



# Instructions for Uploading Evidence


**Purpose:** The Orange County Value Adjustment Board (VAB) offers petitioners the opportunity to upload their evidence directly into Axia by completing the steps shown below. Pursuant to [Section 194.011\(4\)\(a\), Florida Statutes](#), all evidence must be received by the Property Appraiser's Office (PAO) at least 15 days prior to your hearing date. You will be unable to upload evidence into Axia less than 15 days prior to your hearing date.

## A. Important Information Regarding Your Evidence Upload

1. When choosing to utilize Axia for participating in the evidence exchange with the PAO, please advise the PAO of your choice and include the written request to participate as the first page of the evidence file.
2. 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.

## B. Logging in to Axia

1. Access the Orange County Comptroller website for Axia <https://vab.occompt.com/2019/>.
2. Using log in information provided on the payment receipt, log in to Axia to view petition(s).

	Value Adjustment Board 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 32801	Transaction ID: 9 Total Fees: \$0.00 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?](#)

C. Uploading Evidence to Axia

1. 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

2. 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](mailto:vab@occompt.com)  
 Orange County Comptroller



**Axia**  
 Value Adjustment Board  
 Software

 Home
 Logout
 Upload Docs
 Return to List

**Petition #2014-XXXX**

**Petitioner**


Mr. Petitioner  
 123 Sunny Lane  
 Orlando, FL 12345

3. A new window will open which allows you to upload petitioner evidence and a letter of authorization.
4. Select the 'Browse' button in order to locate the PDF document you wish to upload.
5. Select 'PET Evidence' from the Image Type dropdown.

### Upload File

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

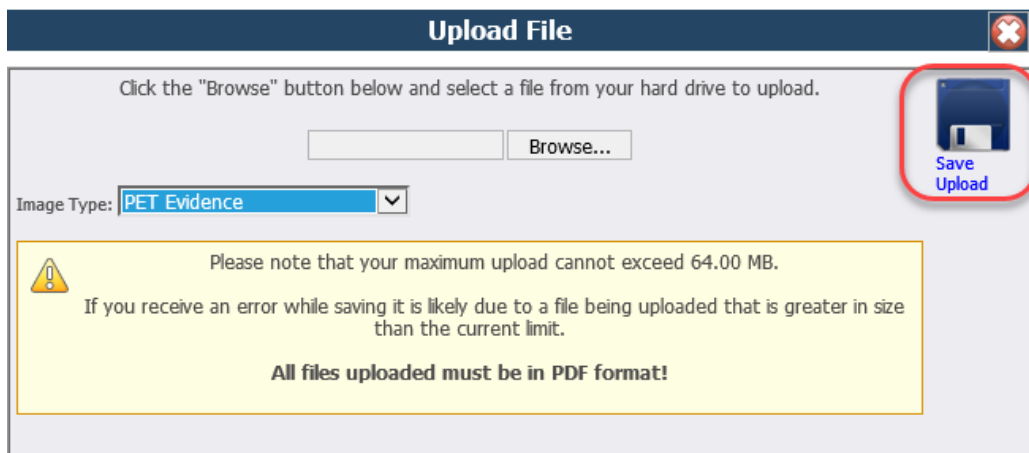
Image Type: 
 PET Evidence  
 PET Evidence  
 Letter of Authorization

 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!**

6. Once the document has been uploaded, select the 'Save Upload' button to save your evidence.



7. Depending on the amount of evidence you intend to upload and the file size, you may need to perform more than one upload and repeat steps 4 – 6.
8. Any documents associated with the petition, including your recently uploaded evidence, 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

9. If you experience any issues while uploading evidence to Axia, please contact the VAB Clerk via email at [vab@occompt.com](mailto:vab@occompt.com) or telephone at 407-836-5447.