



Property Tax Oversight Certification and Training Online Registration



How to create and submit an order online

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

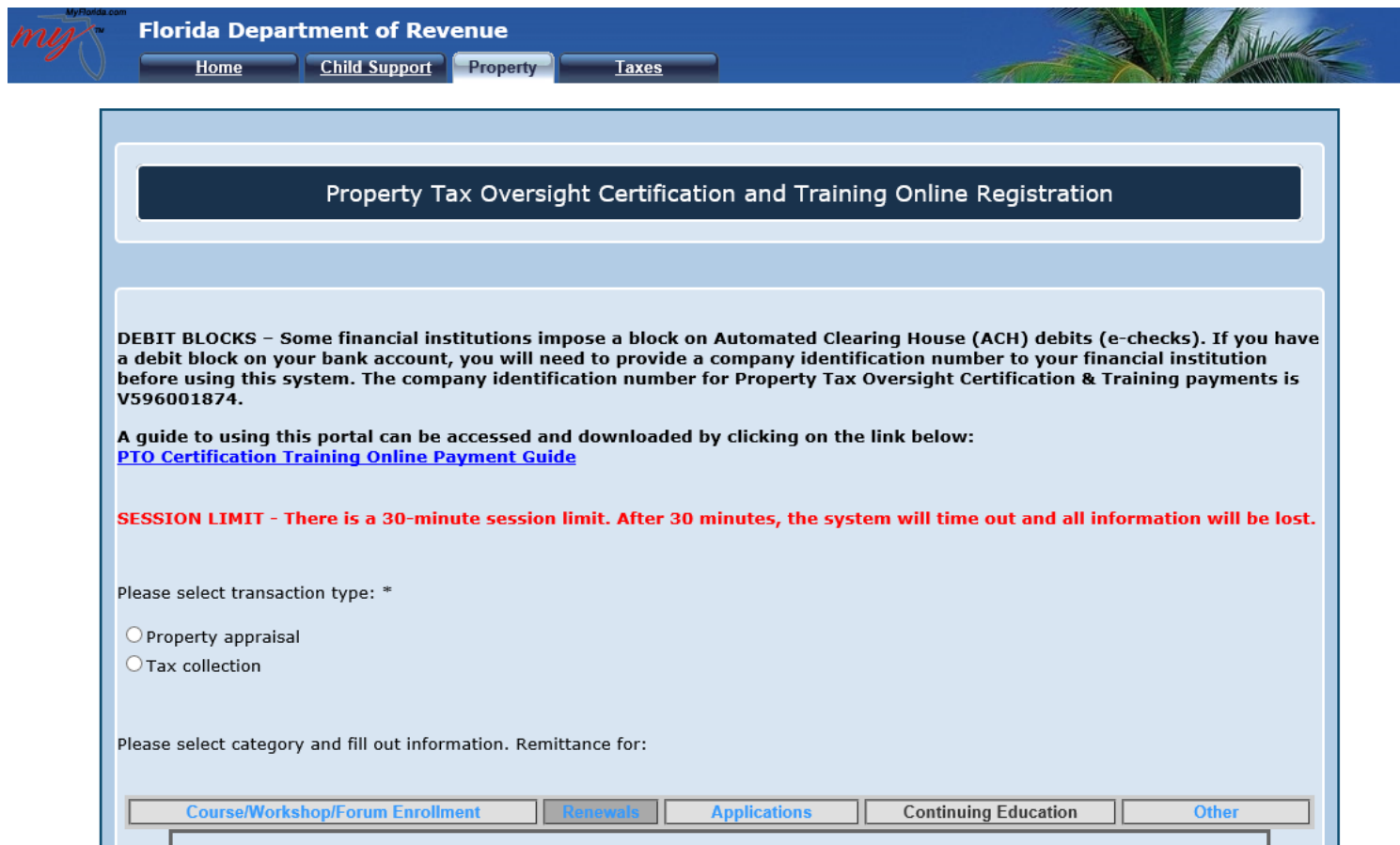
Before You Begin

▶ **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 "my" 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 a warning about debit blocks, a link to a user guide, a session limit notice, and a form to select a transaction type and category.

MyFlorida.com
my™ 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](#)

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

Step 2 - Select Transaction Type

Select your transaction type.

You must choose either “Property appraisal” or “Tax collection” to continue.

Property Tax Oversight Certification and Training Online Registration

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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 EnrollmentRenewalsApplicationsContinuing EducationOther

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 supplemental textbooks directly through the [IAAO Marketplace](#) .

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 \$

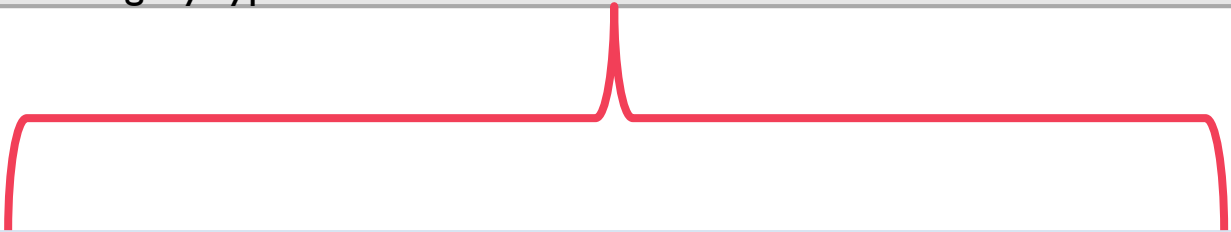
Course/Workshop/Forum:

Step 3 - Select Category

The application has five tabs across the top:

1. Course/Workshop/Forum Enrollment – for registering for courses
2. Renewals – for submitting a designation renewal
3. Applications – for applying for a designation
4. Continuing Education- this tab is inactive
5. Other – for transactions not listed in other tabs

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

Step 4a – Registering for Courses

Select the course from the drop down list.

Enter the registrant's information in this box.

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

To clear all orders and start over, click "Clear All" button. To add additional registrants, click the "Add Another Order" button and repeat this process; otherwise click "Next" to continue.

The screenshot shows a web interface for course enrollment. At the top, there are navigation tabs: 'Course/Workshop/Forum Enrollment' (highlighted with a red box), 'Renewals', 'Applications', 'Continuing Education', and 'Other'. The main heading is 'Course/Workshop/Forum Enrollment and Book Order'. Below this, there is instructional text: '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.' A red link points to 'Purchase IAAO supplemental textbooks directly through the IAAO Marketplace'. A confirmation message states: '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 \$ 375.00

Course/Workshop/Forum: IAAO 300 Virtual - April 26-29, 2021 375.00

Name: test name * Email: testemail@test.com *

Job Title: test title * Office: test county *

Emergency Contact: test contact * Phone: 850 - 555 - 1111 *

Supervisor: test supervisor Supervisor Email: testsupervisor@test.com X

* Denotes Required Fields

Clear

Total Cost \$ 375.00

Clear All Add Another Order Next

Red arrows from the callout boxes point to the 'Course/Workshop/Forum' dropdown, the registration form fields, the 'Clear' button, and the 'Clear All' button at the bottom.

Options

- ▶ [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

The screenshot shows a web interface for 'Certification Renewals'. At the top, there are navigation tabs: 'Course/Workshop/Forum Enrollment', 'Renewals' (highlighted with a red box), 'Applications', 'Continuing Education', and 'Other'. The main heading is 'Certification Renewals'. Below it, there is a notice: 'All Florida professional designees must confirm their governmental employment and pay the \$5 recertification fee each January 1. Recertification fees become delinquent April 1.' This is followed by instructions: 'Select your county. Review the list of individuals scheduled for certification renewal. Click the "Renew" box for each employee for which you will be paying their renewal fee. Click the "Don't Renew" box for any individual who is no longer employed with your office and include the reason in the comment section below.'

The form contains several fields and options:

- County:** A drop-down menu with a red arrow pointing to it from the instruction 'Select your county.'
- Professional Designee:** A drop-down menu labeled 'DESIGNEE NAME:' with a red arrow pointing to it from the instruction 'Select the name from the drop-down list.'
- Dues:** A text input field.
- Email:** A text input field with an asterisk.
- Contact Name:** A text input field with an asterisk.
- Renew/Don't Renew:** Two radio buttons, 'Renew' and 'Don't Renew', with a red arrow pointing to them from the instruction 'Enter the contact name and check the "Renew" or "Don't Renew" box.'
- Comments:** A text area with a red arrow pointing to it from the instruction 'If "Don't Renew" is checked, enter the reason (i.e. Retired, No longer employed) in the comments box. If the person selected has had a name change, include the new name in the comments box and attach documentation of the name change. **All attachments must be in pdf format.**
- Attachments:** A 'Browse...' button with a red arrow pointing to it from the instruction 'If you are submitting multiple renewals, click on "Add Another Order." If you are submitting a single renewal, click on "Next."'

At the bottom, there is a 'Total Cost \$ 0.00' and three buttons: 'Clear All', 'Add Another Order', and 'Next'.

Select your county.

Select the name from the drop-down list.

Enter the contact name and check the "Renew" or "Don't Renew" box.

If "Don't Renew" is checked, enter the reason (i.e. Retired, No longer employed) in the comments box. If the person selected has had a name change, include the new name in the comments box and attach documentation of the name change. **All attachments must be in pdf format.**

If you are submitting multiple renewals, click on "Add Another Order." If you are submitting a single renewal, click on "Next."

Options

- ▶ [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

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

Application Fee

[Click here to access applications](#)

All applications must include a completed application form and copies of course completion certificates. Additional documentation or information may be needed. [Click here to view a checklist for complete applications.](#)

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 \$	25.00
Application	Application Fee	
Certified Florida Collector or Certified Florida Collector Assistant ▾	25.00	
Full Name	County	
test name *	Alachua ▾*	
Email		
test@test.com x*		
<input type="text"/> Browse... *	(Please attach application.)	
		* Denotes
Total Cost \$		25.00
Clear All	Add Another Order	Next

Choose the appropriate designation from the drop-down list.

Enter the applicant's name and email address.

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

Attach application and supporting documents using the "Browse" button. **All attachments must be in pdf format.**

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".

Options

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

Step 4d – Purchasing Other Items

The screenshot shows a web interface with a navigation bar at the top containing tabs for "Course/Workshop/Forum Enrollment", "Renewals", "Applications", "Continuing Education", and "Other". The "Other" tab is highlighted with a red box. Below the navigation bar, the form is titled "Other" and contains the following elements:

- A header instruction: "Please describe the item you are purchasing and list the cost in the box to the right."
- A "Cost \$" input field with the value "20.00".
- Form fields for "Full Name" (containing "test name"), "County" (containing "test county"), and "Email" (containing "test@test.com").
- A "Description:" label above a large text area containing the placeholder "enter description here".
- A "Browse..." button for attaching documents.
- A "Total Cost \$" label with the value "20.00".
- Navigation buttons at the bottom: "Clear All", "Add Another Order", and "Next".

Red arrows point from instructional callout boxes to these specific form elements.

Enter your name, county, and email address.


Then enter the cost of the item or service.

Then enter the description of the item or service.

Attach documents using the "Browse" button. **All attachments must be in pdf format.**

If you are submitting multiple orders, click on "Add Another Order" after attaching each application. If you are submitting a single order, click on "Next."

Step 5 – Placing Transaction Orders



Clear All

Add Another Order

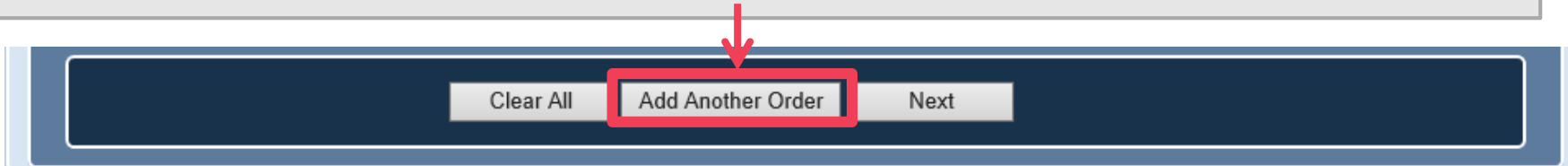
Next

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

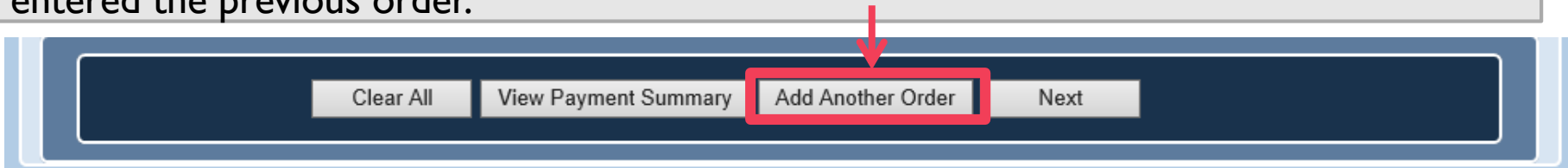
1. Clear All – to clear all orders you have entered to that point
2. Add Another Order – to add multiple orders to one single payment
3. Next – to move forward to payment screen

Step 5a - Adding Orders

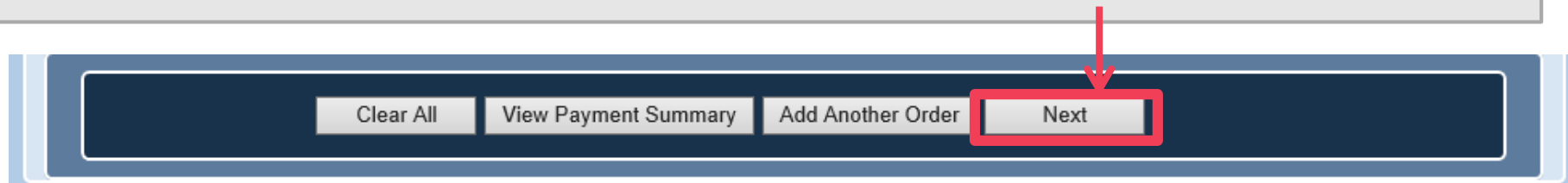
1. To add a second order, click “Add Another Order” after you’ve entered the first order.



2. To add three or more orders, click “Add Another Order” again each time after you’ve entered the previous order.



3. Click “Next” after you’ve entered your last order. This will bring you to the Payment Summary page.



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.

If you need to add another order, click the “Add Another Order” button.

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: Tax Collector Courses [Edit](#) [Remove](#)

Other	
Full Name: test name	
County: test county	
Email: test@test.com	20.00
Description: enter description here	
File Uploaded:	
Total	20.00

Complete Total	20.00
-----------------------	--------------

Payment Method: Credit Card
 E-Check

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

Options

- ▶ [Skip to Step 8](#) to continue to the “Paying with Credit Card” tutorial.
- ▶ The next page will review the process for paying with E-check.

Step 7a - Paying with E-Check

Enter Payment Info

Payment Amount: 20.00

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: * Personal Checking Personal Savings Business Checking Business Savings

Back Clear Next

For E-check payments, 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.

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 come to the Confirm Payment page.

Review all your information 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 red 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. It contains the 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 red arrow points from the "Submit" button to the text box below the screenshot.

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 MenuPrint

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

For credit card payments, enter your payment information as directed. Select “New Card Account” from the payment method drop-down.

A pop-up box will appear (see next page).



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

Enter Payment Review Thank You

Retrieved Account Details
Business Partner Number: 0004282846

Funding Source Details
Payment Method: *
-Select-

Payment Amount *
 Total Payment Amount \$30.00
This is the payment amount including the credit card convenience fee.

Enter Additional Payment Details
Payment Amount: \$30.00
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

Step 8b - Paying with Credit Card

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

When you have entered your information, click “Save changes” to move forward (the pop-up box will close).

The screenshot shows a web form titled "Add New Card Details" with a close button in the top right corner. The form contains the following fields and controls:

- Name on Card:** A text input field containing "TEST NAME".
- Card Number:** A text input field with a dropdown menu showing logos for VISA, Mastercard, AMEX, and Discover.
- Expiry Date:** A text input field.
- Card CWV No:** A text input field with a link labeled "What is this?".
- Click here if address is out of country.
- Address Line 1:** A text input field.
- Address Line 2:** A text input field.
- City:** A text input field.
- State:** A dropdown menu currently showing "-Select-".
- Zip:** A text input field.
- At the bottom, there are two buttons: "Save changes" (highlighted in blue) and "Cancel".

Red arrows from the text boxes point to the "Name on Card" field and the "Save changes" button.

Step 8c - Paying with Credit Card

Funding Source Details

Payment Method: *

Payment Amount *

- Total Payment Amount \$30.00
This is the payment amount including the credit card convenience fee.

Enter Additional Payment Details

Payment Amount: \$30.00

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

[Continue](#)

[Cancel](#)

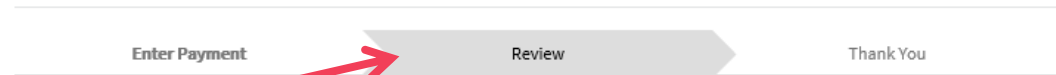
Under “Enter Additional Payment Details,” enter your contact information. All fields must be complete to move forward with the payment.

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

Step 8d – Paying with Credit Card



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



Now you come to the Review Payment page.

Almost Done

Please review your payment :

Account Details

Account Number: 0004282846

Payment Details

Payment Method: Visa Card ending in 9990
Expiry Date: 12/21
Card Address: 123 Main Street,
Tallahassee, FL 32399, USA
Payment Effective Date: 03/03/2021
Payment Processing Date: 03/02/2021
Payment Date: 03/02/2021
Payment Amount: \$30.00

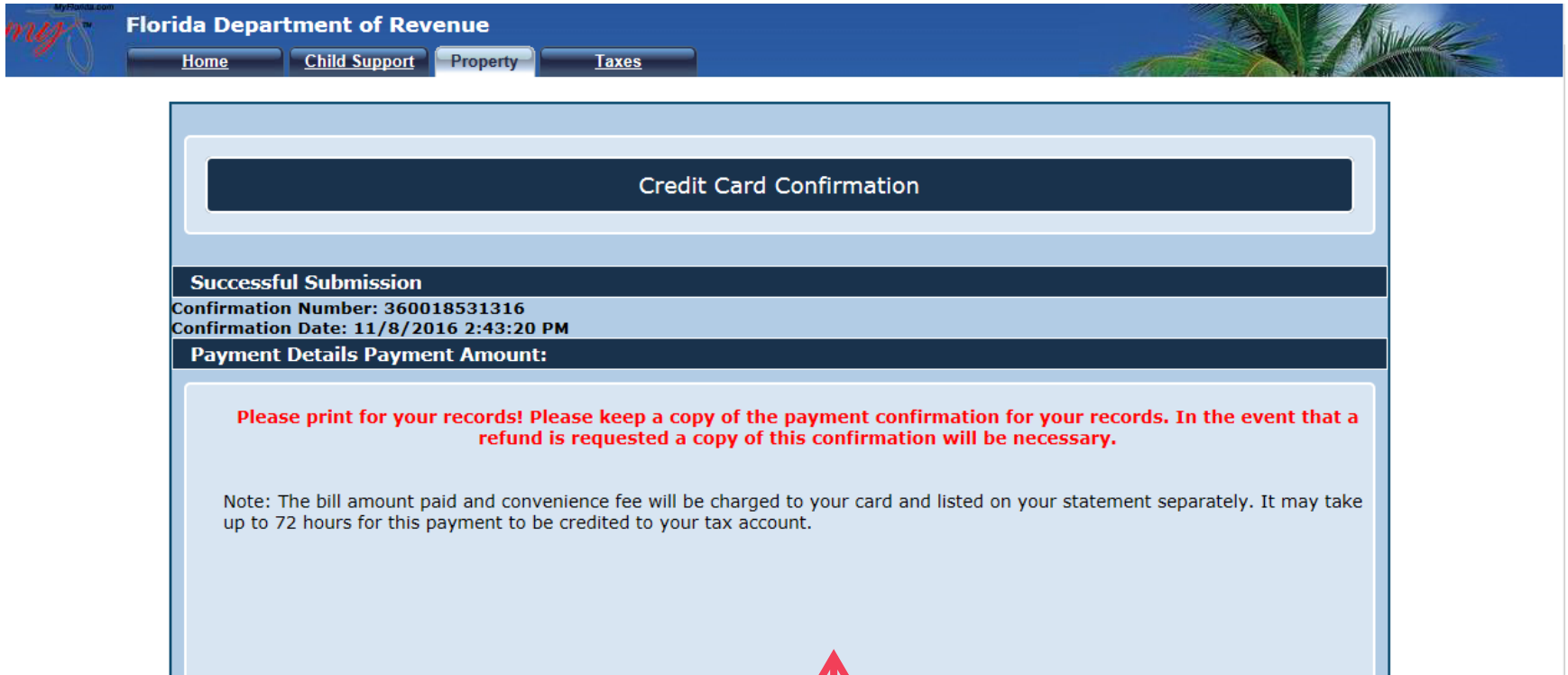
Additional Payment Details

Payment Amount : \$30.00
Convenience Fee: \$0.00
Contact Name: Test Name
Email Address: test@test.com
Day Phone: 8505551111

Review all your information. Click “Confirm” to continue or “Edit” if you need to make changes.

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.

Step 8e – Paying with Credit Card



The screenshot shows the Florida Department of Revenue website. The header includes the logo and navigation buttons for Home, Child Support, Property, and Taxes. The main content area is titled "Credit Card Confirmation" and displays the following information:

Successful Submission
Confirmation Number: 360018531316
Confirmation Date: 11/8/2016 2:43:20 PM

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.

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.

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

- ▶ There is a 30-minute session limit. After 30 minutes, the system will time out and all information will be lost.
- ▶ If you need to purchase an IAAO supplemental textbook, order through [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.
- ▶ Contact PTOTraining@floridarevenue.com for any issues with the online portal.