



How to File an Online Protest – Taxpayer Portal

1. Log into the Online Portal and locate the property ID you wish to file an appeal for.
Confirm this property is E-file eligible
 2. Click on the “View File” link under the online appeals column.
 3. Confirm property owner information in Step 1 and proceed to Step 2.
 4. Choose appeal reasons in Step 2 and proceed to Step 3.
5. Property owner can now enter additional facts, and opinion of value in Step 3 and move to Step 4.
 6. Select hearing preferences in Step 4 and sign and submit the protest.
7. Receive confirmation email and message upon successful submission in Step 4.
8. Property owner can now upload evidence files in Step 5 by clicking on “Upload Files” and selecting the files.

Cautionary Notes

- Ensure all information provided is accurate to avoid delays in the appeal process.
- Double-check the selected appeal reasons and hearing preferences before submitting.

Tips for Efficiency

- Have all necessary documents and evidence ready before starting the appeal process.
- Utilize the option to upload files at a later time if evidence is not available immediately.