

## ePermitting How to...

### Submit Comments on an Application

If you would like to comment on an application for a Consumptive Water Use or Environmental Resource permit application that is currently being reviewed by District staff, you may do so at [www.sfwmd.gov/ePermitting](http://www.sfwmd.gov/ePermitting) using the Additional Submittals option.

If you do not have an account, you must first register as a user. In order to start a new user account, click on the **Create Account** icon.

Once you have completed the user registration process, continue to the main ePermitting screen to log into the system. Click on the **Additional Info Submittals** function listed in the menu on the left-hand side of the ePermitting Home Page to make your selection.

The screenshot shows the 'Additional Information' page in the ePermitting system. It includes a search bar for 'Application Number', a 'Find' button, and a 'Details' section with radio buttons for 'Additional Information', 'Agency Comments', 'Other Comments', and 'Add Phosphorus Budget Report'. Below this are checkboxes for payment options, fields for 'Permit Number' and 'Project Name', and a 'Details' text area. At the bottom, there is an 'Attached Files' table, a 'Statement of Agreement' section with an 'I agree to the above' checkbox, and 'Cancel' and 'Submit' buttons.

(1) Enter application number and click the **Find** button.

(2) Click the button next to **Other Comments**, verify the permit number, and project name as these will automatically populate based on the application number entered.

(3) Either enter your comments in the **Details** field or use the **Attach Files** function to submit your comments document.

(4) Click the box next to **I agree to the above**, click the **Submit** button, obtain your confirmation number, and click the **Return to Main Menu** button.

If you have any questions, please do not hesitate to contact us at [epermits@sfwmd.gov](mailto:epermits@sfwmd.gov).