



ORANGE
LIEN DATA

Giving You More Time to Manage Your Department

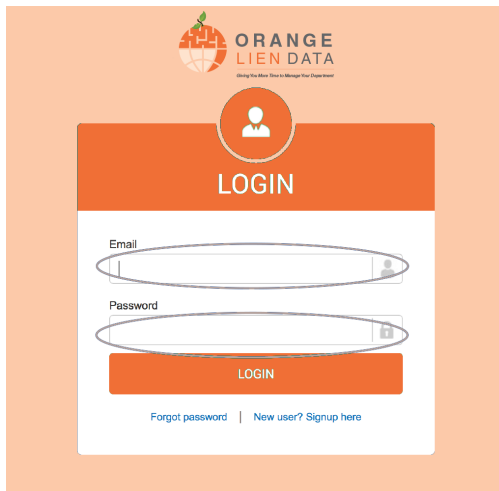
Orange Lien Data PORTAL

This guide will cover:

- Logging in to the portal
- Registering as a user
- Navigating the dashboard
- Downloading a completed report
- Viewing details of a report
- Ordering a new report

If you have any questions or issues using the portal please contact us via phone at 407.965.4245 or email info@OrangeLien.com.

Orange Lien Data Portal Instructions



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LOGIN

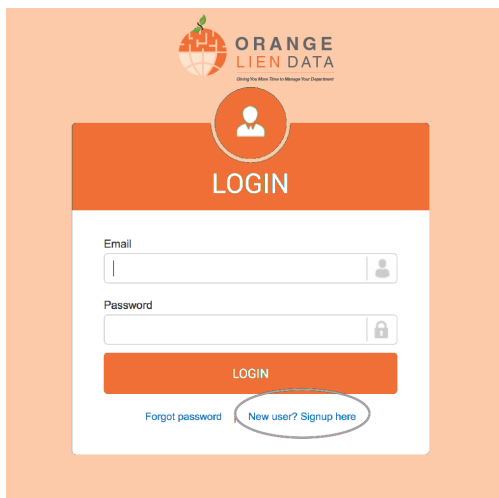
Email

Password

LOGIN

[Forgot password](#) | [New user? Signup here](#)

Enter your username and password.



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LOGIN

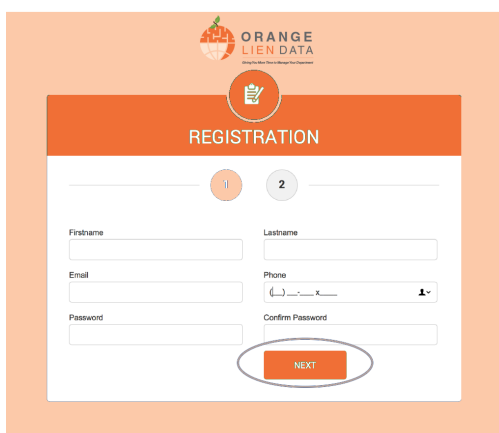
Email

Password

LOGIN

[Forgot password](#) | [New user? Signup here](#)

If you do not have an account **CLICK "New user? Signup here" link.**



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REGISTRATION

1 2

Firstname Lastname

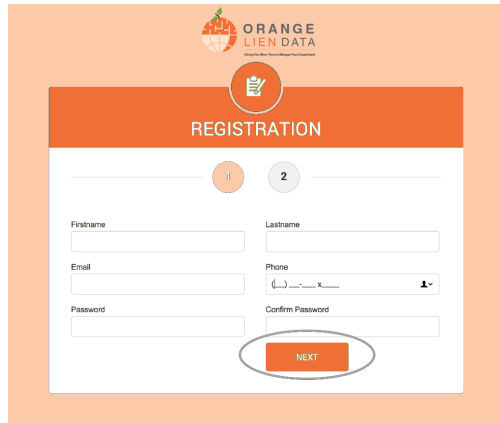
Email Phone

Password Confirm Password

NEXT

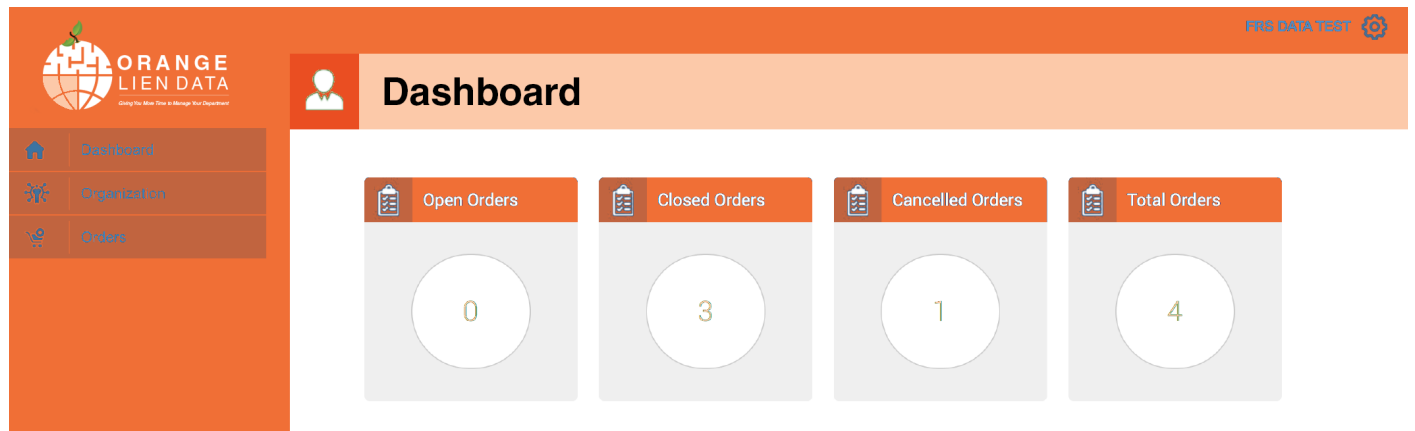
Fill out the information and **CLICK "NEXT"**.

Orange Lien Data Portal Instructions



The registration form is titled "REGISTRATION" and features two progress indicators, "1" and "2". It contains the following fields: Firstname, Lastname, Email, Phone, Password, and Confirm Password. A "NEXT" button is located at the bottom of the form and is circled in red.

Fill out the information and **CLICK "REGISTER"**.

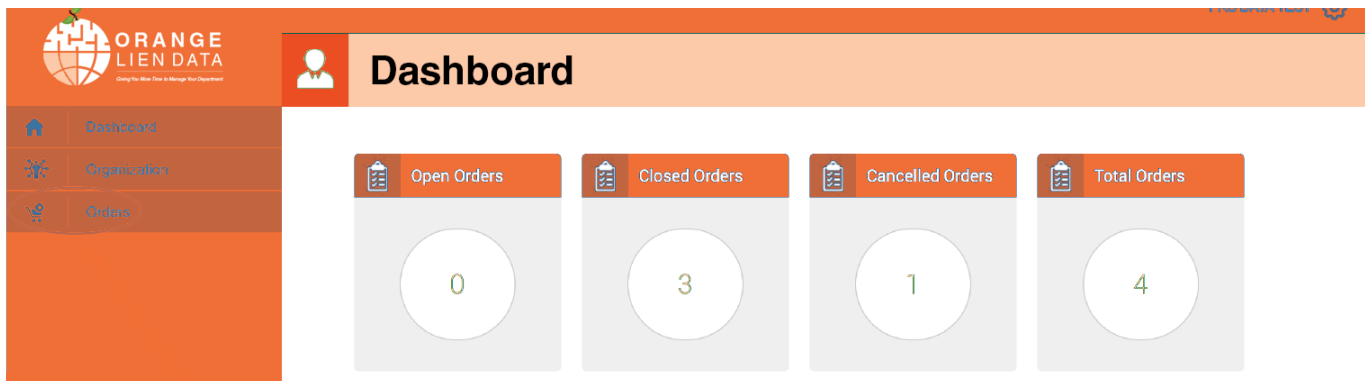


The dashboard is titled "Dashboard" and features a navigation menu on the left with options for Dashboard, Organisation, and Orders. The main content area displays four order status cards: Open Orders (0), Closed Orders (3), Cancelled Orders (1), and Total Orders (4). The top right corner of the dashboard includes a "FRS DATA TEST" link and a settings gear icon.

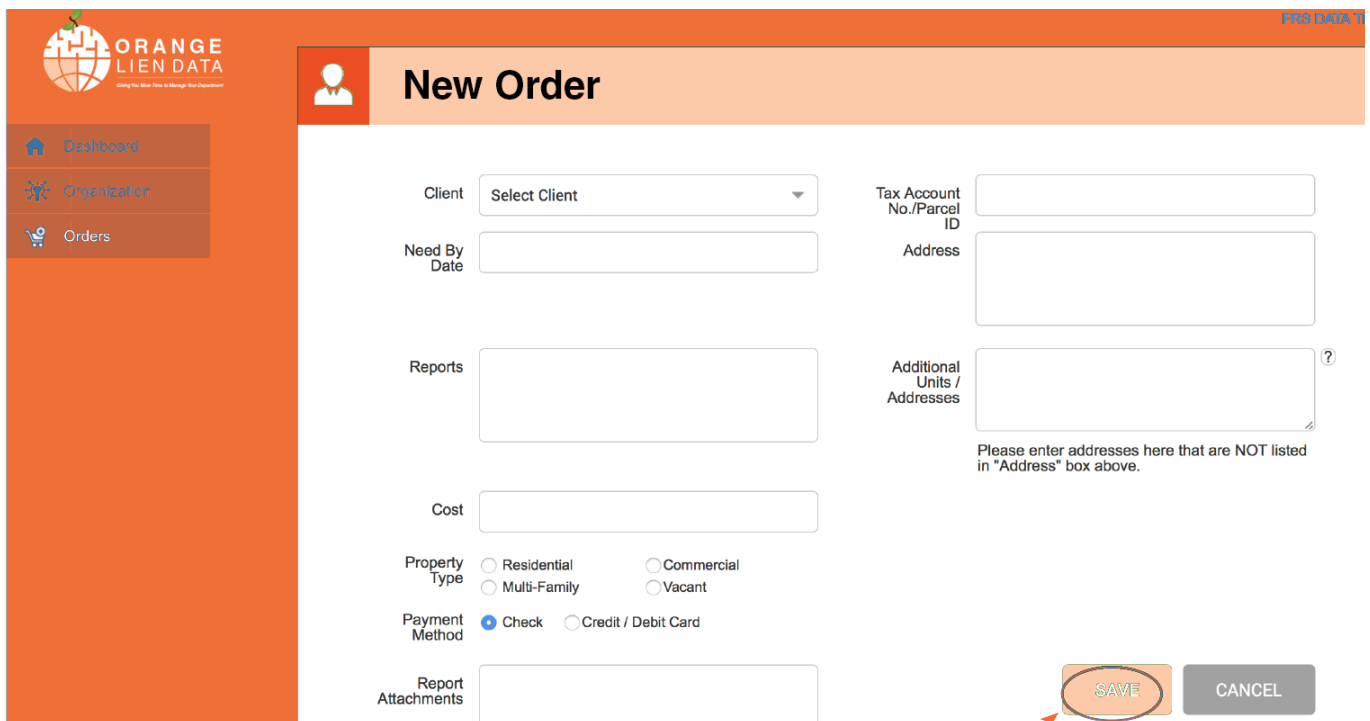
Once logged in, you will be taken to the dashboard. Here you will see all of your orders and their statuses.

Orange Lien Data Portal Instructions

To Place a New Order

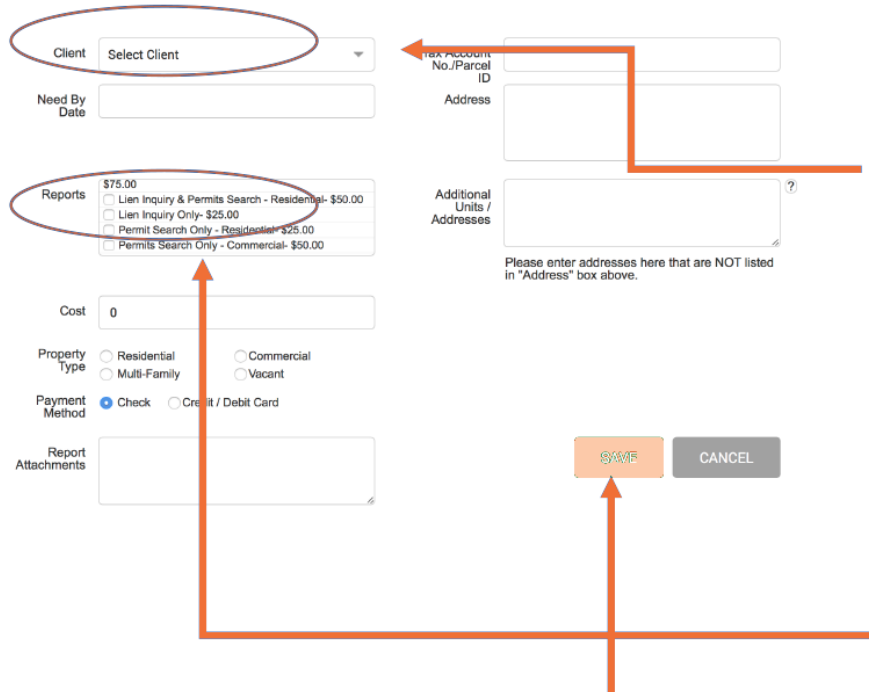


MOUSE OVER "Orders" from the tab on the left and CLICK on "New Order".



**Fill out all of the necessary information
and CLICK "SAVE".**

Orange Lien Data Portal Instructions



Client: Select Client

Need By Date: []

Reports:

- \$75.00
- Lien Inquiry & Permits Search - Residential- \$50.00
- Lien Inquiry Only- \$25.00
- Permit Search Only - Residential- \$25.00
- Permits Search Only - Commercial- \$50.00

Cost: 0

Property Type:

- Residential
- Commercial
- Multi-Family
- Vacant

Payment Method:

- Check
- Credit / Debit Card

Report Attachments: []

Address: []

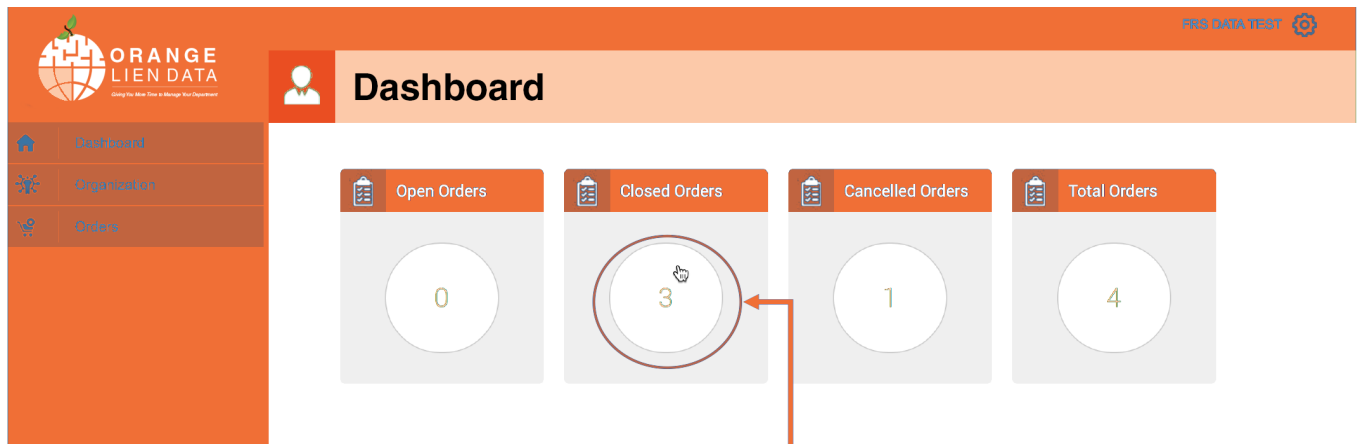
Additional Units / Addresses: []

SAVE CANCEL

Pay special attention to ensure you are ordering from the correct City/ County/Utility.

CLICK "SAVE" and your order is placed.

Choose your desired report or reports. This will auto populate the available report or reports for the selected City/ County/Utility.

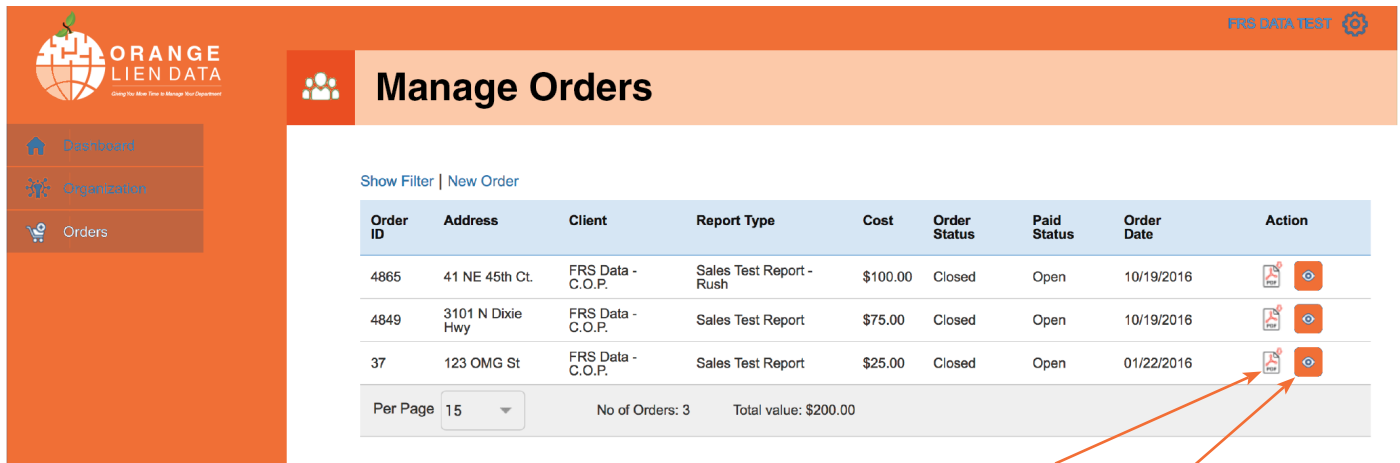


Dashboard

Open Orders	Closed Orders	Cancelled Orders	Total Orders
0	3	1	4







To view details of any of the statuses simply CLICK on the box.

Orange Lien Data Portal Instructions



Manage Orders

Show Filter | New Order

Order ID	Address	Client	Report Type	Cost	Order Status	Paid Status	Order Date	Action
4865	41 NE 45th Ct.	FRS Data - C.O.P.	Sales Test Report - Rush	\$100.00	Closed	Open	10/19/2016	 
4849	3101 N Dixie Hwy	FRS Data - C.O.P.	Sales Test Report	\$75.00	Closed	Open	10/19/2016	 
37	123 OMG St	FRS Data - C.O.P.	Sales Test Report	\$25.00	Closed	Open	01/22/2016	 

Per Page 15 No of Orders: 3 Total value: \$200.00

The report button will download a PDF of the completed report with an invoice.

The information button will give you DETAILS of the order.



View Orders

Back

Details Files Notes

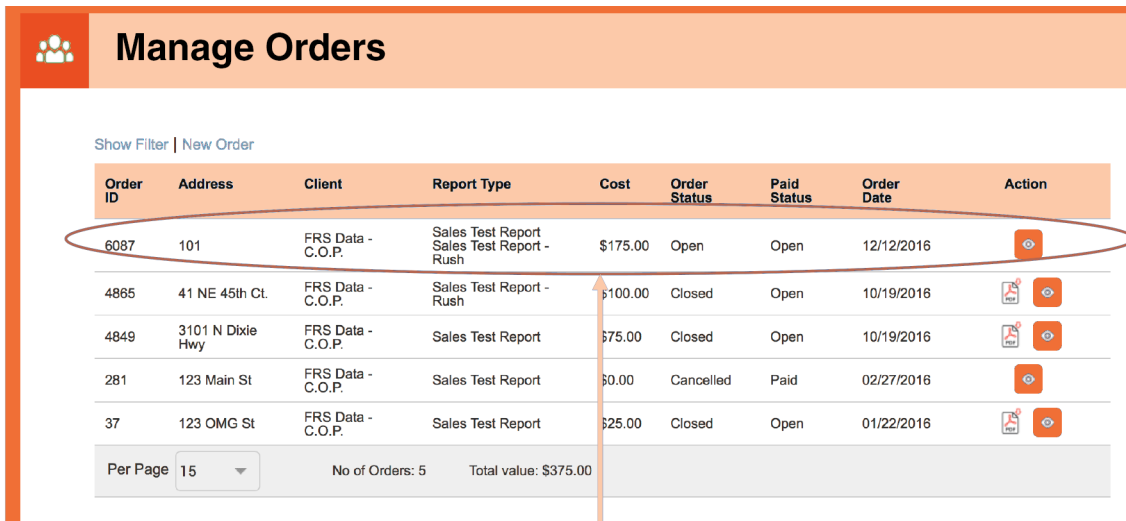
Client: FRS Data - C.O.P.

Order ID : 4865
Tax Account No. / Parcel ID : 494215 / 11950
Needed Date : 10/19/2016
Address : 41 NE 45th Ct.
City : Oakland Park
State : Florida
Zip : 33334
Amount : \$100.00
Order Status : Closed
Payment Method : Check
Payment Status : Open
Order Date : 10/19/2016 03:21:PM
Requested By : FRS DATA TEST
Placed By : Maritza Perez

Additional information can be found in FILES and NOTES

Orange Lien Data Portal Instructions

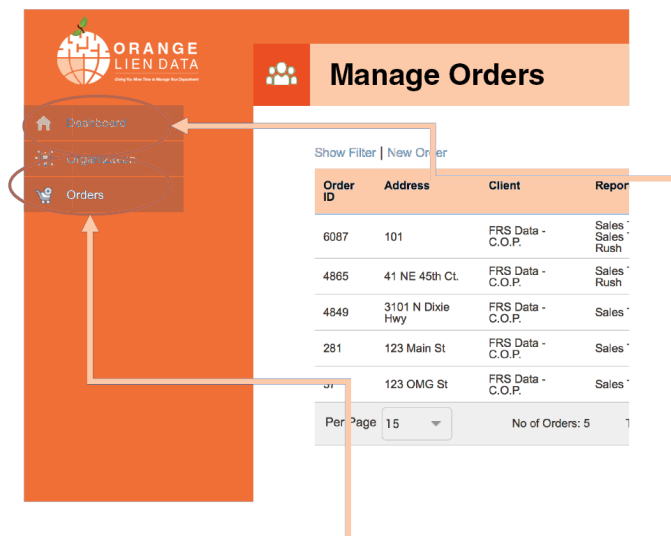
This following screen will show ALL of your orders.



Order ID	Address	Client	Report Type	Cost	Order Status	Paid Status	Order Date	Action
6087	101	FRS Data - C.O.P.	Sales Test Report Sales Test Report - Rush	\$175.00	Open	Open	12/12/2016	
4865	41 NE 45th Ct.	FRS Data - C.O.P.	Sales Test Report - Rush	\$100.00	Closed	Open	10/19/2016	
4849	3101 N Dixie Hwy	FRS Data - C.O.P.	Sales Test Report	\$75.00	Closed	Open	10/19/2016	
281	123 Main St	FRS Data - C.O.P.	Sales Test Report	\$0.00	Cancelled	Paid	02/27/2016	
37	123 OMG St	FRS Data - C.O.P.	Sales Test Report	\$25.00	Closed	Open	01/22/2016	

Per Page 15 No of Orders: 5 Total value: \$375.00

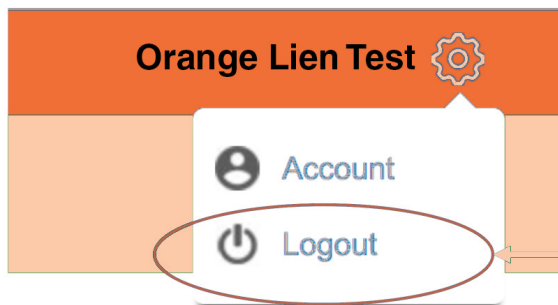
Once you CLICK "SAVE" you will be brought to a status screen. Your newly placed order will be on the top.



To return to the Dashboard, CLICK "Dashboard" from the menu on the left.

To place another order repeat the previous steps.

Orange Lien Data Portal Instructions



To log out **CLICK** the "Gear" icon and choose "Logout".

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