



FLORIDA DEPARTMENT OF Environmental Protection

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

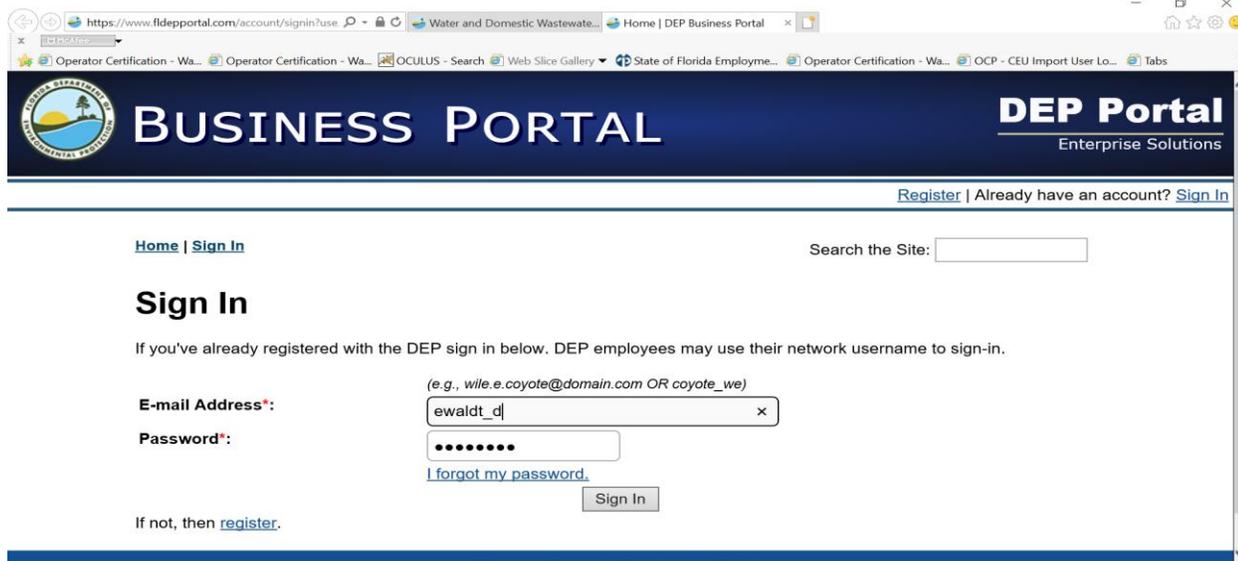
Ron DeSantis
Governor

Jeanette Nuñez
Lt. Governor

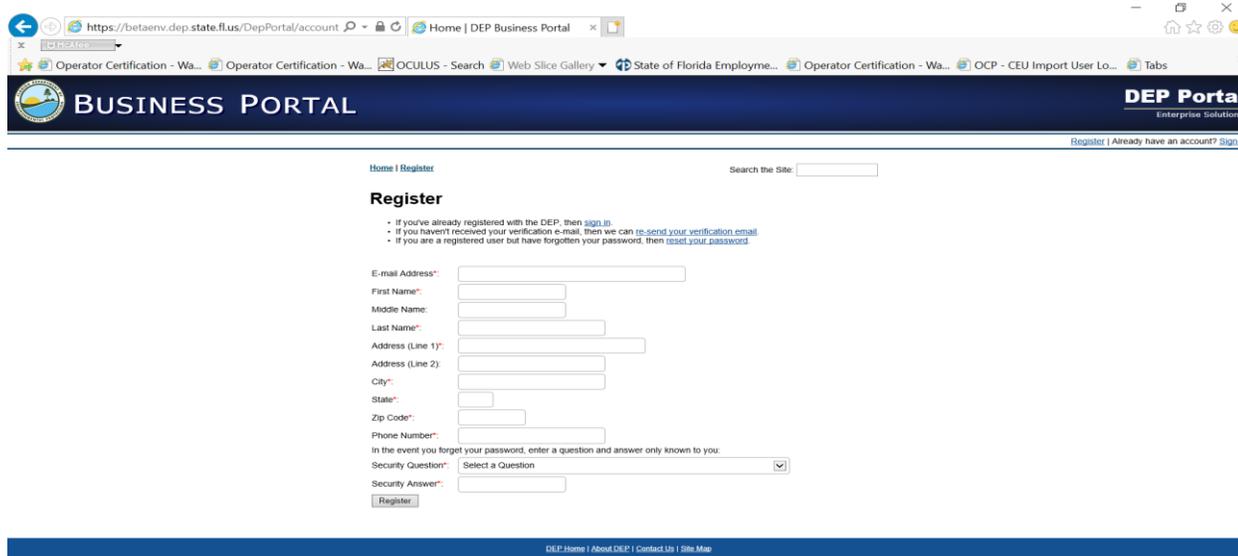
Noah Valenstein
Secretary

Online license renewal via the DEP Business Portal

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

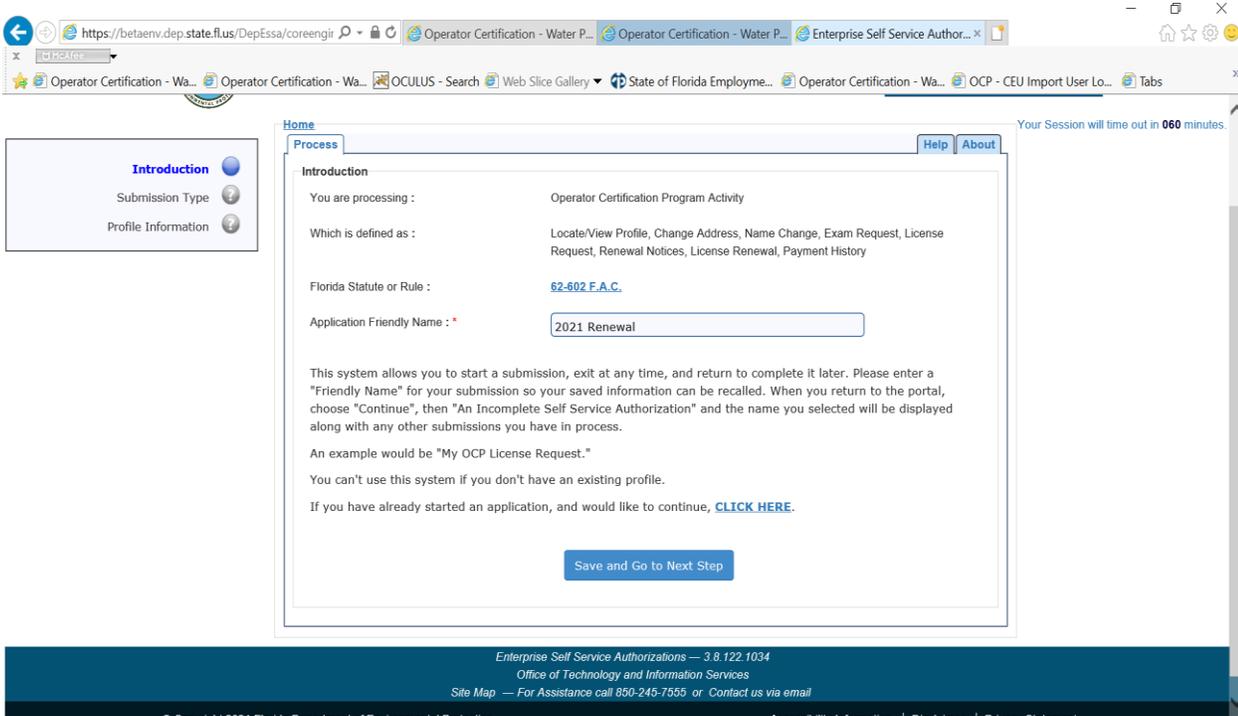


However, if you do not have an account, please select to link to ‘Register’ versus ‘Sign In’. After completing the registration portion, you will receive an email of confirmation. At which point you will be able to continue with the license renewal process.

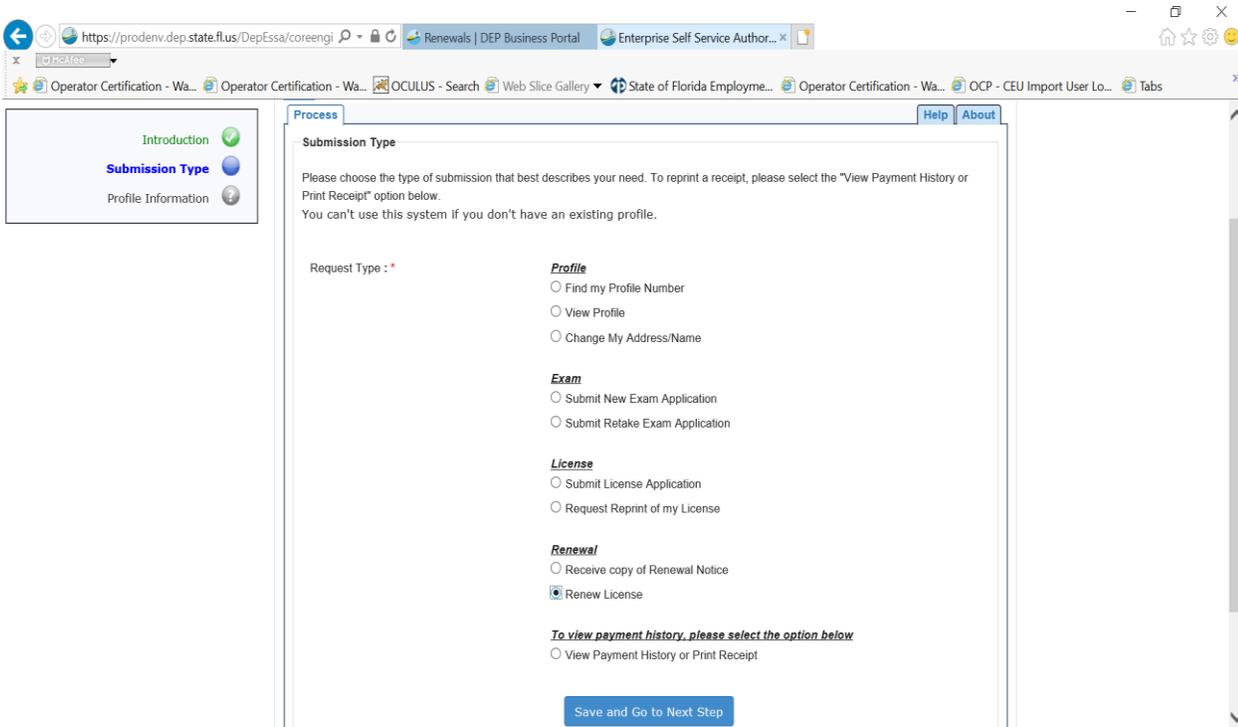


For technical assistance with signing into a Business Portal account, resetting the account password, and or registration of an account please contact the DEP Service Desk at 850-245-7555.

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.

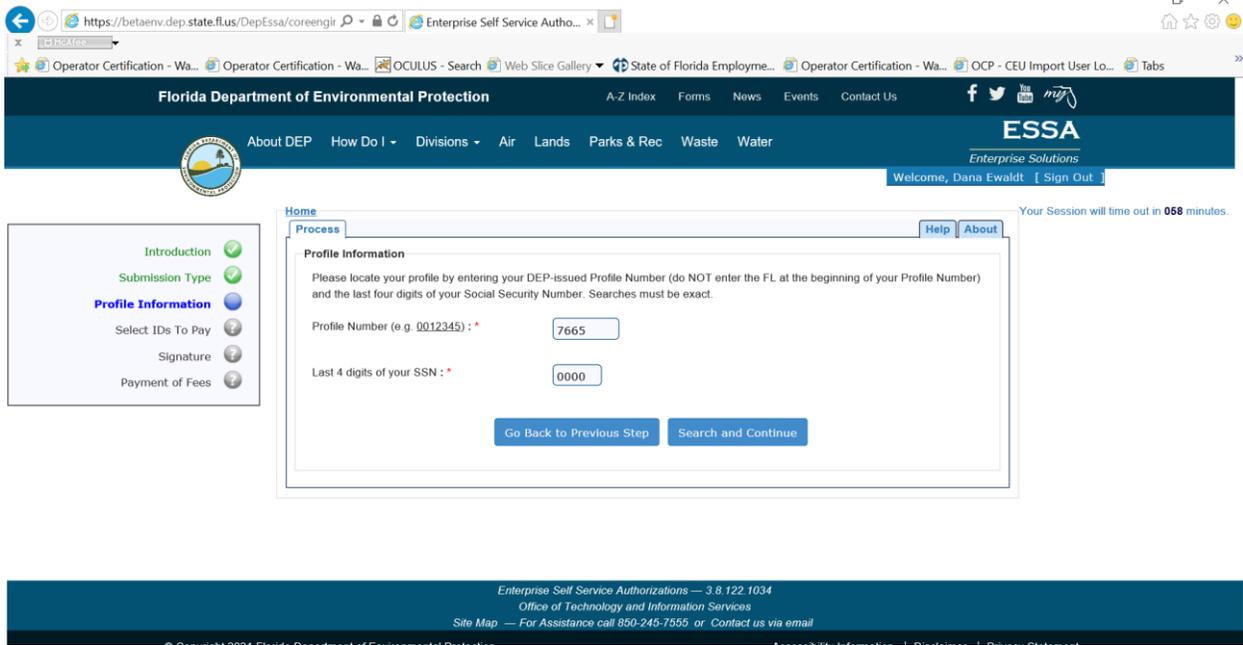


4. Next is the ‘submission type’ or menu page. To make an electronic payment, please select the ‘renew license’ option; then select the ‘Save and Go To Next Step’ button at the bottom of the page.

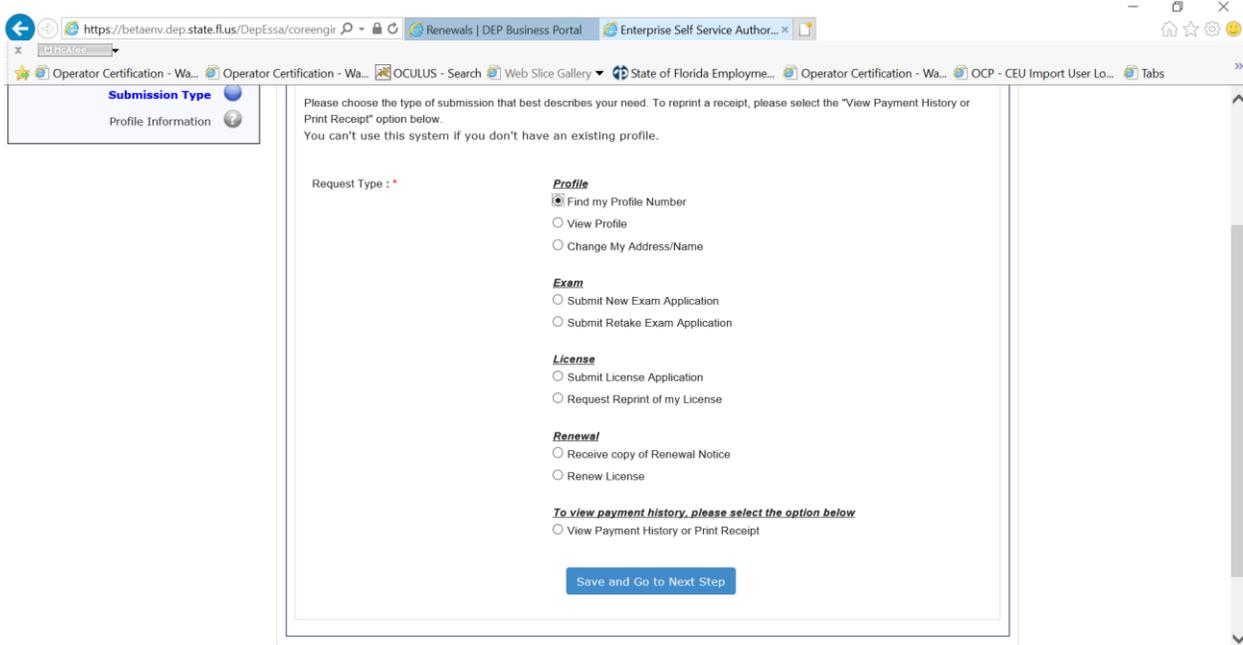


5. After selecting the renew license option, the next screen is where you will enter your Profile ID number and the last 4 digits of your social security number; then select the ‘Search and Continue’ button at the bottom of the page.

(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).



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.

Profile Information

Please verify your address. This is the address that will be used on all correspondence to you and will be printed on your license.

Profile Number : 7665

Prefix :

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

Search 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.

Select IDs To Pay

Select Operator Certification Licenses To Pay

Please select the license(s) you wish to renew

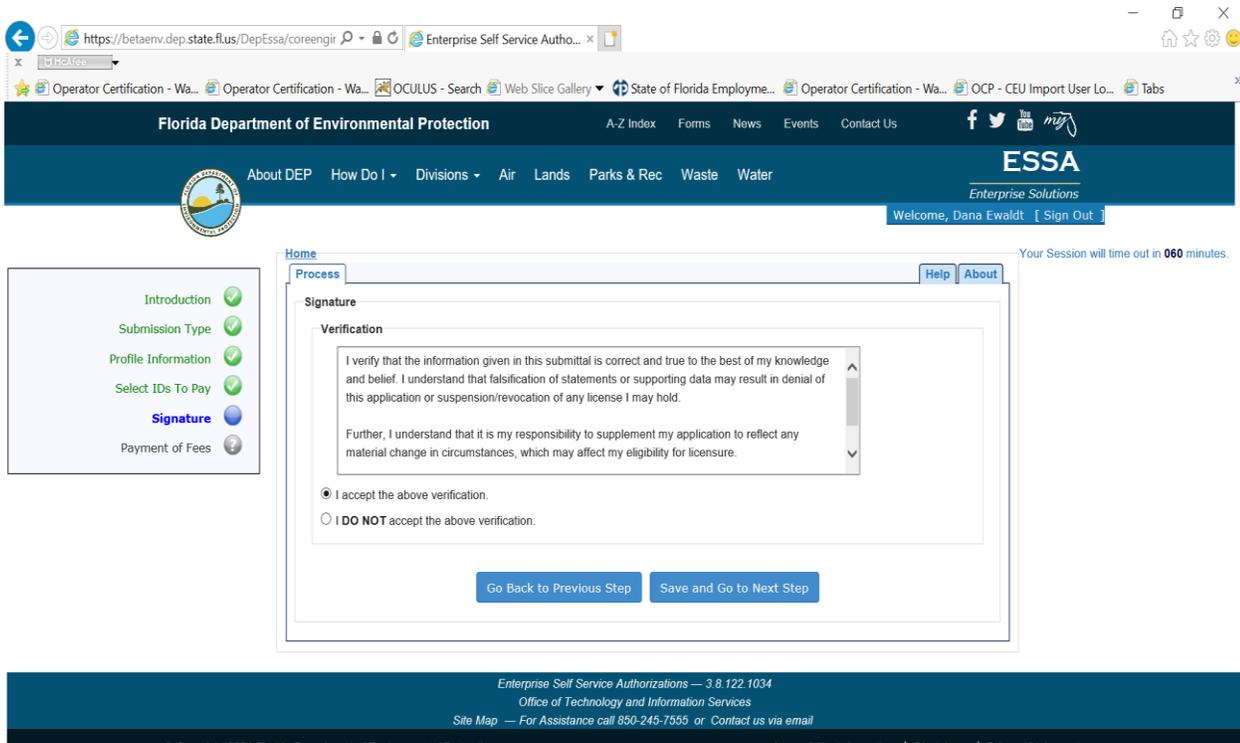
Select/DeSelect All	License	Fees Due
<input checked="" type="checkbox"/>	DWA-0000014 Status: INACTIVE DWA0003014 is eligible for renewal. Expiration Date: 04/30/2021 Renewal Fee: \$100.00 Late Fee: \$175.00 Total Fees:	

Total Payments Due : \$175.00

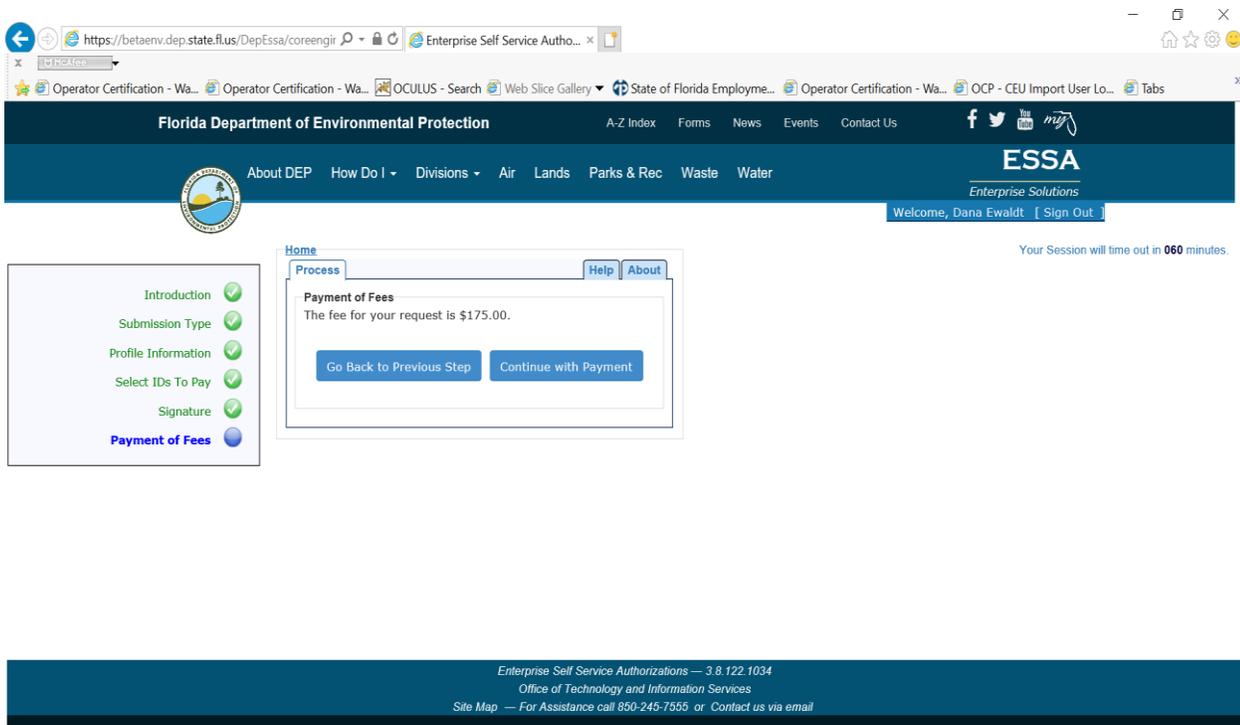
Total Records : 1 1 of 1 IDs selected.

Go Back to Previous Step Continue

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



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.



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'.

The screenshot shows a web browser window with the URL <https://betaenv.dep.state.fl.us/DepPay/checkout>. The page title is "DepPay - Payment Summary". The header includes the Florida Department of Environmental Protection logo and the text "BUSINESS PORTAL" and "Payment Gateway Enterprise Services".

The main content area contains the following information:

- Customer Name:** Dana Ewaldt
- Address:** 2600 BLAIR STONE ROAD, TALLAHASSEE, FL 32399
- Payment Type:** OCP License Renewal
- Amount:** \$175.00

Below this is a section titled "Check (Business or Personal)/Credit Card Billing Information". It includes a legend: "* = Required Fields". The form fields are:

- *Billing First Name: DANA
- *Billing Last Name: EWALDT
- *Billing Address: 2600 BLAIR STONE ROAD
- *Billing City/State/Zip: TALLAHASSEE, Florida, 32399

At the bottom of the form are two buttons: "Return to Previous Page" and "Pay Now by Secured Website".

The footer of the page includes the text: "FDEP Centralized Payment System 5.0.14", "Department of Environmental Protection - Office of Technology and Information Services", and "Service Desk: (850) 245-7555".

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

The screenshot shows a web browser window with the URL <https://demo.velocitypayment.com/vrelay/verify/>. The page title is "FDEP Centralized Payment System". The header includes the Florida Department of Environmental Protection logo and the text "Florida Department of Environmental Protection Centralized Payment System".

The main content area contains the following information:

- Please enter and verify the information below to submit your payment.
- Select Payment Method**
- Please Choose the Method of Payment
- Pay by Credit or Debit Card
- Pay by Personal Check
- Pay by Corporate Check
-

Below the form is the text: "FDEP Bureau of Finance and Accounting", "3900 Commonwealth Boulevard M.S. 75 Tallahassee, Florida 32399".

The footer of the page includes the text: "FDEP Centralized Payment System v1.0", "Department of Environmental Protection", "Service Desk: (850) 245-7555", and "servicedesk@dep.state.fl.us".

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

Please enter and verify the information below to submit your payment.

Required fields are highlighted with an asterisk.

Payment 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

Please enter the following information about your payment method:

Cardholder's Name:* DANA EWALDT

Cards Accepted:

Card Number:* 4111111111111111

Signature Panel Code:* 298

Expiration Date:* 08 / 2022

Billing Information:

Address Line 1:* 2600 BLAIR STONE ROAD

Address Line 2:

Country:* US

ZIP Code:* 32399

City: TALLAHASSEE

State: FL

Please click Cancel to return to FDEP.

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).

Florida Department of Environmental Protection Centralized Payment System

Please enter and verify the information below to submit your payment.

Please verify the following 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:

Cardholder's Name: DANA EWALDT

Card Type: Visa

Card Number: *****1111

Signature Panel Code: ****

Expiration Date: 8/2022

Billing Information:

Address Line 1: 2600 BLAIR STONE ROAD

Country: United States

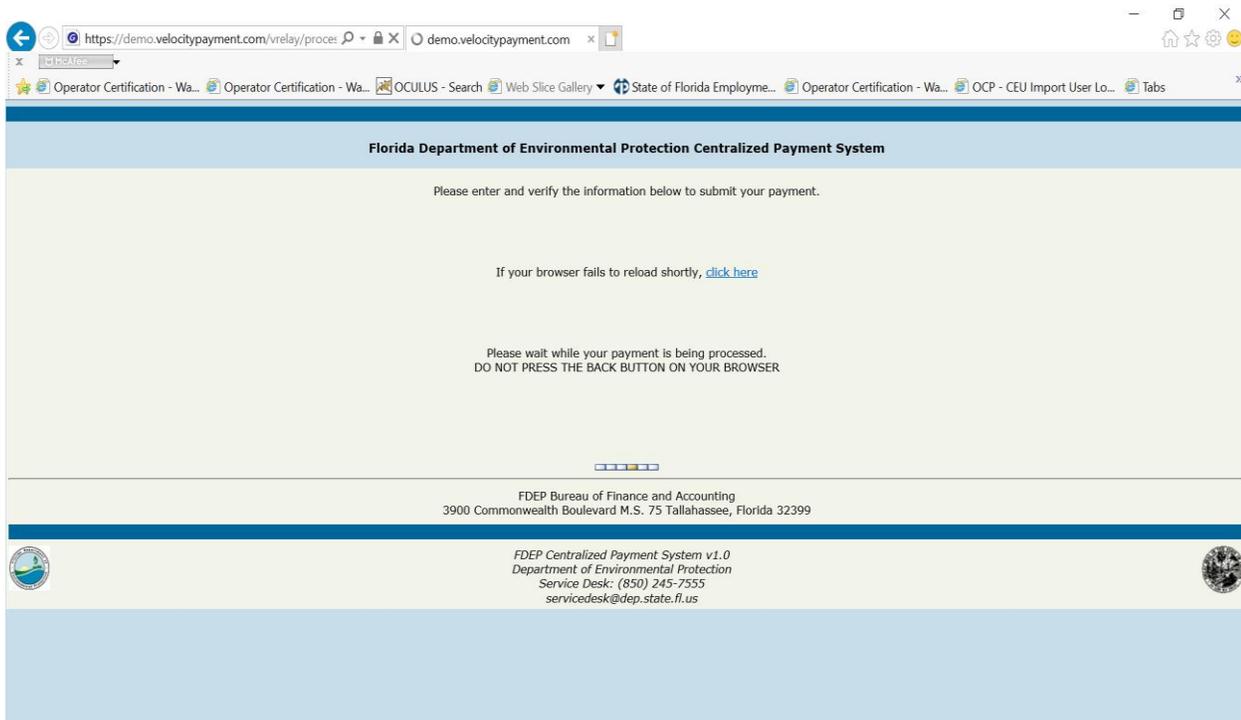
City: TALLAHASSEE

State: Florida

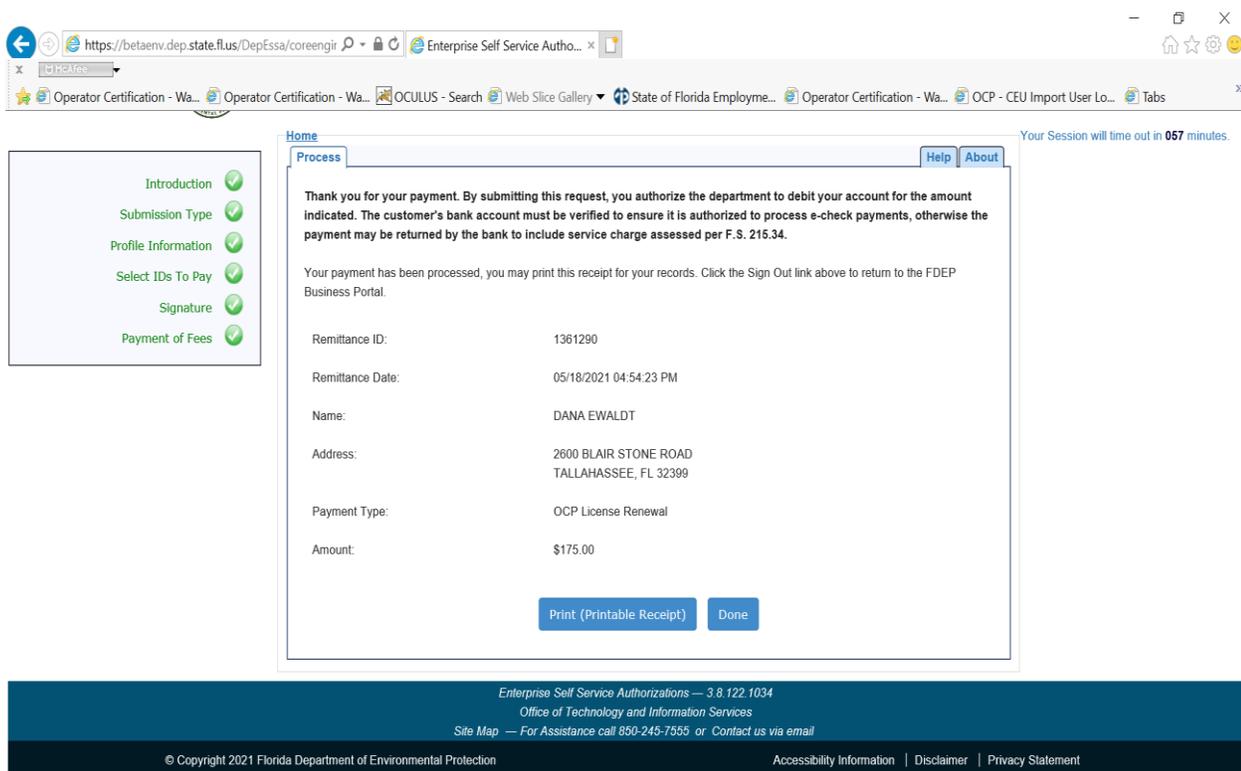
ZIP Code: 32399

Is this information correct?

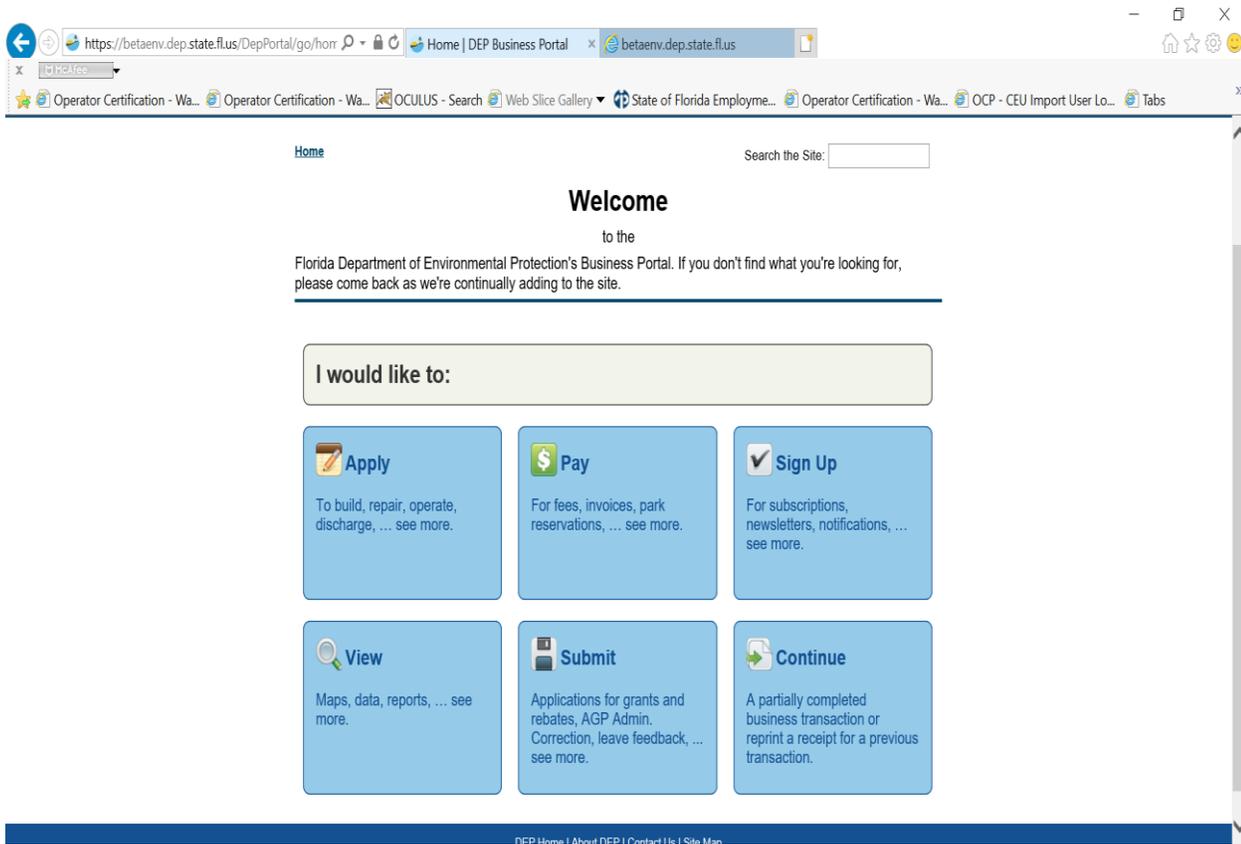
14. The screen below will be displayed while the payment is processing.



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



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



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:

<u>Prior Contact Information</u>	<u>New Contact Information</u>
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 Operator.Certification@floridadep.gov**