



FPL DSM Contractor Portal

User Guide to Become a Participating Independent Contractor (PIC)

– Application Status –



DSM Contractor Portal User Guide for PICs

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DSM Contractor Portal – User Guide for Onboarding

Overview

Once an application to **Become a PIC** has been submitted, users will be able to see the status of their application and/or make necessary updates.

This user guide provides instructions on how to access the application via the FPL DSM Contractor Portal located on FPL.com.

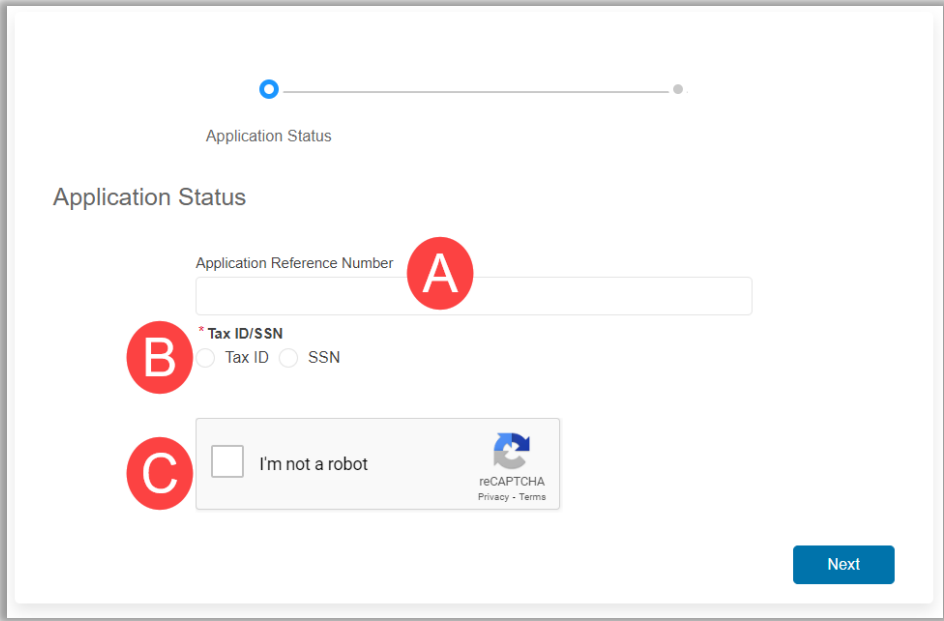
The FPL DSM Contractor Portal, powered by Salesforce, is a secure collection of information and applications.

DSM Contractor Portal – User Guide for Onboarding

Application Status

Directions: Use the steps below to check on the status of an application and/or make necessary updates.

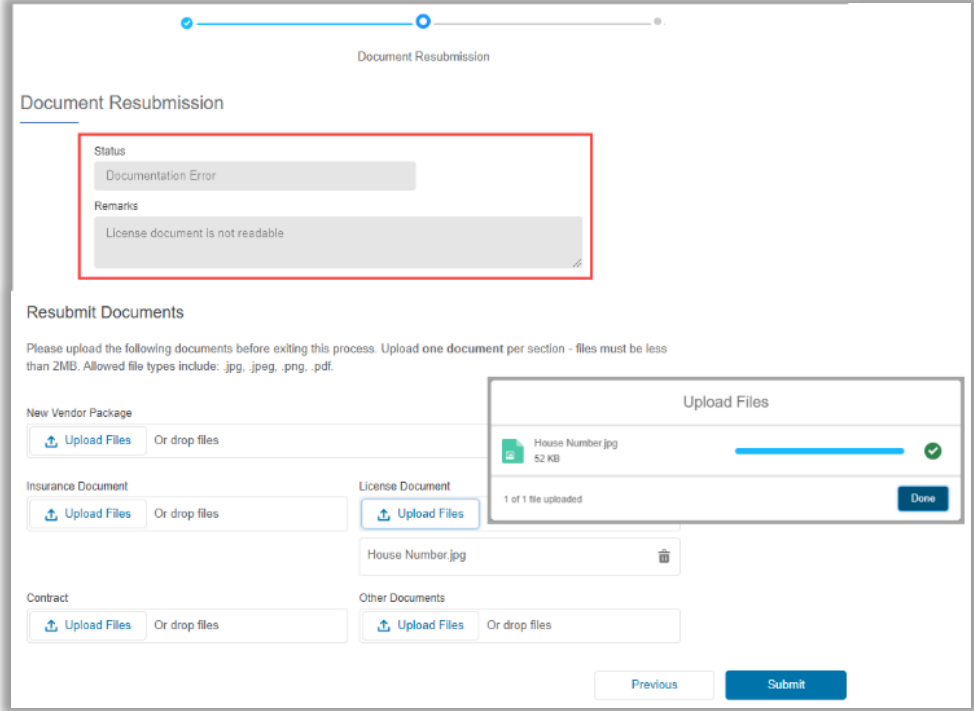
Reminder: Please ensure you have the Application Reference Number available in order to locate the application.

Step	Action								
1	<ul style="list-style-type: none">• Access the Track Application Status link• Refer to the table below for sections to complete• Select Next once required fields are completed <div data-bbox="244 639 1179 1263"></div> <table border="1" data-bbox="139 1302 1402 1644"><thead><tr><th data-bbox="139 1302 476 1360">Section</th><th data-bbox="476 1302 1402 1360">Items to enter</th></tr></thead><tbody><tr><td data-bbox="139 1360 476 1483">A. Application Reference Number</td><td data-bbox="476 1360 1402 1483">Enter the application reference number</td></tr><tr><td data-bbox="139 1483 476 1553">B. Tax ID/SSN</td><td data-bbox="476 1483 1402 1553">Enter either the Tax ID or SSN used when completing the application</td></tr><tr><td data-bbox="139 1553 476 1644">C. CAPTCHA</td><td data-bbox="476 1553 1402 1644">Confirm you are not a robot by selecting the CAPTCHA check box</td></tr></tbody></table>	Section	Items to enter	A. Application Reference Number	Enter the application reference number	B. Tax ID/SSN	Enter either the Tax ID or SSN used when completing the application	C. CAPTCHA	Confirm you are not a robot by selecting the CAPTCHA check box
Section	Items to enter								
A. Application Reference Number	Enter the application reference number								
B. Tax ID/SSN	Enter either the Tax ID or SSN used when completing the application								
C. CAPTCHA	Confirm you are not a robot by selecting the CAPTCHA check box								

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Step	Action
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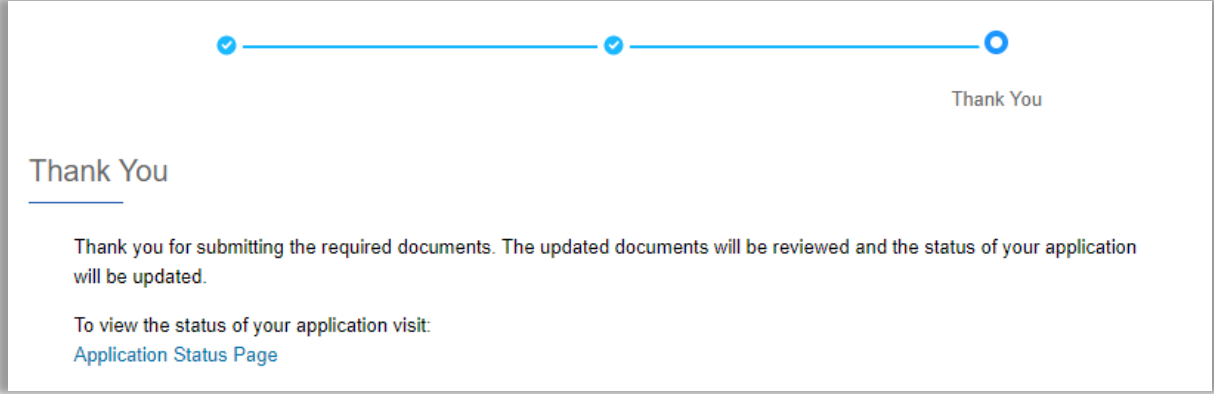
- Review the **Status** and any applicable **Remarks**
- Use the table below to determine next steps based on the Status displayed



2

Status	Next steps
Pending	No action needed – application is pending review
In Progress	No action needed – application is under review
Documentation Error	<ul style="list-style-type: none"> • One or multiple documents had errors • Refer to the remarks sections to identify which document(s) had the error • Complete the Resubmit Documents section by reuploading the document(s) identified • Select Submit <p>Reminder: File format allowed for upload include JPG, JPEG, PNG and PDF. Additionally, files must be less than 6MB.</p>
Rejected	<ul style="list-style-type: none"> • No action needed – application has been rejected • Refer to the Remarks sections for details <p>Note: If applicable, a new application can be resubmitted via the Become a PIC option.</p>

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Step	Action
3	<p>If reuploading the document(s), a Thank you page will display</p> <p>Important: The request number will remain the same.</p> <div data-bbox="164 353 1368 749" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"></div>

Next Steps

If the application was resubmitted, it will be reviewed by the **FPL Program Specialist** and an email will be provided either confirming access to the FPL PIC Portal or requesting additional information.