



Property Tax Oversight Certification & Training Online Payment System

How to create and submit an order online

Table of Contents

Step	Pages
1. Getting Started	3-4
2. Select Transaction Type	5
3. Select Category	6
4a. Registering for Courses	7-8
4b. Renewing Designations	9-10
4c. Submitting Designation Applications	11-12
4d. Purchasing Other Items	13
5. Adding Orders	14-15
6. Finalizing Order	16
7. Paying with E-Check	17-19
8. Paying with Credit Card	20-22
Helpful Hints	23

Click on any of the steps to go directly to that step. Click on “TOC” at the bottom of any page to come back to this page.

Before You Begin

▶ **Please note:**

- ▶ **DEBIT BLOCKS** – Some financial institutions impose a block on Automated Clearing House (ACH) debits (e-checks). If you have a debit block on your bank account, you will need to provide a company identification number to your financial institution before using this system. The company identification number for Property Tax Oversight Certification & Training payments is V596001874.

Step 1 - Getting Started

- ▶ To access the online payment system please click on the following link: <https://taxapps.floridarevenue.com/PtoRegPublic//>



The screenshot shows the Florida Department of Revenue website. The header includes the Florida Department of Revenue logo and navigation buttons for Home, Child Support, Property, and Taxes. The main content area is titled "Property Tax Oversight Certification and Training Online Registration". It contains several sections of text: a warning about debit blocks, a link to a guide, a session limit notice, a transaction type selection form, and a category selection form. The "Course/Workshop/Forum Enrollment" category is selected, and the page displays instructions for enrolling a student and purchasing IAAO books.

Florida Department of Revenue

Home Child Support Property Taxes

Property Tax Oversight Certification and Training Online Registration

DEBIT BLOCKS – Some financial institutions impose a block on Automated Clearing House (ACH) debits (e-checks). If you have a debit block on your bank account, you will need to provide a company identification number to your financial institution before using this system. The company identification number for Property Tax Oversight Certification & Training payments is V596001874.

A guide to using this portal can be accessed and downloaded by clicking on the link below:
[PTO Certification Training Online Payment Guide](#)
[Course Codes List](#)

SESSION LIMIT - There is a 30-minute session limit. After 30 minutes, the system will time out and all information will be lost.

Please select transaction type: *

Property appraisal
 Tax collection

Please select category and fill out information. Remittance for:

[Course/Workshop/Forum Enrollment](#) [Renewals](#) [Applications](#) [Continuing Education](#) [Other](#)

Course/Workshop/Forum Enrollment and Book Order

Enter one student enrollment then click on "add another order" below to enter additional enrollments. The enrollments must be done one at a time. If your order is complete after enrolling one student please click on the "next" button below.

Purchase IAAO books accompanying a class enrollment here. You can order all other IAAO books directly through [IAAO](#).

Confirmation of payment does not guarantee course enrollment. When you have enrolled in the course, you will receive a course enrollment confirmation by email from the sender name "LMS Administrator." The course enrollment email will confirm your enrollment in the course.

Step 2 - Select Transaction Type

Select your transaction type.

You can choose either “Property appraisal” or “Tax collection.”

Property Tax Oversight Certification and Training Online Registration

DEBIT BLOCKS – Some financial institutions impose a block on Automated Clearing House (ACH) debits (e-checks). If you have a debit block on your bank account, you will need to provide a company identification number to your financial institution before using this system. The company identification number for Property Tax Oversight Certification & Training payments is V596001874.

A guide to using this portal can be accessed and downloaded by clicking on the link below:
[PTO Certification Training Online Payment Guide](#)
[Course Codes List](#)

Please select transaction type: *

Property appraisal
 Tax collection

Please select category and fill out information. Remittance for:

[Course/Workshop/Forum Enrollment](#) [Renewals](#) [Applications](#) [Continuing Education](#) [Other](#)

Course/Workshop/Forum Enrollment and Book Order

Enter one student enrollment then click on “add another order” below to enter additional enrollments. The enrollments must be done one at a time. If your order is complete after enrolling one student please click on the “next” button below.

Purchase IAAO books accompanying a class enrollment here. You can order all other IAAO books directly through [IAAO](#).

Confirmation of payment does not guarantee course enrollment. When you have enrolled in the course, you will receive a course enrollment confirmation by email from the sender name “LMS Administrator.” The course enrollment email will confirm your enrollment in the course.

Cost \$

Course/Workshop/Forum:

Book:

Name: * Email: *

Job Title: * Office: *

Emergency Contact: * Phone: --*

Supervisor: Supervisor Email:

* Denotes Required Fields

Clear

Step 3 - Select Category

The application has five tabs across the top:

1. Course/Workshop/Forum Enrollment – for registering for courses
2. Renewals – for registering for a designation renewal
3. Applications – for applying for a designation
4. Continuing Education- currently disabled
5. Other – for other transactions such as ordering replacement certificates or pins

Select the category and complete the information requested. See pages 7-13 for examples of completing each category type.

Please select category and fill out information. Remittance for:

[Course/Workshop/Forum Enrollment](#)

[Renewals](#)

[Applications](#)

[Continuing Education](#)

[Other](#)

Course/Workshop/Forum Enrollment and Book Order

Enter one student enrollment then click on "add another order" below to enter additional enrollments. The enrollments must be done one at a time. If your order is complete after enrolling one student please click on the "next" button below.

Purchase IAAO books accompanying a class enrollment here. You can order all other IAAO books directly through [IAAO](#).

Step 4a – Registering for Courses

Select the course from the drop down list.

If ordering a book, choose the title from this list.
*** Additional fee required**

Enter the registrant's information in this box.

If you make a mistake and would like to delete all the information, click on "Clear."

To add additional registrants, click the "Add Another Order" button and repeat this process; otherwise click "Next" to continue.

Please select transaction type: *

Property appraisal
 Tax collection

Please select category and fill out information. Remittance for:

Course/Workshop/Forum Enrollment Renewals Applications Continuing Education Other

Course/Workshop/Forum Enrollment and Book Order

Enter one student enrollment then click on "add another order" below to enter additional enrollments. The enrollments must be done one at a time. If your order is complete after enrolling one student please click on the "next" button below.

Purchase IAAO books accompanying a class enrollment here. You can order all other IAAO books directly through [IAAO](#).

Confirmation of payment does not guarantee course enrollment. When you have enrolled in the course, you will receive a course enrollment confirmation by email from the sender name "LMS Administrator." The course enrollment email will confirm your enrollment in the course.

Cost \$	425.00
Course/Workshop/Forum:	IAAO 101 - December 5-9, 2016 375.00
Book:	Property Assessment Valuation 3rd Edition (PAV) 50.00

Name: * Email: *
Job Title: * Office: *
Emergency Contact: * Phone: - - *
Supervisor: Supervisor Email:

* Denotes Required Fields

Total Cost \$ 425.00

-
- ▶ [Skip to step 5](#) to continue with the “Registering for Courses” tutorial. The next page will review the process for submitting renewals.

Step 4b – Renewing Designations

Enter the name of the person needing a designation renewal.

Enter the name of the county where the person currently works.

Choose the designation type from the drop-down list.

Please select transaction type: *

Property appraisal
 Tax collection

Please select category and fill out information. Remittance for:

Course/Workshop/Forum Enrollment **Renewals** Applications Continuing Education Other

Certification Renewals

When submitting multiple certification renewals, enter the first person's first and last name in the "Participant" field and the county name in the "Office" field. Click "add another order" to proceed to the next person. Please attach a list of any office changes (e.g., retirement, name change, left employment). All attachments must be in pdf format.

Participant	Office	Designation	Dues
Jane Doe	County Name	Certified Florida Evaluator	5.00

Browse... (Please attach employee list.)

* Denotes Required Fields

Total Cost \$ 5.00

Add Another Order Next Clear All

When submitting multiple designees, please attach the Certification Dues list that your office received on the **first** renewal order by clicking "Browse" and selecting the appropriate file. If the list has any changes (e.g., retirement, name change, left employment), please be sure to note those changes on the list. **All attachments must be in pdf format.**

-
- ▶ [Skip to step 5](#) to continue with the “Renewing Designations” tutorial. The next page will review the process for submitting applications for designations.

Step 4c – Submitting Designation Applications

Please select transaction type: *

Property appraisal
 Tax collection

Please select category and fill out information. Remittance for:

[Course/Workshop/Forum Enrollment](#) [Renewals](#) **[Applications](#)** [Continuing Education](#) [Other](#)

Application Fee

Select the application type and attach application and supporting documents using the "browse" button below. If you are submitting multiple applications click on "add another order" after each application is attached. If you are submitting a single application, click on "next" after the application type is selected and the application is attached. All attachments must be in pdf format.

Cost \$

Application Application Fee

Full Name * County *

Browse...* (Please attach application.) * Denotes Required Fields

Clear

Total Cost \$

Choose the appropriate designation from the drop-down list.

Enter the applicant's name.

Choose the county where the applicant works from the drop-down list.

Attach application and supporting documents using the "Browse" button. If you are submitting multiple applications, click on "Add Another Order" after attaching each application. If you are submitting a single application, click on "Next" after selecting the application type and attaching the application. **All attachments must be in pdf format.**

-
- ▶ [Skip to step 5](#) to continue with the “Submitting Designation Applications” tutorial. The next page will review the process for submitting applications for continuing education.

Step 4d – Purchasing Other Items

Please select transaction type: *

Property appraisal
 Tax collection

Please select category and fill out information. Remittance for:

[Course/Workshop/Forum Enrollment](#) [Renewals](#) [Applications](#) [Continuing Education](#) **[Other](#)**

Other

Please describe the item you are purchasing and list the cost in the box to the right.
Commonly purchased items and costs are:
Replacement Certificates (for IAAO contact them directly): \$15
Replacement Pins: \$16.02

Description:

Cost:

Total Cost \$

Enter a description of the item or service you are purchasing.

Then enter the cost of the item or service.

Step 5 - Adding Orders

* Denotes Required Fields

Clear

Total Cost \$ 50.00

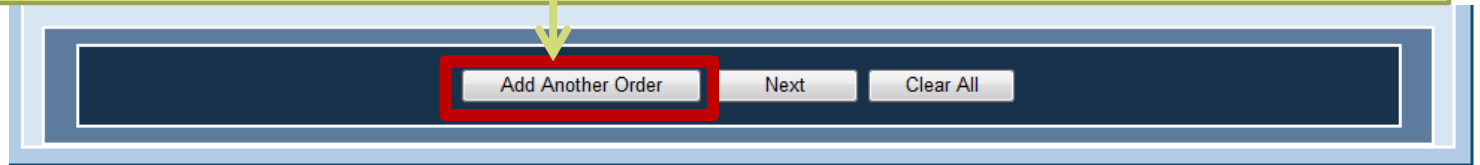
Add Another Order Next Clear All

When you have entered all the information, you can choose one of three options:

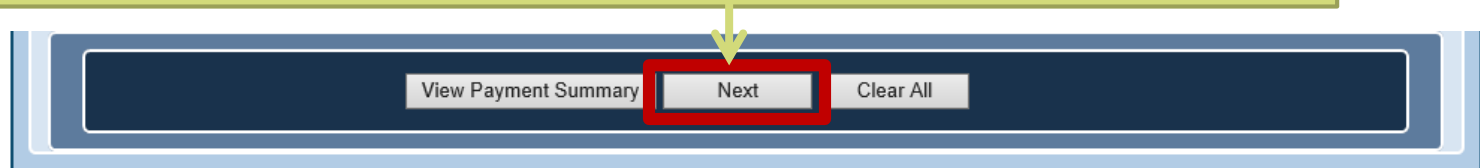
1. Add Another Order – to add multiple orders to one single payment
2. Next – to move forward to payment screen
3. Clear All – to clear all orders you have entered to that point

Step 5a - Adding Orders

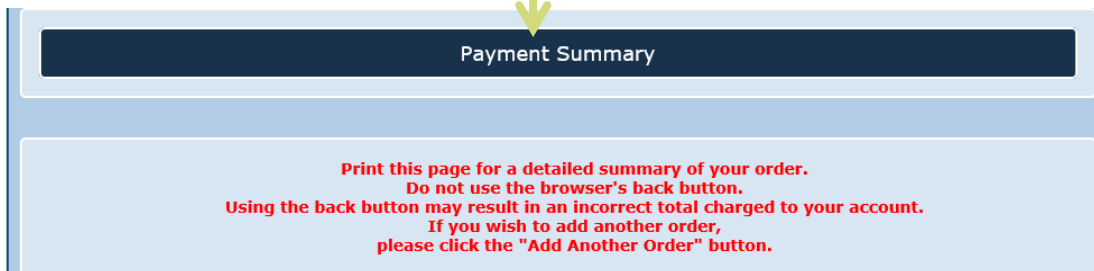
1. To add a second order, click “Add Another Order” after you’ve entered the first order.



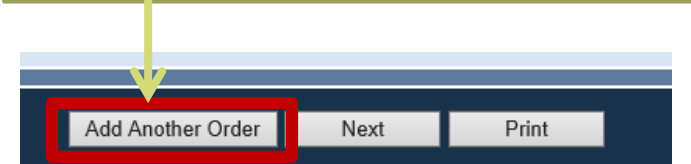
2. To add three or more orders, click “Next” after you’ve entered the second order.



This will bring you to the Payment Summary page.



3. Click “Add Another Order” to add a third order. Repeat steps 2 and 3 until you’ve added all orders.



Step 6 - Finalizing Order

Review your order information on the “Payment Summary” page.

If changes are necessary, select “Edit” or “Remove” from the appropriate order.

Once you have added all orders, select your payment method.

If everything is correct, click “Next” to move forward.

Payment Summary

**Print this page for a detailed summary of your order.
Do not use the browser's back button.
Using the back button may result in an incorrect total charged to your account.
If you wish to add another order,
please click the "Add Another Order" button.**

Registration 1: Property Appraiser Courses [5](#) [Edit](#) [Remove](#)

Course/Workshop/Forum & Book
Course: IAAO 101 - December 5-9, 2016 Book: Property Assessment Valuation 3rd Edition (PAV)
Name: test name Email: testemail@test.com **425.00**
Title: test title Office: test county
Emergency Contact: test contact Phone Number: 8505551111
Supervisor: test supervisor Supervisor Email: testsupervisor@test.com

Total 425.00

Registration 2: Property Appraiser Courses [Edit](#) [Remove](#)

Course/Workshop/Forum & Book
Course: IAAO 300 - December 5-9, 2016 Book:
Name: test two name Email: testtwoemail@test.com **375.00**
Title: test two title Office: test two county
Emergency Contact: test two contact Phone Number: 8505551111
Supervisor: test two supervisor Supervisor Email: testtwosup@test.com

Total 375.00

Complete Total 800.00

Payment Method: Credit Card
 E-Check

[Add Another Order](#) [Next](#) [Print](#)

Step 7a - Paying with E-Check

The next page is the Enter Payment Info screen for e-checks.

Enter your payment information. All fields must be complete to move forward with the payment.

When you have entered your information, click “Next” to move forward.

The screenshot displays the 'Enter Payment Info' screen for e-checks. At the top, there is a dark blue header with the text 'Enter Payment Info'. Below this, a dark blue bar indicates the 'Payment Amount: 30.00'. The main form area contains several input fields with asterisks indicating required fields:

- Name on Bank Account: * (Enter the full name associated with this account)
- Contact Name: *
- Contact Telephone: * () | | Ext: |
- Contact Email: *
- Bank Routing Number: * (Need help finding the routing and account numbers? ?)
- Bank Account Number: *
- Verify Bank Account Number: *
- Account Type: * (Radio buttons for Personal Checking, Personal Savings, Business Checking, Business Savings)

At the bottom of the form, there is a dark blue bar containing three buttons: 'Next', 'Back', and 'Clear'.

DEBIT BLOCKS – Some financial institutions impose a block on Automated Clearing House (ACH) debits (e-checks). If you have a debit block on your bank account, you will need to provide a company identification number to your financial institution before using this system. The company identification number for Property Tax Oversight Certification & Training payments is V596001874.

Step 7b - Paying with E-Check

Now you've reached the Confirm Payment page.

Verify information provided and then click on the box indicating you have read the terms and conditions for the transaction.

The screenshot shows a web interface for confirming a payment. At the top, there is a dark blue bar with the text "Confirm Payment" and a yellow arrow pointing to it from the left. Below this is another dark blue bar displaying "Payment Amount: \$30.00". The main content area is light blue and contains the following information:

- Name on Bank Account: test test
- Contact Name: test
- Contact Telephone: (850) 555-1111 x
- Contact Email: test@test.com
- Bank Routing Number: [input field]
- Bank Account Number: [input field]
- Account Type: Business Checking

Below the account information is a "Payment Authorization" section with the following text: "I, test, hereby authorize the Florida Department of Revenue to process this ACH transaction and to debit the bank account with account number ending in . I understand this payment will be debited from this account within two business days of the payment date but no earlier than the payment date, depending on my financial institution's procedures." Below this text is a checked checkbox with the label "I have read the terms and conditions specified above, and I authorize this transaction." At the bottom of the form, there is a dark blue bar containing three buttons: "Submit", "Back", and "Cancel". A yellow arrow points from the "Submit" button to the bottom text box.

When you are ready, click on the "Submit" button to make your payment.

Step 7c - Paying with E-Check

E-Check Confirmation

Successful Submission

Confirmation Number: 370595431316
Confirmation Date: 11/8/2016 10:30:47 AM

Payment Details Payment Amount:

Please print for your records! Please keep a copy of the payment confirmation for your records. In the event that a refund is requested a copy of this confirmation will be necessary.

Payment Amount Authorized:	\$30.00
Contact Name:	test
Contact Telephone:	8505551111 x
Contact Email:	test@test.com
Name on Bank Account:	test test
Bank Routing Number:	061000104
Bank Account Number:	**3456
Account Type:	Business Checking

Back to Menu Print

When the system has successfully received your payment, you will see the E-Check Confirmation page. Please remember to print this page for your records. If you require a refund, you will need to supply the Department with a copy of this confirmation page.

Step 8a - Paying with Credit Card

The next page is the Enter Payment Info screen for credit cards.

Enter your payment information. All fields must be complete to move forward with the payment.

When you have entered your information, click "Continue" to move forward.

**FLORIDA DEPARTMENT OF REVENUE
CREDIT CARD PAYMENT SYSTEM**

Enter Payment Information

To schedule your payment, enter your information in the fields below and select **Continue** to proceed.

Enter Payment Information

Retrieved Account Details

Business Partner Number : 000422248

Funding Source Details

Payment Method* : Card Account

Card Address same as customer address?

Name on Card* :

Card Number* :

Expiry Date* :

Card CVV/No* :

[What is this?](#)

Address Line 1* :

Address Line 2 :

City* :

State* :

Country* :

Zip* : -

Enter Payment Details

Payment Date : 10/18/2017

Payment Amount* : Total Payment Amount (\$425.00) This is the payment amount including the credit card convenience fee.

Enter Additional Payment Details

Payment Amount : \$ 425.00

Convenience Fee : \$ 0.00

Contact Name* :

Email Address* :

Day Phone* :

Your Account will not be charged until the Payment is confirmed on the next page

Except as otherwise indicated, information on this website is protected by copyright in the United States of America and in other countries. Any authorized person may view the information (and incidentally create an electronic copy of the information) available from this website for informational purposes only. No part of the information at this website can be otherwise redistributed, copied, or reproduced in any form without prior written consent of the owner.

The posting of information or other materials to this website does not constitute a waiver of any proprietary right in such information and materials (such as, but not limited to, copyright, service marks, trademarks, trade names, or other intellectual property) and does not transfer any rights to a user of the website or any other third party, except as expressly provided herein.



Step 8b – Paying with Credit Card

Now you've reached the Confirm Payment page.

Verify information provided. Click "Confirm" to continue or "Edit" if you need to make changes.

FLORIDA DEPARTMENT OF REVENUE
CREDIT CARD PAYMENT SYSTEM

Verify Payment Details

Please review the information entered below. Select Confirm to submit or Edit to make a correction.

Verify Payment Details

Account Details

Account Number : 0004282846

Funding Source Details

Name on Card : Bank of florida
Card Number : xxxxxxxxxxxx9990
Expiry Date : 12/17
Address Line 1 : 450 Main Street
Address Line 2 :
City : Tallahassee
State : FL
Zip : 32322

Payment Details

Payment Effective Date : 10/17/2017
Payment Processing Date : 10/16/2017
Payment Date : 10/16/2017
Payment Amount : \$ 425.00

Additional Payment Details

Payment Amount : \$ 425.00
Convenience Fee : \$ 0.00
Contact Name : Test Account
Email Address : test@test.com
Day Phone : 850225134

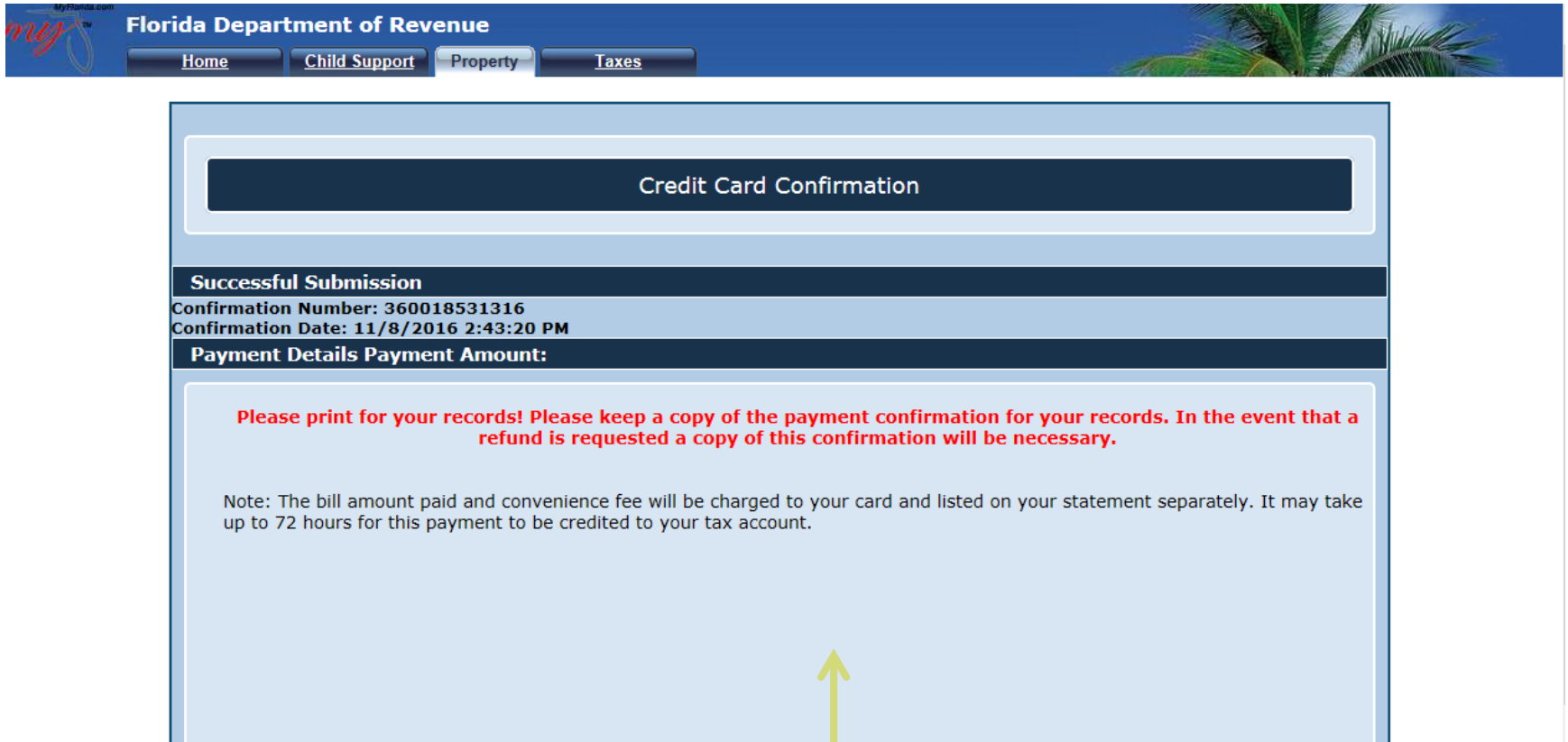
By clicking Confirm to confirm your payment, you authorize us to initiate a debit from the Payment Method Account to make a payment to the Account, as detailed above. The payment to your account will be made on the Payment Date detailed above, and the debit from your account will occur within two business days of that date, but no earlier than that date. You also authorize your financial institution (and its successors or assigns), to process this debit to your account.

Except as otherwise indicated, information on this website is protected by copyright in the United States of America and in other countries. Any authorized person may view the information (and incidentally create an electronic copy of the information) available from this website for informational purposes only. No part of the information on this website can be otherwise distributed, copied, or reproduced in any form without prior written consent of the owner.

The posting of information or other materials to this website does not constitute a waiver of any proprietary right in such information and materials (such as, but not limited to, copyright, service marks, trademarks, trade names, or other intellectual property) and does not transfer any rights a user of the website or any other third party, except as expressly provided herein.



Step 8c – Paying with Credit Card



The screenshot shows the Florida Department of Revenue website interface. At the top, there is a navigation bar with the logo and the text "Florida Department of Revenue". Below the logo are four buttons: "Home", "Child Support", "Property", and "Taxes". The main content area is titled "Credit Card Confirmation" in a dark blue box. Below this, there is a section for "Successful Submission" with the following details: "Confirmation Number: 360018531316" and "Confirmation Date: 11/8/2016 2:43:20 PM". A section for "Payment Details Payment Amount:" is also visible. A red warning message states: "Please print for your records! Please keep a copy of the payment confirmation for your records. In the event that a refund is requested a copy of this confirmation will be necessary." Below this, a note reads: "Note: The bill amount paid and convenience fee will be charged to your card and listed on your statement separately. It may take up to 72 hours for this payment to be credited to your tax account." A yellow arrow points from the bottom of the screenshot to the explanatory text box below.

When the system has successfully received your payment, you will see the Credit Card Confirmation page. Please remember to print this page for your records. If you require a refund, you will need to supply the department with a copy of this confirmation page.

Helpful Hints

- ▶ Internet Explorer is the recommended browser for using the Registration and Payment Portal.
- ▶ Do not purchase IAAO books if you haven't registered for a course. If you need to purchase a book only, contact [IAAO](#) directly.
- ▶ To be sure the system processes your registration in a free course or workshop, click "Next" on the Payment Summary page to receive your confirmation.
- ▶ For continuing education applications, remember to submit the agendas at least **30 days in advance** for review.