

How to File An Online or Electronic Protest and Schedule a Hearing

Appeals filed through the Online Appeal system are reviewed by appraisers. This review is considered an informal conference.

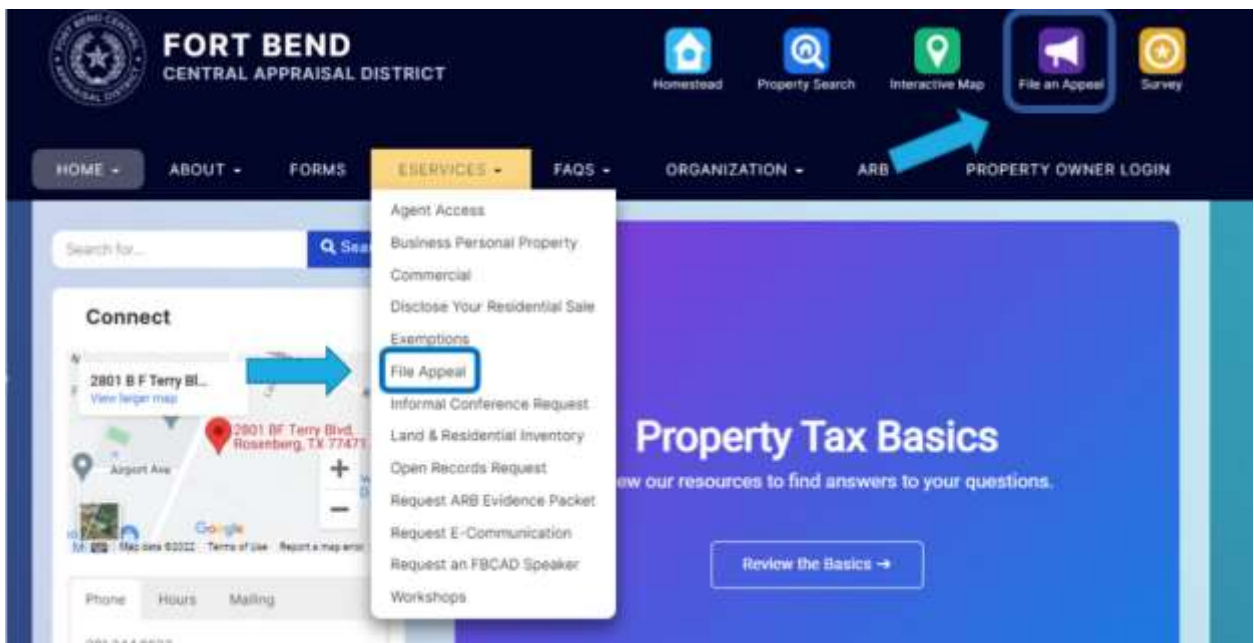
If you want to have a discussion with an appraiser regarding your protest, we recommend you e-file your Notice of Protest and then submit a request for an informal conference.

ONLINE PROTEST

For further instructions and to file a protest through our appeals portal go to:

[Appeals – Fort Bend Central Appraisal District \(fbcd.org\)](http://fbcd.org).

1. Go to www.fbcd.org, then click on the E-Services tab, and select **File Appeal**.



2. On the appeals page, a list of options for filing will be listed. 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](#)

3. A login page will pull up. A username and password must be set up in order to use the appeals portal (If you've used the system to protest before, you can use your email and password to login instead). Click **Create Accounts**.

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](#)

4. Enter your email address and password in the fields provided. Your email address is your username. Enter the Captcha characters you see on the screen, then click **Create Account**.

The registration form contains the following elements:

- E-Mail Address:
- Confirm E-Mail Address:
- Password:
- Confirm Password:
- Captcha: An image showing the characters 'h v q e 9 6 g 2' with a small input box below it. Text below the image reads: "Please enter the characters found in the above image."
- Buttons: "Refresh Image" and "Generate New Code" are located below the captcha image.
- Submit Button: A blue button labeled "Create Account" is positioned at the bottom center of the form.

5. A message stating your user has been created successfully will appear. You will be redirected to the welcome screen, or you can select **Click here to continue**.



6. To connect a property to your account, you must register the passcode listed in your Notice of Appraised Value. Click **Register** a passcode to associate it with your account (If you have a tax agent/consultant appointed to represent you, you will be unable to register the passcode related to your property account).

Welcome info@fbcad.org

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

Your Properties

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



7. Enter the Quick Ref ID and passcode listed on your Notice of Appraised Value. Then click **Register**. To add more than one property to your account, click **Register Passcode** again and repeat the process.

The image shows a web browser window with the URL www.klamathfall.gov. The page title is "Register Passcode" and it includes the instruction: "Please enter the Quick Ref ID and Passcode found on your Notice of Appraised Value." The form contains two input fields: "Quick Ref ID" and "Passcode", followed by a "Register" button. A navigation menu in the top right corner lists: "Register Passcode", "Change Password", "Manage My Mail Addresses", and "Logout". A blue arrow points from the "Register Passcode" menu item to a light blue sidebar box titled "Manage Your Account" which contains a bulleted list: "Register Passcode", "Change Password", "Manage Email Addresses", and "Logout".

8. A message stating that the passcode has been registered will appear. You will be redirected to the welcome page automatically or you can select **Click here to continue**.

Passcode Registered!

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

[Click here to continue.](#)

9. The welcome page allows you to manage your online appeal including file an appeal, view property record card, view appeal history, and view FBCAD information. To file an appeal, click **File an Appeal**.

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**

Property Information

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

Notice Mailing Date

04/01/2022

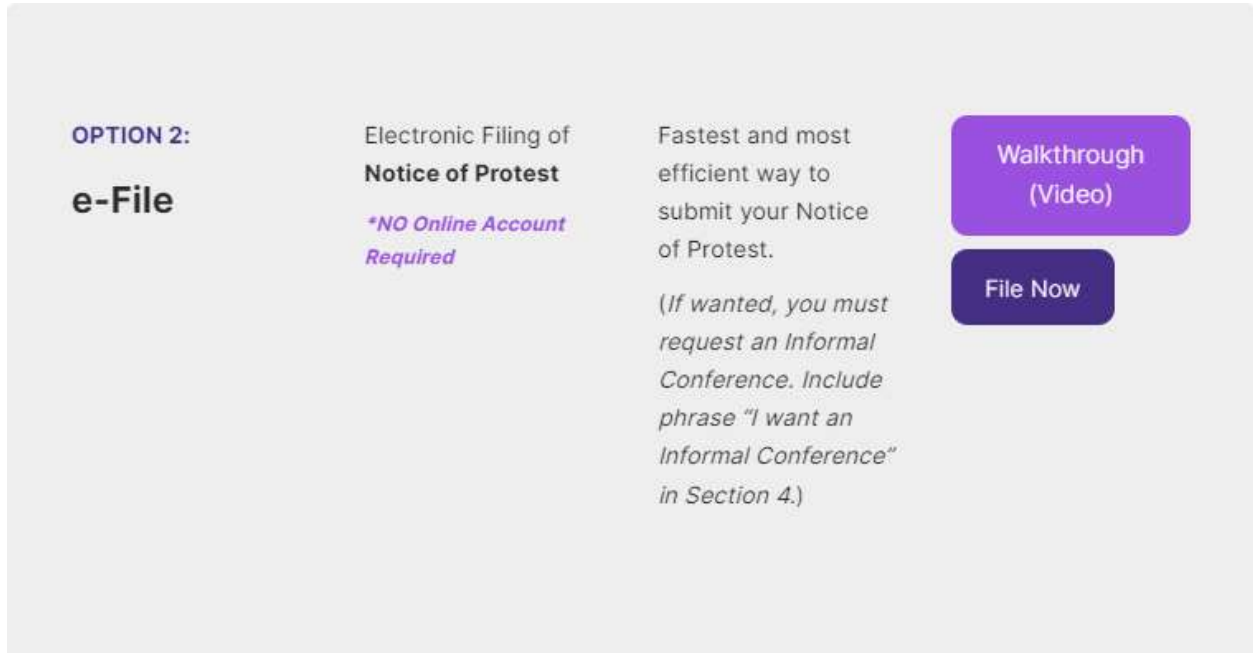
File an Appeal

← **Click here to File an Appeal**

10. You will be taken to a notice of protest form with fillable fields. To see step by step instructions on how to fill out and submit the form in the online appeals portal, visit [Microsoft PowerPoint - 2022 Online Appeals Step-by-step guide.pptx \(fbcad.org\)](#).

Electronic Protest (e-File)

1. On the appeals page, a list of options for filing will be listed. Under Option 2, Click **File Now**.



OPTION 2:
e-File

Electronic Filing of
Notice of Protest
**NO Online Account
Required*

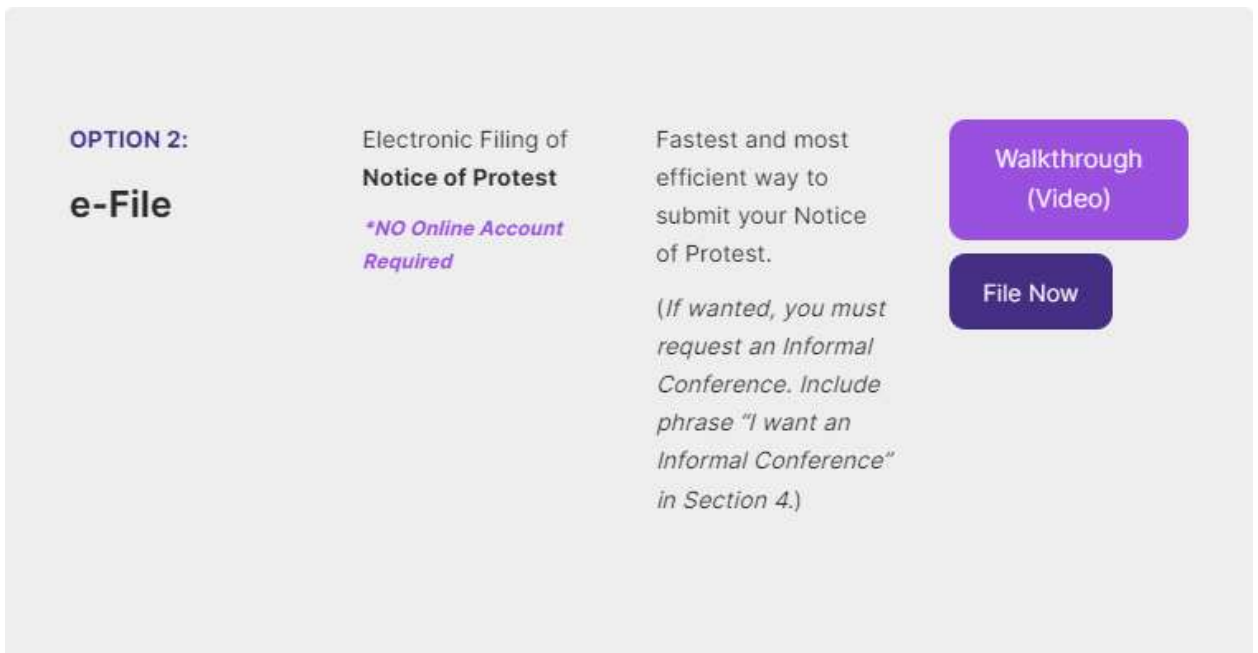
Fastest and most
efficient way to
submit your Notice
of Protest.

*(If wanted, you must
request an Informal
Conference. Include
phrase "I want an
Informal Conference"
in Section 4.)*

Walkthrough
(Video)

File Now

2. A message about the protest deadline will be displayed. Click **Next**.



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Walkthrough
(Video)

File Now

3. A message about duplicate filing will be on the screen. Click **Next**.

Duplicate Filings

Property owners do not need to file their appeal by multiple means, as filing a duplicate may result in processing delays.

E.g. Filing your appeal for a property by mail - AND - Filing your appeal online by eFile for the same property will result in a duplicate filing.

Back

Next

A protest form with fillable fields will display.

4. For a step-by-step video on how to fill out the electronic form and submit it, go to [Protesting Your Value: eFile Walkthrough – Fort Bend Central Appraisal District \(fbcad.org\)](#).

Online Hearing Scheduler

When you file a protest through the online portal, you are offered a settlement. If you decline the settlement, then your online protest is finalized and a formal protest where you attend an ARB hearing is opened.

After that happens, you will receive an email within 48 hours from no-reply@fbcad.org letting you know that the option to schedule a hearing online is open. Once the online scheduling option is available, you have 48 hours to schedule your hearing, or one will be scheduled for you.

Once you make the select your hearing, the online protest will be closed. You will receive confirmation via an email from no-reply@fbcad.org.

Below are instructions on how to schedule your hearing online through the appeal portal. You can also reschedule your hearing once without good cause, instructions on how to do so are included below.

1. The online appeal, which has a case number starting with OLA, is closed and a formal appeal, which has a case number starting with FO, is opened. You will schedule your hearing under the formal appeal. You will click on **Settlement Offer Decision**. Then you will select **Schedule Appeal ARB Hearing**.

The screenshot displays the '2022 Appeals' section of a web portal. It features a table with two columns: 'Case Number' and 'Latest Status'. The first row shows case number 'FO-1066580-2022' with a 'Click Here' button pointing to the status 'Settlement Offer Decision'. The second row shows case number 'OLA-1064420-2022' with a status of 'Closed'. Below the table is a navigation menu with four buttons: 'Return to Home', 'View Appeal Form', 'Schedule Appeal ARB Hearing' (highlighted with a blue border), and 'View Appeal History'.

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

Navigation Menu:

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

2. Then you will use the calendar to select a date for your hearing. Choose a different month if the month you are trying to select doesn't have any open times.

CHOOSE ARB HEARING DATE

Select a date for your ARB hearing.

Choose a different month if available

The image shows a calendar for May 2022. The days of the week are listed at the top: Sun, Mon, Tue, Wed, Thu, Fri, Sat. The dates 1 through 31 are arranged in a grid. Several dates have blue buttons overlaid on them, each containing the text "Click here to Schedule your Appeal". These buttons are located on the following dates: 17, 18, 19, 20, 22, 23, 24, 25, 26, 27, 29, 30, and 31. To the right of the calendar, there is a date selection interface with a dropdown menu currently showing "Today" and a "Go" button. A blue arrow points from the text "Choose a different month if available" to this interface.

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
22	23	24	25	26	27	28
29	30	31				

3. Select a time for your ARB hearing using the detailed calendar for the day. If you cannot find a time slot that you want on that day, try choosing a different date by clicking **Back to Month**.

CHOOSE ARB HEARING TIME

Select a time for your ARB hearing.

Choose a different date

Return to Appeal

Back to Month



- The Confirm ARB Hearing screen will pull up. Click **Schedule** to keep the hearing date and time listed. Click **Cancel** if you would like to choose a different date and time than the one listed.

Click **Schedule** to keep this ARB hearing date and time.

Click **Cancel** to select another.

Confirm ARB Hearing

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

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](#)

- A screen confirming that you schedule your ARB hearing and that contains your ARB hearing details will be displayed. You can click the link at the bottom of the screen if you want to download the ARB Informational Packet.

Current Appeal ARB Hearing Details

You have successfully scheduled your 2022 ARB hearing!

Party	Jackson Lori G.B. Timothy
Case Number	PO-1064344-2022
Latest Status	Appeal ARB Hearing Scheduled
Tax Year	2022
Date Filed	04/06/2022

[Return to Appeal](#) [Print ARB Hearing Notice](#) [Reschedule Appeal ARB Hearing](#)

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

<http://www.tpad.org/resources/444a322035/ARB-Informational-Packet-2019-COVID-19.pdf>

You can reschedule your hearing once without needing good cause. You can do so in the online appeals portal.

1. Click on **Reschedule Appeal ARB Hearing** on screen confirming your hearing details.



2. You would follow the same instructions to schedule a hearing.

Scheduling a Hearing When You Don't Use the Appeals Portal

When you file your notice of protest electronically, through the mail or in person, there are certain questions on the form that you answer concerning your ARB hearing.

On the Notice of Protest, you can choose whether you want an informal conference with an appraiser before your ARB hearing.

You can also choose how you want to appear in front of the ARB: in person, by telephone conference with evidence submitted as a written affidavit, by video conference with evidence submitted as a written affidavit, or by evidence as a written affidavit that is delivered to the ARB before the hearing.

If you change your mind later and decide you want to appear by telephone or video conference, you must provide written notice to the ARB at least 10 days before your hearing date.

Postponement/reschedule requests should be in writing and should list a date and time for which you would like the hearing to be rescheduled. If you request a reschedule, you will receive a rescheduled hearing notice by mail up to 10 days after your request is received.

You can request a hearing be rescheduled for good cause as well. There are no limits on the number of times a hearing can be postponed due to good cause. You need to submit the request in writing.

A hearing cannot be rescheduled for less than five days from the original date nor more than 30 from the original date unless the Chief Appraiser and the ARB Chairman or his agent agree.

On the Notice of Protest, you can select how you want your notice of hearing to be delivered, by regular first-class mail or by email.

On the Notice of Protest, you can also request an electronic reminder of the hearing date, time, and place by text or by email.

You can also request to receive the ARB's final order of determination by email.

You can request a special panel to hear your protest if you meet certain conditions, which are listed on the Notice of Protest.

Rescheduling ARB Hearing When You Don't Use the Appeals Portal

All rescheduling requests must be submitted in writing prior to the initial hearing date.

You are allowed one reschedule of your hearing without cause if you haven't designated an agent to represent you. Please prove a date and/or time that you would like to be scheduled. The scheduling staff will try to accommodate you as best as possible if the ARB schedule permits.

Scheduling staff will not contact you by phone. They will send you a rescheduled hearing notice by mail. Due to the high amount of reschedule requests we

receive, you may not receive your rescheduled hearing notice for 7 – 10 days after your request is received.

The ARB will also reschedule hearings to a later date if good cause is shown by a property owner or the property owner's agent, or if the Chief Appraiser agrees to the postponement.

There is no limit on the number of good cause postponements allowed. A hearing may not be rescheduled to a date than that five days from or more than 30 days from the date of the original hearing, unless the Chief Appraiser and the ARB chairman or his representative agree.

You may mail the reschedule request to Fort Bend Appraisal Review Board, c/o Fort Bend Central Appraisal District, 2801 B. F. Terry Blvd., Rosenberg, TX 77471. You can also drop it off in person. You may email the affidavit to appeals@fbcad.org.