

Florida Citrus Recovery Block Grant

How to Receive Payments

*Please follow these steps to receive payments under the Florida Citrus Recovery Block Grant. After you submit your completed application online or in person, you need to register with the State of Florida payment systems. Please see the instructions below to complete your registration and receive your payment. **If you require assistance with registration at the time of your application appointment, please let our field staff know in advance.***

Step 1: Register with My Florida Marketplace

- Please visit the My Florida Marketplace [Vendor Registration website](#).
- Under “New Vendor Registration” on the right half of the page:
 - Input the name of the legal entity receiving payment
 - Select whether you will provide a Federal Tax ID number or Social Security Number, whichever you do business under.
 - Enter and re-enter that number in the boxes provided
- Click “Register”
- Follow prompts to complete registration. You may need to know the following information –
 - Tax Filing Information from a W-9 or 1099 Form such as official vendor name;
 - State of Florida Personal Identification Number (PIN) or Revenue ID, if you previously registered;
- Save a copy of proof of registration for your records.
- If you forget your password or require assistance please contact the MyFloridaMarketPlace (MFMP) Customer Service Desk at 1-866-352-3776 or by email at vendorhelp@myfloridamarketplace.com.

Step 2: Register with the State of Florida Vendor Website

- Visit <https://flvendor.myfloridacfo.com/>
- Click “Register Here” under “Step 1 – Register” on the homepage
- Select whether you will provide a Federal Tax ID number or a Social Security Number, whichever your entity conducts business under.
- Input the taxable name of your legal entity under “IRS Name”
- Fill out the contact information text boxes with your relevant information
- Follow the instructions on the right-hand side of the page to create a password
- Click “Register” at the bottom of the page once all required prompts have been filled

Step 3: Send in Copies of Proof of Registration to Citrus@em.myflorida.com

- Once you complete both registrations, please send a copy of your registration summary sheets to citrus@em.myflorida.com, or drop off this information at your local FSA Office.