

## 1.10 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 <a href="Section 194.011(4)(a)">Section 194.011(4)(a)</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

- 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.
- Any evidence submitted becomes public record. Addresses and telephone numbers of persons whose
  privacy is protected by the public records law, as specified in <u>Chapter 119.0714</u>, <u>Florida Statutes</u>, 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.) has been redacted.

## B. Logging in to Axia

- 1. Access the Orange County Comptroller website for Axia at <a href="https://vab.occompt.com/2023/">https://vab.occompt.com/2023/</a>.
- 2. Using log in information provided on the payment receipt, log in to Axia to viewpetition(s).

Your petition(s) have been submitted. To check the status of yo

Transaction #: 9 Password: GATCKM

Below is a copy of the petitions submitted and your total fees.



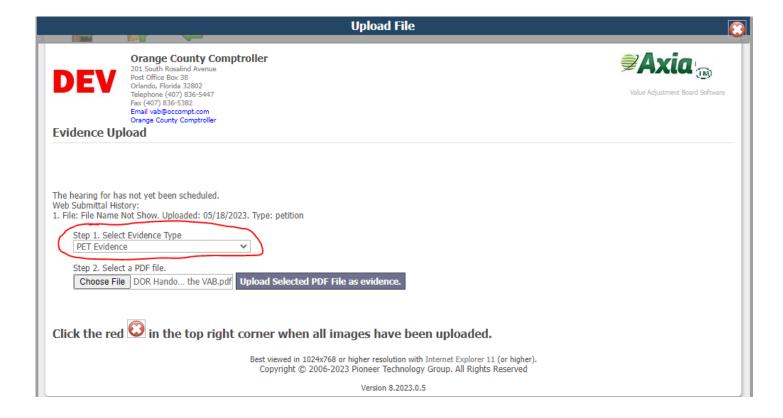
- C. Uploading Evidence to Axia
  - 1. Once logged into Axia, scroll to the bottom of the page and click on the petition folder.



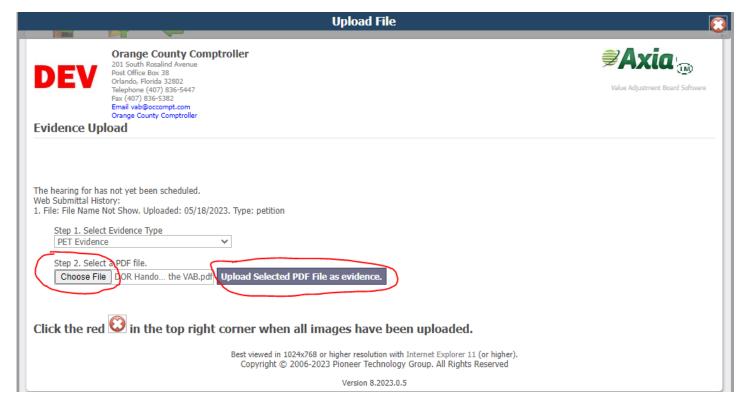
2. To upload evidence, click on the 'Upload Docs' icon located near the top of the page, just below the Orange County Comptroller contact information.



- 3. A new window will open which allows you to upload petitioner evidence.
- 4. Select 'PET Evidence' from the Evidence Type dropdown
- 5. Select the 'Choose File' button in order to locate the PDF document you wish to upload.



6. Once the document has been uploaded, select the 'Upload Selected PDF File as evidence' 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.



9. If you experience any issues while uploading evidence to Axia, please contact the VAB Clerk via email at <a href="mailto:vab@occompt.com">vab@occompt.com</a> or telephone at 407-836-5447.