

## Aquatic Plant Control Application Instructions

<http://myfwc.com>

- Select: **LICENSES & PERMITS (9-Squares/click Middle Square)**
- Bottom of the page to the **Right** under *Other Licenses and Permits* Select: **AQUATIC PLANTS**
- Bottom of the page under “How do I obtain an Aquatic Plant Management Permit?” Select: **APPLY ONLINE**

You could also use this direct link to the login page:

<https://public.myfwc.com/CrossDOI/PermitSystem/loginForm.aspx?ReturnUrl=%2fCrossDOI%2fPermitSystem%2fDefault.aspx>

- 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 Homeowners Assoc.)
  - Make sure all the fields with (Required) beside them are complete and check for accuracy 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 drop down menu and select: **AQUATIC PLANT CONTROL PERMIT**
- Filer Type Select: **APPLICANT**
  - Answer the **Certification Question**
  - 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. **NOTE:** When you select agent you are agreeing to allow your agent to make decisions for you on your application.
  - When all 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 select/click **ADD**
  - 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 select/click **Add**
  - Select/check the control methods that apply for the specific target plant, once all methods are selected/click **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 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.