

# Instructions For Uploading Evidence


The Orange County Value Adjustment Board now offers petitioners the opportunity to upload their evidence directly into Axia by completing the steps shown below.

Note: When choosing to participate in the evidence exchange with the PAO, the written request to participate should be the first page of the evidence file.

## Log-In Instructions:

Access the Orange County Comptroller website for Axia <http://vab.occompt.com/2014/>

Using log in information provided on the payment receipt, log in to Axia to view petition(s).

	<b>Value Adjustment Board</b> Post Office Box38 Orlando, FL 32802-0038 Phone: 407-836-5447 Fax: 407-836-5382 <a href="http://www.occompt.com">http://www.occompt.com</a>
Mr. Petitioner 123 Sunny Lane Orlando, FL 12345	Transaction ID: 1 Total Fees: \$15.00 Total Payments: \$15.00
Cashiered By: <b>Web Submittal</b>	Cashier Date: 05/21/2014
<b>** To check on the status of your petition online, visit <a href="http://vab.occompt.com/2014/">http://vab.occompt.com/2014/</a> and click on Petitioner Log In. Your Transaction ID is 1, your password is 123AB4</b>	

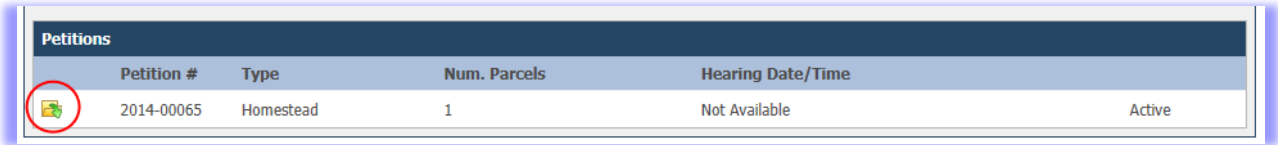
### CHECK PETITION STATUS

Transaction #:  Password:

[Forgot your password?](#)

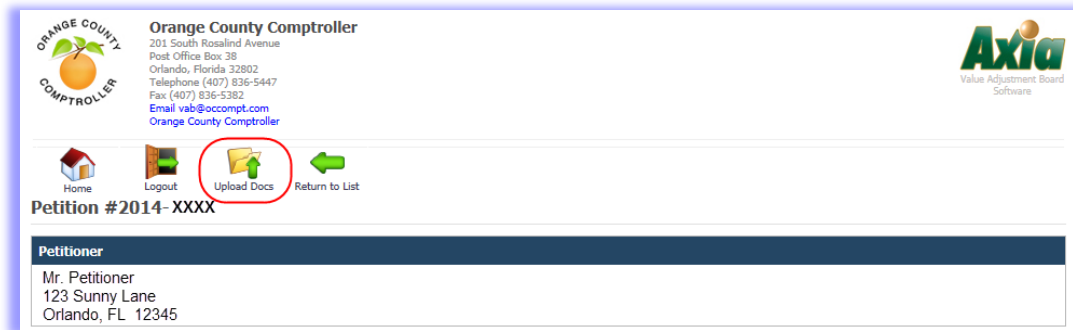
## Evidence Upload Instructions:

Once logged into Axia, scroll to the bottom of the page and click on the petition folder.



Petitions					
Petition #	Type	Num. Parcels	Hearing Date/Time		
2014-00065	Homestead	1	Not Available		Active

To upload evidence, click on the "Upload Docs" icon located near the top of the page, just below the Orange County Comptroller contact information.



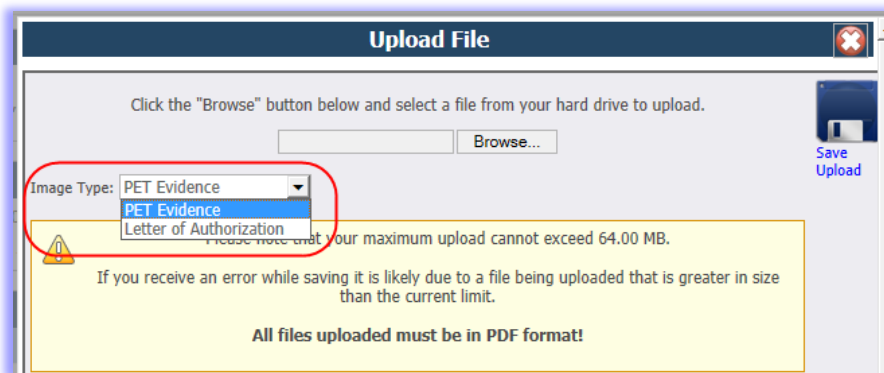
Orange County Comptroller  
201 South Rosalind Avenue  
Post Office Box 38  
Orlando, Florida 32802  
Telephone (407) 836-5447  
Fax (407) 836-5382  
Email vab@occompt.com  
Orange County Comptroller

Home Logout **Upload Docs** Return to List

Petition #2014- XXXX

**Petitioner**  
Mr. Petitioner  
123 Sunny Lane  
Orlando, FL 12345

A new window will open which allows the uploading of petitioner evidence and a letter of authorization.



**Upload File**

Click the "Browse" button below and select a file from your hard drive to upload.

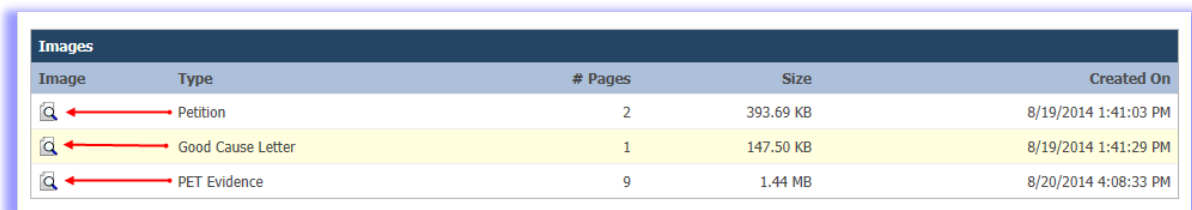
Browse...




Image Type: **PET Evidence**  
PET Evidence  
Letter of Authorization

Please note that your maximum upload cannot exceed 64.00 MB.  
If you receive an error while saving it is likely due to a file being uploaded that is greater in size than the current limit.  
**All files uploaded must be in PDF format!**

Save Upload

Any documents associated with the petition are located at the bottom of the screen and viewable by clicking on the image icon to the left of the document name.



Images					
Image	Type	# Pages	Size	Created On	
	Petition	2	393.69 KB	8/19/2014 1:41:03 PM	
	Good Cause Letter	1	147.50 KB	8/19/2014 1:41:29 PM	
	PET Evidence	9	1.44 MB	8/20/2014 4:08:33 PM	