

FDEP Business Portal

Instructions for

Registering for a New Account

Access to the

Basin Management Action Plan (BMAP) Project Database

Requires a FDEP Business Portal Account



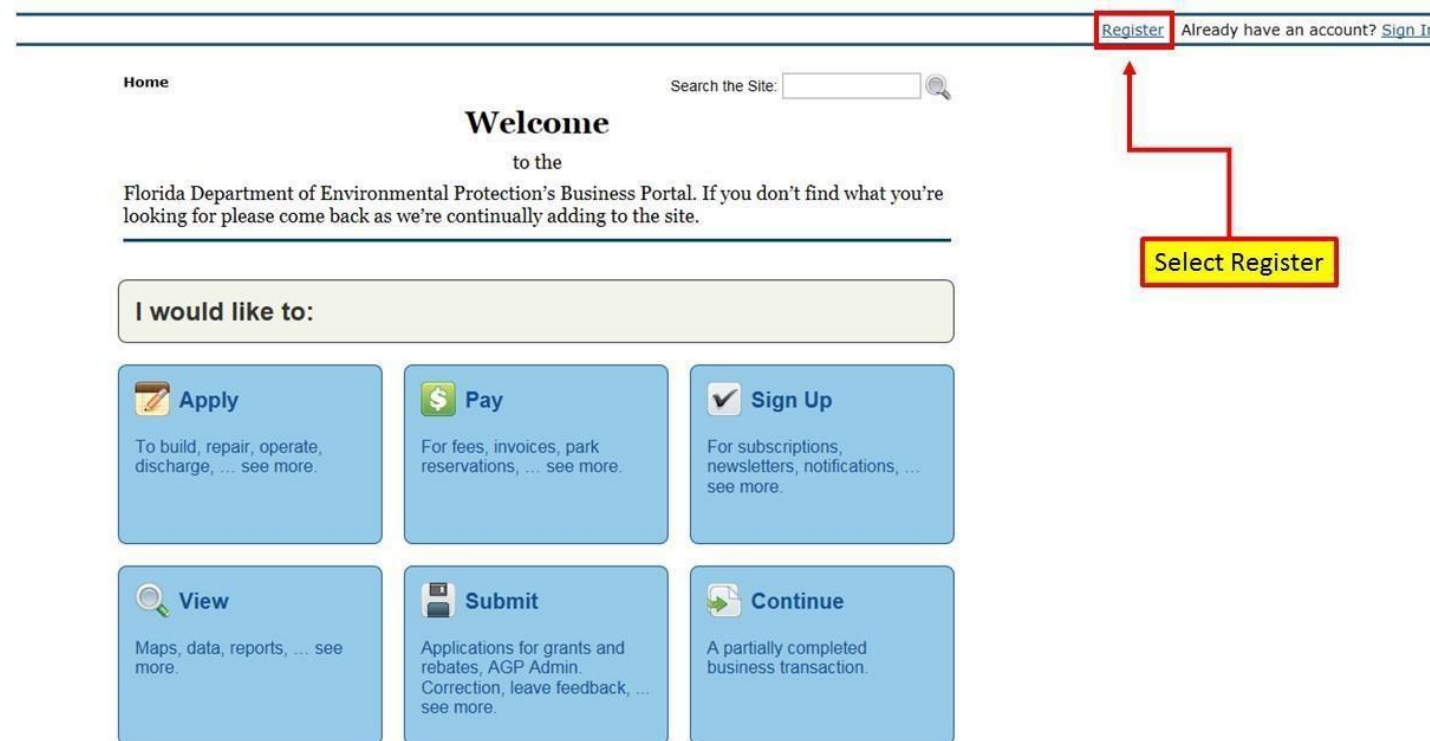
This QR code will take you to the Business Portal home page

Who Should Register?

- Lead entities staff and managers who want to edit or add BMAP projects to their organization's BMAP list.
- Consultants who will be authorized by a BMAP project lead entity as someone who may edit their project information.

Register Online for a New Account

- Go to the [FDEP Business Portal Home Page](https://www.fldeportal.com/DepPortal/go/home): <https://www.fldeportal.com/DepPortal/go/home>.
- Select the “Register” link near the upper right-hand corner of the screen.



Registration Form

- Complete the requested information.
Everything with a red asterisk (*) is required.

Verify E-mail

- After you have filled out your information and clicked the “Register” box, check your e-mail for a verification link. Follow the link and answer your chosen security question as shown in the figure to the right. If you do not receive an email within 15 minutes, check your junk and spam folders.

[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*:

Create a Password

- Fill out the security question response and create your own password.

[Home](#) | [Verify E-mail](#)

Search the Site:

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.

What is the middle name of your youngest child?*

New Password*:

Confirm Password*:

Create Password

Notify Your Basin Coordinator

- When you have finished setting up your Business Portal login, please notify your basin coordinator by email that you wish to have access to the BMAP project data. If not previously done so, please include any additional people who have also set up logins, including any consultants that you wish to be able to edit your information. Please consider whom you wish to authorize to edit your information, as you may wish to limit how many people can change your data versus provide information to you for official updates.
- If you are unsure how to contact your basin coordinator, you can visit here: <https://floridadep.gov/dear/water-quality-restoration/content/basin-management-action-plans-bmaps>. For each BMAP, the basin coordinator is listed in the Adopted BMAP table in the column called “Contact” and you can obtain their email address through the link in the table.

How Do I Get BMAP Project Data Access?

- After you register, make sure someone at your entity notifies your DEP basin coordinator who should have access to your entity's BMAP project list. This is important—*having a DEP Business Portal Login will not automatically give you access to the BMAP project information*. Your basin coordinator must notify the DEP technology department (OTIS) with the corresponding email addresses to designate who has permission to edit each entity's data. Make sure you let your coordinator know if your Business Portal login is under a different email address than they usually use to correspond with you. Your email address must match your Business Portal login to grant you access to the BMAP data. Please make sure to email your coordinator that you want access to the BMAP data and confirm your FDEP Business Portal registration and email address.
- Consultants should create their own FDEP Business Portal login. However, consultants cannot authorize themselves for BMAP project access for another organization. Someone at the project lead entity must notify DEP that a consultant(s) has access to their data and provide the email address that matches the consultant's Business Portal login. Consultants may have permission to edit more than one organization's data and in more than one BMAP. However, each respective lead entity must notify DEP that the consultant(s) has permission to do so.
- Lead entities should notify their basin coordinator when they have new staff or new consultants that need access to their project data. Lead entities should also notify their coordinator if anyone should be removed from access to their projects. Removing access to one entity's projects will not affect access to other entity's projects, if someone has permission to access more than one organization's data.
- *You will only have access to the BMAP database when the portal is open to editing*. While your FDEP Business Portal login should work immediately, you will only be able to see the BMAP data when the portal is opened by DEP on a periodic basis. Your DEP basin coordinator will notify you when the portal is open for editing and when it closes each year to generate the annual report. The timing of the closures may vary from year to year as improvements to the portal are also implemented during closures.
- When you have access to the BMAP data, you will have access to all the BMAPs and projects for which your organization is the lead entity. This means you only need one login to access any BMAP data with which you are affiliated. You will not have access to other organizations' data nor BMAPs unrelated to your organization. Organizations with portal access but no existing projects may add their first projects to the database.