Route a Draft Application to Another User

This function allows registered users to <u>route a Draft Environmental Resource or Water Use Application to another registered user for processing</u>.

If you do not have a RegPermitting account, you must first register as a user.

If you have any questions review the Help documents in the upper right corner of the screen or email us at regpermiting@sfwmd.gov.
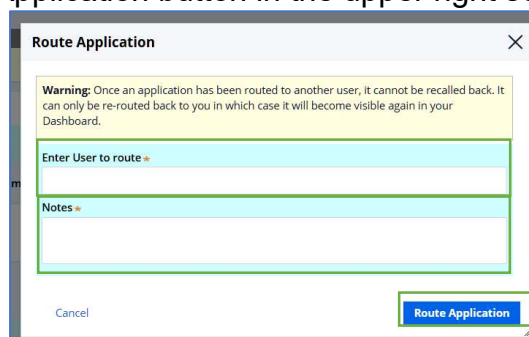
Key Information:

1. The person the Application is being routed to needs to have a valid RegPermitting user account.
2. You will need to know the RegPermitting User ID (email address) of the person the Application is being routed to.
3. Once Routed to another User you cannot recall the Application. The person to whom it is currently assigned will need to route it back to you.
4. When the Application is Finished it will be listed in the person who started the Application's Dashboard, My Open Application screen.

The Process:

1. Either start or find & open the Application to be routed.
   a. The Application must be in your My Pending Actions OR be a New / Modify Application.

2. Click on the Route Application button in the upper right section of the screen.

3. Enter the User ID (email address) of the person to whom the Application is being routed.
   a. If the User ID does not match a valid RegPermitting user account, the following error will generate on submit.

4. Click the blue Route Application button. The following confirmation will generate. ~The Application is removed from your 'My Pending Actions' Dashboard and will be displayed in the 'My Pending Actions' Dashboard of the person to whom it was Routed.