

Property Tax Oversight Certification & Training Online Payment System

How to create and submit an order online

Before You Begin

- ▶ **Please note:**

- ▶ **DEBIT BLOCKS** – Some financial institutions impose a block on Automated Clearing House (ACH) debits (e-checks). If you have a debit block on your bank account, you will need to provide a company identification number to your financial institution before using this system. The company identification number for Property Tax Oversight Certification & Training payments is V596001874.



Step 1

- ▶ To access the online payment system please click on the following link:

<https://taxapps.floridarevenue.com/PtoRegPublic//>

The screenshot shows the Florida Department of Revenue website interface. At the top, there is a navigation bar with the following links: Home, Child Support, Property, and Taxes. The main content area is titled "Property Tax Oversight Certification and Training Online Registration". Below this title, there is a section for selecting a transaction type, with "Property appraisal" selected. A second section prompts the user to select a category and fill out information, with "Course/Workshop/Forum Enrollment" selected. The form is titled "Course/Workshop/Forum Enrollment and Book Order" and includes instructions: "Enter one student enrollment then click on 'add another order' below to enter additional enrollments. The enrollments must be done one at a time. If your order is complete after enrolling one student please click on the 'next' button below." The form fields include: Course/Workshop/Forum (dropdown), Book (dropdown), Name (required), Email (required), Job Title (required), Office (required), Emergency Contact (required), Phone (required), Supervisor (required), and Supervisor Email (required). A "Clear" button is located at the bottom right of the form. A red asterisk indicates that fields marked with an asterisk are required.

Step 2

There are 4 tabs across the top of the application:

1. Course/Workshop/Forum Enrollment – for registering for courses
2. Renewals – for registering for a designation renewal
3. Applications – for applying for a designation
4. Other – for other transactions such as ordering replacement certificates or pins.

Property Tax Oversight Certification and Training Online Registration

Please select transaction type: *

Property appraisal

Tax collection

Please select category and fill out information. Remittance for:

Course/Workshop/Forum Enrollment Renewals Applications Other

Course/Workshop/Forum Enrollment and Book Order

Enter one student enrollment then click on "add another order" below to enter additional enrollments. The enrollments must be done one at a time. If your order is complete after enrolling one student please click on the "next" button below.

Cost \$

Course/Workshop/Forum:

Book:

Name: *

Email: *

Step 3

When you have selected the appropriate tab you can then select your transaction type.

You can choose either Property appraisal or Tax collection.

Property Tax Oversight Certification and Training Online Registration

Please select transaction type: *

Property appraisal
 Tax collection

Please select category and fill out information. Remittance for:

[Course/Workshop/Forum Enrollment](#) [Renewals](#) [Applications](#) [Other](#)

Course/Workshop/Forum Enrollment and Book Order

Enter one student enrollment then click on "add another order" below to enter additional enrollments. The enrollments must be done one at a time. If your order is complete after enrolling one student please click on the "next" button below.

Cost \$

Course/Workshop/Forum:

Book:

Name: * Email: *

Job Title: * Office: *

Emergency Contact: * Phone: - - *

Supervisor: Supervisor Email:

* Denotes Required Fields

Clear

The next four pages will review how to complete a registration for each of the four categories: Courses/Workshops/Forum, Renewals, Applications and Other.

Step 4 – Course Enrollment

Select the course you are registering for from the drop down list.

If ordering a book, choose the title from this list.
*** Additional fee required**

Enter the registrant's information in this box.

If you make a mistake and would like to delete all the information click on "Clear".

To add additional registrants click the "Add Another Order" button and repeat this process, otherwise click "Next" to continue

Please select transaction type: *

Property appraisal
 Tax collection

Please select category and fill out information. Remittance for:

Course/Workshop/Forum Enrollment Renewals Applications Other

Course/Workshop/Forum Enrollment and Book Order

Enter one student enrollment then click on "add another order" below to enter additional enrollments. The enrollments must be done one at a time. If your order is complete after enrolling one student please click on the "next" button below.

Course/Workshop/Forum:	Property Appraiser	Cost \$	50.00
Book:	Property Assessment Valuation 3rd Edition (PAV)		50.00

Name: Jennifer Kawakami * Email: kawakamj@dor.state.fl.us *

Job Title: Trainer * Office: Tallahassee *

Emergency Contact:
John Doe * Phone: 555 - 233 - 2333 *

Supervisor: Meghan Miller Supervisor Email: millerm@dor.state.fl.us

* Denotes Required Fields

Clear

Total Cost \$ 50.00

Add Another Order Next Clear All

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- ▶ Skip to step 5 to continue with the Course Enrollment tutorial. The next page will review the process for submitting renewals.



Step 4 – Renewals

Enter the name of the person in need of a designation renewal.

Choose their designation type from the drop down list.

Please select transaction type: *

Property appraisal
 Tax collection

Please select category and fill out information. Remittance for:

Course/Workshop/Forum Enrollment **Renewals** Applications Other

Dues

When submitting multiple designees: Please enter the name of the certified constitutional officer and their designation then click "browse" to attach a list of affected employees. If the constitutional officer is not certified, please enter your office name under participant and select the designation name of the employees you are submitting, then click "browse" to attach a list of affected employees. All attachments must be in pdf format.

Participant: Jane Doe Designation: Certified Florida Appraiser

Browse... (Please attach employee list.)
* Denotes Required Fields

Total Cost \$ 0.00

Add Another Order Next Clear All

When submitting multiple designees: Please enter the name of the certified constitutional officer and their designation then click "browse" to attach a list of affected employees. If the constitutional officer is not certified, please enter your office name under participant and select the designation name of the employees you are submitting, then click "browse" to attach a list of affected employees. **All attachments must be in pdf format.**

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- ▶ Skip to step 5 to continue with the Renewals tutorial. The next page will review the process for submitting applications for designations.



Step 4 – Applications

Choose the designation that is being applied for from the drop down list.

The cost of the application fee will automatically be generated.

Select the application type and attach application and supporting documents using the “browse” button below. If you are submitting multiple applications click on “add another order” after each application is attached. If you are submitting a single application, click on “next” after the application type is selected and the application is attached. **All attachments must be in pdf format.**

Please select transaction type: *

Property appraisal
 Tax collection

Please select category and fill out information. Remittance for:

Course/Workshop/Forum Enrollment Renewals **Applications** Other

Application Fee

Select the application type and attach application and supporting documents using the “browse” button below. If you are submitting multiple applications click on “add another order” after each application is attached. If you are submitting a single application, click on “next” after the application type is selected and the application is attached. All attachments must be in pdf format.

	Cost \$	25.00
Application	Application Fee	
Certified Florida Appraiser	25.00	

* (Please attach application.)

* Denotes Required Fields

Total Cost \$ 25.00

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- ▶ Skip to step 5 to continue with the Applications tutorial. The next page will review the process for submitting other requests.



Step 4 – Other

Enter a description of the item or service you are purchasing.

Then enter the cost of the item or service.

Please select transaction type: *

Property appraisal
 Tax collection

Please select category and fill out information. Remittance for:

Course/Workshop/Forum Enrollment Renewals Applications **Other**

Other

Please describe the item you are purchasing and list the cost in the box to the right.
Commonly purchased items and costs are:
Replacement Certificates (for IAAO contact them directly): \$15
Replacement Pins: \$15.28

Description:

Cost \$

Clear

Total Cost \$

Add Another Order Next Clear All

Step 5

* Denotes Required Fields

Clear

Total Cost \$ 50.00

Add Another Order Next Clear All

When you have entered all the information you can choose one of the three options:

1. Add Another Order – to add multiple orders to one single payment
2. Next – to move forward to payment screen
3. Clear All – to clear all orders you have entered to that point

Step 6

When you choose to move onto the payment section you will see a Payment Summary page.

Review the information and then select your payment method –

The screenshot shows a web page titled "Payment Summary". At the top, there is a dark blue header with the text "Payment Summary". Below the header, a red warning message reads: "Print this page for a detailed summary of your order. Do not use the browser's back button. Using the back button may result in an incorrect total charged to your account. If you wish to add another order, please click the 'Add Another Order' button." The main content area is titled "Registration 1: Tax Collector Courses" with links for "Edit" and "Remove". Below this, a table lists course details:

Course/Workshop/Forum & Book	
Course: TCC 001	Book:
Name: test	Email: test@test.com
Title: test	Office: test
Emergency Contact: test	Phone Number: 8505551111
Supervisor: test	Supervisor Email: test@test.com
Total	30.00
Complete Total	30.00

Below the table, the "Payment Method:" section has two radio button options: "Credit Card" and "E-Check". At the bottom of the page, there are three buttons: "Add Another Order", "Next", and "Print". Three yellow callout arrows point from the text boxes to the "Payment Summary" title, the registration details table, and the "Next" button.

If everything is correct click "Next" to move forward. If you would like to add to the order click "Add Another Order".

Note: You can purchase a combination of goods and services in one order. Example: You can register for a course and apply for a designation application in one order.

Step 7a – Credit Card Payment

The next page is the Enter Payment Info screen. How it looks will differ depending on the Payment method you previously selected. Here is the Payment Info screen for a credit card.

Enter all your payment information. All fields must be completed in order to move forward with the payment.

When your information has been entered, click “Continue” to move forward.

Florida Department Of Revenue
Credit Card Tax Payment System

To schedule your one-time payment enter your credit card and payment information below.

Remit Information	
* Contact Name:	<input type="text"/>
* Email Address:	<input type="text"/>
* Day Phone:	<input type="text"/>
Evening Phone:	<input type="text"/>
Certificate No. or FEIN:	47-8016406137-5
* indicates a required field	

Payment Information for Submission ID: 360529231216	
*Payment Account Type:	MasterCard <input type="checkbox"/>
*Name on Credit Card:	<input type="text"/> <small>(The name must appear as it does on the credit card account.)</small>
*Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
* City, State/Province, Zip/Postal:	<input type="text"/> <input type="text"/> <input type="text"/>
Country:	<input type="text"/>
*Credit Card Account Number:	<input type="text"/>
*Credit Card Security Value:	<input type="text"/>
	
*Expiration Date:	01 / 2016
*Payment Date:	11/07/2016
Payment Amount:	\$ 30.00
Convenience Fee:	\$ 0.00
Total Payment Amount:	\$ 30.00
* indicates a required field	

Step 7b – E-Check Payment

The next page is the Enter Payment Info screen. How it looks will differ depending on the Payment method you previously selected. Here is the Payment Info screen for an e-check.

Enter all your payment information. All fields must be completed in order to move forward with the payment.

When your information has been entered, click “Next” to move forward.

The screenshot displays the 'Enter Payment Info' screen. At the top, there is a dark blue header with the text 'Enter Payment Info'. Below this, a dark blue bar shows 'Payment Amount: 50.00'. The main form area is light blue and contains the following fields:

- Name on Bank Account: * Bank of America (Enter the full name associated with this account)
- Contact Name: * Jennifer Kawakami
- Contact Telephone: * (555) 555 2100 Ext: []
- Contact Email: * kawakamy@dor.state.fl.us
- Bank Routing Number: * 061000104 (Need help finding the routing and account numbers? ?)
- Bank Account Number: * []
- Verify Bank Account Number: * []
- Account Type: * Personal Checking Personal Savings Business Checking Business Savings

At the bottom of the form, there are three buttons: 'Next', 'Back', and 'Clear'. A yellow arrow points from the 'Next' button to the text box on the left.

DEBIT BLOCKS – Some financial institutions impose a block on Automated Clearing House (ACH) debits (e-checks). If you have a debit block on your bank account, you will need to provide a company identification number to your financial institution before using this system. The company identification number for Property Tax Oversight Certification & Training payments is V596001874.

Step 8a – Credit Card Payment

Florida Department Of Revenue
Credit Card Tax Payment System

Please verify that all the information below is correct and select "CONFIRM" to schedule your payment. If the information is inaccurate, select "MODIFY" to make any required changes.

Remit Information	
Contact Name:	test
Email Address:	test@test.com
Day Phone:	8505551111
Evening Phone:	
Certificate No. or FEIN:	47-8016406137-5

Verify Payment Information	
Name on Credit Card:	test
Submission ID:	360529831316
Address Line 1:	1234 test
Address Line 2:	
City, State/Province, Zip/Postal:	tallahassee, fl 32399
Country:	US
Credit Card Account Number:	<input type="text"/>
Credit Card Security Value:	123
Expiration Date:	1/2019
Payment Amount:	\$30.00
Convenience Fee:	\$0.00
Total Payment Amount:	\$30.00

Now you are taken to the Credit Card Confirm Payment Page.

Review all your information.

If you need to make any changes, click on the "Modify" button. When you are ready, click on the "Confirm" button to make your Payment.



Step 8b – E-Check Payment

Now you are taken to the E-Check Confirm Payment page.

Review all your information and then click on the box indicating you have read the terms and conditions for the transaction.

Confirm Payment

Payment Amount: \$50.00

Name on Bank Account: Bank of America
Contact Name: Jennifer Kawakami
Contact Telephone: (555) 555-2100 x
Contact Email: kawakamj@dor.state.fl.us
Bank Routing Number:
Bank Account Number: *5145
Account Type: Personal Checking

Payment Authorization
I, Jennifer Kawakami, hereby authorize the Florida Department of Revenue to process this ACH transaction and to debit the bank account with account number ending in . I understand this payment will be debited from this account within two business days of the payment date but no earlier than the payment date, depending on my financial institution's procedures.

I have read the terms and conditions specified above, and I authorize this transaction.

Submit Back Cancel

If you need to make any changes, click on the “Back” button. When you are ready click on the “Submit” button to make your payment.

Step 9

E-Check Confirmation

Successful Submission
Confirmation Number: 370346009114
Confirmation Date: 4/1/2014 11:46:37 AM

Payment Details Payment Amount:

Please print for your records! Please keep a copy of the payment confirmation for your records. In the event that a refund is requested a copy of this confirmation will be necessary.

Payment Amount Authorized:	\$25.00
Contact Name:	John Doe
Contact Telephone:	8505554187 x
Contact Email:	jd@test.com
Name on Bank Account:	John Doe
Bank Routing Number:	061000104
Bank Account Number:	*****6789
Account Type:	Personal Checking

[Back to Menu](#) [Print](#)

When a payment has successfully been received you will see the Confirmation page. Please remember to print this page for your records. If a refund is required, you will need to supply the Department with a copy of this confirmation page.