Fast Track User Guide

One 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

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.
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](mailto:FastTrack@ocfl.net) or by phone at (407) 836-5550.

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

<table>
<thead>
<tr>
<th>PERMIT#</th>
<th>APP. DT</th>
<th>TYPE</th>
<th>ADDRESS</th>
<th>STATUS</th>
<th>FEES DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEMI-18-05-001</td>
<td>05/11/2018</td>
<td>Deminimis</td>
<td>5102 Cochita Dr</td>
<td>Now</td>
<td>$46.00</td>
</tr>
<tr>
<td>DEMI-18-05-002</td>
<td>05/11/2018</td>
<td>Deminimis</td>
<td>5102 Cochita Dr</td>
<td>Now</td>
<td>$46.00</td>
</tr>
</tbody>
</table>

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

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

Pay with Credit Card

**Fee Information:**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>PERMIT/CASE/LICENSE #</th>
<th>TYPE</th>
<th>ADDRESS</th>
<th>FEES DETAILS</th>
<th>FEES DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>DEMI-18-05-001</td>
<td>Deminimis</td>
<td>5102 Cochita Dr</td>
<td>View</td>
<td>$46.00</td>
</tr>
</tbody>
</table>

**TOTAL PAYMENT** $46.00

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

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

**Transaction Receipt**

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