Florida Timber Recovery Grant Program

How to sign up with MyFlorida CFO Guide
Go to Florida CFO website

- Applicants must register through the MyFloridaCFO system.
- Registration takes about 5-10 minutes
- MyFloridaCFO: https://flvendor.myfloridacfo.com/
Step 1: Register

- Start by clicking on “Register Here”
Step 2: Profile Registration

- Under the Taxpayer Identification Number (TIN) section, select the box most appropriate with the way you are applying for the grant.
- If you are applying as a single person/sole proprietor, select “Social Security Number (SSN)”
- If you are applying as a business entity, partnership, etc, select “Federal Employer Identification Number (FEIN)”
- Then complete the Contact Information Portion
- Then create the password for your account, pay careful attention to the requirements of your password (Marked in red) as you think about it. Write your password down somewhere to remember it.
- When complete, click “Register” at the bottom of the page
Step 3: Check Email

• If you completed the previous page correctly and your password fit the required criteria, you will then see this pop up box in a new window.

• If nothing happens when you click “Register”, look carefully at your password. You will likely see a red comment that identifies a condition that failed to meet the criteria in your password.

• Take another look and try a new password, then click “Register” again.
Step 4: Confirm receipt of email with ID#

- You should now have an email in your inbox that confirms you have registered with the Florida CFO vendor website.

- The critical information in this email is Your User-ID.

- It is located on the second sentence of the email, write this down or copy. You will now use this User-ID to “Sign on” to your account to complete your Substitute Form W-9.
Step 5: Sign On from Main Page and Vendor Sign in Page

- Click “Sign On” from Main Page.

- Then on Vendor Sign in Page, input your User ID and Password.

- Then click “Sign On” again.
Step 6: Create Substitute Form W-9

• You are now signed into your account with the Florida CFO Vendor Website.

• Your next step will be to submit or update your Substitute Form W-9.

• Click on “Florida Substitute Form W-9”.

Step 7: Complete New Substitute Form W-9

- To the right you will see the screen that you should be at now.

- To get started, click on “Complete New Substitute Form W-9”
Step 8: Part 1 of 3

- You should see this page which populates your SSN or FEIN #, and also your IRS name.

- If your business arrangement has a “Doing Business as Name (DBA)” input that here.

- Then select the Primary Address Location

- Then input the Address, City, State, and Zip Code
Step 8: Part 2 of 3

- For your Business Designation, please select the option that is most appropriate for your arrangement.

- If you are applying in your personal name for your timber stands, you would select “Individual” or “Sole Proprietor.”
Step 8: Part 3 of 3

- For your Certification Statement, select which scenario applies to you regarding back up withholding.

- Then confirm your Preparer data.

- If all looks correct, then type in your password and click on “Submit”. You should then be directed to a screen that confirms you completed the Form W-9. Click “Ok.”
Step 9: IRS / TIN Matching

- You have completed the registration with the Florida CFO website and also completed the Substitute Form W-9!

- It will take 4 business days for the system to check/review all of your information, then notify you via email that all is accurate.

- Your last step for this process will be to click on “Current” under the Menu Options section, under “View / Print Substitute Form W-9.”
Step 10: Send W-9 to your Account Manager

- This will open a copy of your Substitute Form W-9.

- Save this file and email it to your account manager to add to your application.