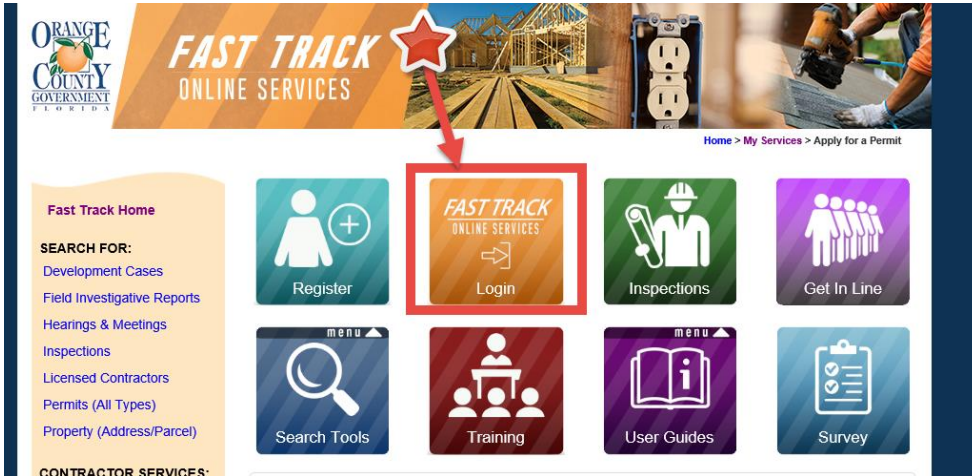


Fast Track User Guide

Once we receive your completed application, we will enter it into our system. We will then send you an email that your DEMI is ready for payment. Once you receive this email you can pay the application fee for a DEMI 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?](#)

2 REGISTER AS A NEW USER

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

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

Fast Track User Guide

- 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

Fast Track User Account Requests

User Category:

1 Other

2 First Name: MI: Last Name:

3 Organization Name:

4 Address:

5 Email address: someone@domain.com

6 Phone: xxx-xxx-xxxx

Associated Permits or Cases:

7 Submit (Requires validation, please hit submit again after validation.)

The form is titled "Fast Track User Account Requests". It contains several input fields: a dropdown menu for "User Category" (set to "Other"), three text boxes for "First Name", "MI", and "Last Name", a text box for "Organization Name", a text box for "Address", a text box for "Email address" (containing "someone@domain.com"), and a text box for "Phone" (containing "xxx-xxx-xxxx"). Below these is a section for "Associated Permits or Cases" with an empty text area. At the bottom is a "Submit" button with a note: "(Requires validation, please hit submit again after validation.)". Blue numbered boxes (1-7) and red arrows highlight the dropdown menu, the Submit button, and the "Other" selection.

- 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.

Fast Track User Guide

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 DEMI in the search box. Make sure you select the correct permit (DEMI#), 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 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	FEES DUE
DEMI-18-05-001	05/11/2018	Deminimis	5102 Cochita Dr	New	\$46.00 Pay Now Add to Cart
DEMI-18-05-002	05/11/2018	Deminimis	5102 Cochita Dr	New	\$46.00 Pay Now Add to Cart

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.

Pay Fees

FEES

PAY WITH CREDIT: NO ESCROW ACCOUNT AVAILABLE

Pay with Credit Card

Fee Information:

ITEM	PERMIT/ CASE/ LICENSE #	TYPE	ADDRESS	FEES DETAILS	FEES DUE
(1)	DEMI-18-05-001	Deminimis	5102 Cochita Dr	View	\$46.00

TOTAL PAYMENT \$46.00

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

Fast Track User Guide

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.

Pay Fees

CREDIT CARD PAYMENT

[View Fee Details](#) Total Payment \$46.00

Card Holder Information (First and Last Name)

Card Holder Information (Email and Phone Number)

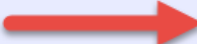
Card Holder Address

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

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](#)

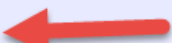
Terms and Conditions: As an authorized user of this account, I agree with the Orange County privacy policy and terms of use.



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

Transaction Receipt

Receipt Number: 4086370 **Transaction Total:** \$46.00 **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.