Instructions For Filing An Online Protest

An Online Protest is considered to be an Informal Meeting. Filing an Online Protest forfeits your opportunity to have an Informal Meeting with an Appraiser at the Appraisal District. If you choose to come in to the CAD and/or send in your protest by mail, you forfeit your right to protest online. eFile is only available to a limited group of eligible Homesteaded Properties without a Tax Agent.

DO NOT DISCARD YOUR APPRAISAL NOTICE. Your appraisal notice has your Online Protest ID, which allows you to log into your Online Protest. If you lose this ID you will have to make a formal written request for the ID. We do not give this out by email or phone contact. This is for your protection.

Step 1: Open web browser; Go to www.fbcad.org

- a. Click on the Online Protest link.
- b. The Login Screen appears.

Step 2: Create a User or Login

- a. Enter your email address and password in the fields provided. Your email address is also your username.
- b. Enter the Captcha characters at the bottom of the screen.
- c. Click Create User. (Click Login to login.)
 - i. Once the user is created you will receive an email confirmation of your login information.
 - ii. A "User Created Successfully" message appears.
- d. You will be redirected or you can Click to continue.

Step 3: Connect your username to your account

- a. From the Welcome page, click Register a passcode to associate with your User.
- b. Enter the Quick Ref ID (begins with R) and the Online Protest ID found on your Notice of Appraised Value.
- c. Click Register. A "Passcode Registered!" message will display.
- d. You will be redirected to the welcome page automatically or Click to continue.

Step 4: File your protest

- a. From the welcome page, select Click here to file a protest.
- b. Complete the Notice of Protest form. For security reasons, the form will expire after 5 minutes. If the form expires, start the filing process over.
- c. Submit the reason(s) for your protest. Check all boxes that apply. If you do not know what a box is referring to, please contact the appraisal district for assistance.
- d. Once you have completed the Notice of Protest form, click Review Protest.
- e. A "Review Form" message will appear. Click OK. Review your protest and click Submit Protest.
- f. A "Please Confirm "message will appear. Click Yes.
- g. A confirmation email will be sent to the email address on file. It is the homeowner's responsibility to confirm that the FBCAD has received the online protest.

Step 5: Supporting documentation MUST BE uploaded immediately after you submit the Online Protest. Supporting documentation includes, and is not limited to, the following:

- Signed and Dated HUD-1 Closing Statement
- Dated Pictures of Repairs Needed
- Current (Dated) Repair Estimates on Company Letterhead or Invoice
- Recent Fee Appraisals

To Upload Documentation to Your Online Protest

- a. File size limit is 1MB.
- b. Log back into your online protest. (Step 1 and 2 a-c above.)
- c. Click the Manage Documents link on the Welcome page. It is located on the bottom of the page in the green shaded box on the right hand side.
- d. Click Upload New Document.
- e. Click Browse and find the location of the file on your computer and attach the document.
- f. Click Continue.
- g. A message will appear that the upload was successful.

Step 6: Add no-reply@fbcad.org to your address book to help ensure you will receive the district's emails. It is the homeowner's responsibility to periodically check the status of their online protest.

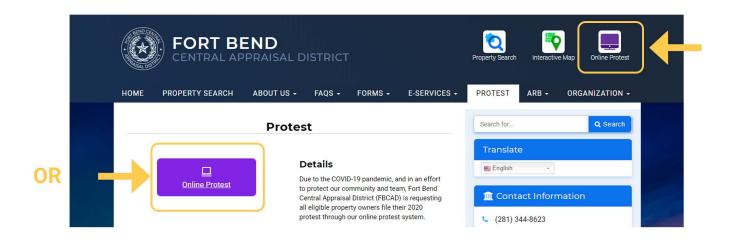
Online Hearing Scheduling will be available this year.

See Online Protest Guide With Screenshots On Next Page

Online Protest

How to File an Online Protest

Click Online Protest



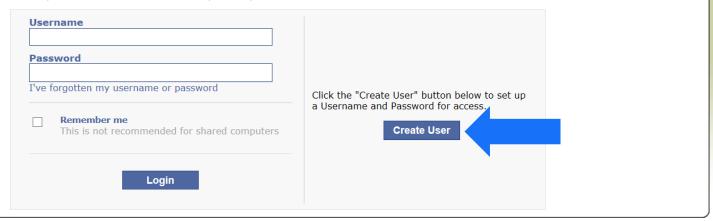
Step 1: Go to www.fbcad.org

Click on the Online Protest link.

Create User

Login

A user name and password must be set up first in order to utilize the online protest option.



Create User/Log In

Create User	
A username may be a valid email and Pas	swords must contain at least six characters.
	E-Mail Address Confirm E-Mail Address Password Confirm Password
	Refresh Image Generate New Code Please enter the characters found in the above image.
	Create User

Step 2: Enter your email address and password in the fields provided. Your email address is also your username.

Enter the Captcha characters at the bottom of the screen.

Click Create User. (Registered? Click Login)

Create User/Log In

User Created Successfully

Your User has been created successfully. You'll be redirected in a moment.

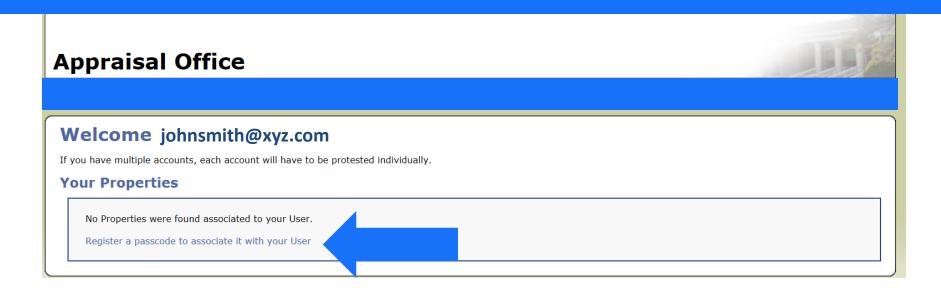
Click here to continue.

Once the user is created you will receive an email confirmation of your login information.

"User Created Successfully" message appears.

You will be redirected to the welcome screen or you can select Click here to continue

Welcome Screen



Step 3: Connect your username to your account. From the Welcome page

Click Register a passcode to associate with your User.

Register Passcode



Step 3: Connect your username to your account.

Enter the Quick Ref ID (Begins with R) and the Online Protest ID You can find this on your Notice of Appraised Value

Click Register

Password Successfully Registered

Appraisal Office

Passcode Registered!

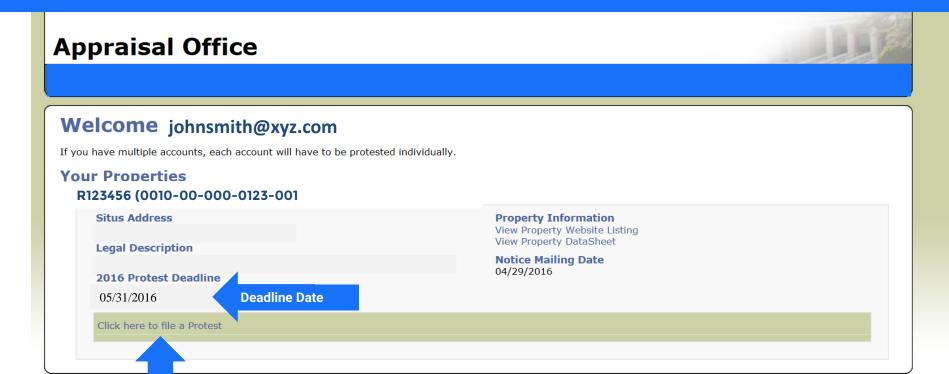
The Passcode has been registered and associated to your account. Please wait while you're redirected.

Click here to continue.

Step 3: Connect your username to your account. A "Passcode Registered!" message will display.

You will be redirected to the welcome page automatically or select Click here to continue

File A Protest



Click here to file a Protest

Notice of Protest Form

Appeal Reasons	
☐ Value is over market value.	$\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $
$\hfill \Box$ Value is unequal compared with other properties.	 Ag-use, open-space or other special appaisal was denied, modified or cancelled.
Property should not be taxed in	Owner's name is incorrect.
Failure to send required notice	☐ Property description is incorrect.
☐ Exemption was denied, modified, or cancelled.	☐ Property should not be taxed in this appraisal district or in one or more taxing units.
	^
	^
	^
What do you think your property's value is?	
What do you think your property's value is? STEP 5: Verify Submitter	

File Your Protest

Step 4: File your protest.

From the welcome page,

Select Click here to file a protest

Complete the Notice of Protest form.

For security, the form will expire after 5 minutes If the form expires, start the filing process over Submit the reason(s) for your protest.

Check all boxes that apply.

If you do not know what a box is referring to, please contact the appraisal district for assistance.

Once you have completed the Notice of Protest form, click Review Protest A "Review Form" message will appear. Click OK, Review your protest Click Submit Protest

Review the {Protest} Form Please review the form to ensure that all the information has been entered correctly. Please Confirm You will need your username and password to complete the online appeals process for the current tax year. Are you sure you wish to file an Online Protest?

"Please Confirm" message will appear. Click YES

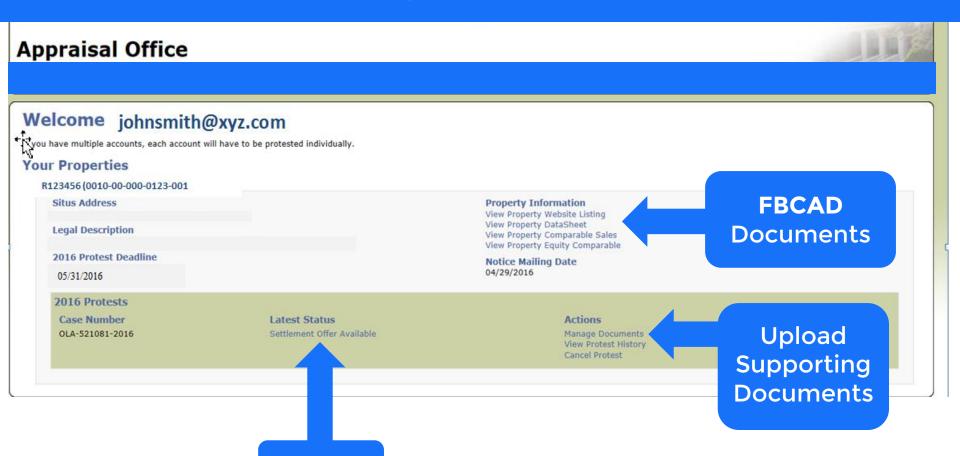
Protest Successfully Submitted



A confirmation email will be sent to the email address on file.

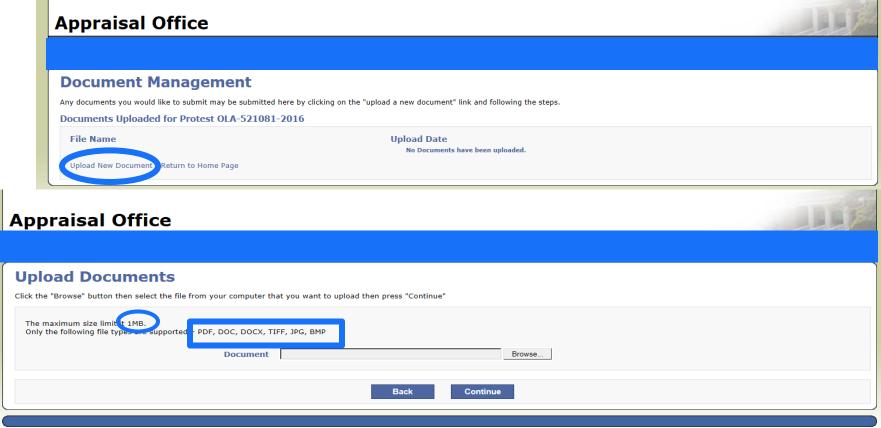
It is the homeowner's responsibility to confirm that **FBCAD** has received the online protest.

Manage Account



Status

Upload Documents

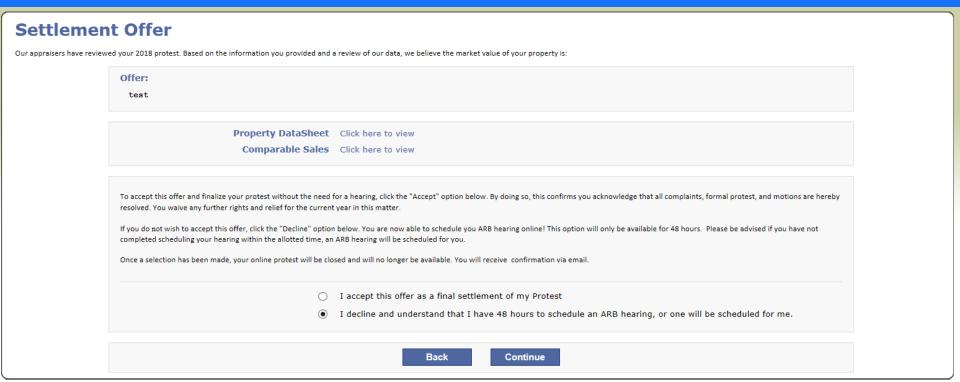




Success

The file has been successfully uploaded to the Appraisal Office. Click here to continue.

Settlement Offer Available



Schedule ARB Hearing

R123456 (0010-00-000-0123-001

Situs Address

Rosenberg, TX 77471

Legal Description

SEC 1, LOT 4, ACRES 1.210

2018 Protest Deadline

06/01/2018

2018 Protests

Case Number

OLA-669634-2018 FO-669635-2018 **Latest Status**

Online Protest Complete

Open

Property Information

View Property Website Listing View Property DataSheet View Property Comparable Sales

Actions

View Protest History

Schedule Protest Hearing

Withdraw Protest

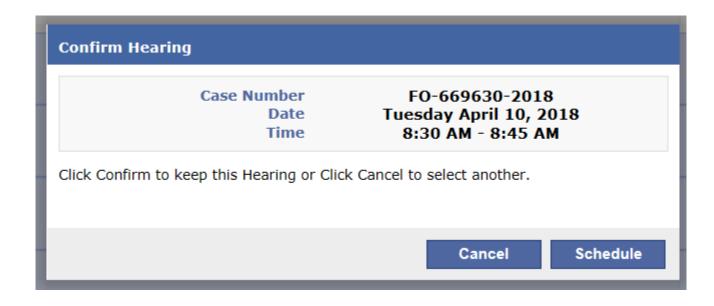
Choose Hearing Date

Schedule Protest Hearing									
month	April 2018								
Sun	Mon	Tue	Wed	Thu	Fri	Sat			
	1 Click here to Schedule your Protest	Click here to Schedule your Protest	7						
₩.	8 Click here to Schedule your Protest	Click here to Schedule your Protest	Click here to Schedule your Protest	Click here to Schedule your Protest	2 13 Click here to Schedule your Protest	14			
	15 1 Click here to Schedule your Protest	5 17 Click here to Schedule your Protest	7 18 Click here to Schedule your Protest	3 19 Click here to Schedule your Protest	Click here to Schedule your	21			
	22 2. Click here to Schedule your	3 24 Click here to Schedule your	2! Click here to Schedule your	5 Click here to Schedule your	5 27 Click here to Schedule your	28			
	Protest 29 Click here to Schedule your	Protest 1	Protest	Protest 2	Protest 4	5			
	Protest								

Choose Hearing Time



Confirm Hearing Date/Time



Protest Hearing Details

Current Protest Hearing (Formal) Details

You have successfully scheduled your 2018 ARB hearing!

Print Protest Notice

Please review the following information as it includes detailed information regarding your hearing date and time.

R19291 (8950-01-000-0040-901)

Situs Address

4814 Witzkoski LN

Rosenberg, TX 77471

Legal Description

WITZKOSKI S/D SEC 1, LOT 4, ACRES 1.210

Appellant Name:

Strine Tara & James J

Tax Year	Case Number	Date	Time	
2018	FO-669638-2018	04/30/2018	8:15 AM	

Reschedule Protest Hearing (Formal)

Section 41.45(e) of the Property Tax Code allows a property owner, who has not designated an agent under Section 1.111, ONE postponement of their hearing without cause

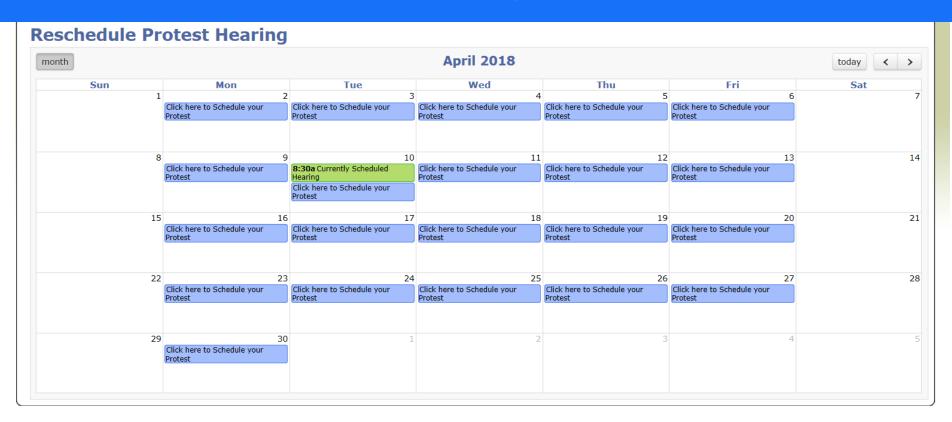
If you chose to utilize this postponement please ensure that you are available on the date and time you select.

To proceed with doing so please click on Reschedule Protest Hearing

Please click here to download the ARB Informational Packet which will provide valuable information as you prepare for your hearing http://www.fbcad.org/Portals/0/2017%20ARB%20Informational%20Packet.pdf



Rescheduling Available



Emails From FBCAD

- Add no-reply@fbcad.org to your email's Address Book to help ensure you will receive the Appraisal District's emails.
- It is the Homeowner's responsibility to periodically check the status of their Online Protest.

Filing Online Trouble?

If you are unable to successfully complete your protest, Call 281-344-8623

Please leave a message giving your Property ID, Phone #, the Date/Time, and the issue with your Online Protest.

DO NOT Miss Your Protest Deadline Date.