Electronic Noticing

Electronic Noticing allows registered users to receive electronic notifications related to specific permit, application or cost code number(s). Information available includes notifications such as Receipt of Application, Staff Reports, Notice of Intended/Proposed/Agency Action, and/or List of Applications Complete/Issued.

To begin the subscription process, type www.sfwmd.gov/ePermitting in the address bar, which will bring you directly to the ePermitting Home page.

If you do not have an ePermitting account, you must first register as a user. In order to establish a new user account, click on the Create Account icon (refer to Getting Started with ePermitting for detailed instructions). Registered users can simply click on the Login icon.

Subscribing

1. Click on the Subscribe function located under Electronic Noticing listed in the menu on the left-hand side of the ePermitting Home page.

   **Note:** Your address information will fill in automatically based on your initial registration. It is important to verify that all information is current, especially your email address as this will be used for your subscription.

2. Select the type(s) of noticing that you would like to receive.

3. Click the applicable link next to the notifying type for more specific options (permit/application/cost code number(s), county and permit type).
Subscribing (continued)

4. Add application/permit number(s) if applicable to subscription request.
5. Click the Add button.
6. Click the box next to I agree to the above.
7. Click the Submit button.

Notes:
• Notification emails are only generated once per day. Therefore, subscribers will begin to receive notification emails within 24 hours of their request, when a new notice is posted.
• Modifications can be made to your subscription at any time by following the Subscribe process.

Unsubscribing

1. Click on the Unsubscribe function located under Electronic Noticing listed in the menu on the left-hand side of the ePermitting Home page.
2. Click the Yes button.

Note: To re-subscribe to Electronic Noticing at a later date, follow the Subscribe process.
**Subscription Report**

1. Click on the *Subscription Report* function located under *eNotice* listed in the menu on the left-hand side of the ePermitting Home page.
2. Select *desired criteria* (dates and notice types).
3. Enter *User ID* (name).
4. Click the *Run Report* button.
5. View subscription history as requested.