

# 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 utilize Axia for participating in the evidence exchange with the Property Appraiser's Office (PAO), please advise the PAO of your choice and include the written request to participate as the first page of the evidence file.

**NOTE: Any evidence submitted becomes public record. Addresses and telephone numbers of persons whose privacy is protected by the public records law as specified in Section 119.0714, Florida Statutes, will be redacted IF the petitioner notifies the VAB Clerk of that right. Prior to uploading your evidence, thoroughly review all information to ensure confidential information (birth date, social security or federal identification numbers, etc.) have been redacted.**

## Log-In Instructions:

Access the Orange County Comptroller website for Axia <https://vab.occompt.com/2016/>.

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

|   |  |
|---|--|
|    | Value Adjustment Board<br>Post Office Box38<br>Orlando, FL 32802-0038<br>Phone: 407-836-5447<br>Fax: 407-836-5382<br><a href="http://www.occompt.com">http://www.occompt.com</a> |
| MR. PETITIONER<br>123 SUNNY LANE<br>ORLANDO, FL 32801   | Transaction ID: 9<br>Total Fees: \$0.00<br>Total Payments: \$0.00  |
| Cashiered By: VAB Clerk   | Cashier Date: 05/28/2015   |
| ** To check on the status of your petition online, visit <a href="https://vab.occompt.com/2015/">https://vab.occompt.com/2015/</a> and click on Petitioner Log In. Your Transaction ID is 9, your password is 8228. |  |

### 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.



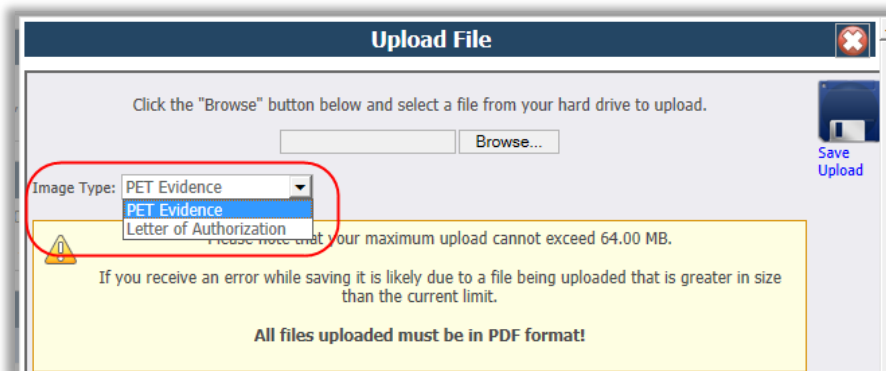
Orange County Comptroller  
201 South Rosalind Avenue  
Post Office Box 38  
Orlando, Florida 32802  
Telephone (407) 836-5447  
Fax (407) 836-5382  
Email vab@occompt.com  
Orange County Comptroller

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 |