

Adding Associated Owner ID/Properties to Account Login

Objective: To add additional properties under a separate owner ID to the online portal account.

Key Steps:

1. Log in to the online portal using credentials created during registration.

BIS CAD Online Portal

Property Listing

Owner ID: S10163 Owner Name: LANE SAMMY L & BECKY SANDERS

Property Id	E-file Eligible	Address	City	Property Details	Online Appeals	Online Forms	TNT
23340	Y			View	View/File	View/File	View

Showing 1 to 1 of 1 entries

2. Navigate to the property list grid to view the owner ID and associated property IDs.
3. Click on the “Add Associated Owner ID” button.
4. In the pop-up window, enter the additional **Owner ID** and **PIN** combination.
5. If you do not have the PIN for the Owner ID, you can find it on your **Notice of Appraised Value**. If you need further assistance, please contact our office at **936-295-0402**. Be sure to have the **Owner ID** or **Property ID** available when you call so we can assist you more efficiently.
6. View the newly created additional owner ID table to see the separate properties

BIS CAD Online Portal

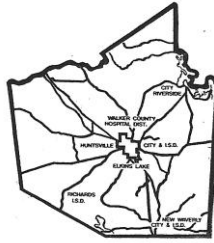
Property Listing

Owner ID: S07562 Owner Name: LANE SAMMY LYNN [Remove](#)

Property Id	E-file Eligible	Address	City	Property Details	Online Appeals	Online Forms	TNT
20723	Y			View	View/File	View/File	View

Showing 1 to 1 of 1 entries

CHIEF APPRAISER
STACEY M. POTEETE



Appraisal District

P. O Box 1798 / 1060 HWY 190 E
HUNTSVILLE TX 77342

PHONE: 936-295-0402 FAX: 936-295-3061
WWW.WALKERCAD.ORG

Cautionary Notes:

- Ensure the accuracy of the owner ID and PIN combination to avoid any errors in associating properties.
- Double-check the information entered before saving to prevent any data discrepancies.