

Aquatic Plant Control Application Instructions

<http://myfwc.com>

- Select **Licenses & Permit** from the menu at the top of page
- Select **Aquatic Plants** from the menu on the left of the page
- Select **Online Aquatic Plant Management Permit**
- If you have never registered before select **Register New User** located on the right side of the page.
- Choose Individual or Non-Individual (An example of a non-individual would be a Homeowner's Assoc.)
- Make sure all the fields with (Required) beside them are complete and then select **Submit**
- **Make sure you select/check the E-Communication confirmed box to insure the fastest turn-around time for your permit.**
- Once you have registered you will Login using your USER ID & PASSWORD
- Select **Apply for a New Permit**
- Pull down drop down menu and select **Aquatic Plant Control Permit**

- Fill in Required **Contact Information** and complete the Certification
 - Review the contact information and check for accuracy
 - If you have an Agent you may link them to your application by selecting the tab **Agent/Consultant** then select the button **Link Agent** and use the menu to Search and Select your Agent/Consultant
 - When all of the information is complete you may select the **NEXT** tab at the bottom of the page

- Fill in the required **Waterbody** Information and select the **NEXT** tab at the bottom of the page

- Fill in the required **Plants and Control Methods**
 - Under targeted Plants type in your first target plant.
 - List the Type of Plant in the Required field
 - List the dimensions of the Control area and add a description if desired
 - Under **Control Methods** choose **Add**
 - Select the control methods that apply and then select **Add**
 - This will take you back to the **Targeted Plant Type** page check for accuracy then select **Add**
 - Do this for each plant to be controlled. When all plants have been entered select the **NEXT** tab at the bottom of the page

- **Attachments** Attach a site map of the management area and any other supporting documents (Best if PDF Format)
 - Select the **Type** of document from the drop down menu, Search for the file to upload using the **Browse** button, select the file and then use the **Upload** button to attach the file
 - Do this for each attachment you want to add to the application then select the **NEXT** tab at the bottom of the page

- Add any **Comments** you want to include in your application_in the box examples include:
 - Applicators information
 - Additional site directions
 - Gate codes or contact information for site access
 - Etc.
 - Check the **SUBMIT** box and select **OK**

- Once submitted you will go to the next page which will include your application number **PLEASE SAVE THIS NUMBER** for your records.