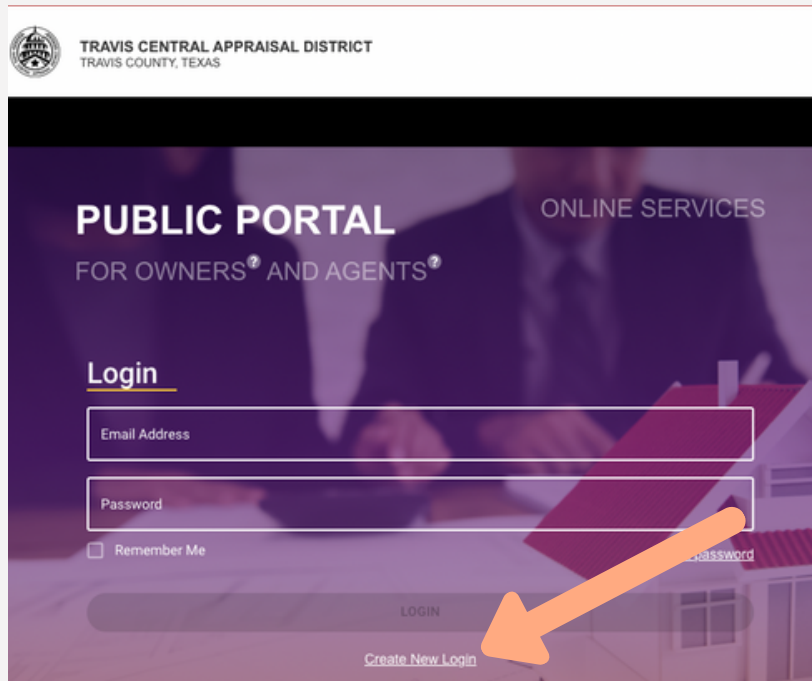


Travis County: How to File Your Protest

After you've received your Contestation Report, follow these instructions to submit your protest online. For questions, please contact help@protestingpropertytaxes.com

Step 1: Register your account with TCAD

- You will need your **Owner ID** and **E-File PIN**. Both can be found in the top right corner of your Notice of Appraised Value, which should have been mailed to you by the county.
- For help finding your Owner ID or PIN, please contact the county directly via email at CSInfo@tcadcentral.org or call **512-834-9317**
- Once you have your Owner ID and E-File PIN, visit <https://travis.prodigycad.com/public-portal/sign-in>
- If you've used the e-file system in the past, you may log in with last year's username and password and skip to Step 2. If you cannot remember your password or username, follow the prompts on the log in screen or contact appraisal district office for help



TRAVIS CENTRAL APPRAISAL DISTRICT
TRAVIS COUNTY, TEXAS

PUBLIC PORTAL ONLINE SERVICES
FOR OWNERS[?] AND AGENTS[?]

Login

Email Address

Password

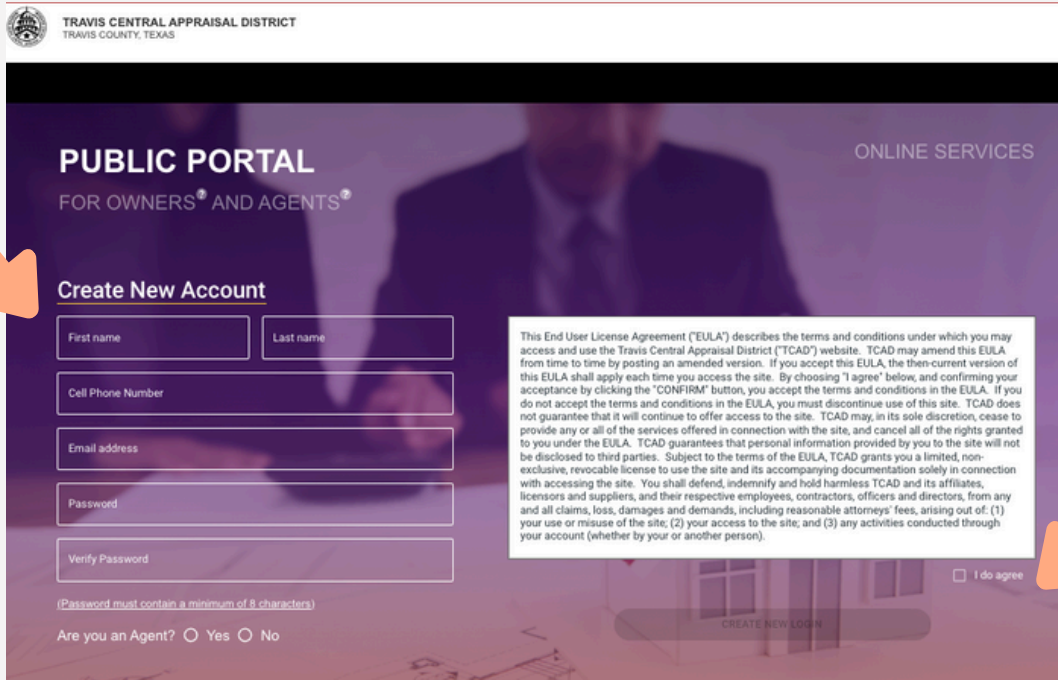
Remember Me

LOGIN

[Create New Login](#)

- If you have never used the online filing system before, you will need to create an account. To do so, click "**Create New Login**" on the E-File site, as shown above.

- To create your account, enter your information and create a password. Select “No” for the question “Are you an Agent?” Review and agree to the terms. Save your login information in a safe place.



TRAVIS CENTRAL APPRAISAL DISTRICT
TRAVIS COUNTY, TEXAS

PUBLIC PORTAL

FOR OWNERS® AND AGENTS®

Create New Account

First name

Last name

Cell Phone Number

Email address

Password

Verify Password

(Password must contain a minimum of 8 characters)

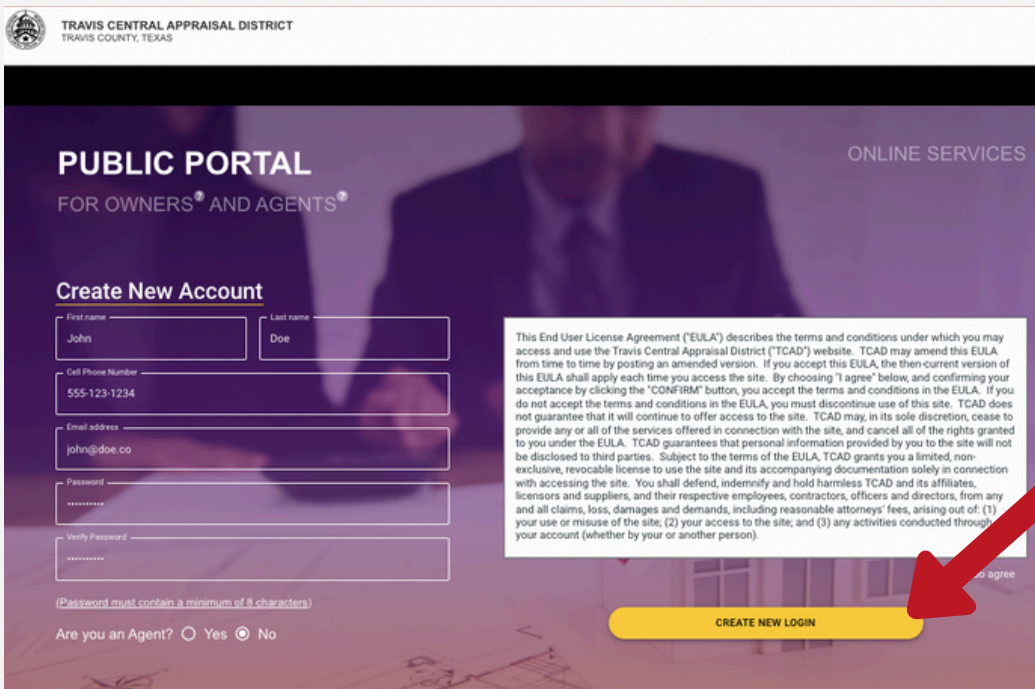
Are you an Agent? Yes No

This End User License Agreement ("EULA") describes the terms and conditions under which you may access and use the Travis Central Appraisal District ("TCAD") website. TCAD may amend this EULA from time to time by posting an amended version. If you accept this EULA, the then-current version of this EULA shall apply each time you access the site. By choosing "I agree" below, and confirming your acceptance by clicking the "CONFIRM" button, you accept the terms and conditions in the EULA. If you do not accept the terms and conditions in the EULA, you must discontinue use of this site. TCAD does not guarantee that it will continue to offer access to the site. TCAD may, in its sole discretion, cease to provide any or all of the services offered in connection with the site, and cancel all of the rights granted to you under the EULA. TCAD guarantees that personal information provided by you to the site will not be disclosed to third parties. Subject to the terms of the EULA, TCAD grants you a limited, non-exclusive, revocable license to use the site and its accompanying documentation solely in connection with accessing the site. You shall defend, indemnify and hold harmless TCAD and its affiliates, licensors and suppliers, and their respective employees, contractors, officers and directors, from any and all claims, loss, damages and demands, including reasonable attorneys' fees, arising out of: (1) your use or misuse of the site; (2) your access to the site; and (3) any activities conducted through your account (whether by you or another person).

I do agree

CREATE NEW LOGIN

- Once your information is entered, the “Create New Login” button will turn yellow. Click to create your account.



TRAVIS CENTRAL APPRAISAL DISTRICT
TRAVIS COUNTY, TEXAS

PUBLIC PORTAL

FOR OWNERS® AND AGENTS®

Create New Account

First name

Last name

Cell Phone Number

Email address

Password

Verify Password

(Password must contain a minimum of 8 characters)

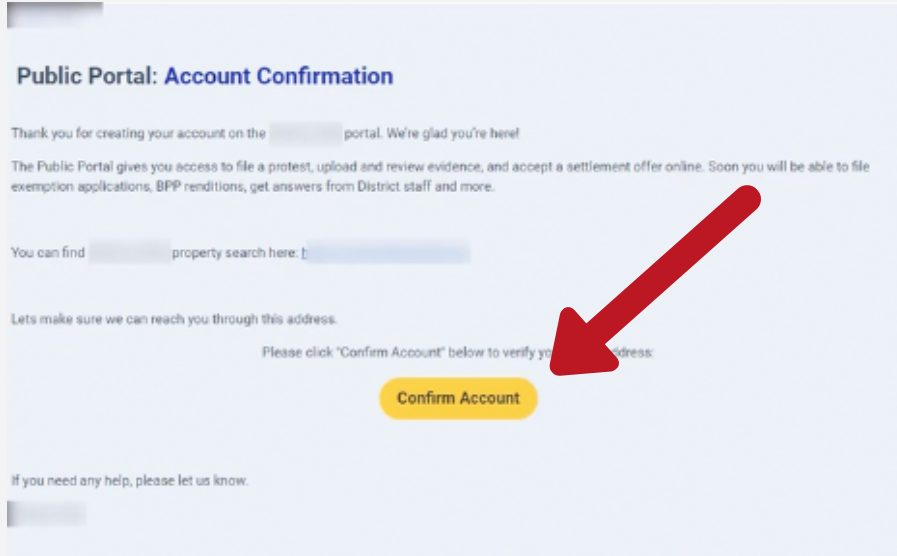
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I do agree

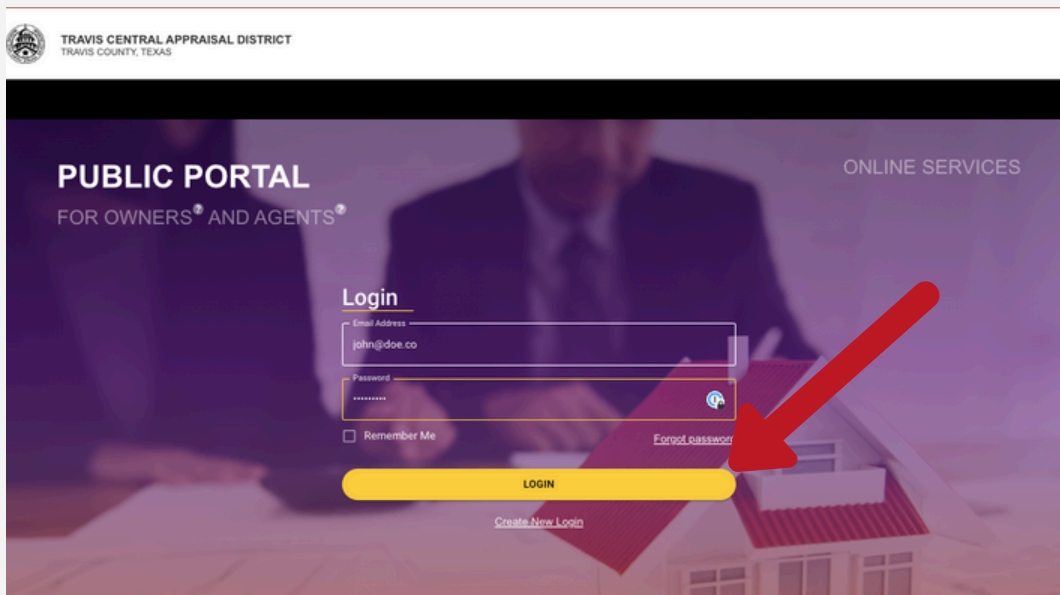
CREATE NEW LOGIN

- After you have completed your registration, you will receive an email from TCAD. You must click the link in that confirmation email to verify your account before you can move to the next step. If you do not receive the confirmation email within a few hours, check your spam folder and contact your appraisal district for assistance.

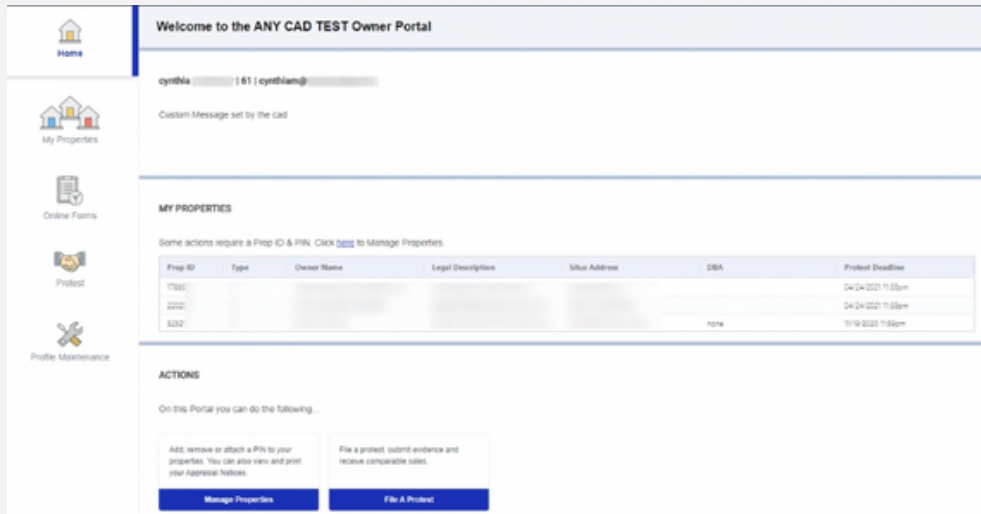


Step 2: Log In and Start Your Protest

- After confirming your email, return to your appraisal district's website:
<https://travis.prodigycad.com/public-portal/sign-in>
- Using your username and password, log into the portal.



- Once you've logged in, you will see the "Owner Portal"



Welcome to the ANY CAD TEST Owner Portal

cynthia | 61 | cynthia@

Custom Message set by the cad

MY PROPERTIES

Some actions require a Prop ID & PIN. Click [here](#) to Manage Properties.

Prop ID	Type	Owner Name	Legal Description	Site Address	DBA	Protest Deadline
1781						04/24/2021 11:58pm
2222						04/24/2021 11:58pm
3232					none	11/19/2020 11:58pm

ACTIONS

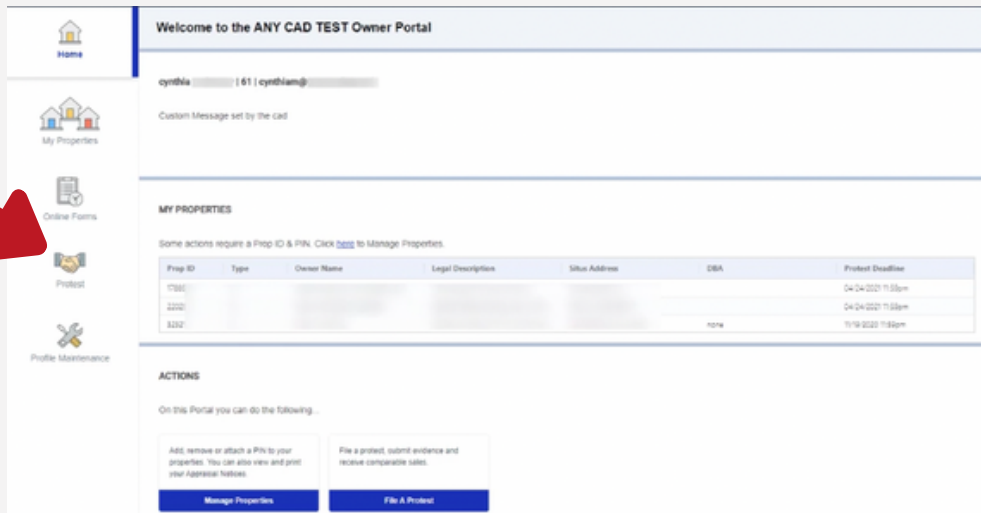
On this Portal you can do the following...

Add, remove or attach a PIN to your properties. You can also view and print your Appraisal notices.

File a protest, submit evidence and receive comparative sales.

[Manage Properties](#) [File A Protest](#)

- You will see any properties associated with your account. This page will be empty unless you have already added a Property ID or protested in the past.
- To start your protest, click the "Protest" icon on the left side of the screen.



Welcome to the ANY CAD TEST Owner Portal

cynthia | 61 | cynthia@

Custom Message set by the cad

MY PROPERTIES

Some actions require a Prop ID & PIN. Click [here](#) to Manage Properties.

Prop ID	Type	Owner Name	Legal Description	Site Address	DBA	Protest Deadline
1781						04/24/2021 11:58pm
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ACTIONS

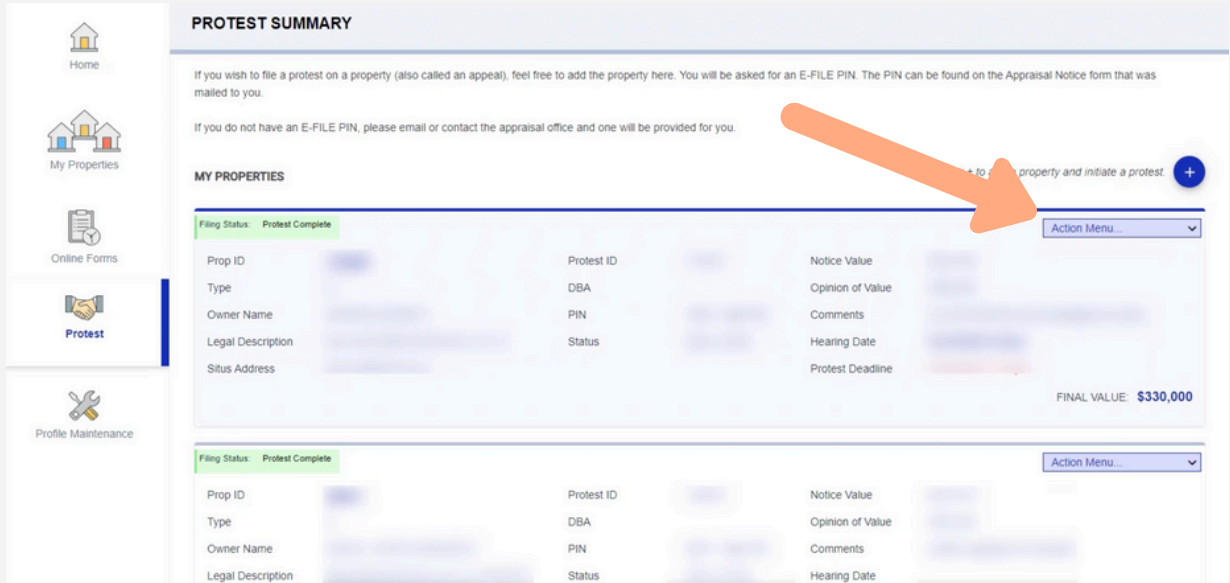
On this Portal you can do the following...

Add, remove or attach a PIN to your properties. You can also view and print your Appraisal notices.

File a protest, submit evidence and receive comparative sales.

[Manage Properties](#) [File A Protest](#)

- You will then be brought to the “Protest Summary” page where you can see all properties eligible for e-file.
- If your property is already on the “Protest Summary” screen under “My Properties”, click the blue "Actions Menu" and select "Protest Property."



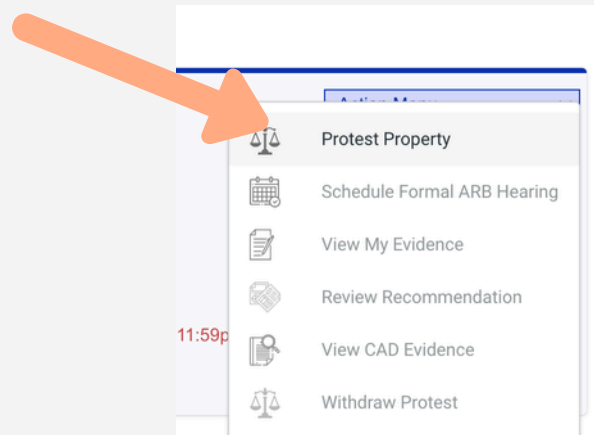
PROTEST SUMMARY

If you wish to file a protest on a property (also called an appeal), feel free to add the property here. You will be asked for an E-FILE PIN. The PIN can be found on the Appraisal Notice form that was mailed to you.

If you do not have an E-FILE PIN, please email or contact the appraisal office and one will be provided for you.

MY PROPERTIES

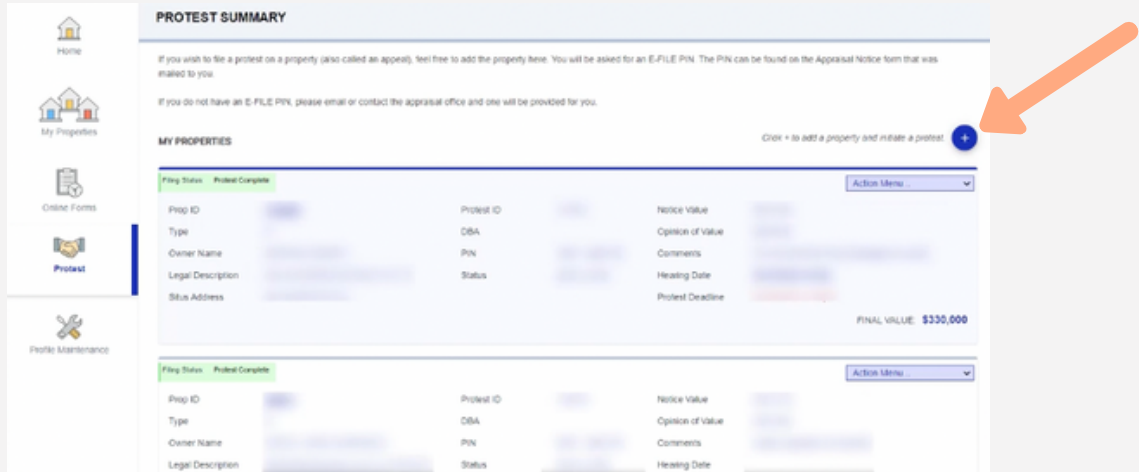
Filing Status	Protest Complete	Action Menu...		
Prop ID	Protest ID	Notice Value		
Type	DBA	Opinion of Value		
Owner Name	PIN	Comments		
Legal Description	Status	Hearing Date		
Situs Address		Protest Deadline		
			FINAL VALUE:	\$330,000



11:59p

- Protest Property
- Schedule Formal ARB Hearing
- View My Evidence
- Review Recommendation
- View CAD Evidence
- Withdraw Protest

- If your property is not listed on the “Protest Summary” screen, click the blue plus sign as shown below to enter a new address.



PROTEST SUMMARY

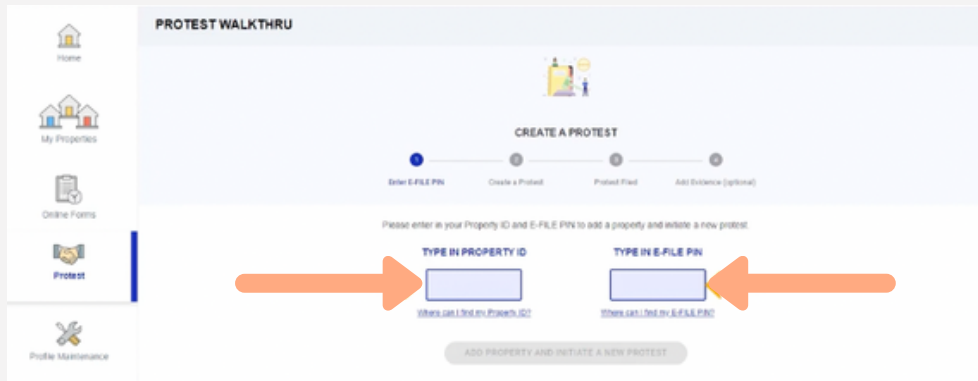
If you wish to file a protest on a property (also called an appeal), feel free to add the property here. You will be asked for an E-FILE PIN. The PIN can be found on the Appraisal Notice form that was mailed to you.

If you do not have an E-FILE PIN, please email or contact the appraisal office and one will be provided for you.

MY PROPERTIES Click + to add a property and initiate a protest.

File Status	Protest Complete	Action Menu		
Prop ID	Protest ID	Notice Value		
Type	DBA	Option of Value		
Owner Name	PIN	Comments		
Legal Description	Status	Hearing Date		
Site Address		Protest Deadline		
			FINAL VALUE: \$330,000	

- Enter the Property ID and E-File PIN.



PROTEST WALKTHRU

CREATE A PROTEST

Enter E-FILE PIN → Create a Protest → Protest Filed → Add Evidence (optional)

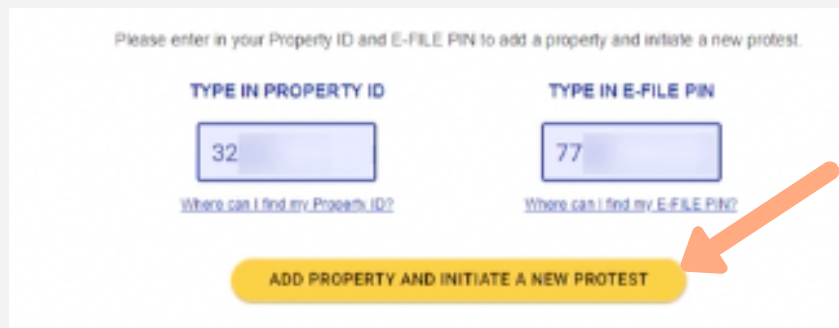
Please enter in your Property ID and E-FILE PIN to add a property and initiate a new protest.

TYPE IN PROPERTY ID **TYPE IN E-FILE PIN**

Where can I find my Protest ID? Where can I find my E-FILE PIN?

ADD PROPERTY AND INITIATE A NEW PROTEST

- After you’ve entered the ID and PIN, the “Add Property” button will turn yellow. Click to begin the protest.



Please enter in your Property ID and E-FILE PIN to add a property and initiate a new protest.

TYPE IN PROPERTY ID **TYPE IN E-FILE PIN**

Where can I find my Protest ID? Where can I find my E-FILE PIN?

ADD PROPERTY AND INITIATE A NEW PROTEST

- Once you see your property, enter your E-File PIN (if not already loaded from previous screens) and click "Next".

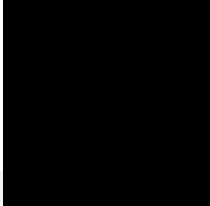

CREATE A PROTEST

1 — 2 — 3 — 4


Enter E-FILE PIN Create a Protest Protest Filed Add Evidence (optional)

An E-File PIN is required in order to file a protest of value. Enter it in the space provided below.

PROPERTY SELECTED



PIN ON FILE



NEXT

[Where can I find my E-FILE PIN?](#)

Step 3: Enter Protest Details

- You will now submit your Opinion of Value and Protest Reason. To do so, consult the "Introduction" of your Contestation Report that you received via email from ProtestingPropertyTaxes.com.
- Your Contestation Report will outline either or both of two values: the value necessary "To be appraised in an equal and uniform manner" and the value necessary "To match the market value of the property as of January 1"

1

Introduction

This report presents detailed evidence to contest the appraisal of the subject property, [REDACTED] Ave. The preliminary Appraised Value of \$1,314,445 is contested because:

- 1 The Appraised Value is unequal compared with other properties. To be appraised in an equal and uniform manner, the appraisal district should set the appraised value of the subject property to \$1,177,379.
- 2 The Appraised Value is not calculated at the property's taxable market value. To match the taxable market value of the subject property as of January 1, 2023, the appraisal district should set the appraised value of the property to \$1,173,667.

- If both "equal and uniform" and "market value" appraisals are included for your property, you will use the lower of the two as your **Opinion of Value**.
- After finding your Opinion of Value in your Contestation Report, go back to the e-file portal.

- Under Reasons, select 01 (APPRAISED VALUE EXCEEDS MARKET) and 02 (NOT EQUAL/UNIFORM WITH OTHERS) according to the information in your Contestation Report.



NOTE: If you are claiming additional reductions based on damage to your property, also select 50 (ADJUSTMENT FOR CONDITION).

- Enter your **Opinion of Value** in "Section 3: Reasons for Protest".

Enter below your reasons for protest of value, opinion of value and comment.

SECTION 1 & 2: PROPERTY OWNER AND PROPERTY DESCRIPTION

PROPERTY SELECTED



SECTION 3: REASONS FOR PROTEST

Record your reasons for filing a protest on your property.
You may select multiple reasons.

REASONS

- 01 (APPRAISED VALUE EXCEEDS MARKET)
- 02 (NOT EQUAL/UNIFORM WITH OTHERS)
- 03 (APPRAISED VALUE UNDER MARKET)
- 04 (VALUE REC'D FROM OTHER CAD)
- 05 (SPECIAL INVENTORY UPDATE)
- 06 (PROPERTY DESCRIPTION IS INCORRECT)
- 10 (NO SITUS IN COUNTY)
- 100 (41.41(A)(9) OTHER ACTION)
- 101 (Value-Ex)

What is your opinion of your property's value?

Value is required

SECTION 4: ADDITIONAL FACTS

- In Section 5,6,7 select the type of hearing you would like with the Appraisal Review Board. You're given options on how you would like to attend: in person (potentially virtual), via phone, or via Affidavit of Evidence using your Contestation Report. How to attend is up to you. We do not have any indications that a particular method is better than the other.

SECTION 5,6,7: HEARING INFORMATION

HEARING TYPE*
I intend to appear in the ARB hearing in the following manner:

- Affidavit SUBMITTED (Affidavit)
- In-Person (In-Person Hearing)
- None Selected (None Selected)
- Remote (Phone Conference Call_Remote Hearing)
- Remote - VIDEO (Videoconference_Remote Hearing)

SECTION 5,6,7: HEARING INFORMATION

HEARING TYPE*
I intend to appear in the ARB hearing in the following manner:

ARB HEARING NOTICE AND PROCEDURES*
I request my notice of hearing to be delivered by:

Electronic (Electronic Notices)

SPECIAL PANEL REQUEST FOR HIGH VALUE PROPERTY*
I request a special panel to hear my protest.

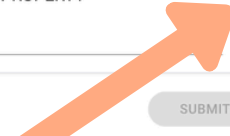
No

Request CAD Evidence

Are you Over 65, Disabled, or Active Military?

SUBMIT PROTEST

Fields marked with an asterisk are required to be answered.*



- If you would like to receive a copy of the Appraisal District's evidence, select "**Request CAD evidence.**" We recommend receiving this information, which outlines how the appraisal district arrived at the appraised value of your property, as it may be helpful in future protests.
- Once you've completed all of the information, click the "Submit Protest" button to submit your protest. You will add any files for evidence, like your Contestation Report, after you submit.

SECTION 5,6,7: HEARING INFORMATION

HEARING TYPE*
I intend to appear in the ARB hearing in the following manner:

Remote (Remote Hearing)

ARB HEARING NOTICE AND PROCEDURES*
I request my notice of hearing to be delivered by:

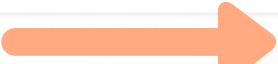
Electronic (Electronic Notices)

Request CAD Evidence

Are you Over 65, Disabled, or Active Military?

SUBMIT PROTEST

Fields marked with an asterisk are required to be answered.*




Step 4: Submit Evidence

- After you submit your protest, you'll be given an option to add Evidence. Select “Add Evidence Now” button.

CREATE A PROTEST

1 Enter E-FILE PIN 2 Create a Protest 3 **Protest Filed** 4 Add Evidence (optional)

YOUR PROTEST HAS BEEN FILED.



Protest ID: 1291693
Property ID: 110407
Owner Name: GRABOWSKI PETER &
Property Address: 2390 W 8 ST, TX 78703

You will be able to make changes to this protest record up until the date of the hearing, however, it is best to record your comments and upload your evidence as soon as possible to allow for our appraisers to review this information.

Do you wish to continue to upload evidence now or later?


ADD EVIDENCE NOW ADD EVIDENCE LATER

- Upload your Contestation Report and any other evidence you'd like to include. Your Contestation Report is in a .pdf format. TCAD supports .pdf and .jpeg files. Other file types may not be accepted.

UPLOADED IMAGES

0 of 25 uploaded

UPLOADED DOCUMENTS

File	Uploaded Date/Time	D...
2510rosewood.pdf	2022-05-08 22:39	

1 of 25 uploaded

DONE

Congratulations, you have successfully filed your protest!



What to Expect Next

After filing your protest, the appraisal district will review it and respond either via email or postal mail, depending on your preference when you filed the protest.

If you opted for an Informal Hearing with an appraiser, the county will reach out to you to schedule it. Response times may vary due to the volume of protests received. We advise contacting the county directly if you haven't received any communication within approximately two weeks to ensure that no messages were missed. You may also be able to schedule your Informal Hearing by logging back into the portal and selecting "Schedule Informal Meeting" under the "Action Items" section.

During Informal Hearings, it's important to understand that these sessions involve negotiation between you and the county. The county is not obligated to review your evidence before offering a settlement, and any comments they make during the hearing may be based on their opinion rather than specific Texas tax laws or guidelines. In some cases, the county may provide a settlement offer or a no-change decision without scheduling an informal hearing.

Whether or not you receive a settlement offer is not necessarily an indication of the strength of your protest. Settlement offers can vary depending on the year, county, property, and even appraiser reviewing it. If you're dissatisfied with the settlement offer or the outcome of the Informal Hearing, the next step in the protest process is a Formal Hearing with the Appraisal Review Board.

It's important to note that we strongly advise against accepting a settlement offer that doesn't lower the Appraised Market Value of your property. Once you accept a settlement offer, your protest is considered complete, and you forfeit the opportunity for a Formal Hearing with the Appraisal Review Board. If you accept a no-change settlement, you will not be eligible for the ProtestingPropertyTaxes.com Money Back Guarantee, as you've voluntarily ended your protest before receiving a formal ruling from the Appraisal Review Board.

You may complete the Formal Hearing in-person, via telephone, or via Affidavit. ProtestingPropertyTaxes.com will send Affidavit instructions via email.