

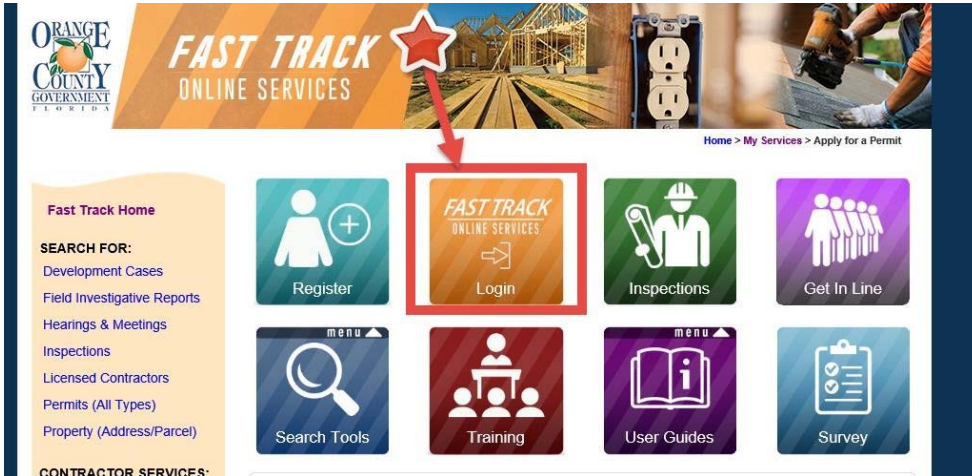
# Fast Track User Guide

## For Capacity Encumbrance Letters (CEL's)

Once we receive your completed application, we will enter it into our system. We will then send you an email that your CEL is ready for payment. Once you receive this email you can pay the application fee for a CEL using Orange County's Fast Track System (link below):

<https://fasttrack.ocfl.net/OnlineServices/>

I. Simply click on the Fast Track button



II. Once you have clicked on the Fast Track button, it will take you to the log in page:

1. If you are an existing user, log into Fast Track.
2. If you have never registered as a user, then click on the appropriate link under 'REGISTER AS A NEW USER'

### Fast Track Member Services - Login

If you are experiencing problems using FastTrack, please clean out your browser history before logging in to our My Services area. If you have a problem logging in, contact us at 407-836-5522.

#### 1 LOGON (EXISTING USER)

USERNAME

example:  
johnsmith@msn.com

PASSWORD

[Forgot Password?](#)

Login

#### 2 REGISTER AS A NEW USER

- Licensed Building Contractors – [View instructions and obtain necessary forms](#)
- Non-Contractors – [Request a \(non-contractor\) Fast Track account](#)

## Fast Track User Guide For Capacity Encumbrance Letters (CEL's)

Unless you are a contractor, click on the 'Non-Contractors – Request a (non-contractor) Fast Track Account.

- III. Once you click the New User request, it will take you to The Fast Track User Account Request screen.
1. User Category: Select Other from the Drop Down Box
  2. Enter your name
  3. Enter your organization name, if applicable
  4. Your address
  5. Your email address
  6. Your phone number
  7. Once you have filled out the form, then click on Submit

The screenshot shows a web form titled "Fast Track User Account Requests". The form is divided into several sections, each with a label and a corresponding input field. The sections are: "User Category:" with a dropdown menu showing "Other"; "First Name:", "MI:", and "Last Name:" with three separate text input fields; "Organization Name:" with a single text input field; "Address:" with a single text input field; "Email address:" with a text input field containing "someone@domain.com"; "Phone:" with a text input field containing "xxx-xxx-xxxx"; and "Associated Permits or Cases:" with a large empty text area. At the bottom of the form is a "Submit" button. Red arrows and numbers 1 through 7 are overlaid on the form to indicate the steps: 1 points to the dropdown menu, 2 points to the First Name field, 3 points to the Organization Name field, 4 points to the Address field, 5 points to the Email address field, 6 points to the Phone field, and 7 points to the Submit button.

- I. Once your account has been created, you will receive an email with your User Name and a Temporary Password. Follow the instructions in the email to change your password.

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Once you log in, the 'My Permits' screen will pop up where you can see a list of pending permit actions. If you have more than one permit, you can search for **CEL** in the search box. Make sure you select the correct permit (CEL-01-01-001), if you have multiple permits.


### My Permits

Click the 'My Services MENU' for: My Permits, Inspections, Fees and Payments (including Escrow balance), Licenses, Applying for a Permit, Editing your profile, and Logging Out.


The permit list displayed only reflects a 6 month period from the date of permit application. For a comprehensive listing, use the [My Permits Search](#) page. Applications with a status of 'Internet Incomplete' will be voided after thirty (30) calendar days. For questions, contact us via email: [FastTrack@ocfl.net](mailto:FastTrack@ocfl.net) or by phone at (407) 836-5550.

Last 6 Months - All Permits

SEARCH RESULTS: Click [PERMIT#](#) (below) to see complete detail for this case.

Search:    Show   entries

PERMIT #	APP. DT	TYPE	ADDRESS	STATUS	FEE DUE
<a href="#">CEL-18-05-001</a>	05/11/2018		5102 Cochita Dr	New	\$ <input type="text" value=""/> <a href="#">Pay Now</a> <a href="#">Add to Cart</a>
<a href="#">CEL-18-05-002</a>	05/11/2018		5102 Cochita Dr	New	\$ <input type="text" value=""/> <a href="#">Pay Now</a> <a href="#">Add to Cart</a>



Select the 'Pay Now' link to make a payment.

Once you have clicked on the 'Pay Now' link, you will be taken to the 'Pay Fees' screen. Click on the Continue Button.

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## Pay Fees

**FEEES**


**PAY WITH CREDIT: NO ESCROW ACCOUNT AVAILABLE**

Pay with Credit Card

**Fee Information:**

ITEM	PERMIT/ CASE/ LICENSE #	TYPE	ADDRESS	FEEES DETAILS	FEEES DUE
(1)	CEL 18-05-001		Cochita Dr	<a href="#">View</a>	\$
<b>TOTAL PAYMENT</b>					\$

\* The fee above was calculated based on the scope of work or valuation.

 Continue

Once you have clicked on the Continue Button, a payment screen will appear. Fill out your credit account info, check the Terms and Conditions agreement and the click on the Process the Payment button.

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## Pay Fees

**CREDIT CARD PAYMENT**

[View Fee Details](#) Total Payment \$ [REDACTED]

**Card Holder Information (First and Last Name)**  
First Name [REDACTED] Last Name [REDACTED]

**Card Holder Information (Email and Phone Number)**  
me@sample.com Phone: (numbers only) [REDACTED]


**Card Holder Address**  
Address [REDACTED] City [REDACTED] Florida [v] Zip [REDACTED]

**Credit Card Information (Type, Card #, Expire Month and Year)**  
Visa [v] Card # (numbers only) [REDACTED] CVN [REDACTED] January [v] 2018 [v]

After clicking the "Process the Payment" button, please do not leave the page or click the "Back" button. (Your Transaction Receipt should appear momentarily.)

[View Orange County's Privacy Policy](#)

**Terms and Conditions:** As an authorized user of this account, I agree with the Orange County privacy policy and terms of use.

 **Process the Payment**

Once paid, you will be able to review, save and/or print the receipt.

## Transaction Receipt

Receipt Number: [REDACTED] Transaction Total: \$ [REDACTED] Transaction Date: 11/12/2018

View the printer-friendly (PDF) version of the [Official Transaction Receipt](#) 

 [Continue on to My Permits](#)

If you have additional permits, you can click on the Continue on to My Permits link.