanature Danel Caded		
Signature Panel Code:	298	
Expiration Date:*	08 V 2022 V	
Billing Information		
Address Line 1:*	2600 BLAIR STONE ROAD 🥹	
Address Line 2:	U	
Country:*	us 🚱	
ZIP Code:*	32399 🚱	
City:	TALLAHASSEE 🔮	
State:	FL 🕖	

13. Please double check the payment information entered and select 'Confirm' (or 'Modify' or 'Change Payment Method' if either of those two options are applicable).

 ← ● ● https://demo.velocitypayment.com/vrelay/proces P • ■ C ● FDEP Centra × ● □ = 2 + 0 ● FDEP Centra × ● □ = 2 + 0 ● FDEP Centra × ● □ = 2 + 0 ● FDEP Centra × ● □ = 2 + 0 ● FDEP Centra × ● □ = 2 + 0 ● FDEP Centra × ● □ = 2 + 0 ● FDEP Centra × ● FDEP Centra × ● FDEP Centra × ● FDEP Centra × ● ■ C ● FDEP Centra × ● FDEP	→ □ × ☆ ☆ ۞	> >> ^
Diaso onto	r and varify the information below to submit your payment	
Please ente	r and verify the information below to submit your payment.	
Please verify the fo	Illowing information:	
Amount:	\$175.00	
Customer Name:	Dana Ewaldt	
Address:	2600 BLAIR STONE ROAD	
City/State/Zip:	TALLAHASSEE, FL 32399	
Payment Type:	OCP License Renewal	
Transaction ID :	187958	
Card Information		
Card Information:		
Card Type:	Jana Evaldi	
Card Number	visa	
Signature Panel Code:		
Expiration Date:	2007	
	0/2022	
Billing Information	:	
Address Line 1:	2600 BLAIR STONE ROAD	
Country:	United States	
City:	TALLAHASSEE	
State:	Florida	
ZIP Code:	32399	
Is this information correc	t?	
	Confirm Modify Change Payment Method Exit	V

14. The screen below will be displayed while the payment is processing.

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Florida Department of Environmental Protection Centralized Payment System	
Please enter and verify the information below to submit your payment.	
If your browser fails to reload shortly, <u>click here</u>	
Please walt while your payment is being processed. DO NOT PRESS THE BACK BUTTON ON YOUR BROWSER	
3900 Commonwealth Boulevard M.S. 75 Tallahassee, Florida 32399	
FDEP Centralized Payment System v1.0 Department of Environmental Protection Service Desk: (850) 245-7555 servicedesk@dep.state.fl.us	۲

15. If you need a receipt for the payment, please select the 'Print (Printable Receipt)' button. OCP is unable to duplicate the receipt.

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Introduction Val (Operator Certification - Val (Operator Certification - Val (Operator Certification Val) Submission Type (Operator Certification Val) Profile Information (Operator Certification Val) Select IDs To Pay (Operator Certification Val) Signature (Operator Certification - Val)	Home Process Help About Thank you for your payment. By submitting this request, you authorize the department to debit your account for the amount indicated. The customer's bank account must be verified to ensure it is authorized to process e-check payments, otherwise the payment may be returned by the bank to include service charge assessed per F.S. 215.34. Your payment has been processed, you may print this receipt for your records. Click the Sign Out link above to return to the FDEP Business Portal.		Import User Lo_ 🤕 labs			
Payment of Fees	Remittance ID: Remittance Date:	1361290 05/18/2021 04:54:23 PM				
	Name: Address:	DANA EWALDT 2600 BLAIR STONE ROAD TALLAHASSEE, FL 32399				
	Payment Type: Amount:	OCP License Renewal \$175.00				
		Print (Printable Receipt) Done				
Enterprise Self Service Authorizations — 3 8 122.1034 Office of Technology and Information Services Site Map — For Assistance call 850-245-7555 or Contact us via email						
© Copyright 2021 Flori	da Department of Environmental Protection	on Accessibility Information Disclaimer Privacy	Statement			

16. After selecting 'Done' the system returns to the DEP Business Portal Home Page. Congratulations you have successfully completed the license renewal!

 ← → https://betaenv.dep.state.fl.us/DepPortal/go/horr	ness Portal × 🖉 betaenv.dep.state.fl. /eb Slice Gallery 🔻 🗘 State of Florida En	us 📑	🕘 OCP - CEU Import User Lo 🕘 Tabe	□ × ☆☆☺♡ ₅ »			
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:							
	S Pay	Sign Up					
To build, repair, operate, discharge, see more.	For fees, invoices, park reservations, see more.	For subscriptions, newsletters, notifications, see more.					
View	Submit	Sontinue					
Maps, data, reports, see more.	Applications for grants and rebates, AGP Admin. Correction, leave feedback, see more.	A partially completed business transaction or reprint a receipt for a previous transaction.					
DEP Home I About DEP I Contact I is 1 Site Man							

17. After successful completion of the renewal process, a confirmation is emailed from 'no-reply@dep.state.fl.us' to the address of the registered account.

FLORIDA DEPARTMENT OF Environmental Protection Bob Martinez Center 2600 Blair Stone Road Tallahassee, Florida 32399-2400

Ron DeSantis Governor Jeanette Nuñez Lt. Governor

Noah Valenstein Secretary

Operator Certification Program

Confirmation of Submission for License Renewal

MAY 18, 2021	
OCP Profile #:	7665
Name:	JOHN Q. PUBLIC
Address:	2600 BLAIR STONE ROAD TALLAHASSEE, FL 32399
Phone:	(850) 245-7500
E-mail:	JOHNQPUBLIC@GMAIL.COM
Payment Date:	MAY 18, 2021
Payment for:	DWA-0003014
Receipt Number:	19012
Amount:	\$175.00

Thank you for renewing your Operator Certification Program license(s). Your payment has been processed and your submission has been received. OCP will process your request shortly. Please allow 2-3 weeks for delivery of your documents.

You have renewed the following license(s): License Type - Class/Level: DWA-0003014

You have submitted new contact information for your profile. The updated contact information is listed below:

Prior Contact Information		New Contact Information		
Address:	2600 BLAIR STONE ROAD TALLAHASSEE, FL 32399	Address:	2600 BLAIR STONE ROAD TALLAHASSEE, FL 32399	
Phone:	(850) 245-7500	Phone:	(850) 245-7500	
E-mail:	JOHNQPUBLIC@GMAIL.COM	E-mail:	JOHNQPUBLIC@GMAIL.COM	

Please retain this copy of this confirmation for your records. **If you have any questions or need further assistance, please contact the Operator Certification Program at (850) 245-7500 or by email at** <u>Operator.Certification@floridadep.gov</u>