

All properties, other than undivided interest accounts, appraised by the Brazos Central Appraisal District (BCAD) are eligible to file online protests.

*A VALID EMAIL ADDRESS IS MANDATORY AND WILL BE USED BY THE APPRAISAL DISTRICT FOR **ALL CORRESPONDENCE** REGARDING YOUR ONLINE PROTEST. The email address will be kept confidential and will not be made available to any third parties.*

Establish an Online Appeals Account

- Use the online portal on the appraisal district website, www.brazoscad.org, to appeal the 2023 appraisal value electronically.
- First time users will need to “**Create New User**” by using the **ACCOUNT ID (owner ID)** and **PIN (personal identification number)** provided on the mailed notice of appraised value.
- Passwords must be 6 to 15 characters, must contain at least one letter and one number, **cannot** begin with a number and **cannot** contain any special characters.
- Read all necessary user information and complete all user agreements.
- Confirm the online portal account by clicking the link sent to the email address provided and login to the new account.
- Returning users will need the User ID and password previously established.

**** Please DO NOT file both an online protest and a paper protest on the same property. ****

**** Please note the Online Appeals Electronic Protest is considered the INFORMAL meeting for the protest. ****

**** It is necessary to login to the online portal EACH TIME an email notification is sent to see updates to the protest. ****

Online Protest

- Select “ONLINE APPEALS” in the green menu bar of the BCAD website (www.brazoscad.org) homepage.
- Select the blue “Online Appeals” lightning strike after logging in.
- Select the **green** “CLICK HERE TO E-FILE” button found in the top right area of the page.
- Select the property(ies) to be protested from the list displayed by checking the box next to each property ID or selecting the blue “E-File” button and follow steps to submit the protest.
- Select “SUBMIT” to have the protest processed. The protest status will change to “PENDING”. An email notification will be sent after the protest is processed and a protest case ID has been assigned. The process can take some time as it has to sync with the CAD system to create the protest case ID.
- After the protest has been processed and a case ID has been assigned, evidence in support of the property owner’s/agent’s “OPINION OF VALUE” can be uploaded through the online portal using the “Evidence View” tab.
- Requested evidence will be available after an appraiser has reviewed the protest. An email notification will be sent when the evidence is ready to view.
- An offer of NO VALUE CHANGE or SETTLEMENT OFFER will be extended. An email notification will be sent when an offer is extended.
- A response to the offer must be completed within 2 days. **If a response to the offer is NOT received within 2 days, a formal hearing will be scheduled with the Appraisal Review Board.**
- If an offer is ACCEPTED, the protest will be closed, and no further action is needed. (Once an offer is accepted, it cannot be withdrawn.)
- If an offer is DENIED, the protest will be scheduled for a formal hearing. An email notification will be sent after the formal hearing is scheduled.

AGENTS: THE ONLINE APPEALS PROCESS FOR AGENTS DOES NOT PROVIDE INDIVIDUAL EMAILS. IT IS THE AGENT’S RESPONSIBILITY TO MONITOR THEIR ONLINE APPEALS FOR ANY NOTIFICATIONS OF PENDING OFFERS OR SCHEDULED HEARINGS. AGENTS WILL NOT RECEIVE INDIVIDUAL EMAILS.

Electronic (online) protests are considered informal reviews.

Please be aware that the deadline for filing a protest, online or otherwise, is the latter of the date on your appraisal notice or May 15, 2023.

Due to the projected volume of protests, please be patient with us as we anticipate longer than normal response times when contacting our office. Please be assured that a member of our staff will contact you as soon as possible.