

How To Create Your Business Tax Receipt Account For An Existing Business

15 Steps [View most recent version on Tango.us](#) 

Created by

Michelle Main

Creation Date

Oct 21, 2024

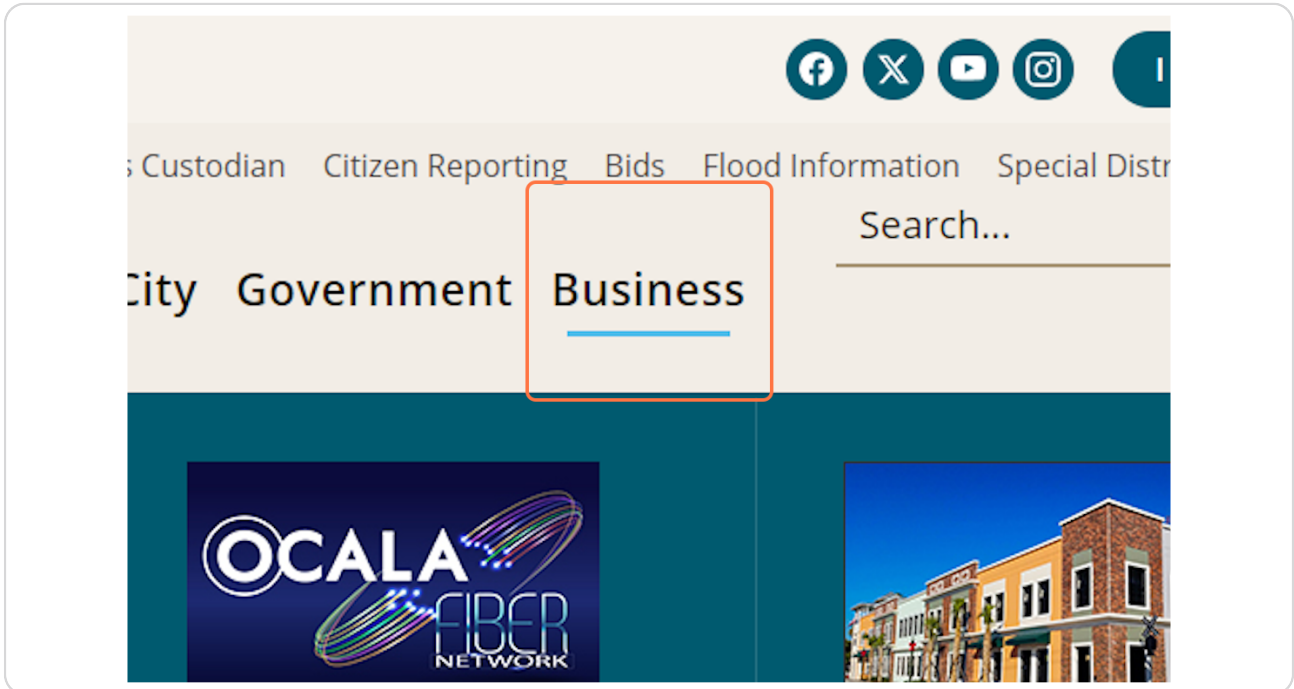
Last Updated

Oct 25, 2024

Go to www.ocalafl.gov

STEP 1

Click on Business



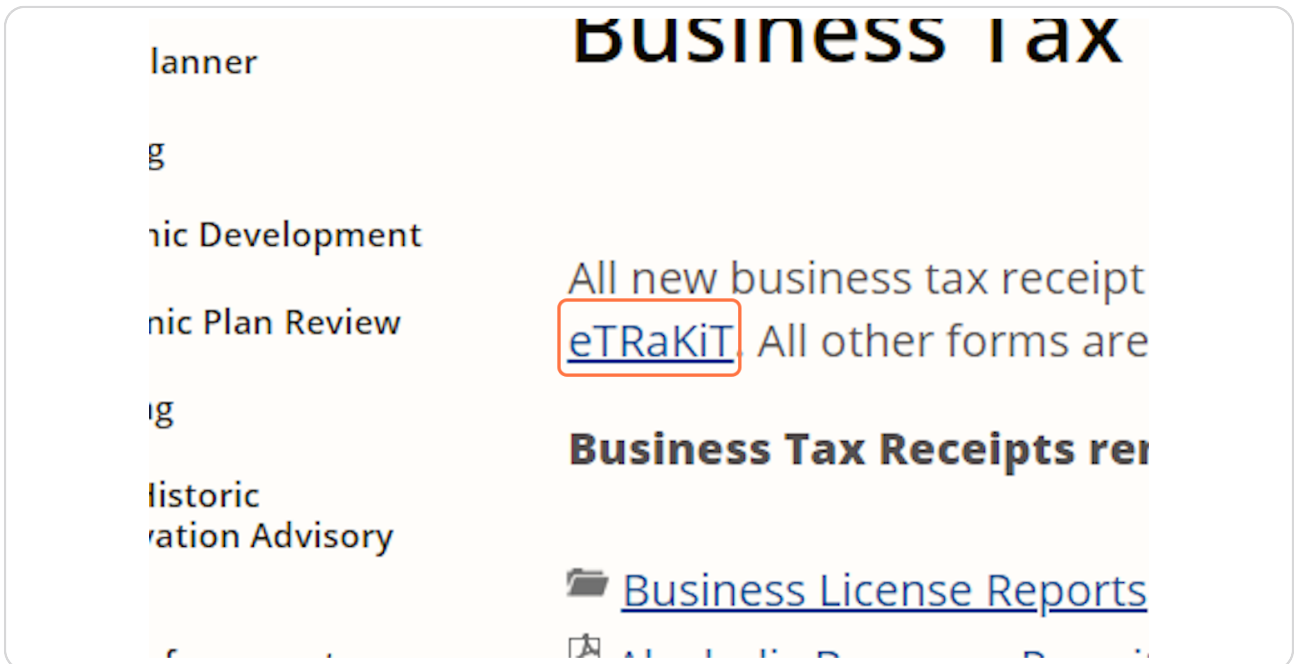
STEP 2

Click on BUSINESS LICENSES



STEP 3

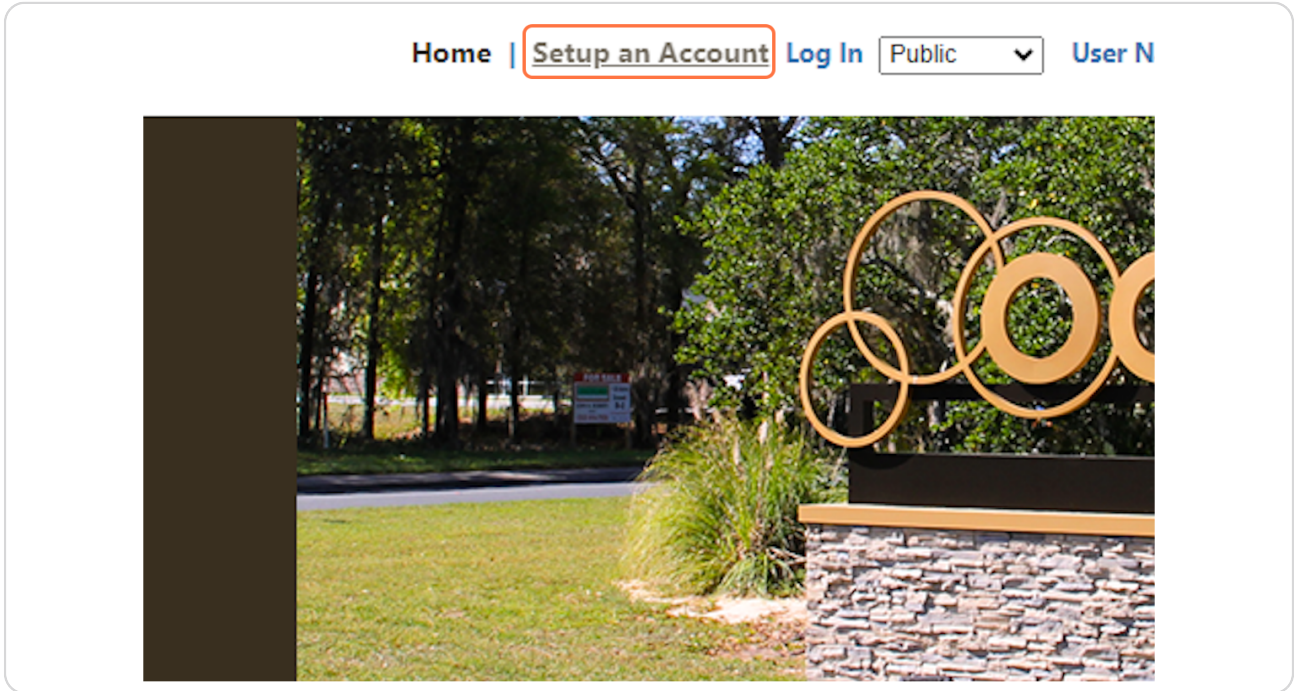
Click on eTRaKiT



STEP 4

Click on Setup an Account

Make sure the login type selected is PUBLIC not CONTRACTOR



STEP 5

Complete All Required Fields Then Click on Create Account

Security

Security Question:	What was your childh
* Secret Answer:	...
* Re-enter Secret Answer:	...

CREATE ACCOUNT

STEP 6

Click on Continue

HOME | DASHBOARD | \

My Dashboard

Permits

- Apply for a new Permit
- Search for a Permit
- Pay Fees
- Issued Permits Report

Projects

- Apply for New Project
- Search Projects

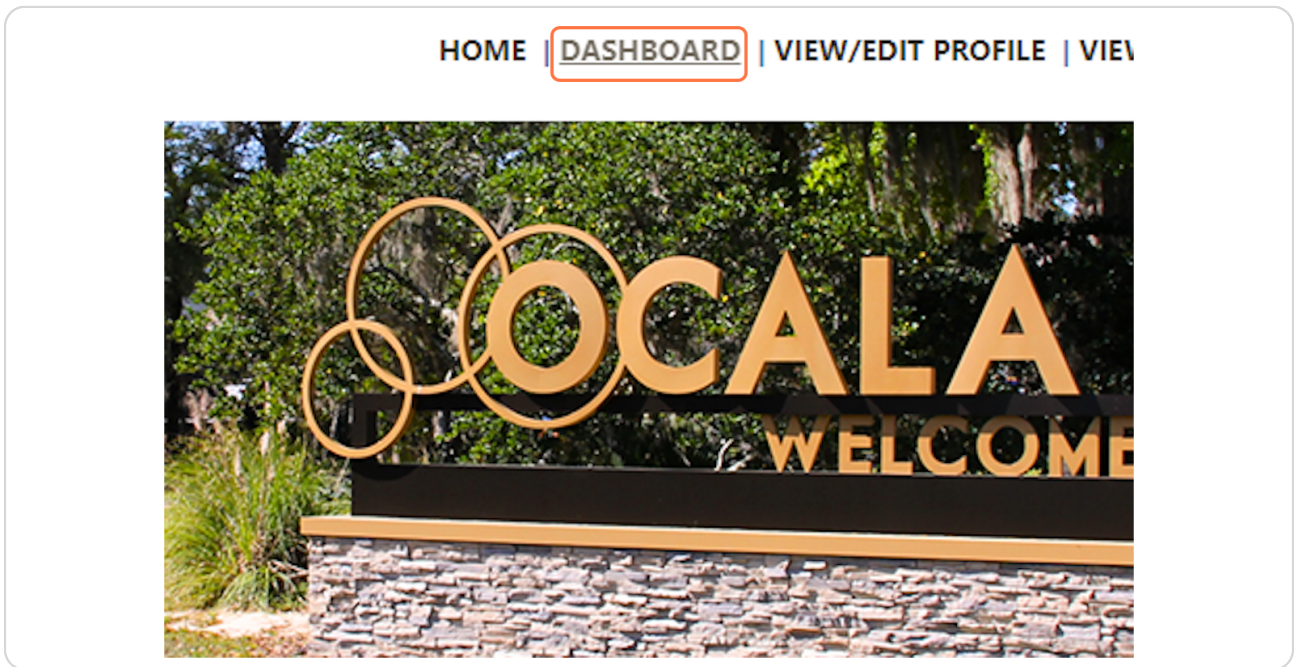
Contractors

- Search for a Contractor

CONTINUE

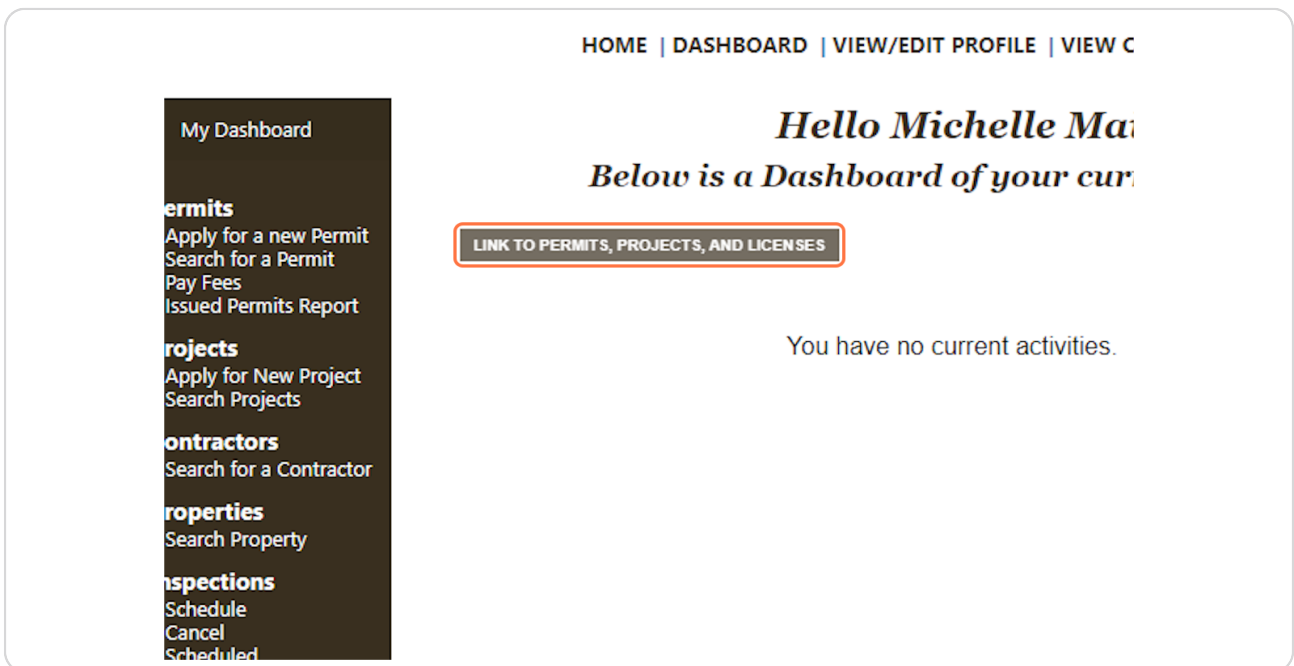
STEP 7

Click on DASHBOARD



STEP 8

Click on Link to permits, projects, and licenses



STEP 9

Select License from Link to a:

HOME | DASHBOARD | VIEW/EDIT PROFILE

Link a Record to my

Link to a:

Permit #:

LINK **CANCEL**

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STEP 10

Type in Your License Number

It will either start with an "A", "LIC" or "BTR"

HOME | DASHBOARD | VIEW/EDIT PROFILE | VIEW CART | LOG OUT | LC

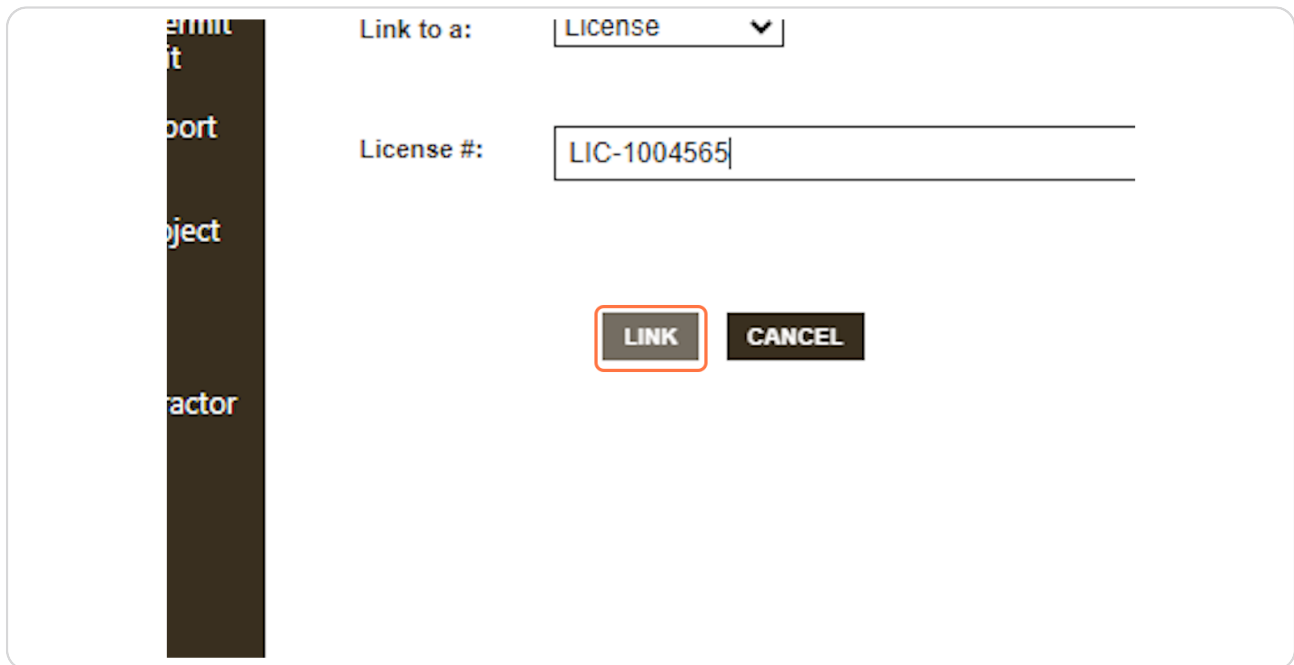
Link a Record to my Account

Link to a:

License #:

STEP 11

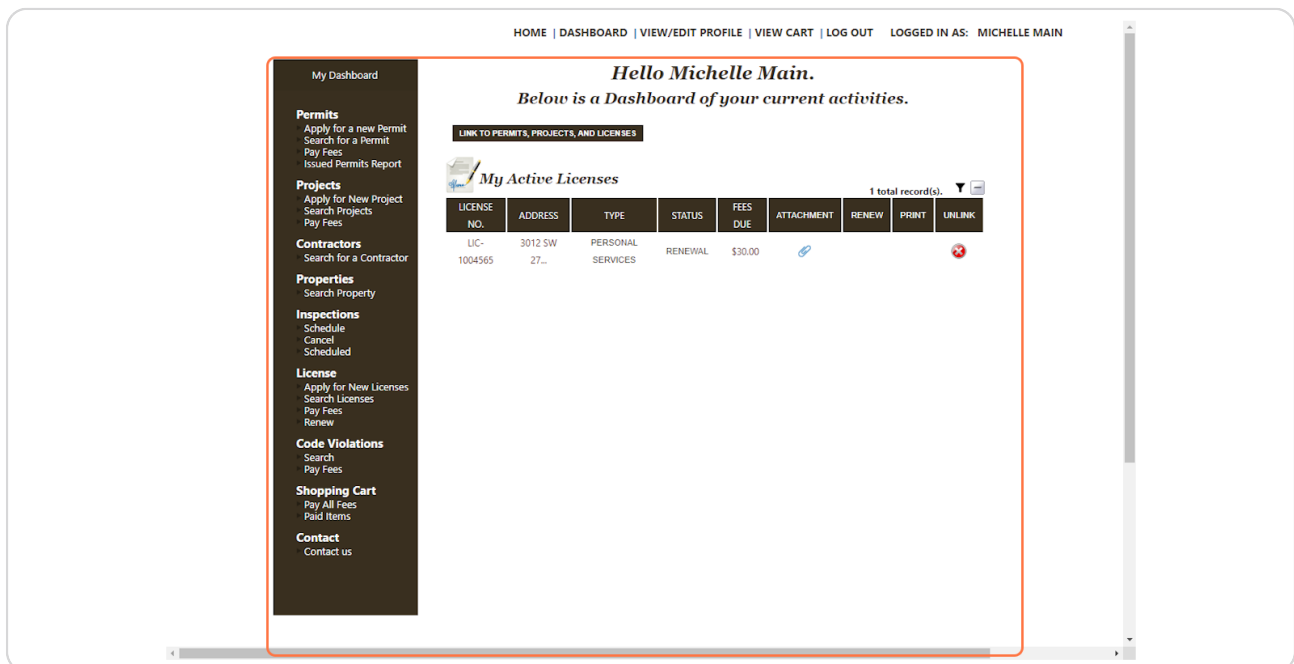
Click on Link



The screenshot shows a web form with a dark sidebar on the left containing menu items: Permit, Support, Project, and Contractor. The main content area has a 'Link to a:' dropdown menu set to 'License'. Below it is a 'License #' text input field containing 'LIC-1004565'. At the bottom of the form are two buttons: 'LINK' (highlighted with a red border) and 'CANCEL'.

STEP 12

Click on My Dashboard...



The screenshot shows a user dashboard for Michelle Main. The top navigation bar includes links for HOME, DASHBOARD, VIEW/EDIT PROFILE, VIEW CART, and LOG OUT, along with the text 'LOGGED IN AS: MICHELLE MAIN'. The main content area is titled 'Hello Michelle Main. Below is a Dashboard of your current activities.' and features a 'My Active Licenses' section. A table below this section displays one active license record.


LICENSE NO.	ADDRESS	TYPE	STATUS	FEES DUE	ATTACHMENT	RENEW	PRINT	UNLINK
LIC-1004565	3012 SW 27...	PERSONAL SERVICES	RENEWAL	\$30.00				

STEP 13

Select Fee Due Amount

enses

1 total re

TYPE	STATUS	FEE DUE	ATTACHMENT	RENEW	PAID
PERSONAL SERVICES	RENEWAL	\$30.00			

STEP 14

Click on Proceed to Checkout

Type	Site Address	Amount
PERSONAL SERVICES		\$30.00
		Total: \$30.00

[VIEW PAID ITEMS](#) [PROCEED TO CHECKOUT](#)

most current and accurate information possible. No warranties, expressed or implied, are made by the Shopping Cart facility indicates understanding and acceptance of the terms and conditions of use by the user.

STEP 15

Click on Pay Now

MASSEUSES	\$30.00
<hr/>	
Total Fees:	\$30.00
Total:	\$30.00
<hr/>	
BACK TO SHOPPING CART	PAY NOW
<hr/>	

Tango

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