

Red Light Camera Remittance System

December 2019

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Introduction

This unit introduces you to the Florida Department of Revenue (FDOR) Enterprise Portal (ePortal) system and the required steps to access the Red Light Camera Remittance System.

Objectives

At the end of this unit, you will be able to:

- Login through the FDOR ePortal
- Explain how to access the Red Light Camera Remittance System
- Define navigation terms

Purpose of this User Guide?

These materials provide an overview of how to access the FDOR ePortal system.

What is the ePortal System?

The FDOR ePortal system is a framework for integrating information, people, and processes across organizational units. Specifically, it is a secure web based system that consolidates applications, information, and documents into a single point of access.

To access the FDOR ePortal, authorized users will enter through an internet web browser (i.e., Internet Explorer) and enter a specific address which will take them to the Welcome/Login page.

What is the Red Light Camera Remittance System?

Red light camera fines are remitted using the Red Light Camera Remittance System. Remittances are due on a weekly basis. The municipality or county officer must complete the online transaction before 5:00 p.m., ET, on the sixth working day following the close of the week in which the funds were received.

System Recommendations

The following are the minimum system requirements necessary to access and navigate within the ePortal:

- Supported web browsers and versions are IE 6.0 and above
- Pop-up blockers should be turned off
- The most recent version of Adobe reader which can be downloaded
- Java scripts must be enabled
- Recommended monitor resolution for a 17" monitor is 1024 x 768 or higher to avoid having to scroll

Navigation Terminology

This system utilizes three different objects for navigation.

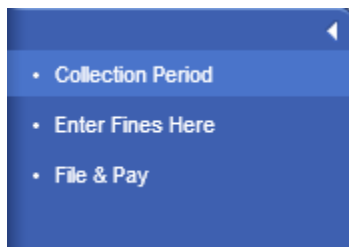
Sections

Sections across the top of the window allow you to move from one part of the system to another (Account Information, Remit Taxes and Fees, Returned Item Repayment, Remittance History, Help). You must click the save button to save new data before moving from one section to another.




Pages


Pages in the “Detailed Navigation” column on the left side of the window allow you to navigate among the major areas of a section. You must click the save button to save new data before moving from one page to another.





Print Option

 [View PDF](#) - This allows you to display or print each page in the Red Light Camera Remittance application system. All submitted sessions will display with the following text “Remittance Confirmation”.

Switch Period Functionality

 - This allows you to open an additional session (either an existing session from the list or creating a new one) while having the current session open. The additional session will open in a new window. You’ll notice that you can re-open the current session; however, you will not be able to make changes since it is already open by you (the first session). Use caution as this can be very confusing.

Clear and Save Buttons

  - The Clear button clears all number entries on the current tab. The Save button saves the items entered on the current page or tab. Use this button if you must walk away while in the middle of a session.

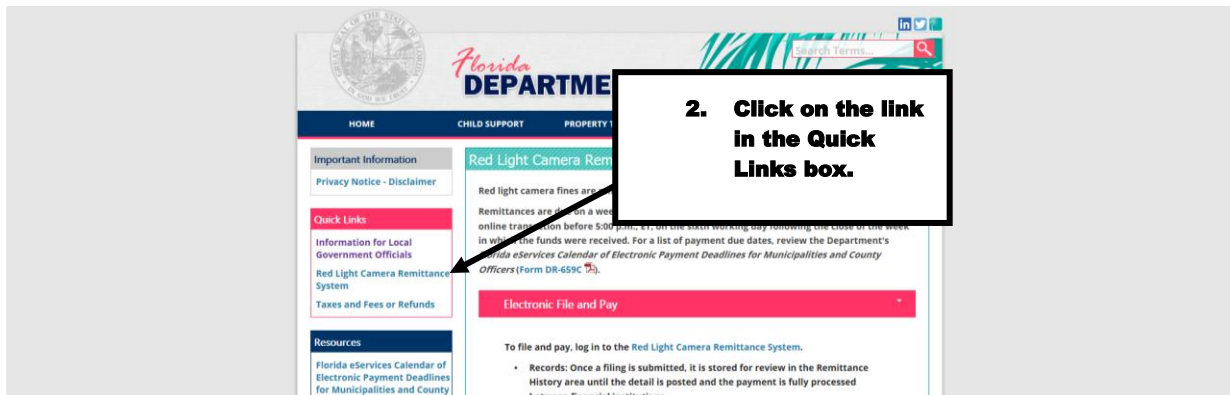
How to Login

The following provides the required steps for authorized users to login to the ePortal system.

Enter the following URL in the Address bar: <https://suntax.floridarevenue.com/> and press Enter on your keyboard.




Or, click on the quick link on the FDOR Clerk of Court Revenue Remittance System web page.



Login Page

Enter your Business Partner number and password. If you cannot remember your password, contact the FDOR Revenue Accounting for password reset assistance by phone 850-617-8586, fax 850-921-1171, or email revenueaccounting@floridarevenue.com.



Welcome To Florida Department of Revenue

User *

Password *

Logon Problems? [Get Support](#)

SUNTAX PORTAL PRODUCTION SYSTEM
WARNING - THIS SYSTEM IS FOR AUTHORIZED USERS ONLY
Unauthorized access to, use of, or modification of this computer system or the data contained in or accessed via this computer system is a violation of DOR policy and Florida Law.
ALL USAGE OF THIS SYSTEM IS SUBJECT TO MONITORING
This system and equipment used to access this system are subject to monitoring, which may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed, or stored in this system by a user. If monitoring reveals evidence of possible violation of DOR policy or of criminal activity, such evidence may be provided to appropriate internal or external Investigatory or law enforcement personnel.

Section: Account Information

Page: Address Information

This information will be view-only. Contact the FDOR Revenue Accounting to make changes.

1. Section: Account Information
2. Page: Address Information

Remittance Processing > Account Information > Address Information

Address Information

Clerk Name: LEON
Partner Name: FDOR TEST ACCOUNT - REVENUE TESTING EN
Address Line 1: PO BOX 5885
Address Line 2: TALLAHASSEE FL 32314-5885

Telephone: 850/717-6623
Extension: 850/111-1111

E-Mail Address: sabra.connell@floridarevenu.com, DAWNLYNN.RUSHING@FLORIDAREVENUE.COM

Fax: 850/922-5088, 850/922-7911

* If this information is incorrect or outdated, contact the Clerk of Court help desk for assistance.

Page: Maintain Bank Data

You will be able to enter and store up to two bank accounts for selection during the remittance process. You can also edit bank data.

Remittance Processing > Account Information > Bank data

Bank Information

Routing No.	Account No.	Account Nickname	Bank Name	Account Type	Primary	
063100277	TEST123	test1	BANK OF AMERICA, NA	Checking	<input checked="" type="checkbox"/>	
063100277	123TEST	123	BANK OF AMERICA, NA		<input type="checkbox"/>	

Save Edit

Section: Remit Taxes and Fees

Page: Collection Period

You will be able to store unfinished remittance sessions and come back to them. On this screen the user can either begin a new session for a collection period, or resume one that has already been started but not yet submitted. Only one user at a time is permitted in a session. A session description can be entered to distinguish one from another.

Remittance Processing

Account Information | **Remit Taxes, Fees, and Fines** | Returned Item Repayment | Remittance History | Help

Remittance Processing > Remit Taxes, Fees, and Fines > Collection Period

To continue, please begin a new collection period session, or select an existing session if available.

New Collection Period

Start Date: *

End Date: *

Description:

or

Existing Collection Periods

Session Key	Description	Start Date	End Date	Amount	Created on	
19111926530		11/19/2019	11/22/2019	\$50.00	11/19/2019	
19111526529	testing 11/15	11/1/2019	11/15/2019	\$0.00	11/15/2019	
19111526528	test	1/1/2019	11/1/2019	\$0.00	11/15/2019	

Section: Returned Item Repayment

- Once you have submitted filings using the ePortal, they will be stored for review in the Remittance History area. They will also be listed here (every remittance will be listed here until the detail is posted, and the payment is fully processed between financial institutions; do not assume that because a remittance is listed here it represents a failed payment). To replace a failed payment, select the line item that failed, then click “Select” to proceed to the payment screen.
- The failed item and its detail have been selected and now the user will select the bank account from which to make the replacement payment. Submit payment. No guessing about dollar amount and no need to re-enter line items.

Section: History

Enter a date range to view past submissions. Click “Submit.”

Remittance Processing

Account Information | Remit Taxes, Fees, and Fines | Returned Item Repayment | **Remittance History** | Help

Remittance Processing > Remittance History

Please enter a date range for history retrieval

Date range:: -

This is a listing of all submissions through the new remittance system.

Remittance Processing

Account Information | Remit Taxes, Fees, and Fines | Returned Item Repayment | **Remittance History** | Help

Remittance Processing > Remittance History

Please enter a date range for history retrieval

Date range:: 1/1/2019 - 12/19/2019

Session Key	Description	Start Date	End Date	Amount	Created On	Bank Conf #	Original Session	Status	
19103126524	Test Redlight	10/24/2019	10/31/2019	\$6.00	10/31/2019	IX2W55F11G	00000000000	Payment scheduled and Return Submitted	
19091126505	testtg	9/1/2019	9/11/2019	\$525.00	9/19/2019	IXN655MBNY	00000000000	Payment scheduled and Return Submitted	
19091126503	testtg	9/1/2019	9/11/2019	\$160.23	11/15/2019	IX1255FKMT	00000000000	Payment scheduled and Return Submitted	
19090426500	test 2	9/1/2019	9/3/2019	\$200.00	9/19/2019	IXN655MBNQ	00000000000	Payment scheduled and Return Submitted	
19090426499	test 1	9/4/2019	9/5/2019	\$400.00	9/19/2019	IXN655MBVJ	00000000000	Payment scheduled and Return Submitted	

Click to view a PDF Remittance Confirmation for the selected session.