Property Tax Oversight Certification & Training Online Payment System

How to create and submit an order online

Before You Begin
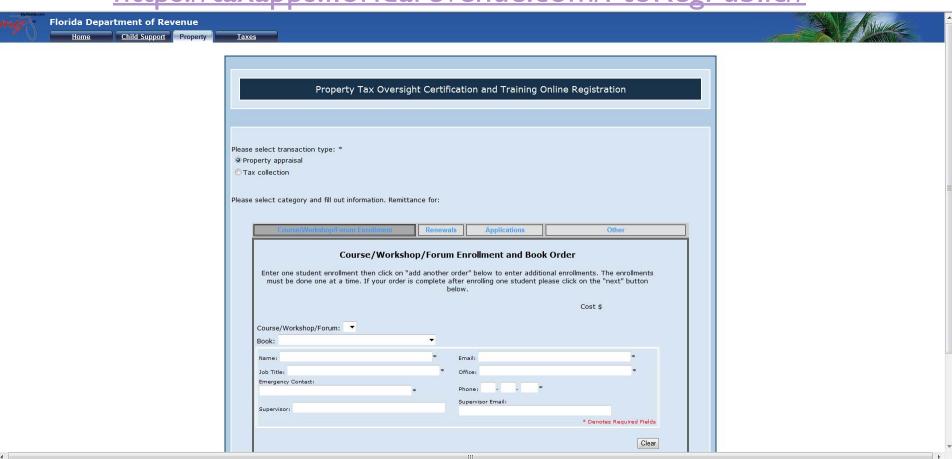
- **Please note:**

  - **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.
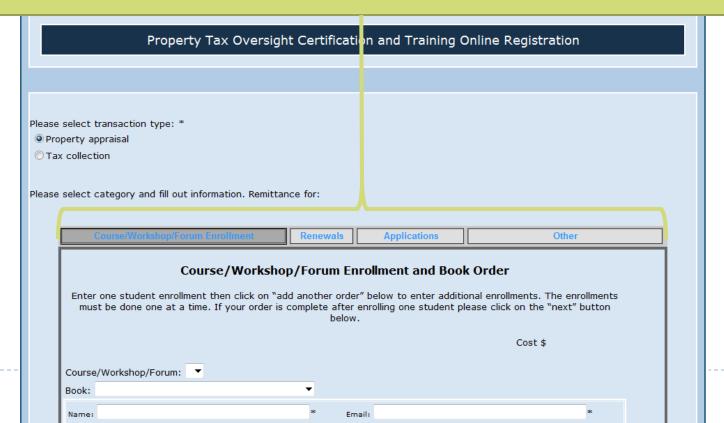
Step 1

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

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

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.

The next four pages will review how to complete a registration for each of the four categories: Courses/Workshops/Forum, Renewals, Applications and Other.
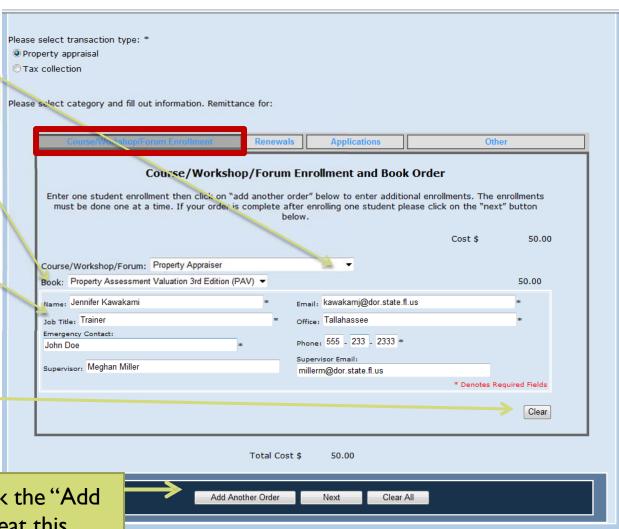
Step 4 – Course Enrollment

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.

Cost $ 50.00

Course/Workshop/Forum: Property Appraiser   ▼

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

* Denotes Required Fields

Clear

Total Cost $ 50.00

Add Another Order   Next   Clear All

► 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 | **Designation**
Jane Doe - Certified Florida Appraiser ▼

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

Clear

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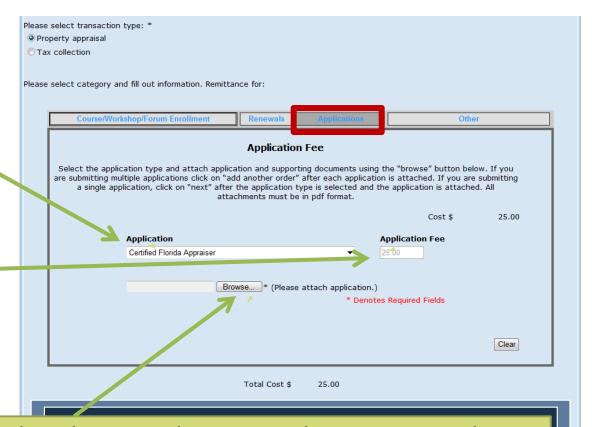
▸ Skip to step 5 to continue with the Renewals tutorial. The next page will review the process for submitting applications for designations.

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.

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
Certified Florida Appraiser

Application Fee
25.00

Browse... * (Please attach application.)

* Denotes Required Fields

Clear

Total Cost $ 25.00

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.*

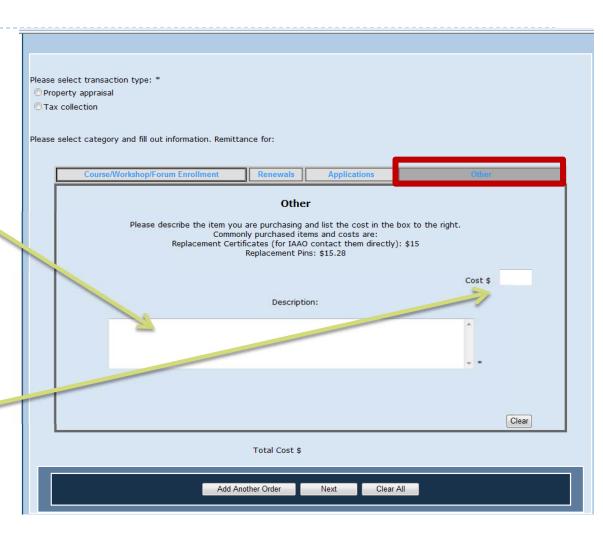▸ Skip to step 5 to continue with the Applications tutorial. The next page will review the process for submitting other requests.

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

Cost $ [   ]

Description:

[   ]

Clear

Total Cost $

Add Another Order   Next   Clear All

Step 5

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 be see a Payment Summary page.

Review the information and then select your payment method –

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.

Payment Summary

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.

Registration 1: Tax Collector Courses Edit Remove

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

Total   30.00

Complete Total   30.00

Payment Method: ○ Credit Card
                   ○ E-Check

Add Another Order   Next   Print

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.

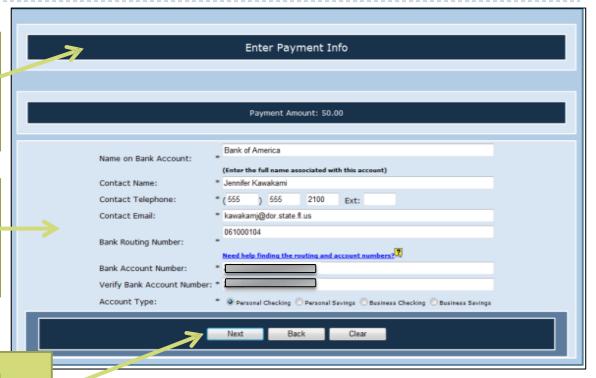When your information has been entered, click "Continue" to move forward.

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.
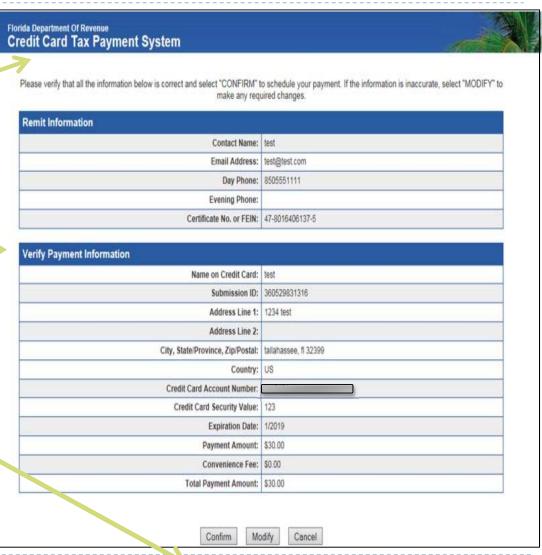

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Step 8a – Credit Card Payment

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.

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

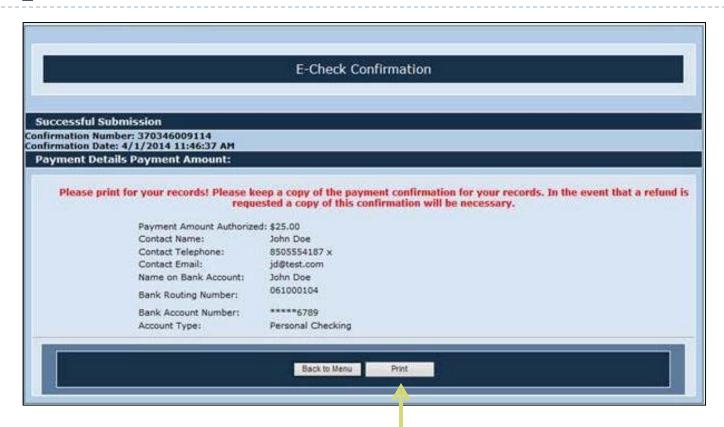|	
Name on Credit Card:	test
Submission ID:	360529831316
Address Line 1:	1234 test
Address Line 2:	
City, State/Province, Zip/Postal:	tallahassee, fl 32399
Country:	US
Credit Card Account Number:	
Credit Card Security Value:	123
Expiration Date:	1/2019
Payment Amount:	$30.00
Convenience Fee:	$0.00
Total Payment Amount:	$30.00

Confirm   Modify   Cancel

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.