



# ONLINE APPEAL

How to file an appeal  
through the online portal

# FILING AN ONLINE APPEAL

Appeals filed through the online portal are reviewed by appraisers and are considered an Informal Conference.

If you are wanting to have a discussion with an appraiser regarding your protest, we recommend you e-file your Notice of Protest and then submit a request for an Informal Conference.

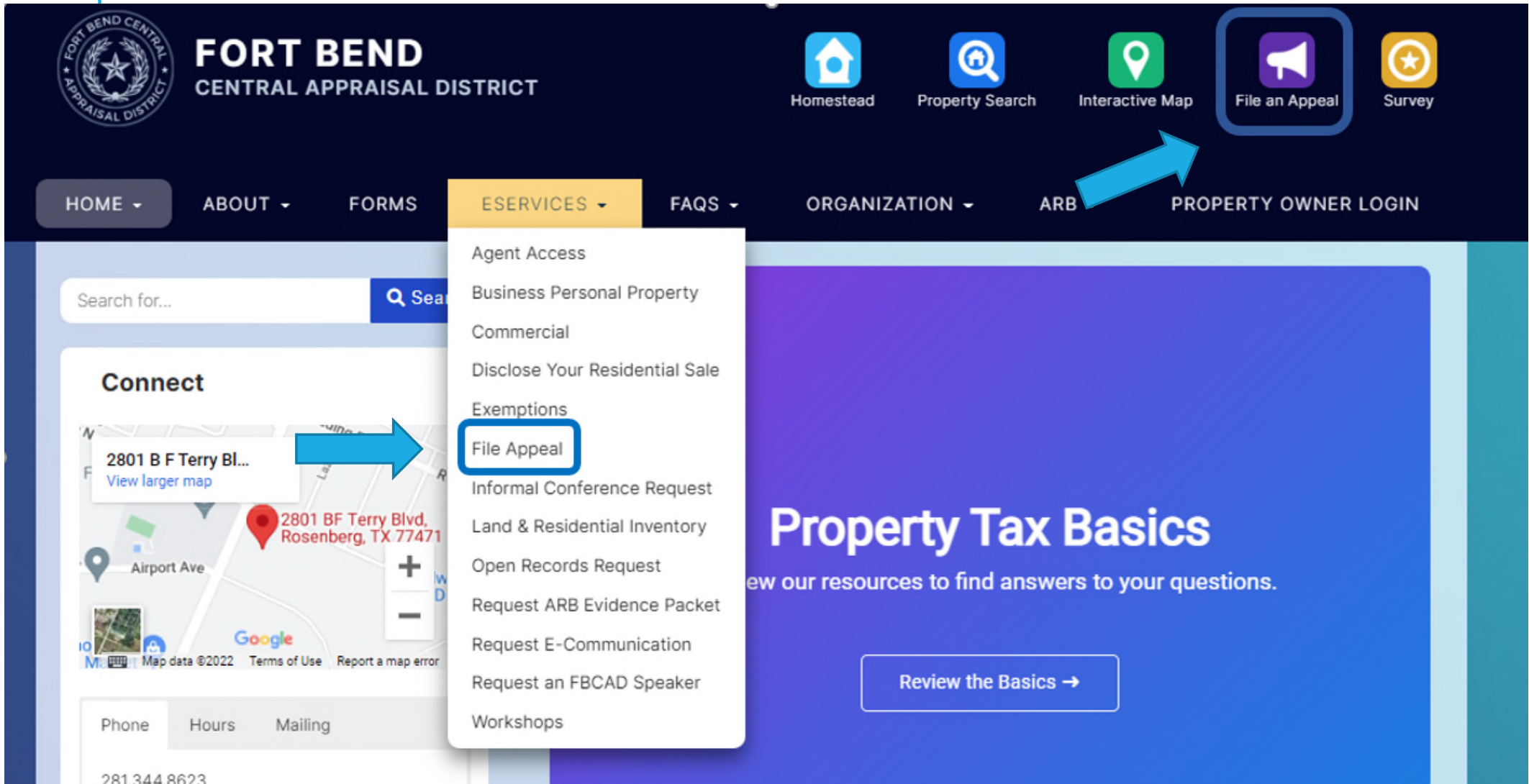
**4 Ways to File**

[More about Online Appeals](#)

<b>Online Appeal</b>	Electronic Filing of the Notice of Protest & Online Informal Meeting Combined	Fastest and most efficient way to submit your Notice of Protest and have your appeal reviewed by a registered FBCAD appraiser.	<a href="#">Step-by-Step Guide</a> <a href="#">File an Online Appeal</a>
<b>e-File</b>	Electronic Filing of Notice of Protest	Fastest way to submit your Notice of Protest. <i>(If wanted, you must request an Informal Meeting. Include phrase "I want an Informal Meeting" in section 4.)</i>	<a href="#">e-File your Protest</a>

Request an Informal Conference on our website by going to [E-Services](#) and [Informal Conference Request](#) or by going directly to [www.fbcad.org/informal](http://www.fbcad.org/informal)

# HOW TO FILE AN ONLINE APPEAL



Go to [www.fbcad.org](http://www.fbcad.org)

Click on the [File an Appeal](#) link on the Home screen or go to the [File Appeal](#) page found under the E-Services tab.

# HOW TO FILE AN ONLINE APPEAL, CONT'D

On the appeals page under Option 1, Click [File Now](#)

**OPTION 1:**  
**Online Appeal**

Combination Method  
— Electronic Filing of Protest **AND** Online Informal Conference

*\*Online Account Required*

Fastest and most efficient way to submit your Notice of Protest and have your appeal reviewed by an **FBCAD** Appraiser.

Instructions

**File Now**

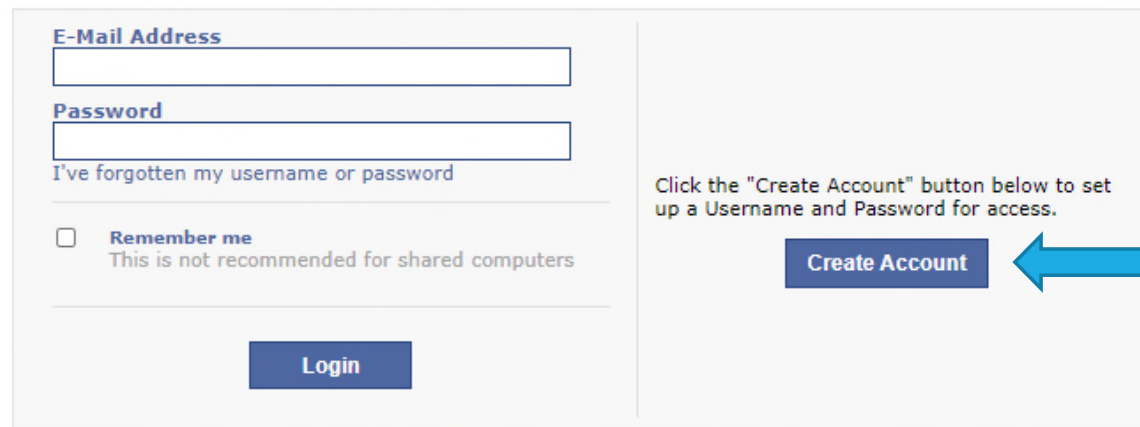
[Learn More](#)

# CREATE AN ONLINE ACCOUNT

Click [Create Account](#)

## Login

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



**E-Mail Address**

**Password**

[I've forgotten my username or password](#)

**Remember me**  
This is not recommended for shared computers

**Login**

Click the "Create Account" button below to set up a Username and Password for access.

**Create Account**

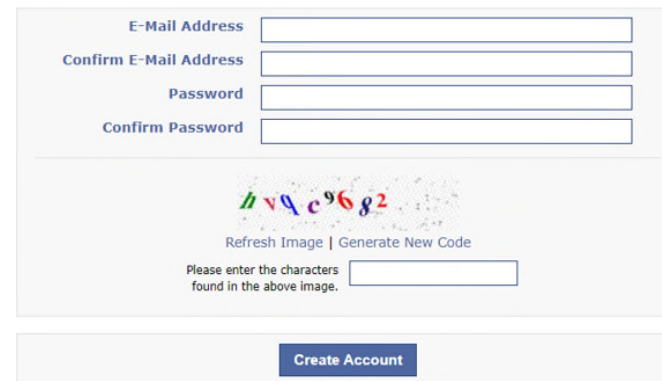


# CREATE A USERNAME AND PASSWORD

Enter your email address and password in the fields provided. Your email address is your username.

Enter the Captcha characters

Click [Create Account](#)



The registration form consists of four input fields: 'E-Mail Address', 'Confirm E-Mail Address', 'Password', and 'Confirm Password'. Below these fields is a Captcha image showing the characters 'h v q c 9 6 g 2'. The Captcha image includes links for 'Refresh Image' and 'Generate New Code', and a text prompt: 'Please enter the characters found in the above image.' followed by an input field. At the bottom of the form is a blue 'Create Account' button.

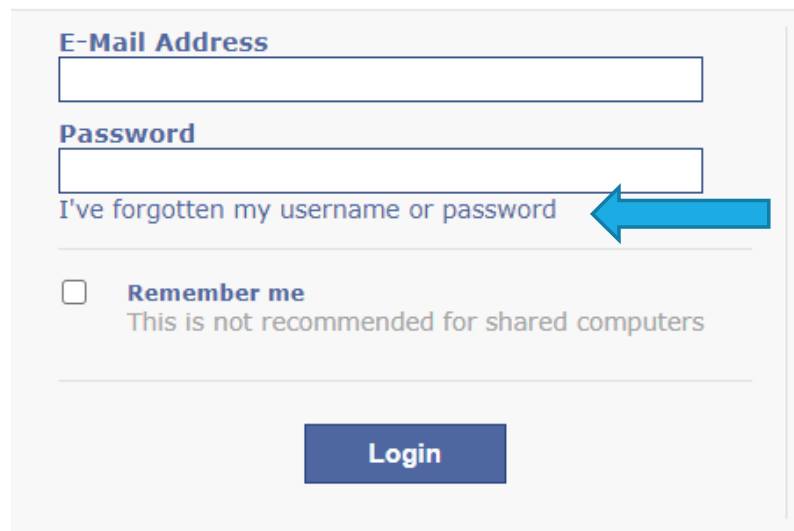
A “Account Created Successfully” message appears

**User Created Successfully**  
Your User has been created successfully. You'll be redirected in a moment.  
[Click here to continue.](#)

You will be redirected to the welcome screen, or you can select [Click here to continue](#)

# FORGOTTEN PASSWORD

Click [I've forgotten my username or password](#)



The screenshot shows a login form with two input fields: "E-Mail Address" and "Password". Below the password field is a link that says "I've forgotten my username or password", which is highlighted by a blue arrow. There is also a "Remember me" checkbox with the text "This is not recommended for shared computers" below it. At the bottom of the form is a blue "Login" button.

Enter [Username or E-Mail Address](#) to recover your account



The screenshot shows the account recovery page. It has two input fields: "User Name" and "E-Mail Address". Below the "E-Mail Address" field is a CAPTCHA image with the characters "q's9dyh7j". Below the CAPTCHA are links for "Refresh Image" and "Generate New Code". Below these links is a text prompt "Please enter the characters found in the above image." followed by an input field. At the bottom of the page is a blue "Recover Account" button.

An email will be sent to recover your passcode. Due to the nature of electronic mail, junk mail trapping software, and spam email software, correspondence may be delivered to your junk or spam folder. Please monitor these folders to ensure receipt of emails from the Fort Bend Central Appraisal District.

# LINK PROPERTIES TO YOUR ACCOUNT

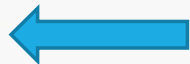
To connect a property with your online account, you must register the passcode to the property.

## Welcome info@fbcad.org

If you have multiple accounts, each account will have to be protected individually.

### Your Properties

No Properties were found associated to your Account.  
Register a passcode to associate it with your Account



Click [Register a passcode to associate it with your Account](#)



# REGISTER PASSCODE

Enter the [Quick Ref ID](#) and [Passcode](#) found on your [Notice of Appraised Value](#) and click [Register](#)

Home Welcome info@fbcad.org

## Register Passcode

Please enter the Quick Ref ID and Passcode found on your Notice of Appraised Value.

Quick Ref ID

Passcode

[Register](#)

- Register Passcode
- Change Password
- Manage E-Mail Addresses
- Logout

To add more than one property to your account, Click [Register Passcode](#)

## Manage Your Account

- Register Passcode
- Change Password
- Manage Email Addresses
- Logout

# PASSCODE SUCCESSFULLY REGISTERED

A “[Passcode Registered](#)” message will display to inform you that the property has been successfully linked to your online account.

## **Passcode Registered!**

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

[Click here to continue.](#)

You will be redirected to the welcome page automatically or select [Click here to continue](#)

# PROPERTY DASHBOARD / WELCOME PAGE

The welcome page allows you to manage your online appeal.

File an Appeal

View Property Record Card

View Appeal History

View FBCAD Information

Welcome [info@fbcad.org](mailto:info@fbcad.org)

By submitting your 2022 appeal through FBCAD's online portal, you agree to have all information including but not limited to, settlement offers, ARB hearing notices, etc. sent to the email address used to activate this online account.

Please monitor your spam/junk email folders regularly to ensure all emails are addressed in a timely manner.

If you have multiple accounts, each account needs to be protested individually by using the account specific online passcode provided on your appraisal notice.

## Your Properties

**R508226 (9999-99-999-9999-999)**

### Situs Address

12345 Testville Rosenberg, TX 77471

### Legal Description

Tamarron Sec 2, BLOCK 1, Lot 6

### 2022 Appeal Deadline

05/16/2022

[File an Appeal](#)

### Property Information

[View Property Website Listing](#)

[View Property DataSheet](#)

### Notice Mailing Date

04/01/2022

Items become available as you work through the appeal process.

# FILE AN APPEAL

Click [File an Appeal](#)

Welcome [info@fbcad.org](mailto:info@fbcad.org)

By submitting your 2022 appeal through FBCAD's online portal, you agree to have all information including but not limited to, settlement offers, ARB hearing notices, etc. sent to the email address used to activate this online account.

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## Your Properties

R508226 (9999-99-999-9999-999)

### Situs Address

12345 Testville Rosenberg, TX 77471

### Legal Description

Tamarron Sec 2, BLOCK 1, Lot 6

2022 Appeal Deadline  
05/16/2022

Protest Deadline Date

[File an Appeal](#)

Click here to File an Appeal

### Property Information

[View Property Website Listing](#)  
[View Property DataSheet](#)

Notice Mailing Date  
04/01/2022

# NOTICE OF PROTEST FORM

## Submit An Appeal

Please review and confirm that all the information in steps 1 & 2 are correct.

### Contact E-Mail Address

info@fbcad.org [change]

### SECTION 1: Owner's and lessee's name and address.

- Person Age 65 or Older
- Military Service Member
- Spouse of a Military Service Member or Veteran
- Disabled Person
- Military Veteran
- N/A

Account, Test

Owner's or lessee's name

12345 Testville

Owner's or lessee's present mailing address line 1

Owner's or lessee's present mailing address line 2

Owner's or lessee's present mailing address line 3

Rosenberg, TX 77471

City, town or post office, state, ZIP code

Phone (Area code and number)

If there is a change to the above information, please enter your correct information below.

### SECTION 2: Describe property under protest.

Give street address and city if different from above

12345 Testville

Rosenberg, TX 77471

Give legal description if no street address

Tamarron Sec 2, BLOCK 1, Lot 6

Appraisal district account number (optional)

Mobile homes (Give make, model and identification number)

# NOTICE OF PROTEST FORM, CONT'D

Complete Steps 3 & 4

Check **ALL** Boxes that apply

## SECTION 3: Reasons for Protest

To preserve your right to present each reason for your protest to the ARB according to law, be sure to select all boxes that apply. Failure to select the box that corresponds to each reason for your protest may result in your inability to protest an issue that you want to pursue.

### Appeal Reasons

- |  |  |
|--|--|
| <input type="checkbox"/> Incorrect Appraised (Market) Value and/or Value Is Unequal Compared With Other Properties                                 | <input type="checkbox"/> Property should not be taxed in<br><input type="text"/>   |
| <input type="checkbox"/> Ag-use, open-space or other special appraisal was denied, modified or cancelled   | <input type="checkbox"/> Change in use of land appraises as ag-use, open-space or timberland   |
| <input type="checkbox"/> Owner's Name Is Incorrect   | <input type="checkbox"/> Property Description Is Incorrect   |
| <input type="checkbox"/> Temporary disaster exemption was denied or modified   | <input type="checkbox"/> Incorrect damage assessment rating for a property qualified for a temporary disaster exemption                  |
| <input type="checkbox"/> Property Is Not Located In This Appraisal District or otherwise should not be included on the appraisal district's record | <input type="checkbox"/> Failure to send required notice<br><input type="text"/>   |
| <input type="checkbox"/> Exemption Denied, Modified Or Cancelled   | <input type="checkbox"/> Incorrect appraised or market value of land under special appraisal for ag-use, open-space or special appraisal |
| <input type="checkbox"/> Other<br><input type="text"/>   |  |

## SECTION 4: Additional Facts

Give us any information that support your opinion of value. You will have the option to upload documentation after submitting the appeal.

What do you think your property's value is? (required)



# NOTICE OF PROTEST FORM, CONT'D

Review Information provided in Steps 5 & 6 – This information is important if an agreement is not reached and you proceed to an ARB hearing.

**By submitting your 2022 appeal through FBCAD's online portal, you agree to have all information including but not limited to, settlement offers, ARB hearing notices, etc. sent to the email address used to activate this online account.**

## SECTION 5: Hearing Type

If you are unable to resolve your case with the appraisal district and move forward to a formal hearing with the ARB, you can opt to have the following hearing options by sending an email to [appeals@fbcad.org](mailto:appeals@fbcad.org) no less than 10 days prior to your scheduled hearing date.

### Panel Option:

Single-member ARB panel (formal hearings will be scheduled with a 3 member ARB panel unless otherwise requested)

### Hearing Type Option:

In-person (formal hearings will be scheduled in-person but can be changed upon request)

\*By telephone conference call

\*By Videoconference

\*Options require a written sworn affidavit with evidence be delivered to the ARB before the hearing begins. May use Comptroller Form 50-283, Property Owner Affidavit of Evidence)

## SECTION 6: ARB Hearing Notice and Procedures

If you are unable to resolve your case with the appraisal district and move forward to a formal hearing with the ARB, you can opt to have the following hearing options by sending an email to [appeals@fbcad.org](mailto:appeals@fbcad.org) no less than 10 days prior to your scheduled hearing date.

You can opt to have your ARB's final order of determination be delivered via email by sending an email to [appeals@fbcad.org](mailto:appeals@fbcad.org) no less than 10 days prior to your scheduled hearing date.

Filing your appeal online provides you with an automatic reminder of your ARB formal hearing date by email, to the email address used to activate your online account. If you would like to receive this reminder by text, please send an email to, [appeals@fbcad.org](mailto:appeals@fbcad.org) and the scheduling staff will send you a text reminder.

# NOTICE OF PROTEST FORM, CONT'D

For security, the form will expire after 5 minutes. If the form expires, start the filing process over.

If you do not know what a box is referring to, please contact our office for assistance at 281.344.8623.

Once you have completed the form, complete section 7 and click [Submit Appeal](#).

## SECTION 7: Certification and Signature

Please enter your name to verify who is filing the protest.

[Submit Appeal](#)

# APPEAL SUCCESSFULLY SUBMITTED

A “[Appeal Successfully Submitted](#)” message will display to inform you that the property has been successfully linked to your online account.

## **Appeal Successfully Submitted**

Your Appeal has been successfully submitted to the Fort Bend Central Appraisal District.

[Click here to continue.](#)

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

It is the homeowner’s responsibility to confirm that FBCAD had received the online protest.

# APPEAL DETAILS

The Appeal Details Page allows you to:

- Return to Home – To View all your properties
- View Appeal Form
- Manage Documents
- View Appeal History

## Appeal Details

<b>Party</b>	Account, Test	<b>Tax Year</b>	2022
<b>Case Number</b>	OLA-933211-2021	<b>Date Filed</b>	04/06/2022
<b>Latest Status</b>	Protest Pending		

[Return to Home](#) [View Appeal Form](#) [Manage Documents](#) [View Appeal History](#) [Withdraw Appeal](#)

### Property

**Situs Address**  
12345 Testville Rosenberg, TX 77471

**Legal Description**  
Tamarron Sec 2, BLOCK 1, Lot 6

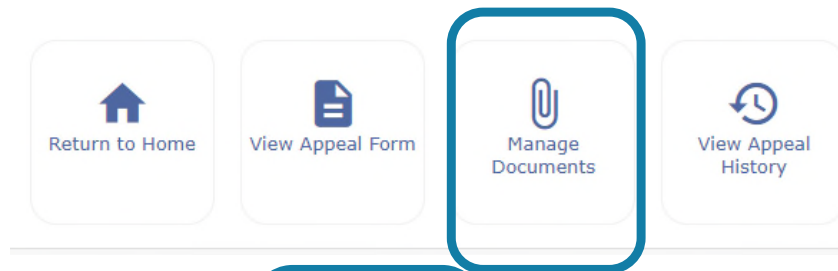
**2022 Appeal Deadline**  
05/16/2022

**Property Information**  
[View Property Website Listing](#)  
[View Property DataSheet](#)

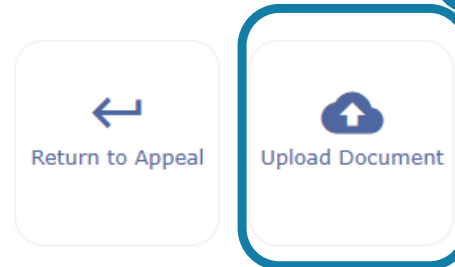
**Notice Mailing Date**  
04/01/2022

# UPLOAD DOCUMENTS

Click [Manage Documents](#)



Click [Upload Documents](#)



Select [Choose File](#)

Locate the file you want to upload

The following files are supported:  
PDF, DOC, DOCX, TIFF< JPG< BMP

The maximum file size accepted is:  
10MB

Click [Continue](#)

## Upload Documents

Click the "Choose File" button then select the file from your computer that you want to upload then press "Continue"

Party	Account, Test	Tax Year	2021
Case Number	OLA-933211-2021	Date Filed	04/02/2021
Latest Status	Protest Pending		

The maximum size limit is 10MB.  
Only the following file types are supported PDF, DOC, DOCX, TIFF, JPG, BMP

Document  Survey.docx

Back

Continue

### Success

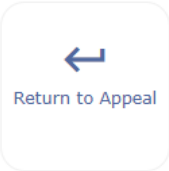
The file has been successfully uploaded to the Fort Bend Central Appraisal District.

[Click here to continue.](#)

# SETTLEMENT OFFER AVAILABLE

## Settlement Offer

Party Account, Test Tax Year 2022  
Case Number OLA-933211-2021 Date Filed 04/06/2022  
Latest Status Protest Pending

Return to Appeal

### Offer:

In consideration of the submitted Notice of Protest for tax year 2021, the Chief Appraiser makes the following offer in settlement of your protest: \$405,000.

[Property DataSheet](#) Click here to view  
[Comparable Sales](#) Click here to view  
[Equity Comparables](#) Click here to view



**View Property Record Card, Comparable Sales and Equity Comparable Properties**

To accept this offer and finalize your appeal without the need for a hearing, click the "Accept" option below. By doing so, the property owner or owner's agent acknowledges that all matters related to this property, which may be protested to the Appraisal Review Board (ARB) under Chapter 41, Tax Code or on which a protest has been filed but not determined by the ARB under that Chapter, and all matters which may be corrected under Section 25.25, Tax Code, or on which a motion for correction under that section has been filed but not determined by the ARB, have been finally resolved under the authority of Tax Code Section 1.111(e) for the 2022 tax year.

If you do not wish to accept this offer, click the "Reject" option below. You will receive an email informing you when the ARB scheduling option is available.

Once a selection has been made, your online protest will be closed and will no longer be available. You will receive confirmation via email.

- Accept
- Reject - Schedule an ARB hearing



**Accept or Reject Offer**

[Continue](#)



# MAKING A DECISION

If you “**Accept**” the District’s offer, you will finalize your appeal without the need for a hearing.

If you “**Reject**” the District’s offer, you will receive an email within 48 hours informing you when the ARB scheduling option is available.

Once the scheduling option is available, you will have 48 hours to schedule your ARB hearing, or one will be scheduled for you.

Once a selection has been made, your online protest will be closed and will no longer be available. You will receive confirmation via email.

# SCHEDULE ARB HEARING

The online appeal (OLA Case number) has been closed and a formal appeal (FO case number) opened and ready for scheduling. The formal appeal (FO) will allow you to schedule your ARB hearing.

**2022 Appeals**

Case Number	Latest Status
FO-1066580-2022	Settlement Offer Decision
OLA-1064420-2022	Closed

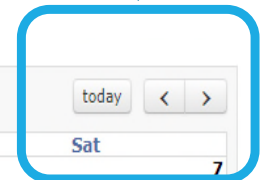
[Click Here](#) →

**Return to Home**   **View Appeal Form**   **Schedule Appeal ARB Hearing**   **View Appeal History**

# CHOOSE ARB HEARING DATE

Select a date for your ARB hearing.

Choose a different month if available

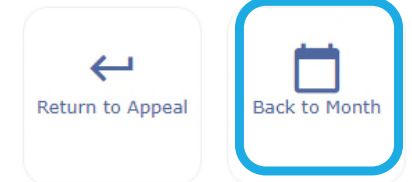


May 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
		<a href="#">Click here to Schedule your Appeal</a>	<a href="#">Click here to Schedule your Appeal</a>	<a href="#">Click here to Schedule your Appeal</a>	<a href="#">Click here to Schedule your Appeal</a>	
22	23	24	25	26	27	28
	<a href="#">Click here to Schedule your Appeal</a>	<a href="#">Click here to Schedule your Appeal</a>	<a href="#">Click here to Schedule your Appeal</a>	<a href="#">Click here to Schedule your Appeal</a>	<a href="#">Click here to Schedule your Appeal</a>	
29	30	31	1	2	3	4
		<a href="#">Click here to Schedule your Appeal</a>	<a href="#">Click here to Schedule your Appeal</a>	<a href="#">Click here to Schedule your Appeal</a>	<a href="#">Click here to Schedule your Appeal</a>	

# CHOOSE ARB HEARING TIME

Select a time for your ARB hearing.

Choose a different date



Wednesday, May 25, 2022

today < >

Wednesday 5/25

7:50am	
7:55am	
8am	
8:05am	
8:10am	
8:15am	8:15 - 8:45 Click here to Schedule your Appeal
8:20am	
8:25am	
8:30am	
8:35am	
8:40am	
8:45am	8:45 - 9:15 Click here to Schedule your Appeal
8:50am	
8:55am	
9am	
9:05am	
9:10am	
9:15am	9:15 - 9:45 Click here to Schedule your Appeal
9:20am	
9:25am	
9:30am	
9:35am	
9:40am	
9:45am	9:45 - 10:15 Click here to Schedule your Appeal
9:50am	

# CONFIRM HEARING DATE/TIME

Click [Schedule](#) to keep this ARB hearing date and time.

Click [Cancel](#) to select another.

**Confirm ARB Hearing**

<b>Case Number</b>	<b>FO-1064344-2022</b>
<b>Date</b>	<b>Wednesday May 25, 2022</b>
<b>Time</b>	<b>8:45 AM - 9:15 AM</b>

Click **Schedule** to keep this ARB Hearing or click **Cancel** to select another date.

Under Section 41.46 and 25.25 of the Texas Property Tax Code, you have the right to 15 days' notice before the Appraisal Review Board hears your protest. By scheduling your hearing on the chosen date, you are agreeing to waive your right to 15 days' notice and agree to meet with Appraisal Review Board in less than 15 days from today's date.

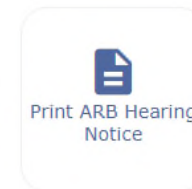
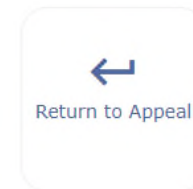
[Cancel](#) [Schedule](#)

# PROTEST HEARING DETAILS

## Current Appeal ARB Hearing Details

You have successfully scheduled your 2022 ARB hearing!

<b>Party</b>	Jackson Lori G & Timothy	<b>Tax Year</b>	2022
<b>Case Number</b>	FO-1064344-2022	<b>Date Filed</b>	04/06/2022
<b>Latest Status</b>	Appeal ARB Hearing Scheduled		



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

Date	Time
05/25/2022	8:45 AM

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 the **Reschedule Appeal ARB Hearing** button provided above.

Please click the link provided below to download the ARB Informational Packet which will provide valuable information as you prepare for your hearing

<https://www.fbcad.org/resources-media/2020/05/ARB-Informational-Packet-2020-COVID-19.pdf>



# RESCHEDULING AVAILABLE

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.

Reschedule your ARB Hearing

Return to Appeal

Print ARB Hearing Notice

Reschedule Appeal ARB Hearing

May 2022						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	
8	9	10	11	12	13	
15	16	17	18	19	20	
	Click here to Schedule your Appeal	Click here to Schedule your Appeal	Click here to Schedule your Appeal	Click here to Schedule your Appeal	Click here to Schedule your Appeal	
22	23	24	25	26	27	
Click here to Schedule your Appeal	Click here to Schedule your Appeal	8:45a Currently Scheduled ARB Hearing	Click here to Schedule your Appeal	Click here to Schedule your Appeal	Click here to Schedule your Appeal	
		Click here to Schedule your Appeal				
29	30	31	1	2	3	
	Click here to Schedule your Appeal	Click here to Schedule your Appeal	Click here to Schedule your Appeal	Click here to Schedule your Appeal	Click here to Schedule your Appeal	

# EMAILS FROM FBCAD

Emails from FBCAD will come via [no-reply@fbcad.org](mailto:no-reply@fbcad.org).

Due to the nature of electronic mail, junk mail trapping software, and spam email software, correspondence may be delivered to your junk or spam folder. Please monitor these folders to ensure receipt of emails from the Fort Bend Central Appraisal District.

It is the property owner's responsibility to periodically check the status of their online appeal.

# FILE YOUR PROTEST TIMELY

## **DO NOT Miss your Protest Deadline Date!**

If you are unable, for any reason, to file your appeal timely through the online portal, you may also file by the following means:

1. E-File option found on the forms page at [www.fbcad.org](http://www.fbcad.org)
2. Drop off in person or in the drop box at the customer service entrance
3. By mail to 2801 B.F. Terry Blvd, Rosenberg, TX 77471
4. Email the Notice of Protest form to [info@fbcad.org](mailto:info@fbcad.org)