

HOW TO FILE AN ONLINE PROTEST

Click the Online Protest Button at the top of the Home Page or scan the QR code on the front of your Notice of Appraised Value.

You will need to provide the Online Protest ID located at the top of your Notice of Appraised Value to file a protest through this portal. If you do not have an Online Protest ID, you will not be able to utilize this system for filing your protest and we suggest you submit your protest via email.

After locating your Protest ID, you can begin the filing process. The online filing is not complete until you finish filling out the protest form and click submit. Simply creating an account in the portal does not submit a protest for your property.

Begin by clicking the link that says **FILE AN APPEAL**

If you are a new user to the Online Protest Portal you will start by clicking Create User button to set up your username and password. The District nor the web server will have access to your login information, and neither will be able to retrieve it for you if lost or forgotten, so keep your login information.

If you are a returning user to the Online Protest Portal you can use your prior login to get started. If you have forgotten your username or password, click "I've forgotten my username or password" to recover the login. If you are not able to recover your login you will need to create a new user account with a different email.

Valid emails must be used, and passwords must be at least 6 characters of your choosing. Enter the CAPTCHA to prove you are not a robot and click "create user".

If you are successful in creating your user account or logging into your existing account, you will receive the welcome message and you will then be able to click the register passcode (Online Protest ID) to begin filing your protest. Enter your Online Protest ID in the correct box and click Register. You will then be able to follow the prompts to create your protest. Review your protest before clicking the Submit Protest button as you will not be able to make changes to the protest once it is submitted. You can check the status of your protest and submit documents relevant to your protest claim by logging back in. If you wish to upload these documents, you may do so by clicking Manage Documents. Know that you must submit documents in pdf format due to size restrictions. If you do not see your uploaded files right away, please log out and check back in a few hours before re-submitting to avoid duplicate submission.

The filing portal has a high volume of traffic prior to protest deadlines which could delay your submission. All protests must be received by 11:59 pm Central Time on the filing deadline date to be considered received as timely.

HOW TO REGISTER MULTIPLE PROPERTIES FOR ONE USER

First login as a returning user after creating your first online protest through the portal and you will be taken to the Welcome screen. Click on the drop-down arrow on the top right side of the welcome page and select Register Online Protest ID. Then fill in the Quick Ref # (Starts with an R, P or M) and the Online Protest ID associated with that Quick Ref account number. Fill out and submit the protest. You will need to repeat this process for each Quick Ref account number that you wish to protest and that you would like associated with your user login.