

Florida Department of Law Enforcement AmpliFund State Financial Assistance Application Guide

Introduction

This document provides step-by-step instructions for applicants who wish to create and submit an application for a State Financial Assistance (SFA) award in AmpliFund, FDLE's electronic grant management system.

[Step 1: Access the Funding Opportunity](#)

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Step 1: Access the Funding Opportunity

Open SFA solicitations will be listed on FDLE's website on the [Open Funding Opportunities](#) webpage.

Program	Type	Deadline
FY23-24 Identity Theft and Fraud (IDTF)	State	August 31, 2023
FY23-24 Local Firearm Safety Training Program (LFSTP)	State	August 31, 2023
FY2022 JAG - Direct (JAGD)	Federal	September 1, 2023
FY2022 JAG - Countywide (JAGC)	Federal	October 2, 2023

Click on the name of the program you wish to apply for, read the solicitation information thoroughly, and click on the Funding Opportunity link to begin your application.

Step 2: Create a New Application

Once you click on the application link, the Funding Opportunity webpage will appear in your web browser.

- Before you can begin the application, you must log in to AmpliFund. Click "Login" in the upper right corner.
 - If you do not currently have a login to AmpliFund and you work for a unit of local government (City, County, or law enforcement agency): **Do not click "Register"**. Your organization likely already uses AmpliFund to manage federal JAG grants, and you will need to reach out to the Lead Recipient for your organization to be added as a user. If you are unsure if your agency is registered, or if you do not know who the Lead Recipient for your agency is, reach out to OCJGSFA@fdle.state.fl.us for assistance. If you register for a separate profile your application and award will not be viewable by anyone else at your agency.
 - If you do not currently have a login to AmpliFund and you work for a non-profit or for-profit organization: Click "Register" and complete the fields to set up your organization's profile. You will automatically be set up as your organization's Lead

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Recipient, but you may change this later after you have added another user. Proceed with the application for now.

2. After you have logged in, the “Funding Opportunity” webpage will reappear. If for any reason it does not – you may need to go back and click on the application link one more time.
3. Read the information on the webpage to ensure you are applying for the correct grant, then click the green “Apply” icon to begin your application.



NOTE: If you have already started an application and then logged out, AmpliFund will display a pop-up notification as shown to the right asking if you wish to continue with the previous application. Click on the “Application Name” (outlined in red) to continue.

Multiple Applications

Your organization has the following application associated with this opportunity.

To view the application, select the Application Name. To create another application for this opportunity, select "Start New Application."

Application Name	Status
Test	Unsubmitted

Start New Application

Step 3: Complete the Project Information Section

4. The first section of the application asks for the following information:
 - Application Name: Enter the name of the state program you are applying for.
 - Award Requested: Enter the exact amount of funding you will be requesting under this award program. You may come back and change this later if you are unsure.
 - Primary Contact Information: These fields will auto populate with your user information.
5. When this section is complete, scroll to the bottom of the page and click “Save”, then “Mark as Complete”. Each section of the application must be marked as complete before the application can be submitted to FDLE. Clicking on “Mark as Complete” will change the icon from green to grey as shown below, and it will now read “Mark as In Progress”. You will need to click the grey box if you need to come back and make edits to this section later.

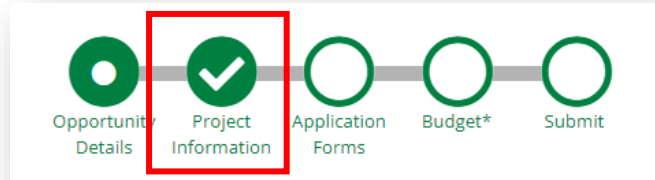
Save

Mark as In Progress

Save & Continue

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6. Next, click “Save & Continue”. This will change the “Project Information” circle at the top of the screen from white to green with a white check mark. This is your visual indication this section is complete. You may click on each of these circles to navigate between the different sections of the application.



Step 4: Complete the Application Forms

Each SFA Program will have two forms: one for the program itself, and one titled “SFA - Grant Contact Information”. Both of these forms must be completed in full. Click on the first form to begin.

Forms Help Download Save & Continue

Name	Status	Print
SFA - Community Violence Intervention and Prevention (CVI) Grant Program	New	
SFA - Grant Contact Information	New	

1 25 1 - 2 of 2 items

Program-Specific Form

The information requested on the first form may vary depending on the program you are applying for.

7. All forms will ask for identifying information, including your organization’s name, FLAIR vendor ID number (FEID), and FLAIR remittance address or FLAIR job transfer code.
8. All agencies who receive state financial assistance must register with E-Verify in accordance with section 448.095, Florida Statutes. Check the box to indicate you understand this requirement and continue.
9. The remaining fields will ask for program-specific information about your project.
 - a. Free-text fields: There is no character limit. Provide as much information as you can to answer the question.
 - b. Drop-down or multiple-choice fields: Select the option that applies to you. Based on your answer, additional questions may appear.

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10. You may be prompted to upload documentation such as contracts, policies, or forms. If so, click on the “Choose File” icon and navigate to the appropriate document on your computer. **NOTE:** AmpliFund only allows one file to be uploaded at a time. Multiple files or policies will need to be combined into one document prior to upload or emailed to OCJGSFA@fdle.state.fl.us.

If you have existing third-party agreements for these services, upload them below (multiple files will need to be combined into one document).

Choose File

11. When the application form is complete, scroll to the bottom of the page and click “Save”, then “Mark as Complete”. Each form must be marked as complete before the application can be submitted to FDLE. Clicking on “Mark as Complete” will change the icon from green to grey as shown below, and it will now read “Mark as In Progress”. You will need to click the grey box if you need to come back and make edits to this section later.
12. Click “Save & Continue” to proceed to the next form, “SFA – Grant Contact Information”.

Save

Mark as In Progress

Save & Continue

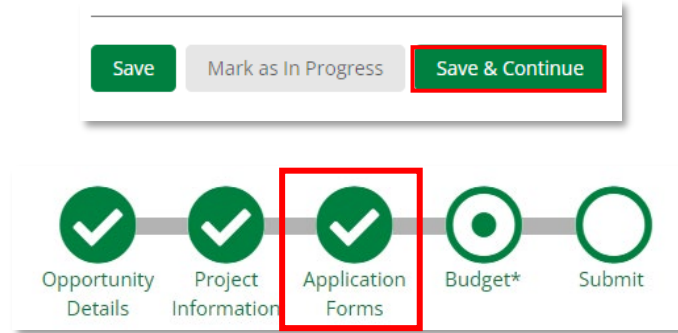
Grant Contact Information

13. Enter the contact information for:

- The Recipient Grant Manager: The individual who will serve as the primary point-of-contact for this award and will be responsible for all performance and financial reporting).
- The Chief Official: The individual who has the authority to sign the award agreement on behalf of your organization (the Mayor, Chairman, Sheriff, Chief of Police, CEO, etc.)
 - If the Chief Official wishes to designate another individual to sign the award agreement on their behalf, you may provide that information here. You must also upload documentation as proof of signature authority).
- The Chief Financial Officer: The individual responsible for the recipient's accounting system and financial management.
- An additional Grant Contact: This section is optional, but may be a supervisor, project manager, etc.

14. When the form is complete, scroll to the bottom of the page. Click “Save”, then “Mark as Complete”, then “Save & Continue”. After you click “Save & Continue”, the “Application Forms” circle will change from white to green, and the Budget section will appear.

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Step 5: Complete the Budget

The budget should list ALL items or services for which award funds will be utilized. The budget categories for each program may vary, but will be one or more of the following: A. Personnel, B. Fringe Benefits, C. Travel, D. Equipment, E. Supplies, F. Consultants/Contracts, or H. Other Costs.

A. Personnel

The personnel category is for salaries and/or overtime ONLY. Fringe Benefits will be entered in another section.

General Guidelines

Create a separate line item for every funded position title. Do not include employee names.

Correct

+ A. Personnel
Detective
Crime Scene Investigator

Incorrect

+ A. Personnel
Detective Adams
Investigator Smith

Line Item Instructions

Click the “+” sign to add a new line item. In the Budget Item Information box:

- Item Type: change to “Personnel”.
- Name = Position Title (for Salaries and/or Overtime)
- Direct Cost = The grant funded amount.
- Narrative: Provide a detailed calculation that either meets or exceeds the grant-funded amount (see examples below).
- Click “Create” to add the line item to the budget.

Sample Personnel Line Items:

Salary (one individual):

<u>Name</u>	Crime Scene Investigator
<u>Direct Cost</u>	\$50,000
<u>Narrative</u>	Annual salary for one Crime Scene Investigator. Hourly rate of \$27.83 x 2080 hours = \$57,886.40

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Salary (two individuals with the same position title):

<u>Name</u>	Detectives
<u>Direct Cost</u>	\$75,000
<u>Narrative</u>	Annual salary for two Detectives. Detective 1: \$1,450 per pay period x 26 pay periods = \$37,700 Detective 2: \$1,600 per pay period x 26 pay periods = \$41,600. Total = \$79,300

Overtime (narrative may include multiple position titles):

<u>Name</u>	Overtime
<u>Direct Cost</u>	\$21,500
<u>Narrative</u>	Overtime for approximately six patrol officers. Average rate of \$40/hour x 500 hours = \$20,000 Overtime for one sergeant Average rate of \$60 x 50 hours = \$3,000. Total = \$23,000.

B. Fringe Benefits

If fringe benefits will be charged to the award, duplicate the line-item names used under Personnel. For example:

<div><div><div><div><div></div><div></div></div><div><div><div></div><div></div></div></div><div><div><div>A. Personnel</div><div>Detective</div><div>Crime Scene Investigator</div></div></div></div></div></div>	<div><div><div><div><div></div><div></div></div><div><div><div></div><div></div></div></div><div><div><div>B. Fringe Benefits</div><div>Detective</div><div>Crime Scene Investigator</div></div></div></div></div></div>
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General Guidelines

You do not need to break individual benefits into separate lines (Retirement, Health, Life, FICA, etc.) They may be listed in the narrative of a single budget line item.

Correct

<div><div><div><div><div></div><div></div></div><div><div><div></div><div></div></div></div><div><div><div>B. Fringe Benefits</div><div>Detective</div></div></div></div></div></div>

Incorrect

<div><div><div><div><div></div><div></div></div><div><div><div></div><div></div></div></div><div><div><div>B. Fringe Benefits</div><div>Detective - Retirement</div><div>Detective - Health</div><div>Detective - Life</div><div>Detective - FICA</div></div></div></div></div></div>

Line Item Instructions

Click the "+" sign to add a new line item. In the Budget Information box:

- Item Type: change to "Personnel".
- Name = Use the same name you entered under Personnel.
- Direct Cost = The grant funded amount.

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- Narrative: Provide a detailed calculation that either meets or exceeds the grant-funded amount (see examples below).
- Click “Create” to add the line item to the budget.

Sample Fringe Benefits Line Items:

Fringe Benefits (one individual):

<u>Name</u>	Crime Scene Investigator
<u>Direct Cost</u>	\$26,647
<u>Narrative</u>	Fringe Benefits for one Crime Scene Investigator. FICA 7.65 % x \$50,000 = \$3,825 Retirement 25% x \$50,000 = \$12,500 Health = \$385 per pay period x 26 pay periods = \$10,010 Life = \$12 per pay period x 26 pay periods = \$312 Total Fringe = \$26,647

Fringe Benefits (two individuals with the same position title):

<u>Name</u>	Detectives
<u>Direct Cost</u>	\$22,000
<u>Narrative</u>	Fringe Benefits for two Detectives. FICA 7.65% x \$79,300 = \$6,066.45 Retirement 23.85% x \$79,300 = \$18,913.05 Total Fringe: \$24,979.50

Fringe Benefits (overtime/multiple position titles):

<u>Name</u>	Overtime
<u>Direct Cost</u>	\$5,000
<u>Narrative</u>	Fringe benefits related to overtime: FICA 7.65% \$23,000 = \$1,759.50 Retirement 32.79% x \$23,000 = \$7,541.70 Total Fringe: \$9,301.20

C. Travel

Enter all planned travel that will be associated with training, conferences, etc. Dates and locations must be included if they are known. Do not enter registration fees here (these will be entered in the Other Costs category). If you are requesting funds for general, unscheduled travel (for the purpose of investigations, training, etc.) dates and locations are not required, but all travel dates must fall within the award period.

General Guidelines

Travel expenses should be itemized within the budget narrative. They do not need to be itemized into individual line items. For example:

Correct

+ C. Travel
K9 Training

Incorrect

+ C. Travel
K9 Training - Lodging
K9 Training - Rental Car
K9 Training - Meals/Per Diem

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Line Item Instructions

Click the “+” sign to add a new line item. In the Budget Information box:

- Item Type: leave as “Non-Personnel”.
- Name = Enter the name of the conference and/or training course, or the reason for general, unscheduled travel (Investigations, Training, etc.)
- Direct Cost = The grant funded amount.
- Narrative: Provide a detailed calculation that either meets or exceeds the grant-funded amount (see examples below).
- Click “Create” to add the line item to the budget.

Sample Travel Line Items:

Scheduled travel with known dates/location:

<u>Name</u>	K9 Training
<u>Direct Cost</u>	\$1,680
<u>Narrative</u>	Travel costs for two K9 handlers to attend the 2023 Annual K9 Explosive & Drug Detection Seminar held November 6 th –9 th , 2023 in New Smyrna Beach, FL. Hotel: 2 rooms x 4 nights x \$125/night = \$1,000 Meals: 2 travelers x 4 days x \$65/day = \$520 Per Diem: 2 travelers x 1 day x \$80/day = \$160 Total = \$1,680

Scheduled travel with unknown dates/location:

<u>Name</u>	K9 Training
<u>Direct Cost</u>	\$1,680
<u>Narrative</u>	Travel costs for two K9 handlers to attend the 2024 Annual K9 Explosive & Drug Detection Seminar (Dates and Location TBD). Hotel: 2 rooms x 4 nights x \$125/night = \$1,000 Meals: 2 travelers x 4 days x \$65/day = \$520 Per Diem: 2 travelers x 1 day x \$80/day = \$160 Total = \$1,680

D. Equipment and E. Supplies

General Guidelines

The general budget guidelines for Equipment and Supplies are the same. The key difference between these two categories is:

- **Equipment** is any item that will be assigned a property tag and inventoried on a routine basis such as laptops, weapons/less lethal weapons, vehicles, radios, or ballistic shields.
- **Supplies** are typically smaller items that are not tracked with a property tag. Examples of supplies include holsters, breaching tools, ammunition, or first aid supplies.

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All line items should be entered using generic names, not brand names. This will keep the budget generic in case the item you plan to purchase becomes unavailable. For example:

<u>Instead of:</u>	<u>Enter:</u>
Dell Latitude 5540	Laptops
iPad Pro	Tablets
Chevy Tahoe	Police Cruiser
Nikon D3500 DSLR	Camera
Motorola RDX RDU4160d	Portable Radio

Line Item Instructions

Click the “+” sign to add a new line item. In the Budget Information box:

- Item Type: leave as “Non-Personnel”.
- Name = Enter a generic name for the item(s) you will be purchasing.
- Direct Cost = The grant funded amount.
- Narrative: Provide a detailed calculation that either meets or exceeds the grant-funded amount (see examples below).
- Click “Create” to add the line item to the budget.

Sample Equipment and Supplies Line Items:

Gym equipment for officer wellness:

Equipment	<u>Name</u>	Gym Equipment
	<u>Direct Cost</u>	\$3,923
	<u>Narrative</u>	1 treadmill x \$1,899; 1 elliptical x \$1,799; Delivery and setup fees: \$225; Total = \$3,923
Supplies	<u>Name</u>	Gym Supplies
	<u>Direct Cost</u>	\$2,120
	<u>Narrative</u>	2 sets of dumbbells at \$399/each plus \$50 delivery; 2 dumbbell racks at \$219/each; 4 rubber gym mats at \$189/each; 2 foam rollers at \$39/each; Total = \$2,120

Critical incident response equipment:

Equipment	<u>Name</u>	Ballistic Equipment
	<u>Direct Cost</u>	\$21,500
	<u>Narrative</u>	2 ballistic shields at \$4,500 each; 25 ballistic helmets at \$500/each; Total = \$21,500
Supplies	<u>Name</u>	Breaching/Entry Tools
	<u>Direct Cost</u>	\$1,025
	<u>Narrative</u>	2 entry rams at \$250/each; 3 breaching tools at \$175/each; Total = \$1,025
	<u>Name</u>	Rifle Magazines
	<u>Direct Cost</u>	\$368

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<u>Narrative</u>	30 rifle magazines at \$12/each plus \$8 freight. Total = \$368
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Body cameras

Equipment	<u>Name</u>	Body cameras
	<u>Direct Cost</u>	\$4,176
	<u>Narrative</u>	12 body-worn cameras at \$129/each; \$15/shipping; monthly data subscription of \$29/month x 12 cameras = \$348/month x 12 months = \$4,176

F. Consultants/Contracts

If allowed for the program, enter information for any third-party consultants, contractors, or vendors who will be providing goods or services under the award.

Line Item Instructions

Click the “+” sign to add a new line item. In the Budget Information box:

- Item Type: leave as “Non-Personnel”.
- Name = If the contract is with a business: enter their name as the line item (i.e., Florida Counseling Center). If the contract is with a person: enter the job title or description of services (i.e. Case Manager, Programmer). If you have not yet selected a vendor, provide a description of the services you are seeking plus “TBD” (i.e., Security Services TBD, Case Management TBD).
- Direct Cost = The grant funded amount.
- Narrative: Provide a detailed calculation that either meets or exceeds the grant-funded amount (see examples below). For Consultants/Contractors receiving salaries and benefits, you may combine both into one line item (see example for “Case Manager”, below.)
- Click “Create” to add the line item to the budget.

Sample Consultant/Contract Line Items
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Drug and Alcohol Testing:

<u>Name</u>	ABC Toxicology Laboratories
<u>Direct Cost</u>	\$7,250
<u>Narrative</u>	Drug and alcohol testing services to include approximately forty (40) 6-panel drug screenings per month at \$10/each and ten (10) single panel drug screenings per month at \$21/each. 40 x \$10 x 12 months = \$4,800 10 x \$21 x 12 months = \$2,520 Total = \$7,320

Case Manager:

<u>Name</u>	Case Manager
<u>Direct Cost</u>	\$7,750
<u>Narrative</u>	Salary and Benefits for one Case Manager \$18/hour x 400 hours = \$7,200 Benefits include FICA at 7.65% x \$7,200 = \$550.80 Total = \$7,750.80

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Mental Health Services:

<u>Name</u>	Sunshine Center of Florida
<u>Direct Cost</u>	\$33,000
<u>Narrative</u>	1 Unit of Service = 1 Hour Services to include: Psychiatric evaluations and mental health assessments approximately 19 units x \$300/hour = \$5,700; Individual counseling and therapy approximately 250 units x \$100/hour = \$25,000; Case management approximately 40 units x \$75/hour = \$3,000; Total = \$33,700

Records Management System:

<u>Name</u>	Records Management System
<u>Direct Cost</u>	\$40,000
<u>Narrative</u>	Records Management System Base Package of 11 to 25 units = \$24,200 Add-on: Evidence/Property Management module = \$3,800 E-Crash Transmittal module = \$2,500 E-Citation Transmittal module = \$2,500 Installation, implementation, and training: all-inclusive fee of \$7,000 Total = \$40,000

H. Other Costs

“Other Costs” is a miscellaneous budget section intended to capture intangible, non-physical items or services that are purchased outside of a contract or equipment package, such as: software licenses, software maintenance agreements, software subscriptions, equipment leasing agreements, rent, utilities, cell phone or internet service, registration fees for trainings or conferences, and installation costs.

Line Item Instructions

Click the “+” sign to add a new line item. In the Budget Information box:

- Item Type: leave as “Non-Personnel”.
- Name = Indicate the type of item (Rent, Registration Fees, Software Licenses, Data Storage, Software Subscription)
- Direct Cost = The grant funded amount.
- Narrative: Provide a detailed calculation that either meets or exceeds the grant-funded amount (see examples below).
- Click “Create” to add the line item to the budget.

Sample Other Costs Line Items:

Leased Equipment :

<u>Name</u>	Leased LPR Camera
<u>Direct Cost</u>	\$25,000

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Narrative 1 fixed-mount LPR camera leased at \$3,000/month for a total of 12 months. Total = \$36,000

Subscription Service 1:

Name GPS Tracking Subscription
Direct Cost \$3,096
Narrative 1 year unlimited tracking and alerts for 6 GPS trackers.
 \$43.00/month for 12 months x 6 = \$3,096

Subscription Service 2:

Name Training Software Subscription
Direct Cost \$12,000
Narrative 1 year annual subscription = \$12,000

Registration Fees:

Name Registration Fees
Direct Cost \$700
Narrative Registration fees for 2 people to attend the 2024 Florida Behavioral Health Conference (dates and location TBD) 2 x \$350 = \$700

Review the Budget

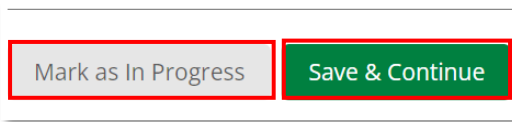
Once all of your budget line items have been entered, review the finished budget for any discrepancies. The totals highlighted below should match, and the "Total Overall Budget Cost" should = \$0.00. If the budget is not balanced, you will need to either adjust the individual line item amounts or adjust the overall amount requested.

NOTE: If you need to go back and adjust the amount you requested on the "Project Information" page, click on the green circle for "Project Information", click "Mark as In Progress", update the requested amount, then click "Mark as Complete". Click on the green circle for "Budget" to return to the Budget.

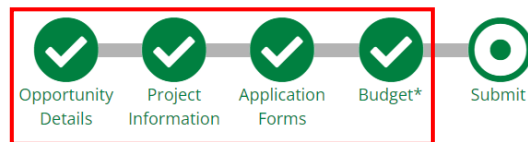
Expense Budget		
Category	Grant Funded	Total Budgeted
+ A. Personnel	\$0.00	\$0.00
+ B. Fringe Benefits	\$0.00	\$0.00
+ C. Travel	\$0.00	\$0.00
+ D. Equipment	\$50,000.00	\$50,000.00
Police Cruiser	\$50,000.00	\$50,000.00
+ E. Supplies	\$0.00	\$0.00
+ F. Third-Party Contracts (Contractual Services)	\$0.00	\$0.00
+ G. Third-Party Subawards (Contractual Services)	\$0.00	\$0.00
+ H. Other Costs	\$0.00	\$0.00
+ I. Indirect Costs	\$0.00	\$0.00
Total Expense Budget Cost	\$50,000.00	\$50,000.00
Revenue Budget		
Grant Funding		
Award Requested	\$50,000.00	\$50,000.00
Subtotal	\$50,000.00	\$50,000.00
Non-Grant Funding		
Subtotal		\$0.00
Total Revenue Budget Cost		(\$50,000.00)
Total Overall Budget Cost		\$0.00

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Once the Budget is balanced, scroll to the bottom of the page and click “Mark as Complete”. The “Mark as Complete” button will change to “Mark as In Progress”. To move to the “Submit” page, click “Save & Continue”.



NOTE: On the “Submit” page, ensure all of the application sections are green with a white check mark. If any of the circles are missing a checkmark, click on the circle to ensure 1) all required fields have been completed and 2) you clicked “Mark as Complete” at the bottom of the screen.



Step 6: Review and Submit the Application

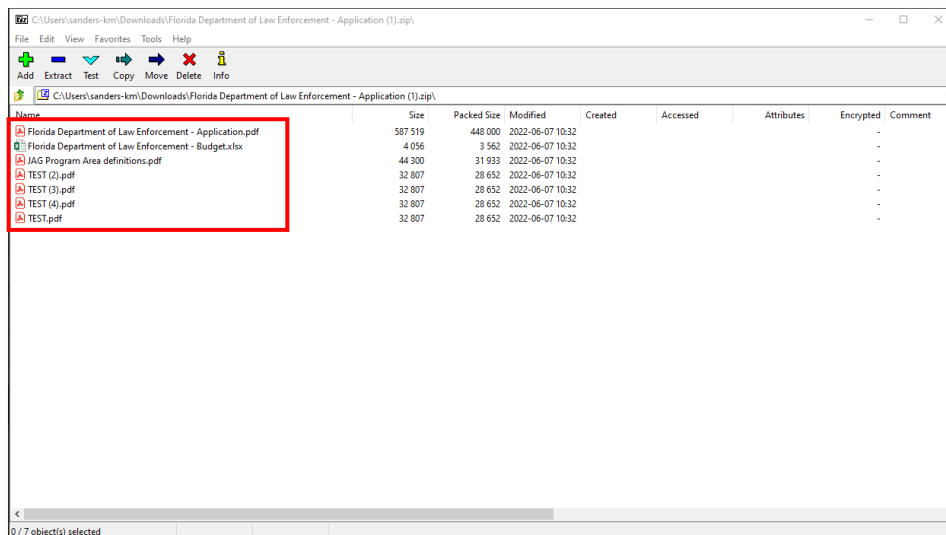
If all of the sections are complete, the application is ready to be submitted. However, prior to submitting the application, you should review it in full. You can do this by:

Option 1:

Download the application and any files you have uploaded by clicking on “Review”.



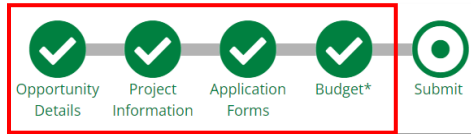
When the download is complete, open the file and view each document one at a time to ensure the information is complete and accurate. The application file itself is named [Recipient Name] - Application.



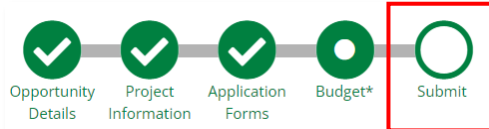
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Option 2:

Review the application within AmpliFund by clicking on each of the green circles at the top of the screen. Review each section to ensure all information is complete and accurate.



Return to the final screen by clicking the white circle above “Submit”.

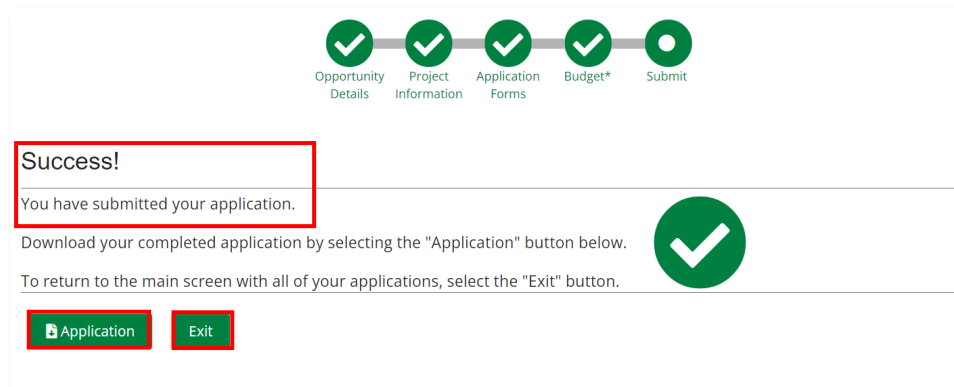


Submit Your Application

If you have completed your review and are satisfied with your application, click “Submit”.



Once you have submitted your application, you will be taken to a new page which will state “You have submitted your application.” If you have not already downloaded a copy of your application, you may do so by clicking on “Application”. Click “Exit” if you are finished and close out of AmpliFund. The GAI responsible for the program will contact you if they have any questions or if the application is reopened for edits.



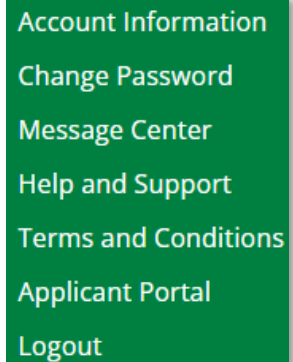
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Step 7: How to Access an Application that has been Reopened for Editing

Once your application has been submitted, it will be reviewed by the GAIL responsible for the program. If the GAIL determines edits are needed, they will reopen the application for you in AmpliFund. You will be notified via an automatic system-generated email from AmpliFund, and either an email or phone call from the GAIL.

To access your application:

1. Click the application link again or log in to AmpliFund and access the Applicant Portal by clicking on your name in the upper-right corner of the screen. A menu (shown to the right) will appear; click on "Applicant Portal".

A green rectangular menu with white text. The items listed from top to bottom are: Account Information, Change Password, Message Center, Help and Support, Terms and Conditions, Applicant Portal, and Logout. The 'Applicant Portal' option is highlighted with a slightly darker green background.

Account Information
Change Password
Message Center
Help and Support
Terms and Conditions
Applicant Portal
Logout

NOTE: If you do not see an option for the Applicant Portal, contact your assigned GAIL for assistance.

2. Once you are on the "Applications" screen, click on the name of the application that has a status of "Reopened".
3. Make the necessary edits and click "Mark as Complete" at the bottom of each section.
4. Once all sections have been marked as complete, the application may be resubmitted to OCJG by clicking "Submit".

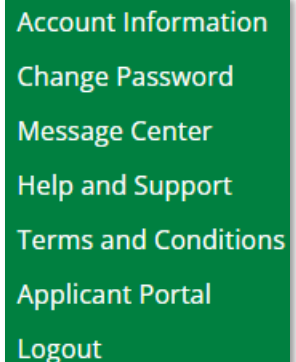
Step 8: How to Withdraw and Delete an Application

NOTE: **Withdrawn applications CANNOT be resubmitted.** By withdrawing your application, you are removing it from consideration for funding. If you have submitted your application in error and need it to be reopened for editing, do not click Withdraw. Contact OCJG and ask to have your application reopened.

Withdraw Your Application

To withdraw an application that was created in error, or if you no longer wish to pursue grant funding, do the following:

1. Navigate to the Applicant Portal in AmpliFund by clicking on your name in the upper-right corner of the screen. Click on "Applicant Portal".
2. A list of all of the applications you have submitted or saved will appear. Click on the name of the application you wish to withdraw.
3. Click "Withdraw".

A green rectangular menu with white text. The items listed from top to bottom are: Account Information, Change Password, Message Center, Help and Support, Terms and Conditions, Applicant Portal, and Logout. The 'Applicant Portal' option is highlighted with a slightly darker green background.

Account Information
Change Password
Message Center
Help and Support
Terms and Conditions
Applicant Portal
Logout

A horizontal row of four buttons. From left to right: a green button with the text 'Print', a green button with the text 'Help', a green button with a download icon and the text 'Download', and a red button with the text 'Withdraw'.

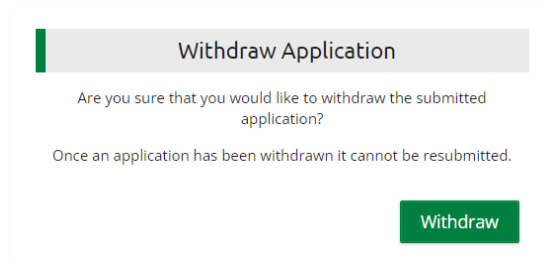
Print Help Download Withdraw

NOTE: If you do not see a "Withdraw" icon, check the status of your application.

- If it is "Reopened", you will first need to resubmit the application to FDLE.
- Once the application has been resubmitted, you may withdraw it.

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A pop-up box will ask you to verify that you wish to Withdraw your application. Click “Withdraw”.

A screenshot of a web-based pop-up dialog box titled "Withdraw Application". The title is in a light gray header bar. Below the header, the main content area is white and contains two lines of text: "Are you sure that you would like to withdraw the submitted application?" and "Once an application has been withdrawn it cannot be resubmitted." At the bottom right of the dialog is a green button with the word "Withdraw" in white text.

Withdraw Application

Are you sure that you would like to withdraw the submitted application?

Once an application has been withdrawn it cannot be resubmitted.

Withdraw

You may now delete your application by clicking on the “trash can” icon next to the Application Name.