

Instructions for obtaining South Florida Water Management District On-Line Special Use License:

Recreation Website: <https://www.sfwmd.gov/community-residents/recreation>

Special Use License Page: <https://www.sfwmd.gov/community-residents/recreation/sul>

Follow this link to obtain a Special Use License online: <https://secure.rzda.net/sfwmd/list.cfm>

If you have not registered a user account, **you must first do this** by selecting the online application link, and navigate to the log in page by selecting the site and permit type you need. Then select the “Add Account” button to register your account. You will receive a verification email from a no-reply email address to verify and activate your account. **IMPORTANT, PLEASE READ: IF YOU DO NOT VERIFY THIS ACCOUNT FROM THE VERIFICATION EMAIL FROM NO-REPLY@ARZADA.COM, YOU WILL NOT BE ABLE TO PROCEED. Adding an account is NOT your permit. You still must then go back to the same website and enter the permit using your new credentials. See the section below for entering a Special Use License. It is recommended that you clear your browser before returning to the website to enter your permit after the account has been activated/verified. If the email does not come to your inbox, check your spam or junk folder before calling for assistance.**

There are two filtering options to obtain the Special Use License online:

- **Option 1:** Click the “Select Option” drop-down list and click “search” to view the menu for the activity that you require (ex. Tent camping, RV camping, equestrian, etc.). This will filter only those sites that allow your desired activity. Select “Continue”. You will be directed to the log in page. Enter your registered user name & password and select the “login” button.
- **Option 2:** Select the button for the area you would like to go to. Click the “Select Permit Type” button and choose your permit type from the drop-down menu. Select “Continue”. You will be directed to the log in page. Enter your registered user name & password and select the “login” button.
- Enter your login information and select the “Login” button. (See login information below)

Login: Enter your user name (email address) and password and click the “Login” button to proceed. **If you did not first create an account, you will need to do this before you can proceed. Click the “Add Account” button to register your account. You will receive a verification email from a “no-reply” email address to verify and activate your account.**

Entering the Special Use License:

- Select the desired arrival date by entering it in the text box or by clicking the calendar icon and click the “Update” button.
- In the blue table, click the “Reserve” link for the desired arrival date.
- On the next screen, you will see your arrival date at the top of the screen; select the departure date from the list of available dates in the blue table by clicking the button to the **left** in the “Select” column.
- Enter the number of people and the number of vehicles required.
- Review your customer information in the “Complete Your Reservation” form.

- Click the “Submit Reservation” button to complete the permit entry and to view a copy of the permit for printing. A copy of your permit will also be emailed to you.

Permits can be presented either in printed form or electronically on a smart phone or other device. If you choose to carry an **electronic version** of your permit, please either **print** the permit and second (display) page or write this information on a sheet of paper to display on your dash upon arrival. You must be able to recover the electronic version of the permit while on site to present to the camp host.

VERY IMPORTANT: The “TO” date field that is printed on the permit is the date of departure and is not the last overnight stay of your visit. This is the date you will be leaving the site. Permits are in effect from 12 pm on the arrival (From) date to 12 pm on the departure (To) date.

PLEASE DO NOT CREATE AN ADDITIONAL ACCOUNT IF YOU ARE HAVING ISSUES LOGGING INTO YOUR ACCOUNT. THIS WILL CAUSE ERRORS WHEN YOU TRY TO LOG IN. THESE MULTIPLE ACCOUNTS WILL BE COMBINED INTO ONE ACCOUNT. CONTACT KIM WILLIS FOR ASSISTANCE.

Forgotten passwords: If you have forgotten your password, click the “Forgot Password” button and a temporary password will be emailed to you to the email address that you registered your account with. The “Current Password” is the temporary password that you received in the “Forgot Password” email. The “New Password” is the password you are changing to. The password needs to be a minimum of 7 letters and contain at least one number. Passwords are case sensitive. You may also contact Kim Willis and the password can be changed or re-entered for you.

Verification emails for account verification and the “Forgot Password” requests may take up to 15 minutes to arrive. Please check your spam or junk folder if you do not see this email in your inbox before calling for assistance.

View/Print, Change or Cancel: At any time, you may change or cancel your permit by clicking the “View/Change Permit” link.

- **To view or print the permit:** select the “Print” button to the left of the record to view or print.
- **To change the permit:** Select the “Update” button to the left of the record to change. The number of people, number of vehicles and length of stay (based on availability) may be changed on your permit. **Note:** Anytime you view your permit, it will display the most recent lock combination.
- When complete, scroll to the bottom of your Customer Information and click the “Submit Update” button.
- **To cancel the permit:** Click the “Cancel Reservation” button at top left. Click the “Confirm Cancel” button to proceed. You will view a copy of the cancelled permit with the message of cancellation printed at the top. **Note:** if you do not cancel or call to cancel your permit before the departure date, the permit will close and will not be able to be edited or cancelled. **ANY UNUSED PERMITS WILL COUNT TOWARD YOUR YEARLY 30-DAY LIMIT TOTAL.**
- **Campground gate combinations are changed each month and email notifications of this change are emailed from the Special Use License website. This email comes from a “no-reply” email address, no-reply@activityreservations.net. At any time, you may log into your account and view or print your current permit and it will show the most current gate combination.**

If you encounter any issues or have any questions, please contact Kim Willis at kwillis@sfwmd.gov or 561-924-5310 ext. 3333. Email is the quickest way to contact Kim if you are unable to get her by phone. If you do call and get her voicemail, please do as directed and leave her a message and the call will be returned as soon as possible, usually the same day.

You can view all South Florida Water Management Districts recreation opportunities on our website at:

<https://www.sfwmd.gov/community-residents/recreation>.

RV CAMPING

The South Florida Water Management District has 5 Campsites that allow RV camping:

DuPuis Equestrian Campground

Hickory Hammock Equestrian Campground

Istokpoga Canal Boat Ramp Campground

Spoil Equestrian Campsite (KICCO)

Town of KICCO Campsite

All other SFWMD campsites are tent campsites.

