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

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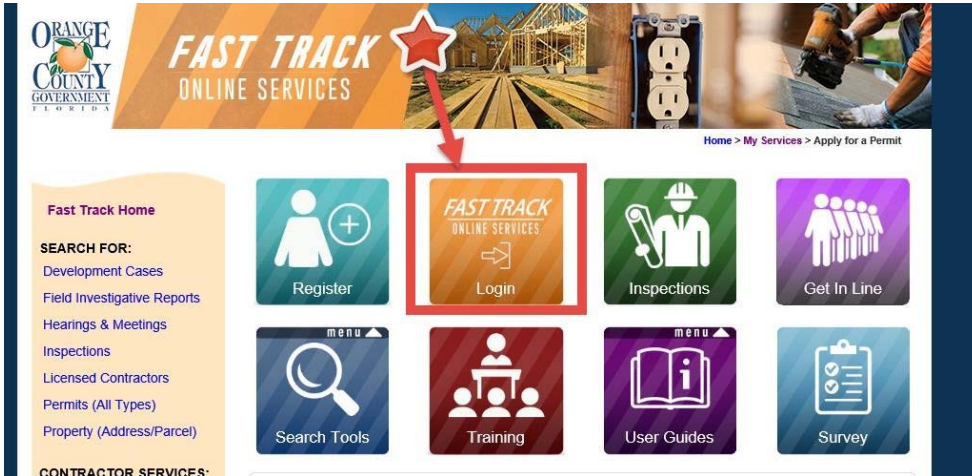
II. Once you have clicked on the Fast Track button, it will take you to the log in page:

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'

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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

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.

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.

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 $▮▮▮▮

Card Holder Information (First and Last Name)

| First Name | Last Name |

Card Holder Information (Email and Phone Number)

| me@sample.com | Phone: (numbers only) |

Card Holder Address

| Address | City | Florida ▾ | Zip |

Credit Card Information (Type, Card #, Expire Month and Year)

| Visa ▾ | Card # (numbers only) | CVN | January ▾ | 2018 ▾ |

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: ▮▮▮▮   **Transaction Total:** $▮▮▮   **Transaction Date:** 11/12/2018

View the printer-friendly (PDF) version of the Offical Transaction Receipt.

Continue on to My Permits

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