PLANNING, ENVIRONMENTAL AND DEVELOPMENT SERVICES DEPARTMENT: PLANNING DIVISION-DRC OFFICE

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DRC
FAST TRACK USER GUIDE

ELECTRONIC PLAN SUBMITTAL & DIGITAL SIGNATURE INSTRUCTIONS

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1 Registering and Logging in

In order to upload electronic plans, you will need to become a registered user of FastTrack Member Services www.ocfl.net/FastTrack Any licensed Contractor or unlicensed Non-Contractor can now apply for a FastTrack Account. Detailed instructions for user registration are located under Contractor Services (My Services/Log In) section of the FastTrack Home Page. (Figure 1, below)

1.1 Registration

1.1.1 Account types

Non-License Holders (*non- Orange County registered building contractor*)

This type of account does not have access to begin permit applications but does have the ability to upload Electronic Plans for existing permit applications, pay fees for existing permit applications and has access to the entire suite of search and research tools. To get started with registering a non-license holder account, you may register electronically, using the online form, select Planning/DRC, fill out the form, and hit Submit.

Fast Track Member Services - Login

If you are experiencing problems using FastTrack, please clean out your browser history before logging in to our My Services area. If you have a problem logging in, contact us at 407-836-5522.

LOGON (EXISTING USER)

USERNAME _____   example: johnsmith@msn.com

PASSWORD _____   Forgot Password?

[Login]

REGISTER AS A NEW USER
- Licensed Building Contractors – View instructions and obtain necessary forms
- Non-Contractors – Request a (non-contractor) Fast Track account

Figure 1 – The Login page displays links to register both account types.
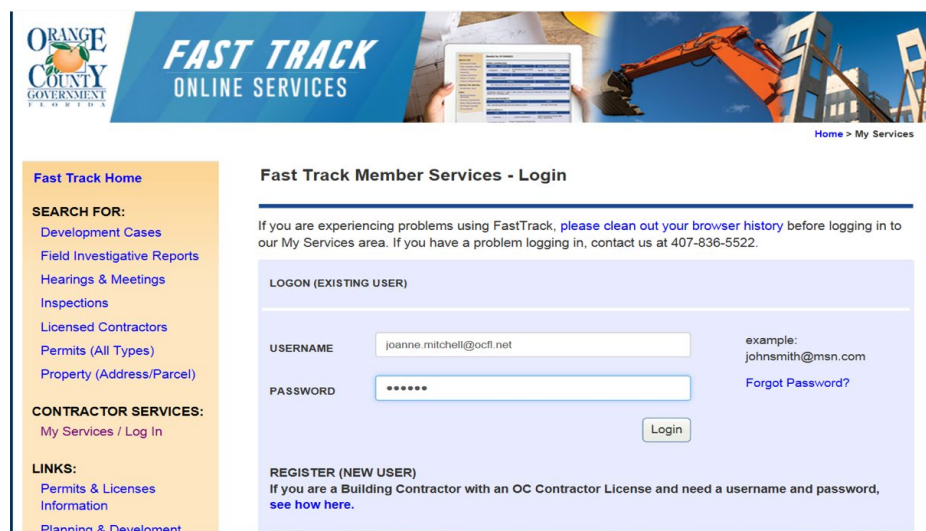
Figure 2– Fast Track User Account Requests-Displayed after login

1.2 Logging in

1.2.1 Logging in and Setting Password

Once you receive your Login information for Fast Track Member Services, you will access the My Services/Log In link under Contractor Services in the sidebar Login button on the homepage. Once you are on the Fast Track Member Services - Login page, you will enter your Username and temporary Password information to login. For the first time login you will be prompted to change your temporary password.

Figure 3– Fast Track User Account Requests-Displayed after login

2 My Services Home Page

2.1 Search for Permit-Document Upload

2.1.1 Search for Permit

Once logged into the system, your My Services home page will display a list of permit applications attached to your account. It displays the Permit #, Application Date, Permit Type, Address, Status & Fees Due (if applicable). This list includes permits in every stage, from recently started applications to permits that have been issued and/or completed. The status column will show the current status. There is an option to change your view from "Last 6 months - All Permits" to "Last 6 Months - Active Permits". In this view, the system will only display the permits that are in any status except Complete.

2.1.2 Uploading Files

a) Please click on the case under the "Permit #" column you would like to upload a plan, respond to comments and/or upload other documents for.

My Permits

Click the 'My Services MENU' for: My Permits, Inspections, Fees and Payments (including Escrow balance), Licenses, Applying for a Permit, Editing your profile, and Logging Out.

The permit list displayed only reflects a 6 month period from the date of permit application. For a comprehensive listing, use the **My Permits Search** page. Applications with a status of 'Internet Incomplete' will be voided after thirty (30) calendar days. For questions, contact us via email: ESubs@ocfl.net or by phone at (407) 836-5550.

Last 6 Months - All Permits

SEARCH RESULTS: Click **PERMIT#** (below) to see complete detail for this case.

Search: _____   Show 50 ⌄ entries

PERMIT # ⌃	APP. DT ⌄	TYPE ⌄	ADDRESS ⌄	STATUS ⌄	FEES DUE ⌄
DP-20-01-258	01/29/2020	Development Plan Review	8002 Bluebell Ct	Revised Plans	$704.00
DP-20-01-256	01/21/2020	Development Plan Review	1024 Little Creek Rd	Revised Plans	$1,404.26
PSP-19-10-245	10/07/2019	Preliminary Subdivision Plan	1000 Little Creek Rd	New	$2,038.00
DO-19-09-232	09/09/2019	Development Order	Tiny Rd	Review	$2,749.00
LUP-19-09-233	09/09/2019	Land Use Plan (PD)	Tiny Rd	New	$2,836.37

Figure 4-My Services Permit Page

b) Please click on the "Attach a Document or Plan" link

My Services   Menu▾   Logout

Details for DP-20-01-258   Attach a Document or Plan

CASE INFORMATION: **View Google Map**

CASE#	APPLY DATE	NAME	STATUS
DP-20-01-258	01/29/20	dp Test 1.29.2020 for fees	Revised Plans

TYPE	SUB TYPE	WORK TYPE
Development Plan Review		

ADDRESS	PARCEL
8002 Bluebell Ct	12-23-30-2340-06-370

DESCRIPTION

ASSOCIATED PROPERTY:

ADDRESS	PARCEL
8002 Bluebell Ct Orlando FL 32822	12-23-30-2340-06-370

ASSOCIATED SUBDIVISION:

NAME	SUB ID
EAST ORLANDO SEC 7	12-23-30-2340

Figure 5-My Services Case Information-Attach a Document Link

c) Please click on the "Upload E-Submittal Plans/Documents" link

My Services   Menu ▾   Logout

Documents for DP-20-01-258

Registered users may upload new or revised Electronic Plans and associated plan-related documentation. Please review the following before submitting Electronic Plans:

- Electronic Plan Submittal Upload Guide
- Electronic Plan Submittal - Guidelines & Naming Conventions
- Digital Signature Guide

Important! All electronic files go through a pre-verification process. Any files that do not meet Orange County's electronic file requirements will be rejected. Use the links in this section to upload Plans and plan-related documentation (only). When you are finished uploading all of your plans and related documentation, you must click the "Submission Complete" button to begin the file-verification process.

Electronic Plans & Related Documentation:
Upload E-Submittal Plans/Documents (Plan files and related Plan Documents only)

- View Permit Details

Figure 6-My Services page Case Information-Attach a Document Link

d) The following screen will appear for file upload. Click on "Browse your device" and navigate to the file you would like to upload.

Figure 7-My Services page-Browse to Upload Files
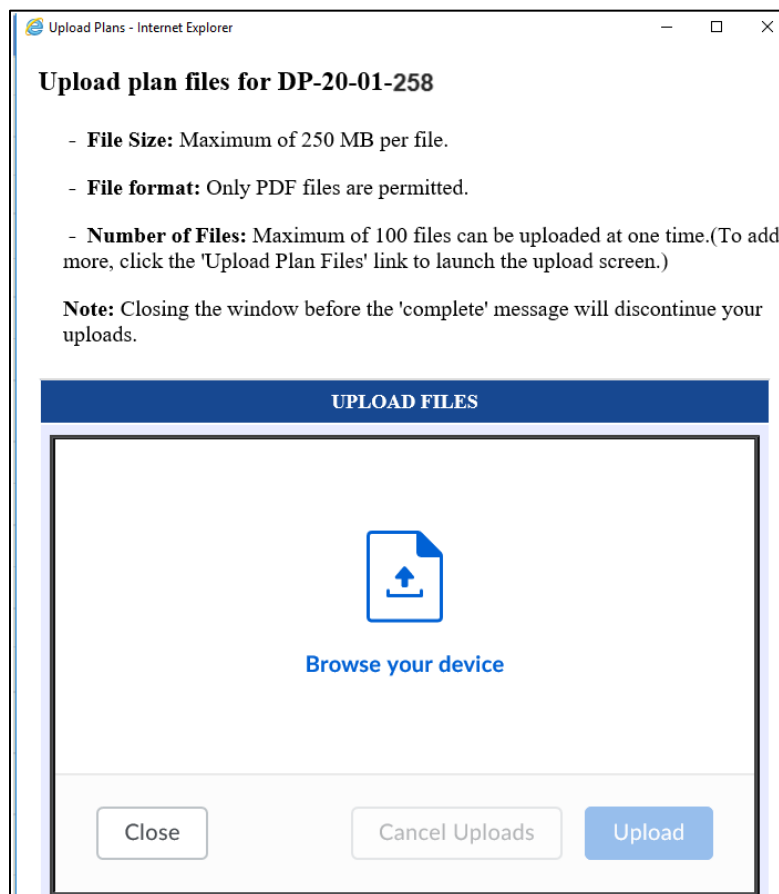
NOTE: *If you do not see "Browse your device" option please check your browser to make sure you are on a higher browser version, Internet Explorer 11,* lower right-hand side of the screen *may or may not work. Please try Chrome, Firefox, Safari, and/or Microsoft Edge.*

➢ After you are finished adding the file (s) to the upload window, it will appear in the "Upload Files" window (see 1).

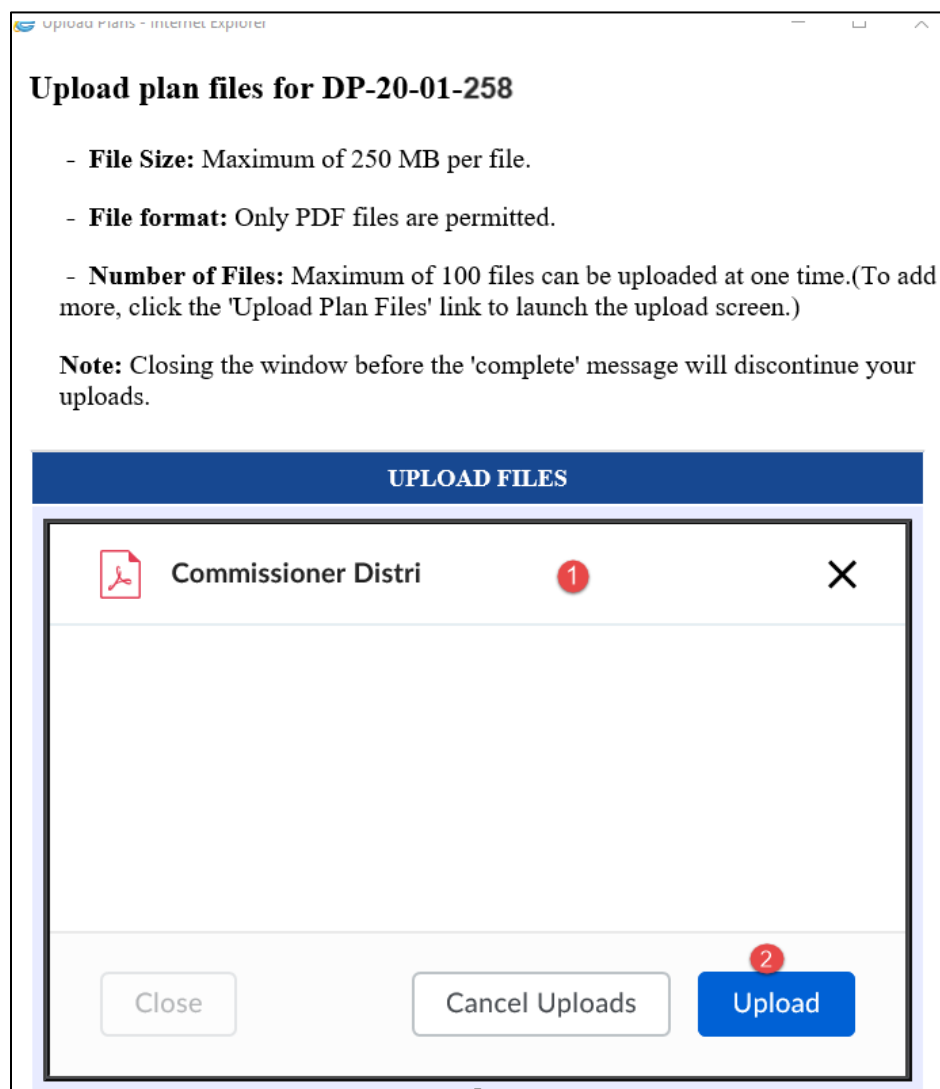   **e)** Click on the "Upload" Button (see 2).

Figure 8-My Services page-Browse to upload files

f) The following window will appear once the upload is complete. Click "Close Window".
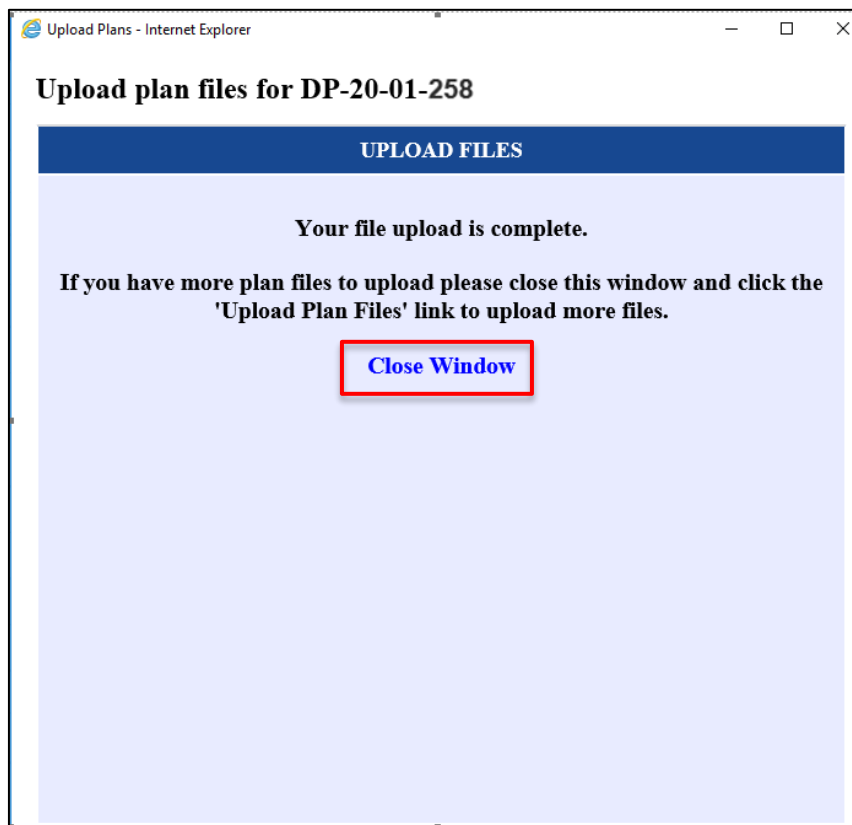

Figure 9-My Services page, Upload Plans-Close Window

g) Once all documents are uploaded, click on "Submission Complete".
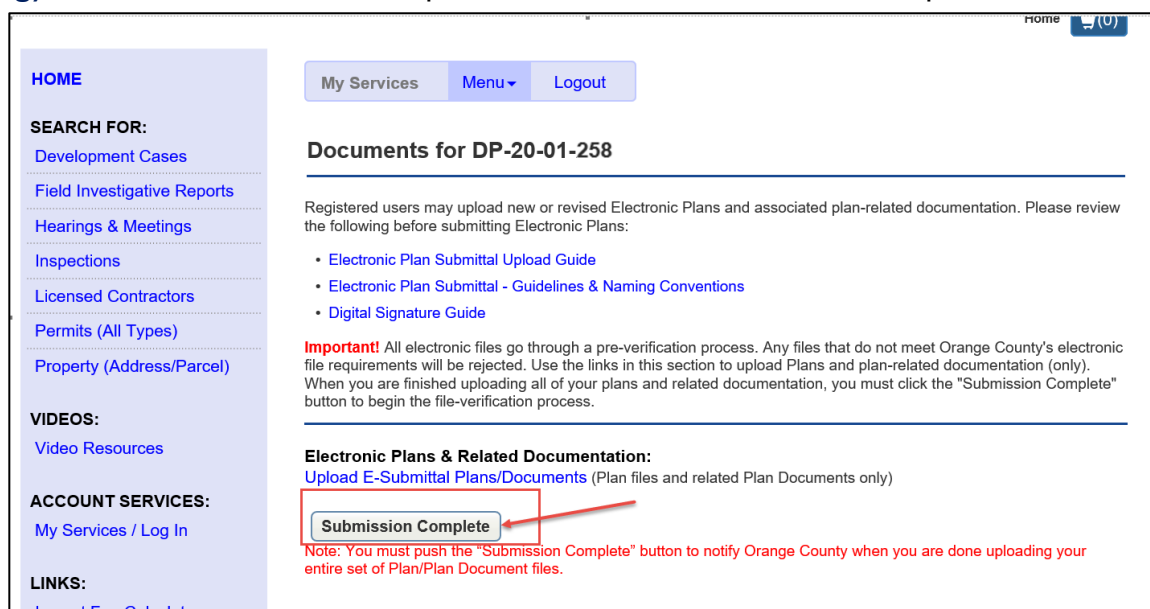

Figure 10-My Services page, Upload Window-Submission Complete

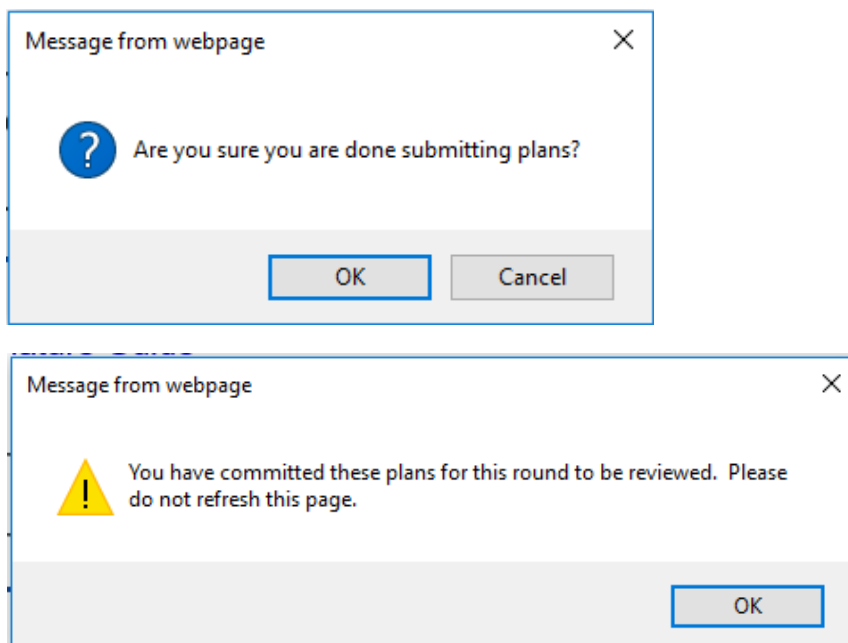➢ The following message boxes will appear. Click "OK" on each box.

Figure 11-My Services Page, Submission Complete Message Boxes

➢ The list of Documents uploaded will display in the "UPLOADED FILES (Awaiting Verification) Section (See below).

Documents for DP-20-01-258

Registered users may upload new or revised Electronic Plans and associated plan-related documentation. Please review the following before submitting Electronic Plans:

- Electronic Plan Submittal Upload Guide
- Electronic Plan Submittal - Guidelines & Naming Conventions
- Digital Signature Guide

Important! All electronic files go through a pre-verification process. Any files that do not meet Orange County's electronic file requirements will be rejected. Use the links in this section to upload Plans and plan-related documentation (only). When you are finished uploading all of your plans and related documentation, you must click the "Submission Complete" button to begin the file-verification process.

Electronic Plans & Related Documentation:
Upload E-Submittal Plans/Documents (Additional files are not permitted at this time.)

- View Permit Details

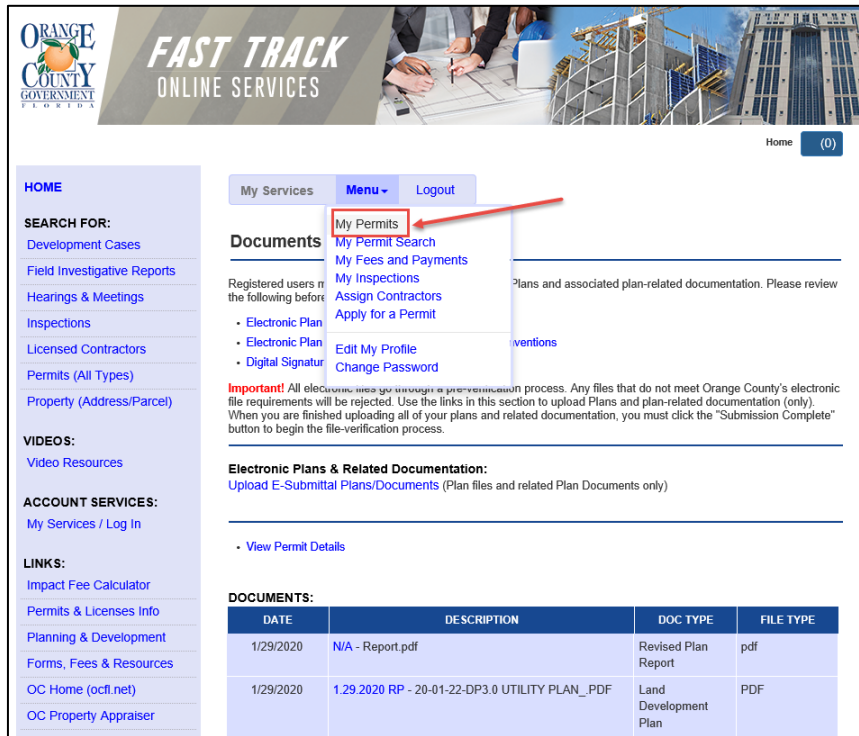**UPLOADED FILES (Awaiting Verification):**   Collapse All

LATEST UPDATE	FILE INFO
Documents (Non-Plan)	
01/30/20 4:03 PM	flow chart.pdf
01/30/20 4:02 PM	Commissioner Districts 2018.pdf
01/30/20 3:58 PM	DRC Information Page.pdf

Figure 12-My Services Page, Permit Details -Uploaded Files List

➤ To return to the initial screen you started on; Click the Menu and select "My Permits".

Figure 13-My Services Page, Permit Details -Uploaded Files List

➤ My Permits Screen

Figure 14-My Services Page, Permit Details -Uploaded Files List

3 Digital Signature Information

PLEASE NOTE: This user guide is designed for Development Review Committee Customers only. (DRC).

3.1 Introduction

Orange County Digital Signature Administrative Regulation was approved in December 2022. We now can accept electronic documents digitally signed in place of a wet-ink signature on hard copy. This will allow your workflow to be completely electronic for your convenience.

Per Orange County Administrative Regulation (12/22)

Digital Signatures have been approved for use on all electronic documents requiring a signature in place of a wet-Ink signature on a physical document.

3.1.1 Documents requiring a signature or digital signature:
Agent Authorization Forms, Relationship Disclosure Form and Specific Expenditure Report

Note: The instructions in this document are built from Adobe Reader or Adobe Acrobat. Adobe Reader can be downloaded for free. Click this link to download if needed: Install Adobe Acrobat Reader on Windows or Install Adobe Acrobat Reader on Mac OS

Special Note: There are other products you may use to digitally sign documents; however, Adobe Reader is the application the digital signature reviewers will be using.

3.2 Electronic Signatures versus Digital Signatures-There is difference

3.2.1 Electronic Signature:

• Refers to any electronic process that indicates acceptance of an agreement or record.
• Uses a variety of common electronic authentication methods to verify signer identity, such as email, social IDs, passwords, or a phone PIN. Standard e-signatures use single-factor authentication. Enhanced e-signatures use multi-factor authentication to increase security when needed.

• Demonstrates proof of signing using a secure process that often includes an audit trail along with the final document.

• Does not necessarily guarantee that the document has not been altered.

3.2.2 Digital Signature:

• Digital signatures use a specific method to sign documents electronically.
• Online equivalent of a notarized signature

• Uses a certificate based-digital ID to authenticate the signer's identity.

• Demonstrates proof of signing by binding each signature to the document with encryption validation.

• Encrypted validation adds an additional layer of security and ensures data integrity.

• Proves that the document has not been altered by anyone since the verified signer sealed the document.

3.3 What is a Digital Signature

A digital signature/Digital ID replaces a hard copy wet signature with verification electronically. Digital signatures allow users to keep their entire workflow online. Individuals can digitally sign documents as needed right from the comfort of their computers.

A *digital signature contains a digital ID and works* like an electronic driver's license or passport that proves your identity. A digital ID usually contains your name and email address, the name of the organization that issued it, a serial number, and an expiration date. Digital IDs are used for certificate security and digital signatures.

Digital IDs contain two keys: the *public key* locks, or encrypts data; the *private key* unlocks, or decrypts that data. When you sign PDFs, you use the private key to apply your digital signature. The public key is in a *certificate* that you distribute to others. For example, you can send the certificate to those who want to validate your signature or identity. Store your digital ID in a safe place, because it contains your private key that others can use to decrypt your information.

3.4 Digital Signature Components

1) **Adobe Acrobat Standard or Pro –** Most Digital Signatures are built using the Adobe platform. Step one creates the digital certificate. Step two adds your digital ID to identify you. Step three adds the public key to complete the self-signed digital certificate that is applied to the document.

2) **Digital Certificate –** a way of proving your identity in online transactions and is unique to you when signing a document. The typical digital certificate includes your full name, email address and your professional qualifications for signing.

3) **Third party verification is not required for self-signed digital signatures.**

4) **Hash Tag –** When the user clicks "sign" in Adobe Acrobat, a unique digital fingerprint (called a hash) of the document is created using a mathematical algorithm. This hash is specific to this document; even the slightest change would result in a different hash. The hash tag is encrypted using the users private key from the digital certificate. The encrypted hash and public key are combined into a digital signature, which is applied to the document.

5) **Professional Seal or Logo –**Optional. Scan the wet stamp of the Professional seal or Logo into a two-inch square j-peg file on the computer hard drive. It can then be added to your digital certificate using the Adobe software.

3.5 How does a Digital Signature Work?

- When a digital signature is applied to a drawing, a cryptographic operation binds the digital certificate and the data being signed such as a PDF or other drawing file into one unique descriptor. Any change to the drawing will remove your unique descriptor and will be indicated when opened in Adobe, "This Document has been modified since digitally signed".

- **Data Integrity** – when the signature is verified at opening of the document in Adobe, it checks that the data in the document matches what was in the document when the signature was applied. Even the slightest change to the original document results as invalid.

4 Digital Signature Instructions

➢ Create and Apply a Digital Signature

4.1.1 Create Digital ID

Note: Do this first before attempting to create your digital signature

➢ Please visit this link at Adobe.com. This will walk you through the steps of creating your digital ID needed to create a digital signature. Certificate-based signatures, Adobe Acrobat

4.1.2 Create the digital signature

Note: If using a different version, then Adobe DC the screenshots and steps on the following pages may differ.

1. From Adobe Acrobat or Adobe Reader, click Certificates. You may have to go into More tools to find certificates and then add it to your tool's menu, so it displays in the   future.

2. Select Certificates and Digitally sign buttons display at top of screen.

Figure 15-Digital Signature tool bar-Digitally Sign button

3. Click Digitally Sign button at top of screen.

➢ You are prompted to click in the document area you want the certificate to appear.
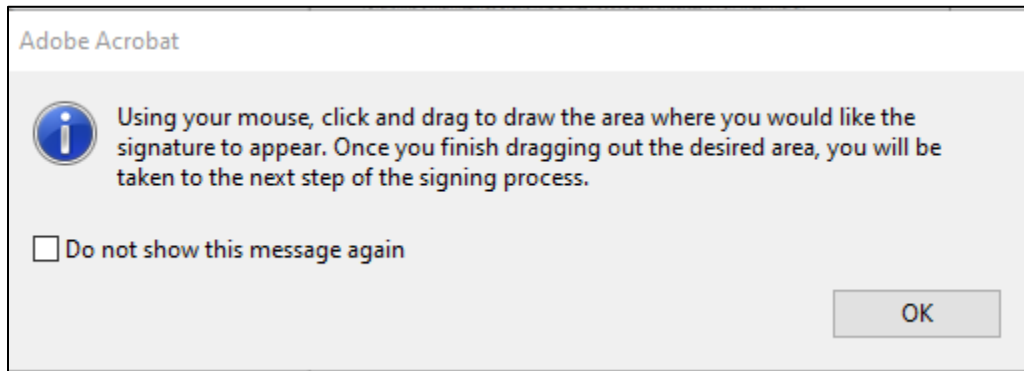

Figure 16-Warning message to select area of document to apply the digital signture

4. Select an area of the document you want the signature to display, just click the mouse button.

Note: If you have not created a digital ID, click Configure Digital ID or go back to the link to adobe.com on prior page that displays how to create the Digital ID. However, you can create it here by following the prompts.

➢ A pop-up displays prompting to add your digital ID-If you have not created one, click on the button to Configure New Digital ID.
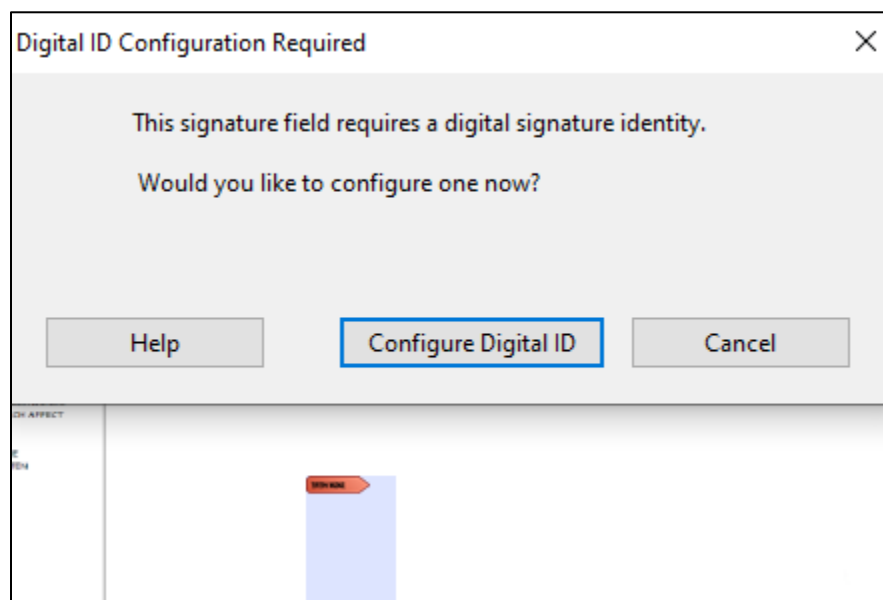

Figure 17-Warning message to select area of document to apply the digital signature

5. When you have created your digital ID, you see this screen with the ID name you saved. Select Continue.
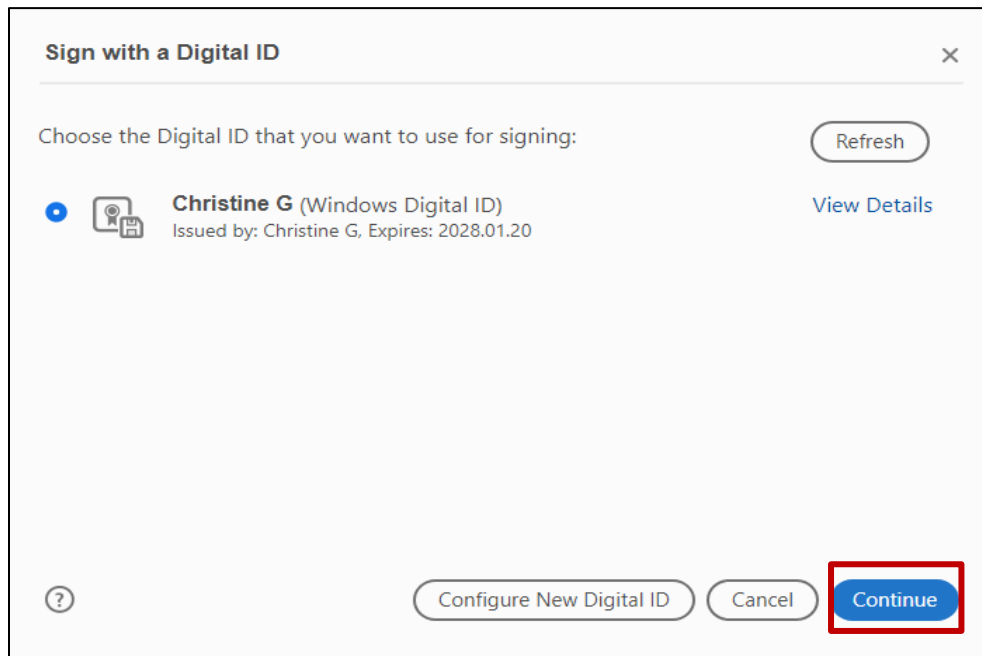

Figure 18-Sign with Digital ID displays the ID setup, review and click continue button

➢ The Sign as window displays with your digital stamp.

Note: This is an example, so please be sure to use your full name. And keep default settings as you want the date and time stamp to be visible in the digital signature stamp next to your name as displayed below.

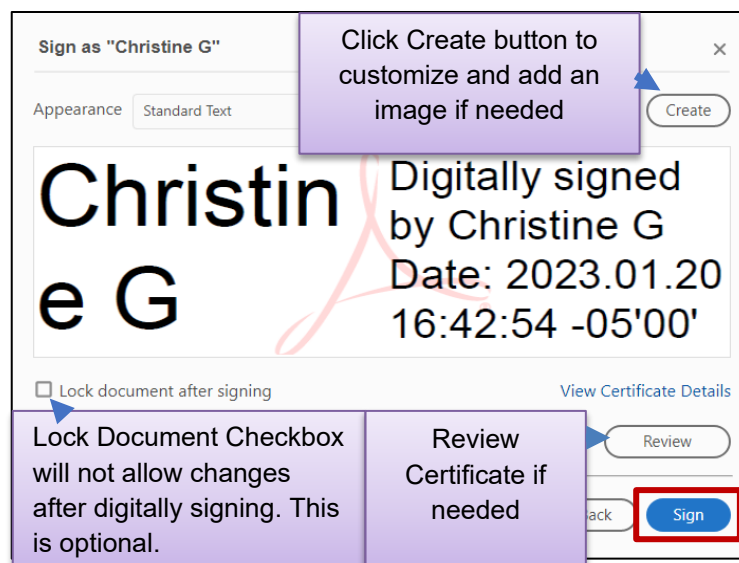**6.** Click the Sign button.

Figure 19-Sign as username creating the signature window displays-

7. The browse window comes up and prompts you to save the document. Type in a file name and save to a location you can access later.

8. Your digital signature should be applied to the document.

➢ The Adobe logo in the signature is a hyperlink to open the certificate for review. (Only if Adobe was used to digitally sign)

Note: You must know your Digital ID password if you created one or you will have to create a new ID. No one knows this password but you.

5 Opening a Digital Certificate to Review-Optional

Opening a Digital Certificate is optional and may only need to be done in-frequently to check the signatures applied to the digital certificate.

Note: No changes can be made when digitally signed or the digital certificate will be removed or be invalidated. Do not digitally signed till document is fully complete.

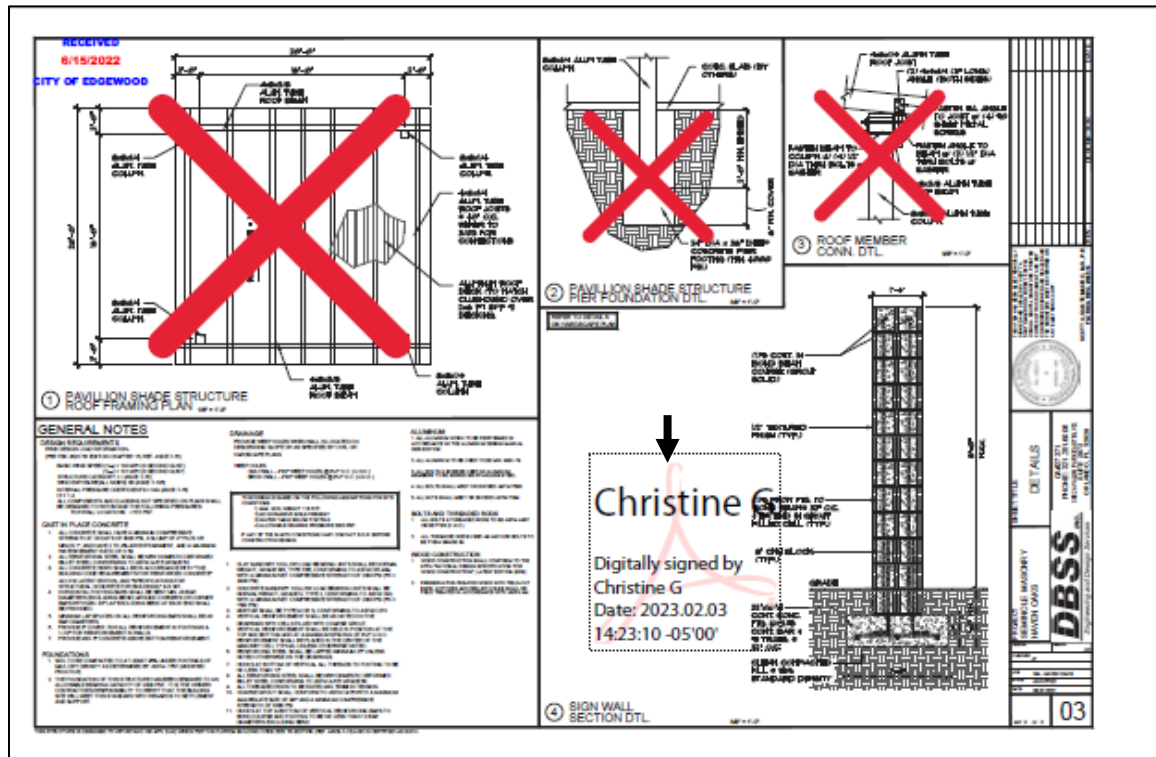1. a. Click on the hyperlink on the document where the digital signature was applied.

Figure 20-Display of hyperlink of digital signature stamp in plan

2. The Signature Validation Status window displays. Click the Signature Properties button.

Figure 21-Display of Signature Validation Window

3. The Signature Properties window displays.

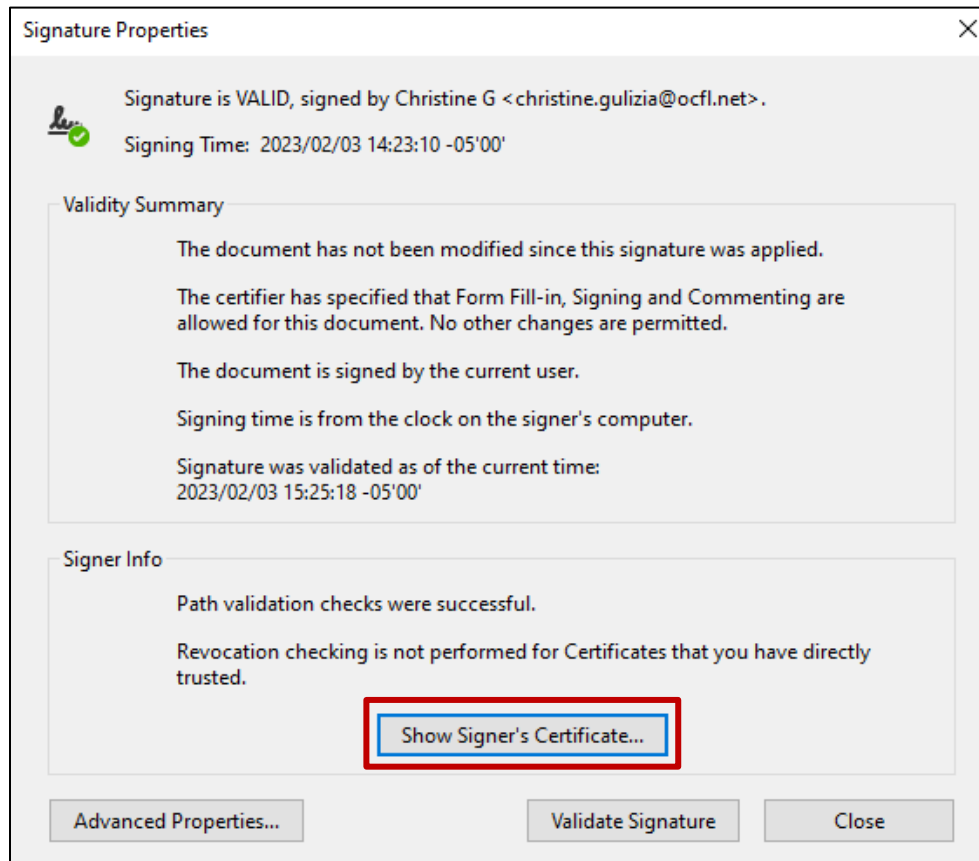**4.** Click show signers certificate button to display the certificate.

Figure 22-Sign as username creating the signature window displays

1. b. If for some reason the digital signature was applied using a different application than Adobe Reader or Adobe Acrobat you can click on the Signature Panel button top right-hand side of the blue bar to look at the digital certificate imbedded. This method would be used when there is no link in the document.
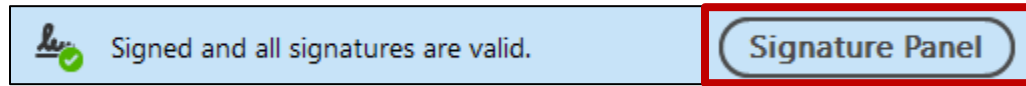

Figure 23-Sign as username creating the signature window displays

Note: If this blue bar is not displaying over the top of the document, then something went wrong and there is no digital certificate imbedded in the document.

2. Click the arrow next to Signed by to expand the list.

3. Click on the arrow next to Signature Details to expand the list.

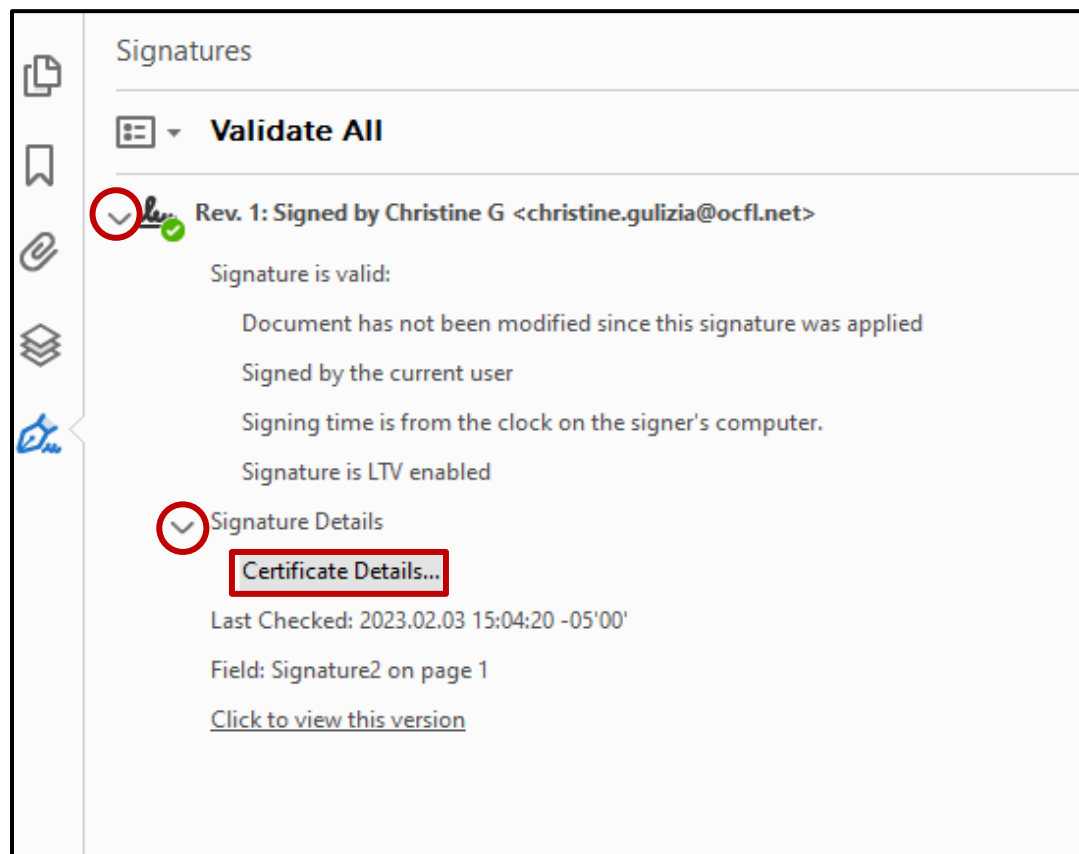4. Click on Certificate Details to open the certificate.

Figure 24-Sign as username creating the signature window displays

➢ The digital signature certificate should display with the same name for Signer and Issued By. Self-signed will display in this case at the bottom of the certificate.
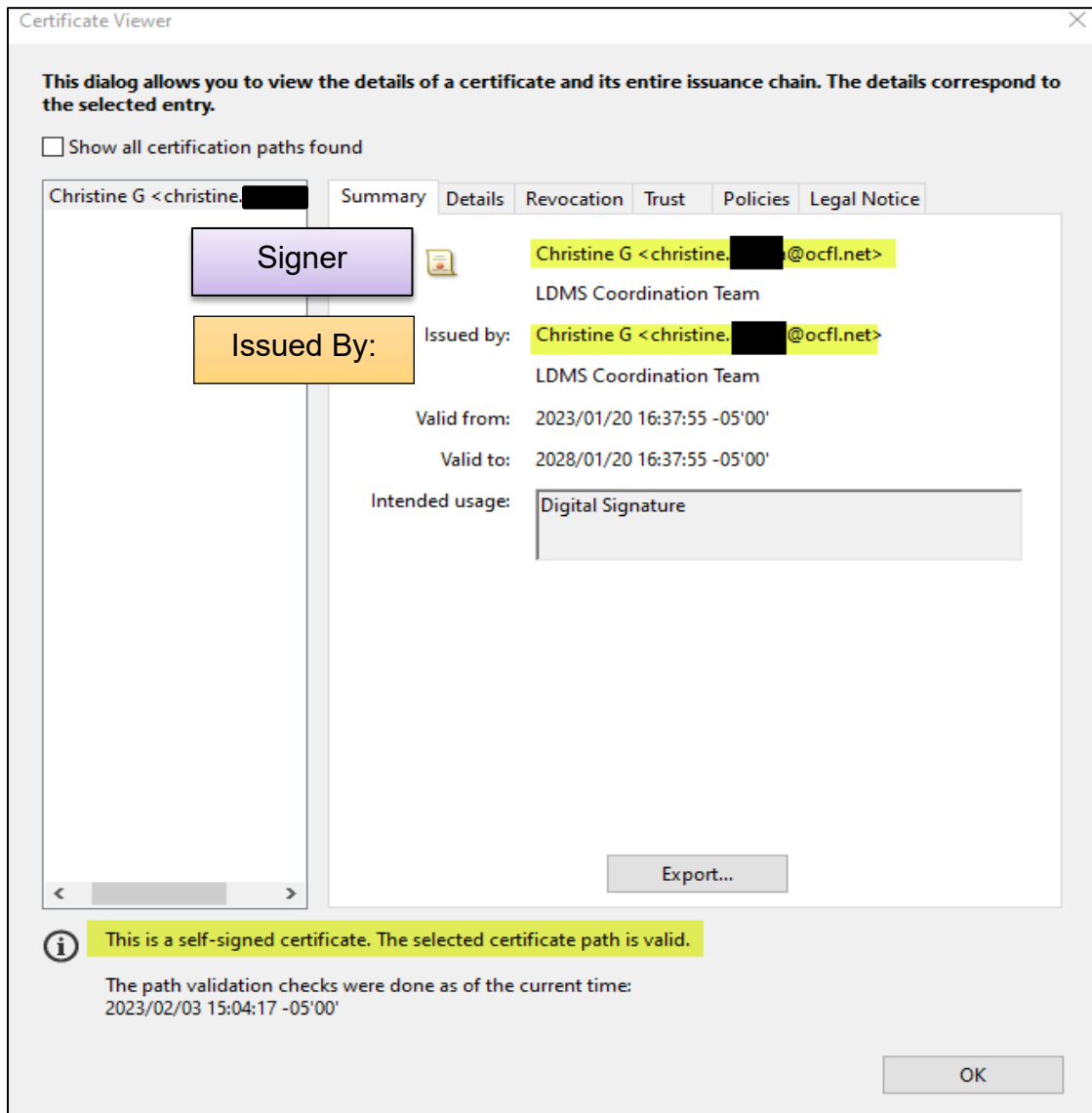

Figure 25-Sign as username creating the signature window displays-

➢ This is an example of what you should see if signed correctly for a self-signed digital signature.
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Help: If you need help or have any questions on digital signatures, you may email Digitalsignature@ocfl.net and please post DRC or Development Review Committee on the subject line. (You may email the document in question or provide the permit information in Fast Track to help us see what's going on).