



MIAMI-DADE COUNTY

Parks, Recreation and Open Spaces Department
Causeways Division – Toll Operations

HOW TO PROCESS YOUR ANNUAL PLAN ONLINE TUTORIAL

JULY 21, 2021



2021-22 RENEWAL PACKAGE



Parks, Recreation and Open Spaces
Causeways Division
4299 Rickenbacker Causeway
Key Biscayne, Florida 33149
(305) 954-2468 | (305) 961-5338 fax
http://www.causewaysfl.com
mdcto@info@miamidade.gov

Please indicate any address or phone number CHANGES and provide an email address.

ADDRESS _____
CITY _____
STATE _____
ZIP _____

To renew your **Rickenbacker Resident Plan**, the following current documents are required:

- 1. Proof of Residency**
- 1. Driver's License** showing Key Biscayne residential address.
- 2. Provide one of the following** - Copy of FPL, water, telephone or cable bill showing service at a Key Biscayne residential address issued within 2 months.
- Vehicle Registration**
- 2. Vehicle** must be registered to the account holder and reflect a residential Key Biscayne address. If the vehicle is rented, rental agreement under the account holder's name, must be provided.

Verify/update your SunPass and vehicle information

Please initial under "OK" column if the information below is accurate. If it is not, cross out and update it in the space under it.

SunPass	Plate	State	Make	Model	Color	Year	OK

Submit your renewal application and payment:

Online: Log on to the Causeways website at www.causewaysfl.com. See **Instructions to Renew Your Plan Online** for enclosed.

By Mail: Mail this form together with copies of the required documents and payment to:
800 Venetian Way, Miami Beach, FL 33139
Check or money order must be payable to: **Parks, Recreation and Open Spaces** (\$24.00 per vehicle)
No cash or credit card payment through the mail.

If you need assistance with your application, please contact us at:
(305) 954-2468 or (305) 579-5436
mdcto@info@miamidade.gov
Monday-Friday, 9 am-5 pm

Final approval of the application depends on acceptance of submitted documents. Mailed applications must be submitted by September 6th to allow for processing.

Annual Plan is valid from October 1, 2021 to September 30, 2022

By signing this application, the applicant agrees to terms and conditions set forth in the **Rickenbacker and Venetian Causeway Annual Plan User Agreement**. A copy of this agreement has been provided with this application, and is also available online at www.causewaysfl.com.

Applicant signature _____ Date _____

IMPORTANT INFORMATION: Annual plan holders are responsible for per trip charges resulting from:

- Expired annual plan.
- Failure to update vehicle or SunPass information. If there is a change in vehicle, license plate, or SunPass transponder, it is the plan holder's responsibility to immediately update their SunPass and Miami-Dade County accounts. Please log in to your SunPass account to ensure the license plate is linked to the SunPass number provided on this application.
- Suspended SunPass accounts. Failure to maintain the SunPass account in good standing will invalidate the annual plan.

For more information visit www.causewaysfl.com

MIAMI-DADE COUNTY

MIAMI-DADE PARKS, RECREATION AND OPEN SPACES RICKENBACKER AND VENETIAN CAUSEWAY ANNUAL PLAN USER AGREEMENT

- MINIMUM CONDITIONS**
The following is the agreement between the parties entering into the use of the County annual plans of the Rickenbacker and Venetian for Parks, the words "year", "all", "and" and "for department" means the Miami-Dade County Parks, Recreation and Open Spaces Department.
- Subject to the terms of this Agreement, dependent upon payment, we agree to license you a discount annual plan linked to your SunPass account which you may use to gain access to the Rickenbacker or Venetian for Parks hereinafter called the "for Plan". This license is not transferable.
- Use of the SunPass Linked to a Rickenbacker or Venetian Annual Plan.**
You agree:
 - To only use the SunPass registered in connection with the vehicle listed on the Causeways Annual Plan. The registered SunPass device cannot be moved from vehicle to vehicle.
 - To be responsible for maintaining the SunPass device on your windshield, in accordance with the Florida Department of Transportation guidelines. Placing the SunPass in an improper manner may result in an improper reading.
 - That the discount rate obtained through the Annual Plan will solely apply to the toll price registered in the customer's account. Any other transaction associated with a toll price facility will be processed as a regular SunPass transaction and the proper toll fee will be deducted from the SunPass account.
 - To comply with all applicable traffic laws including but not limited to speed limit restrictions, as well as rules of the Parks, Recreation and Open Spaces Department.






- Annual Plan Registration and Renewal.** Customer submitting to a Causeways Annual Plan will obtain by the terms and conditions described below:
 - To have a prepaid SunPass account in good standing at all times. Failure to maintain the SunPass account in good standing will invalidate your Annual Plan, SunPass, or toll-by-plate charges will apply.
 - At the time of enrolling in a specific Causeways Annual Plan or to renew your current account, you agree to provide the documents required for the Causeways Plan you are applying for see Section 1 (2) "Plan Requirements".
 - Commercial vehicles not physically based in Key Biscayne are excluded from any discount plan.
 - You agree to pay us the appropriate annual fee at the time of enrolling in an Annual Plan or at the time of renewal of your current plan. Fees are not provided. Failure to renew on time will result in SunPass or toll-by-plate charges as applicable.
 - You agree to immediately update your account information with SunPass and the County as soon as you change details vehicle, license plate. Failure to update your information will result in SunPass or toll-by-plate charges as applicable.
- Payments can be made through credit card (Amex, Discover, MasterCard, and Visa) and personal checks.
- Waiver of Terms and Conditions.** Failure to check by any of the terms and conditions stated in this agreement will terminate

Instructions associated therewith will be processed through the State SunPass or Toll by Plate program (whichever is applicable) as stated in the SunPass Business Rules. See link <https://www.sunpass.com/annualplan>.

- Termination of Annual Plan / Renewal.** You may terminate your Annual Plan within 5 business days of your enrollment or renewal date. If the amount paid for your annual plan exceeds the dollar value of your trips to date, then a refund under the account holder's name will be issued for the difference. Once the 5 days have expired no refunds will be issued.
- Defective SunPass.** Using a defective device, or an improper manner may cause misreads or not reading of all of your transactions, please follow the instructions stated in the SunPass User Agreement see the following link: <https://www.sunpass.com/customeragreement/faq.html>
- Waiver of Notice.**
 - You agree that the toll price has no obligation or liability to you with respect to your use or the performance of the SunPass. You agree to indemnify and hold harmless from and against any and all damages, loss, cost, expense or liability resulting to, arising from, or as a result of the use or performance of the SunPass device.
 - A returned check fee, in accordance with the requirements of Florida State Law, will be required from you if any check you give us is not paid or honored by your bank. Fees performed while you contest the situation will be charged if the regular SunPass or toll-by-plate applicable rate.
 - We may change the terms of this Agreement at anytime by providing written notice to you. If your device is used after you receive notice of the new terms, you will be bound by the new terms. For purposes of this Agreement, you will be deemed to have received notice ten days after the same shall be deposited with the United States Postal Service or in any acceptable pre-paid postage addressed to you at the address for you that appears on our records.
 - You agree to pay all costs, including attorney's fees, incurred by us to enforce the terms of this Agreement.
 - For any reason your account is insufficient to pay any amount payable to us, you will remain liable to us for such amounts. The exclusive remedy if any default or action relating to this agreement shall be a court of competent jurisdiction located in Miami-Dade County.
 - This Agreement shall be deemed to have been executed in Miami-Dade County Florida and all questions of interpretation shall be governed by and construed in accordance with the laws of the State of Florida.
 - The validity of any provision of this Agreement shall survive the termination or expiration of any term of this Agreement, which shall remain in full force and effect.
 - Valid Dates:** Rickenbacker and Venetian Plans are valid from October 1st through September 30th. **These plans are not transferable.**

Instructions to Renew Your Plan Online

If you have already established your User Name and Password please log in and complete Steps 9 through 14, otherwise start on Step 1.

- Log in to www.causewaysfl.com and click **Request Login/Create Account**. 
- Type **YES** in the text field. Click **"I Accept the Terms"** button. 
- Check to make sure the contact information is correct and provide additional information as needed. Click **Next**. 
- Confirm Web Account information. Click **Next**. 
- Log back in with your new username and password. Click **Sign In**. 

VISIT OUR WEBSITE WWW.CAUSEWAYSTOLL.COM

miamidade.gov Departments Government Employees Visitors Calendar Transparency Call 3-1-1 Search

miamidade.gov Online Services Report Problems Search Maps News & Events Contact Us

Parks, Recreation and Open Spaces
Login
Request Login/Create Account

Log In

Log In

User Name:

Password:

Password is case-sensitive.

Sign In

[Forgot your password?](#)
[Forgot your username?](#)


Causeway Information
Rickenbacker Causeway
Venetian Causeway

Annual Plan Requirements
Rickenbacker Resident Plan
Rickenbacker Commuter Plan
Rickenbacker School Plan
Venetian Property Owner Plan
Venetian Commuter Plan

How to Purchase/Renew Your Plan
First Time Purchasing Plan
Renewing Your Plan

MIAMI-DADE COUNTY Home | [Privacy Statement](#) | [Disclaimer](#) | [About Us](#) | [ADA Notice](#) | [Phone Directory](#) | [Contact Us](#)
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BEST OF THE WEB
2012 WINNER



miamidade.gov

Parks, Recreation and Open Spaces

Login

Request Login/Create Account

Rickenbacker Resident Plan

Proof of residency is required. Customer must provide the following documents:

(All documents must be under applicant's name and reflect Key Biscayne residential address)

1. Driver's License
2. Vehicle Registration
3. Provide one of the following:
 - a. Copy of tax bill
 - b. Copy of FPL, water, or cable bill (within 2 months)

Password:

Password is case-sensitive.

Sign In

Causeway Information

Rickenbacker Causeway

Venetian Causeway

Annual Plan Requirments

Rickenbacker Resident Plan

Rickenbacker Commuter Plan

Rickenbacker School Plan

Venetian Property Owner Plan

- 1 - Customer with valid annual plan – first time using the system**
- 2- Customer with valid plan, user name and password**
- 3 - New customers**

➤ CUSTOMER WITH ANNUAL PLAN – FIRST TIME USER

1) Create user ID and Password to access your account. Click Request Login/Create Account tab, then click Request Login and click Next

The screenshot shows the Miami Dade County website's login interface. At the top, there is a navigation bar with the logo 'miamidade.gov' and several menu items: 'Online Services', 'Report Problems', 'Search Maps', 'News & Events', and 'Contact Us'. Below the navigation bar, there are two main sections. On the left, under 'Parks, Recreation and Open Spaces', there are two buttons: 'Login' and 'Request Login/Create Account'. In the center, there is a 'Log In' form with fields for 'User Name' and 'Password', a 'Sign In' button, and a note that 'Password is case-sensitive.'. On the right, there are two sidebar sections: 'Causeway Information' with links for 'Rickenbacker Causeway' and 'Venetian Causeway', and 'Annual Plan Requirments' (sic) with links for 'Rickenbacker Resident Plan', 'Rickenbacker Commuter Plan', 'Rickenbacker School Plan', 'Venetian Property Owner Plan', and 'Venetian Commuter Plan'.

Request Login / Create Account

Request Login or Create New Account

Request Login

Select this option if you have an annual plan account and want to create a username and password to manage your account online.

New Account


Select this option ONLY if you DO NOT have an existing account.

Cancel

Next

2) Complete the information in the screen below. Please note that by clicking in the blue bubbles the system will show you how to format the user name and password. Then complete the security questions and click Next.


Create Username and Password
Please enter your account data:


* Sunpass Number: 

* First Name

* Last Name

Please create User Name and Password to log on to your account.

* Username: 

* Password 

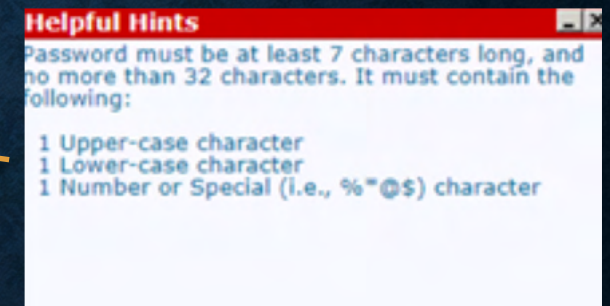
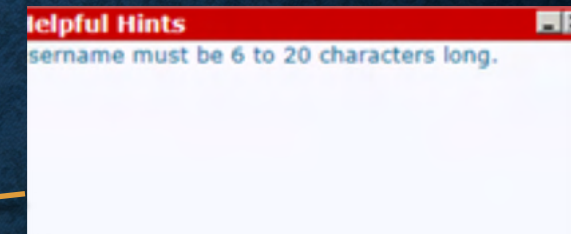
* Retype Password

Security Questions
Select a question from each dropdown list below and provide answers for each.

What is the city of your birth?

Name of your best friend in high school?

What was the color of your first car?




3) Click Finish, the system will send you an email which includes the user agreement, to continue with the login you must accept the user agreement.
Type "Yes" and Accept the Terms

Parks, Recreation and Open Spaces

Create Account

Contact Information

E-mail Sent 

Request Login / Create Account

E-mail Sent

Thank you for signing up for your account.
An E-mail has been sent to **i.rosa@miamidade.gov**
Please follow the instructions in the E-mail message to complete the sign-up process.

Agreement

I have read and reviewed the information in the [User Agreement](#) and in the [Privacy Policy](#)

Type "YES" in the box below, and click on the "I Accept the Terms" button. By entering any other text in the box below, you indicate that you do not accept the terms of the User Agreement. This will cancel the Account Sign-up Process.

Type **YES** (not case sensitive)

Once you type "YES" in the box above and click the "I Accept the Terms" button, you will be taken to the next step to continue your sign-up process.


4) After accepting the user agreement, proceed to verify the security questions, click Next. Verify your personal information, please make sure your email address and phone number are correct. Click next


Create Account

Web Account

Username

To update your password, enter your new password in the fields below and click the Save button.

* Username: 

* Password: 

* Retype Password:

Security Questions

To update your security questions and answers, enter the updated questions and answers in the fields below and click the Save button.

What was your childhood nickname?

What is the city of your birth?

What was the color of your first car?

Management

- Contact Information
- Web Account
- Vehicles
- Confirmation
- Payment

Contact Information - Individual Account

Please complete the following customer information.

* indicates a required field.

Title:

* First Name:

Middle Initial:

* Last Name:

Suffix:

* Phone #: ext.

* Country:

* Address:

* City:

* State:

* Zip Code: -

* E-mail Address:

* Retype E-mail Address:

When you are done adding the customer information, click Next to continue.



5) Now, you will see the vehicle page, click on the Renew tab

Vehicles

Please select the activity you wish to perform below ⓘ

+ [Add New Vehicle](#)

Filter by plate number: [Apply](#) | [Remove](#)

	<u>Plate #</u>	<u>Vehicle</u>	<u>Transponder</u>	<u>Rickenbacker</u>	<u>Exp Date</u>	<u>New Exp Date</u>	<u>Venetian</u>	<u>Exp Date</u>	<u>New Exp Date</u>
 <input checked="" type="checkbox"/>	FL <input type="text"/> 6	2008 Toyota corola	<input type="text"/>	Resident Plan	09/30/2021	<input type="text"/>		<input type="text"/>	<input type="text"/>

When you are done adding vehicles to the list above, click **Next** to continue.

6) You must upload the required documentation. Click the **Browse** tab, then **Upload** and then **save** documents. The system will take you back to the vehicle tab, click next and continue with the payment.

Add Annual Plan [Close]

* Rickenbacker Plan [v]

Current Plan Expiration date: 09/30/2019

Upcoming Year Plan Expiration date: 09/30/2020

* If applying for a new plan, please note all plans expire September 30th every year regardless of the purchase date. If you wish to purchase a plan for the upcoming year, please return after September 30th. If you are renewing, please continue.

* Kindly submit required documentation by clicking the browse button below. The approval of the plan depends upon the correct documents submitted at the time of the purchase.

[Browse...] [Upload]

[Save] [Cancel]

* Kindly submit required documentation by clicking the browse/Choose File button below. The approval of the plan depends upon the correct documents submitted at the time of the purchase.

[Browse...] [Upload]

File Name	
122_01-267 How to Renew Plan Online.pdf	[Delete]

[Save] [Cancel]


The system will take you back to the vehicle tab, click NEXT and continue with the payment

Vehicles

Please select the activity you wish to perform below ⓘ

[+ Add New Vehicle](#)

Filter by plate number: [Apply](#) | [Remove](#)

	Plate #	Vehicle	Transponder	Rickenbacker	Exp Date	Venetian	Exp Date
 <input checked="" type="checkbox"/>	FL 882115	2008 Nissan Altima	128841781115	Commuter Pass	8/30/2014		

When you are done adding vehicles to the list above, click **Next** to continue.

[Previous](#) [Next](#)

7) Click next and continue with the payment

The table below shows the deposits and prepaid toll balances that are due:

Items	Quantity	Unit Price	Total
Rickenbacker Resident Plan	1	\$24.00	\$24.00
Total Amount Due			\$24.00

The **Total Amount Due** will be charged to your account.

How would you like to pay?
Credit Card

* Indicates a required field.

Existing Credit Card New Credit Card

* Card Type: Visa

* Card Number:

* Expiration Date:

* Security Code:

* First Name:

Middle Name:

* Last Name: Test

Use this billing address:

Use the billing address provided below:

* Country: United States

* Address:


* City: miami

* State: Florida

* Zip Code: 33029 -

Payment

Payment was successfully posted!

 [Print Receipt](#)

Final approval of this application is dependent on the customer's qualifications and the County's acceptance of submitted documentation. Any trips through the toll plaza may be subject to regular SunPass charges while application is pending. Please login and upload required documentation through the 'Correspondence' screen. These documents are required to prove your eligibility for the purchased plans.

➤ CUSTOMER WITH VALID PLAN, USER NAME AND PASSWORD

1- Log into your account

The screenshot shows the Miami-Dade County website's login interface. At the top, there is a navigation bar with links for [miamidade.gov](#), [Departments](#), [Government](#), [Employees](#), [Visitors](#), [Calendar](#), and [Transparency](#). A search bar is located on the right with the text "Call 3-1-1" and a "Search" button. Below the navigation bar is a large banner image of the Miami skyline. Underneath the banner, there are several service links: [miamidade.gov](#), [Online Services](#), [Report Problems](#), [Search Maps](#), [News & Events](#), and [Contact Us](#).

The main content area is divided into three sections. On the left, under "Parks, Recreation and Open Spaces", there is a "Login" button with a right-pointing arrow and a "Request Login/Create Account" button. In the center, the "Log In" section features a blue header, a "User Name:" label with an input field, a "Password:" label with an input field, and the text "Password is case-sensitive." Below the password field is a "Sign In" button. At the bottom of this section are two links: [Forgot your password?](#) and [Forgot your username?](#). On the right, there are three vertical panels. The first, "Causeway Information", lists "Rickenbacker Causeway" and "Venetian Causeway". The second, "Annual Plan Requirments", lists "Rickenbacker Resident Plan", "Rickenbacker Commuter Plan", "Rickenbacker School Plan", "Venetian Property Owner Plan", and "Venetian Commuter Plan". The third, "How to Purchase/Renew Your Plan", lists "First Time Purchasing Plan" and "Renewing Your Plan".

At the bottom of the page, the Miami-Dade County logo is on the left. In the center, there is a footer with links for [Home](#), [Privacy Statement](#), [Disclaimer](#), [About Us](#), [ADA Notice](#), [Phone Directory](#), and [Contact Us](#), followed by the text "© 2013 Miami-Dade County. All rights reserved." On the right, there is a "BEST OF THE WEB 2012 WINNER" award logo.

2) Verify all information is correct, click NEXT, the next screen will show your security questions. If all information is correct click NEXT

Management

- Contact Information
- Web Account
- Vehicles
- Confirmation
- Payment

Contact Information - Individual Account

Please complete the following customer information.
* indicates a required field.

Title

* First Name

Middle Initial

* Last Name

Suffix

* Phone # ext

* Country

* Address

* City

* State

* Zip Code -

* E-mail Address

* Retype E-mail Address

When you are done adding the customer information, click Next to continue.

Create Account

Web Account

Username

To update your password, enter your new password in the fields below and click the Save button.

* Username: ⓘ

* Password: ⓘ

* Retype Password

Security Questions

To update your security questions and answers, enter the updated questions and answers in the fields below and click the Save button.

What was your childhood nickname?

What is the city of your birth?

What was the color of your first car?



5) You will see the vehicle page, click Renew

Vehicles

Please select the activity you wish to perform below ⓘ

[+ Add New Vehicle](#)

Filter by plate number: [Apply](#) | [Remove](#)

	<u>Plate #</u>	<u>Vehicle</u>	<u>Transponder</u>	<u>Rickenbacker</u>	<u>Exp Date</u>	<u>New Exp Date</u>	<u>Venetian</u>	<u>Exp Date</u>	<u>New Exp Date</u>
 <input checked="" type="checkbox"/>	FL <input type="text"/> 6	2008 Toyota corola	<input type="text"/>	Resident Plan	09/30/2021	<input type="text"/>			

When you are done adding vehicles to the list above, click Next to continue.

6) You must upload the required documentation. Click the Browse tab, then Upload and then Save documents. The system will take you back to the vehicle tab, click next and continue with the payment.

Add Annual Plan

* Rickenbacker Plan

Current Plan Expiration date: 09/30/2019

Upcoming Year Plan Expiration date: 09/30/2020

* If applying for a new plan, please note all plans expire September 30th every year regardless of the purchase date. If you wish to purchase a plan for the upcoming year, please return after September 30th. If you are renewing, please continue.

* Kindly submit required documentation by clicking the browse button below. The approval of the plan depends upon the correct documents submitted at the time of the purchase.

* Kindly submit required documentation by clicking the browse/Choose File button below. The approval of the plan depends upon the correct documents submitted at the time of the purchase.

File Name	
122_01-267 How to Renew Plan Online.pdf	<input type="button" value="Delete"/>


The system will take you back to the vehicle tab, click NEXT and continue with the payment.

Vehicles

Please select the activity you wish to perform below ⓘ

[+ Add New Vehicle](#)

Filter by plate number: [Apply](#) | [Remove](#)

	Plate #	Vehicle	Transponder	Rickenbacker	Exp Date	Venetian	Exp Date
 <input checked="" type="checkbox"/>	FL 882115	2008 Nissan Altima	12884178115	Commuter Pass	8/30/2014		

When you are done adding vehicles to the list above, click **Next** to continue.

[Previous](#) [Next](#)

7) Click next and continue with the payment

The table below shows the deposits and prepaid toll balances that are due:

Items	Quantity	Unit Price	Total
Rickenbacker Resident Plan	1	\$24.00	\$24.00
Total Amount Due			\$24.00

The **Total Amount Due** will be charged to your account.

How would you like to pay?
Credit Card

* Indicates a required field.

Existing Credit Card New Credit Card

* Card Type: Visa

* Card Number: [Redacted]

* Expiration Date: [Select One] [Select One]

* Security Code: [Redacted]

* First Name: [Redacted]

Middle Name: [Redacted]

* Last Name: Test

Use this billing address:

Use the billing address provided below:

* Country: United States

* Address: [Redacted]


* City: miami

* State: Florida

* Zip Code: 33029 - [Redacted]

Payment

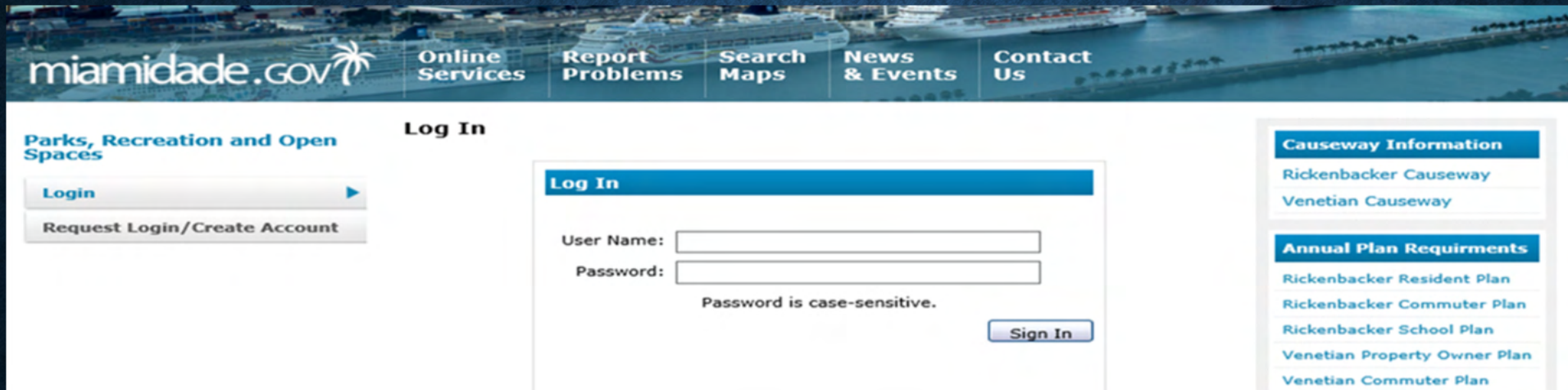
Payment was successfully posted!

 [Print Receipt](#)

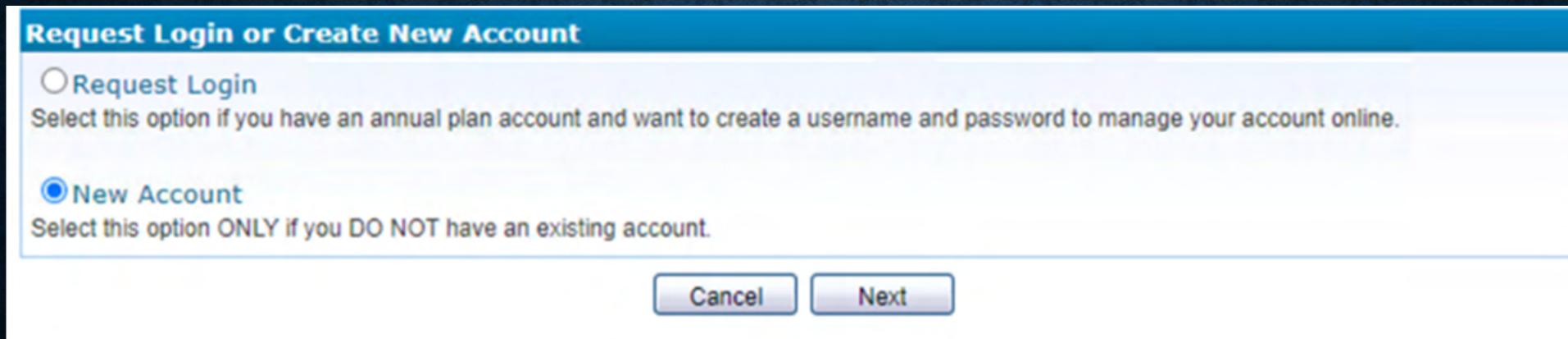
Final approval of this application is dependent on the customer's qualifications and the County's acceptance of submitted documentation. Any trips through the toll plaza may be subject to regular SunPass charges while application is pending. Please login and upload required documentation through the 'Correspondence' screen. These documents are required to prove your eligibility for the purchased plans.

➤ FIRST TIME CUSTOMER

1) If you don't have an annual plan and would like to purchase a plan select new account and then Next



The screenshot shows the Miami-Dade website's login interface. At the top, there is a navigation bar with the logo 'miamidade.gov' and several menu items: 'Online Services', 'Report Problems', 'Search Maps', 'News & Events', and 'Contact Us'. Below the navigation bar, there is a 'Log In' section. On the left, there are two buttons: 'Login' and 'Request Login/Create Account'. In the center, there is a 'Log In' form with fields for 'User Name:' and 'Password:', a note that 'Password is case-sensitive.', and a 'Sign In' button. On the right, there are two sections: 'Causeway Information' with links for 'Rickenbacker Causeway' and 'Venetian Causeway', and 'Annual Plan Requirements' with links for 'Rickenbacker Resident Plan', 'Rickenbacker Commuter Plan', 'Rickenbacker School Plan', 'Venetian Property Owner Plan', and 'Venetian Commuter Plan'.



The screenshot shows the 'Request Login or Create New Account' form. It has a title bar and two radio button options. The first option is 'Request Login' with the instruction 'Select this option if you have an annual plan account and want to create a username and password to manage your account online.' The second option is 'New Account' with the instruction 'Select this option ONLY if you DO NOT have an existing account.' At the bottom of the form, there are two buttons: 'Cancel' and 'Next'.

2) Click Finish, the system will send you an email which include the user agreement, to continue with the log in you must accept the this. Type “Yes” and Accept the Terms.

Parks, Recreation and Open Spaces

Create Account

Contact Information

E-mail Sent ▶

Request Login / Create Account

E-mail Sent

Thank you for signing up for your account.
An E-mail has been sent to **i.rosa@miamidade.gov**
Please follow the instructions in the E-mail message to complete the sign-up process.

Previous Finish

Agreement

I have read and reviewed the information in the [User Agreement](#) and in the [Privacy Policy](#)

Type "YES" in the box below, and click on the "I Accept the Terms" button. By entering any other text in the box below, you indicate that you do not accept the terms of the User Agreement. This will cancel the Account Sign-up Process.

Type **YES** (not case sensitive)

Once you type "YES" in the box above and click the "I Accept the Terms" button, you will be taken to the next step to continue your sign-up process.

3) Verify all personal information is correct, click Next

Public Works and Waste Management

- Contact Information
- Web Account
- Vehicles
- Confirmation
- Payment

Create Account

Contact Information - Individual Account

Please complete the following customer information.
* indicates a required field.

Title

* First Name

Middle Initial

* Last Name

Suffix

* Phone # ext

* Country

* Address

* City

* State

* Zip Code -

* E-mail Address

* Retype E-mail Address

When you are done adding the customer information, click **Next** to continue.

4) Complete the information in the screen below and click Next.
NOTE, you must have an active SunPass to open an account

Parks, Recreation and Open Spaces

- Contact Information
- Web Account** ▶
- Vehicles
- Confirmation
- Payment

Request Login / Create Account

Web Account

Username


Please create a username to manage your account online.

- Username:
- Password:
- Retype Password:

Security Questions

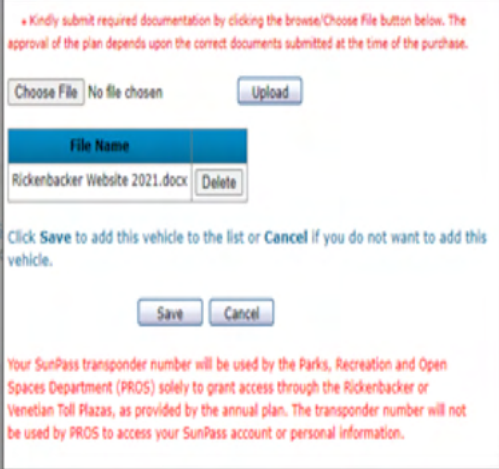
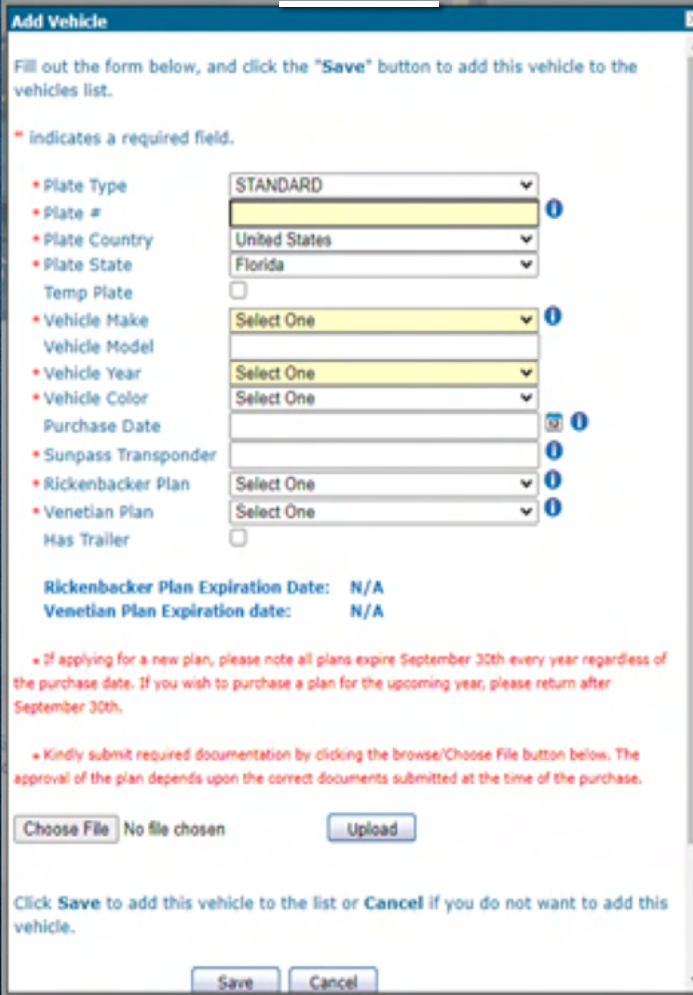
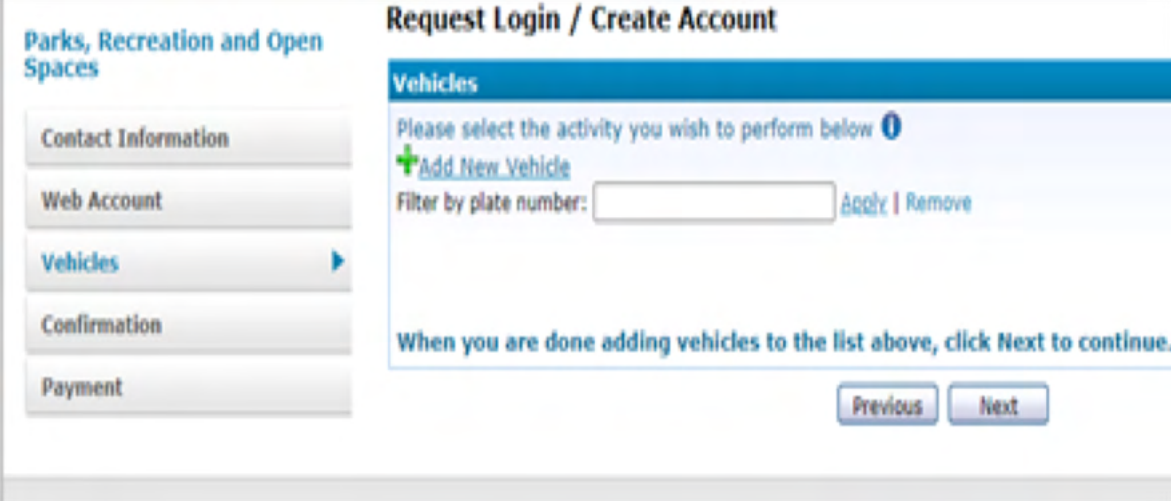
Select a question from each dropdown list below and provide answers for each.

Select One	<input type="text"/>
Select One	<input type="text"/>
Select One	<input type="text"/>

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BEST OF THE WEB
2013 WINNER


6) Click Add New Vehicle, a screen will open, please complete the information. For the annual plans, select the plan you need, and submit the required documentation. Click Save




- Verify all information is correct, SunPass number, Vehicle Plate number, name, address, email and phone, etc. Click Next

Vehicles

Please select the activity you wish to perform below 

 [Add New Vehicle](#)

Filter by plate number: [Apply](#) | [Remove](#)

	Plate #	Vehicle	Transponder	Rickenbacker	Exp Date	Venetian	Exp Date
 <input checked="" type="checkbox"/>	FL 88635	2008 Nissan Altima	12884178112	Commuter Pass	6/30/2014		

When you are done adding vehicles to the list above, click **Next** to continue.

7) Complete the payment information and continue with the payment

The table below shows the deposits and prepaid toll balances that are due:

Items	Quantity	Unit Price	Total
Rickenbacker Resident Plan	1	\$24.00	\$24.00
Total Amount Due			\$24.00

The **Total Amount Due** will be charged to your account.

How would you like to pay?
Credit Card

* Indicates a required field.

Existing Credit Card New Credit Card

* Card Type: Visa

* Card Number:

* Expiration Date:

* Security Code:

* First Name:

Middle Name:

* Last Name: Test

Use this billing address:

Use the billing address provided below:

* Country: United States

* Address:

* City: miami

* State: Florida

* Zip Code: 33029 -

Payment

Payment was successfully posted!

 [Print Receipt](#)

Final approval of this application is dependent on the customer's qualifications and the County's acceptance of submitted documentation. Any trips through the toll plaza may be subject to regular SunPass charges while application is pending. Please login and upload required documentation through the 'Correspondence' screen. These documents are required to prove your eligibility for the purchased plans.

