Florida Department of Transportation

ODA User Guide

For External Users

FDOT Office

Transportation Technology
Application Services

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Introduction

The purpose of this document is to provide a How To guide for The new Outdoor Advertising application at https://oda.fdot.gov. This guide covers the information available to non-registered guests and the functionality available to registered guests.

Non-Registered Guests

On the oda.fdot.gov page any member of the public can run a report, search the database, or request access to the application.

Run Report

FDOT Outdoor Advertising   Reports ▾   Help

Click on Reports from the menu bar to select and run any of the public reports or downloads that were previously available on the Right of Way database (fdotewp1.dot.state.fl.us/Rightofway).

Search the Database

The new database provides the same Search options that were previously available on the Right of Way database (fdotewp1.dot.state.fl.us/Rightofway).

Search The Database

- 👆 Search by Tag or Permit Number to view details of a permitted sign
- 👆 Seach by County to view the roadway section numbers within each Florida county
- 👆 Search by Section Number to view the permitted signs on a section

Register for Access

Outdoor Advertising customers may register their account and their authorized users in order to make use of the online functionality available.

To register for online access:

If you are an External Customer (whether returning or new)...

Sign In or Sign Up Here
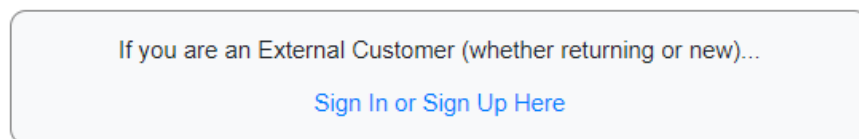
- 👆 Click on Sign in or Sign Up Here on the oda.fdot.gov page.

👆 Follow the steps to create a Microsoft Azure user name and password for any valid email address that you have access to in order to confirm the account.
  o Note: If you already have a Microsoft Azure account, you may use this to access ODA.
👆 Continue to the ODA Web site which will open with a message for new guests.

If you or your organization already has an Outdoor Advertising Account and you are the first user to request online access, then:
👆 Click on Request Access. The Outdoor Advertising office will validate your association with the account, then add your name and email address as a registered user. You will get an email notification when this is complete and the next time you access oda.fdot.gov you will see a different first page. (See next section for Registered Guests)

If you or your organization do not already have an Outdoor Advertising Account and you want to submit a permit online then:
👆 Click on + Create New Account and provide your account details.

Registered ODA Guests

| FDOT | Outdoor Advertising | Admin ▾ | My Accounts ▾ | Reports ▾ | Dashboard | Help |
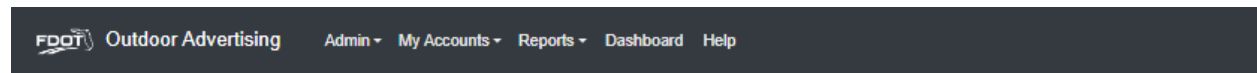
Registered guests can manage their accounts, applications and permits online. When you log on the system recognizes you and takes you directly to a page of ODA accounts that you are associated with. The menu options have also expanded.

Outdoor Advertising customers may register their account and their authorized users in order to make use of the online functionality available. With an online account you can:
- Submit permit applications online
- Receive email notifications of the application progress or requests for additional information
- View your current account and permit information
- Pay application and renewal fees online

Account No.	Name	Active	License Number	Account Representative	Phone	View/Update	License Applications
		Select Status ▾					
52114	Jenny Bro Tester	YES	N/A	Jenny Brock	(850) 636-1235	✎ View/Update Account	✎ Apply for License
⏮ ◀ 1 ▶ ⏭ 10 ▾ Items per page							1 - 1 of 1 items

👆 Click on View/Update Account to open the Account Information page. From this page you have a menu of options available.

Account Users
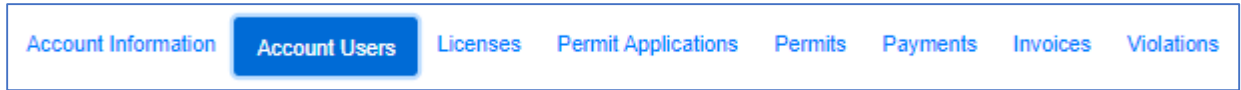
To view or remove users:
- 👆 Click on Account Users from your Account menu to view the current authorized users
  - o The person who create the account is the default Administrator
  - o Only Administrator users can add or remove other users

To add a new user:
- 👆 The new user must first register for access, see previous page.
- 👆 Click on Account Users from the account menu

- 👆 Select a role (Administrator role can add and remove other users)
- 👆 Enter the new user's email address to search and select the available member.
- 👆 Click on + Account User

To change a user role (administrators only):
- 👆 Select the new role
- 👆 Enter the user's email address to search and select the available member.
- 👆 Click on + Account User

Licenses
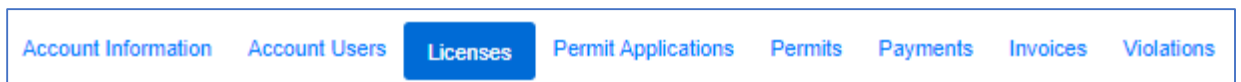
To apply for a new outdoor advertising license:
- 👆 Click on Licenses from your Account menu to view your license history
- 👆 Click on Apply for License to open the License application page.
- 👆 Read the certification statement.
- 👆 Check the box to agree to electronic signing.
- 👆 Enter your name and title in the fields then click on Save.
- 👆 Scroll down to the Permit Fees panel.
- 👆 Click on Add to Cart in order to proceed to the online payment page.

Applicant or Representative

Full Name of Applicant or Represenatative: | Full Name | ✓ | Check this box to confirm that you agree to sign this application electronically

If the license will be issued in the name of a business or corporation, please certify the following statement:

I hereby certify that I am authorized to sign this application on behalf of **ODA Test 101**

Full name of Representative: | | Representative's position or title:

🚫 Reset   💾 Save   ⬇ Download License Application

🛒 Add to Cart

To renew your license:
- 👆 Click on Licenses from the Account Information page
- 👆 Click on Add to Cart
  - ○ See next section for online payments
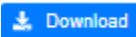 - ○ Note: This button is only available during the permit renewal period

Account Information Account Users **Licenses** Permit Applications Permits Documents

License History ⌃

License Number	Status	Status Date	Expiration Date	Renew
51502	Active	08/11/2022	01/15/2023	🛒 Add to Cart

Permit Applications

Account Information Account Users Licenses **Permit Applications** Permits Payments Invoices Violations

To apply for an outdoor advertising permit online:
- 👆 Click on Permit Applications from your Account menu to view your application history.
- 👆 Click on + Permit Application.
- 👆 Confirm the details on the Application Information page.
  - ○ Click Save if any changes are made.
- 👆 Go to the Sign Information page and fill out the required details.
- 👆 Click on the question mark icon ❓ next to any field to read supporting instructions.
- 👆 Click on Save before moving off this page.
- 👆 Go to the Application Documents page.

- The first panel contains instructions and a list of documents needed for the current application.
- 👆 Click on the [Download] button for the correct forms, where provided.
- 👆 Select each document type then find and attach the document.
    - The system checks that each required document type has been attached, and will not allow the application to be submitted if any are missing.
- 👆 Go to the Certification page.
- 👆 Read the certification statement and check the box to agree with this statement.
- 👆 Enter your name and title in the fields then click on Save.
- 👆 Scroll down to the Permit Fees panel.
- 👆 Click on Add to Cart in order to proceed to the online payment page. [🛒 Add to Cart]
    - Note: the system will not enable the Add to Cart button if any of the required application fields or documents are missing.
- 👆 You can download a copy of your completed application from this page. Download Permit Application
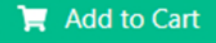
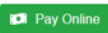**To apply online but submit a manual payment:**

For permit holders that need to submit payments by check, the system provides an option below the Add to Cart button to download an itemized billing document. This can be used as an invoice and sent in by mail with a check to complete the application. Download Itemized billing PDF

Online Payments

Users can make secure online payments by credit card or electronic check for permit or license fees through our secure third party payment provider.

To pay online:
- 👆 Click on the Add to Cart button [🛒 Add to Cart]
- 👆 Click on the Shopping Cart icon [🛒 7]
- 👆 Click on Pay Online

Selected Items				
✔	Title: Coastal Hwy Description: N/A	Permit Application	Cost: $35.50	Remove
		Total: $35.50		
		[▶ Pay Online]		

Follow the instructions on the payment provider site.

Transaction Fees

The third party payment provider charges a service fee for each online payment transaction. The fee for credit cards is 2.5% of the transaction amount. The fee for electronic check is .50 cents for each transaction, regardless of the total amount. The services fees are non-refundable.

Online Refunds

When a permit application is denied for any reason or returned incomplete, your prepaid permit fee will be returned in the format that payment was made, through the third party payment provider. You do not need to request a refund.

Permits

To view your outdoor advertising permits:

- 👆 Click on Permits from your Account menu to view a list of all active and inactive permits held by your account
- 👆 Click on a Permit Number to view the permit details

> You can also click here to download the form

To request a permit cancellation online:
👆 Go to the Accounts / Permits page

Request Cancellation　　　　　　　　　　　　　⬇ Download Permit Cancellation Request Form

👆 Click on Request Cancellation
👆 Select each permit to be cancelled (or select All)
👆 Click on + Permit
👆 Answer all the required questions
👆 Check the box and provide name and title for electronic signing
👆 Click on Submit Request
  o The Outdoor Advertising office will process your request and send an email confirmation when complete.

To request a permit transfer online:
The Accounts / Permits page also has options to request transfer of permits to another online account – but only to accounts that have a valid email address and have accepted electronic correspondence.

Transfer Permits　　　　　　　　　　　　　⬇ Download Permit Transfer Request Form

You can also click here to download the form

👆 Click on Transfer Permits
👆 Select each permit to be transferred (or select All)
👆 Click on + Permit
👆 Enter the account Number or name to select the ODA Account to transfer to
👆 Click on Review Transfer Request
👆 Check the box and provide name and title for electronic signing
👆 Click on Submit to Buyer
  o The system sends an email to the buyer to accept the transfer

To accept a permit transfer online:
When you have unfinished transfer requests the system displays these on your Account / Permits page.

Permit Transfer Requests (As Buyer)

Permits	Status	Seller	Actions
37	Under Review	Customer 1 Name	View Request
779	Awaiting Payment	Customer 2 Name	View Request

👆 Click on the View Request
👆 Accept the request and pay the fee to complete the transfer

Payments and Invoices

| Account Information | Account Users | Licenses | Permit Applications | Permits | **Payments** | Invoices | Violations |

To view your outdoor advertising payment history:

- ☝ Click on Payments from your Account menu to view a list of payments for this account.
- ☝ Click on Invoices to view the paid and unpaid invoices for your account.

Violations

| Account Information | Account Users | Licenses | Permit Applications | Permits | Payments | Invoices | **Violations** |

To view your outdoor advertising violations:

- ☝ Click on Violations from your Account menu.
- ☝ Click on any violation number to open the details page.