

# AGENT PORTAL TUTORIAL

Travis Central Appraisal District  
*APRIL 2026*

# Table of Contents

New Agent Account Creation .....	2
Login to Agent Portal.....	6
My Properties Menu.....	7
Appointment of Agent .....	13
Revoke Agent Authority .....	24
eFile Protest.....	32
Schedule Informal Meetings .....	39
Join Informal Conference .....	42
Settlement of Protest .....	45



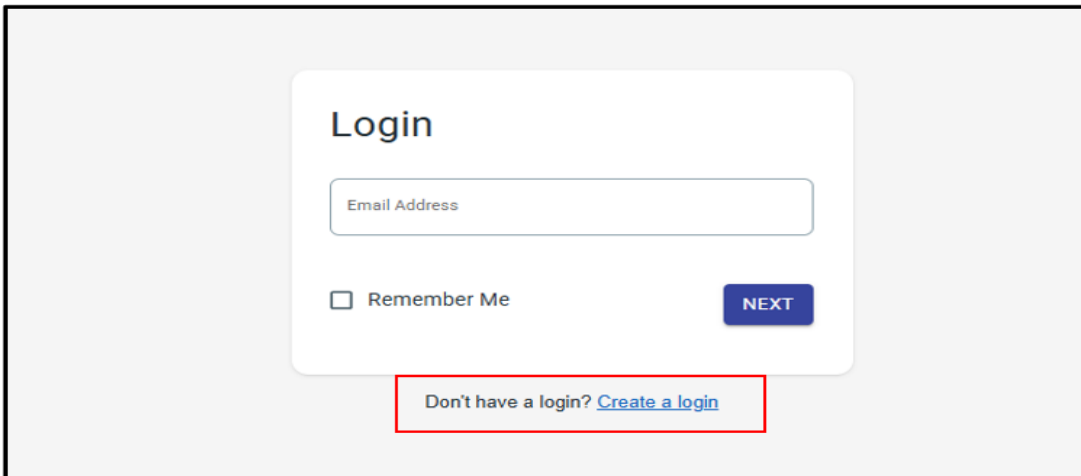
# New Agent Account Creation

## STEP 1

Go to <https://stage.travis.prodigycad.com/public-portal/sign-in>.

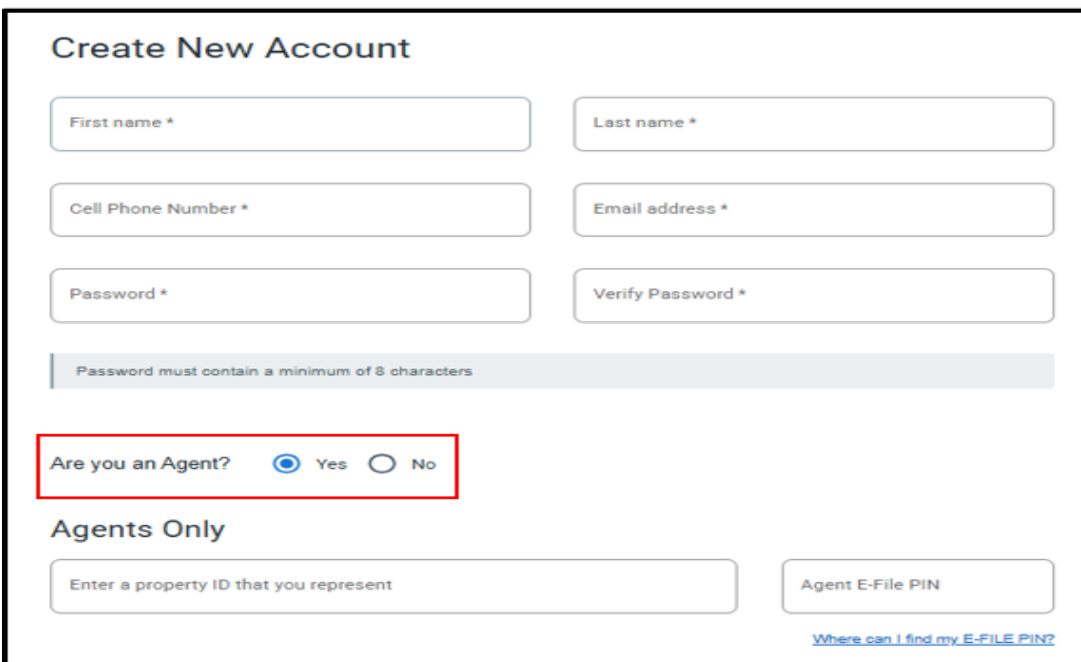
## STEP 2

Click on Create a Login.

A screenshot of a login form titled "Login". It contains an "Email Address" input field, a "Remember Me" checkbox, and a blue "NEXT" button. Below the form, there is a red-bordered box containing the text "Don't have a login? [Create a login](#)".

## STEP 3

Are you an Agent? Select Yes

A screenshot of a "Create New Account" form. It includes input fields for "First name \*", "Last name \*", "Cell Phone Number \*", "Email address \*", "Password \*", and "Verify Password \*". A note states "Password must contain a minimum of 8 characters". A red-bordered box highlights the "Are you an Agent?" question with radio buttons for "Yes" (selected) and "No". Below this is the "Agents Only" section with fields for "Enter a property ID that you represent" and "Agent E-File PIN". A link "Where can I find my E-FILE PIN?" is at the bottom right.

## STEP 4

Fill in Name, Phone Number, Email Address & Password.

### Create New Account

First name *	Last name *
Cell Phone Number *	Email address *
Password *	Verify Password *

Password must contain a minimum of 8 characters

## STEP 5

Add Property ID of one property you currently represent.

Are you an Agent?  Yes  No

### Agents Only

Enter a property ID that you represent	Agent E-File PIN
--	------------------

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

## STEP 6

Enter agent eFile pin number.

This information can be found on your Notice of Appraised Value. To request your agent pin number, email [agentportal@tcadcentral.org](mailto:agentportal@tcadcentral.org).

Are you an Agent?  Yes  No

### Agents Only

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

## STEP 7

Read and agree to the End User Legal Agreement.

### Legal Agreement

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 your or another person).

I do agree

## STEP 8

Click on CREATE NEW LOGIN.

Legal Agreement

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

I do agree

[CREATE NEW LOGIN](#)

## STEP 9

Confirm account via email.

You will receive an email to the email address used during the registration process. You ***MUST*** click "Confirm Email" in the email to complete your account registration. If you do not receive the email, check your junk folder.



# Login to Agent Portal

## STEP 1

Enter username (Email Address) and select Next

A screenshot of a web login form titled "Login". It features a text input field labeled "Email Address" which is highlighted with a red rectangular border. Below the input field is a checkbox labeled "Remember Me" and a blue button labeled "NEXT".

## STEP 2

Enter Password

A screenshot of the same web login form titled "Login". The "Email Address" field is now filled with the text "Password" and is highlighted with a red rectangular border. Below the input field is a blue link labeled "Forgot password".

## STEP 3

Click on LOGIN.

A close-up screenshot of a blue, rounded rectangular button with the word "LOGIN" written in white, uppercase letters in the center.



# My Properties Menu

Click on My Properties

Home > My Properties

Home

My Properties

E-File Protest

### MY PROPERTIES

Agent Status ▼ Protest State ▼

Total Properties: 7   Displayed Properties: 7   Selected Properties: 0

<input type="checkbox"/>	Pro...	T...	Owner Name	Legal Descript...	Address
<input type="checkbox"/>	232850	R	TRAVIS CENTRAL A...	LOT 6,10-11 BLK C ...	8314 CROSS PARK ...
<input type="checkbox"/>	232850	R	TRAVIS CENTRAL A...	LOT 6,10-11 BLK C ...	8314 CROSS PARK ...
<input type="checkbox"/>	234163	R	850 EAL HOLDING ...	2.947 AC OF LOT 1-...	850 E ANDERSON ...

You can add and/or remove columns in your My Properties grid.

Agent Status ▼ Protest State ▼

Total Properties: 7   Displayed Properties: 7   Selected Properties: 0

<input type="checkbox"/>	Pro...	T...	Owner Name	DBA	N
<input type="checkbox"/>	232850	R	TRAVIS CENTRA	DSS PARK ...	TRAVIS CENTRAL A...
<input type="checkbox"/>	232850	R	TRAVIS CENTRA	DSS PARK ...	TRAVIS CENTRAL A...
<input type="checkbox"/>	234163	R	850 EAL HOLDIN	ANDERSON ...	
<input type="checkbox"/>	298305	R	CAMPOS MARK	SENBERRY ...	
<input type="checkbox"/>	298305	R	CAMPOS MARK	SENBERRY ...	
<input type="checkbox"/>	865233	R	DOE JOHN V	8314 CROSS PARK ...	

- Pin Column
- Autosize This Column
- Autosize All Columns
- Reset Columns

You can filter the My Properties grid by status.

(For example: active, expired, Needs AOA)

The screenshot shows the 'MY PROPERTIES' interface. On the left is a navigation sidebar with icons for Home, My Properties, E-File Protest, and Appointment of Agent. The main area has a title 'MY PROPERTIES' and a 'Protest State' dropdown menu. A filter dropdown menu is open, showing options: All, Active, Expired, and Needs AOA (which is highlighted with a blue border). Below the menu, a table displays property information. The table has columns for Prop ID, Type, Owner Name, Notice Value, Protest Deadli..., and Protest State. The table shows 7 total properties, with 0 selected. The visible rows are:

Prop ID	Type	Owner Name	Notice Value	Protest Deadli...	Protest State	
<input type="checkbox"/>	232850	R	TRAVIS CENTRAL A...		Protest Complete	
<input type="checkbox"/>	232850	R	TRAVIS CENTRAL A...		Protest Filed	
<input type="checkbox"/>	234163	R	850 EAL HOLDING ...		Protest Complete	
<input type="checkbox"/>	298305	R	CAMPOS MARK & ...	\$418,500	05/16/2022 11:59pm	Protest Complete
<input type="checkbox"/>	298305	R	CAMPOS MARK & ...	\$418,500	05/16/2022 11:59pm	Protest Filed
<input type="checkbox"/>	865233	R	DOE JOHN V		Protest Complete	
<input type="checkbox"/>	865233	R	DOE JOHN V		Protest Complete	

You can filter the My Properties grid by protest state.

(For example: protest filed, protest not filed, protest complete, top-lines, deadline expired)

The screenshot shows the 'MY PROPERTIES' interface. On the left is a navigation sidebar with icons for Home, My Properties, E-File Protest, and Appointment of Agent. The main area has a title 'MY PROPERTIES' and an 'Agent Status' dropdown menu. A filter dropdown menu is open, showing options: All, Protest Deadline Expired, Not Filed, Protest Filed (which is highlighted with a blue border), Protest Complete, and Top-Lines. Below the menu, a table displays property information. The table has columns for Prop ID, Type, Notice Value, Protest Deadline, and Protest State. The table shows 0 total properties, with 0 displayed. The visible rows are:

Prop ID	Type	Notice Value	Protest Deadline	Protest State
---------	------	--------------	------------------	---------------

The running man in the upper right-hand corner is the Action Menu.

Filing Dt	Final Value	Evidence Published	Agent Status	Action
	N/A	No	Active	
	N/A	No	Active	
	N/A	Yes	Needs AOA	

*Actions available in the Action Menu:*




*File Protest, Withdraw Protest, Upload Evidence, Accept CAD Recommendation of Value, Accept Top Line Agreement, Reject CAD Recommendation of Value, Submit AOA, Revoke AOA*

File Protest(s)
Withdraw Protest(s)
Upload/Review Evidence
Accept Recommendation(s)
Accept with Top Line Agreement
Reject Recommendation(s)
Submit AOA(s)
Revoke AOA(s)

There is also an action menu at the property level.

Protest State = Protest Filed    Agent Status = All    [Advanced Search](#) ▾









↑    ↓    🏃

aring Dt	Final Value	Evidence Published	Agent Status	Action
	N/A	No	Active	
	N/A	No	Active	
	N/A	Yes	Needs AOA	

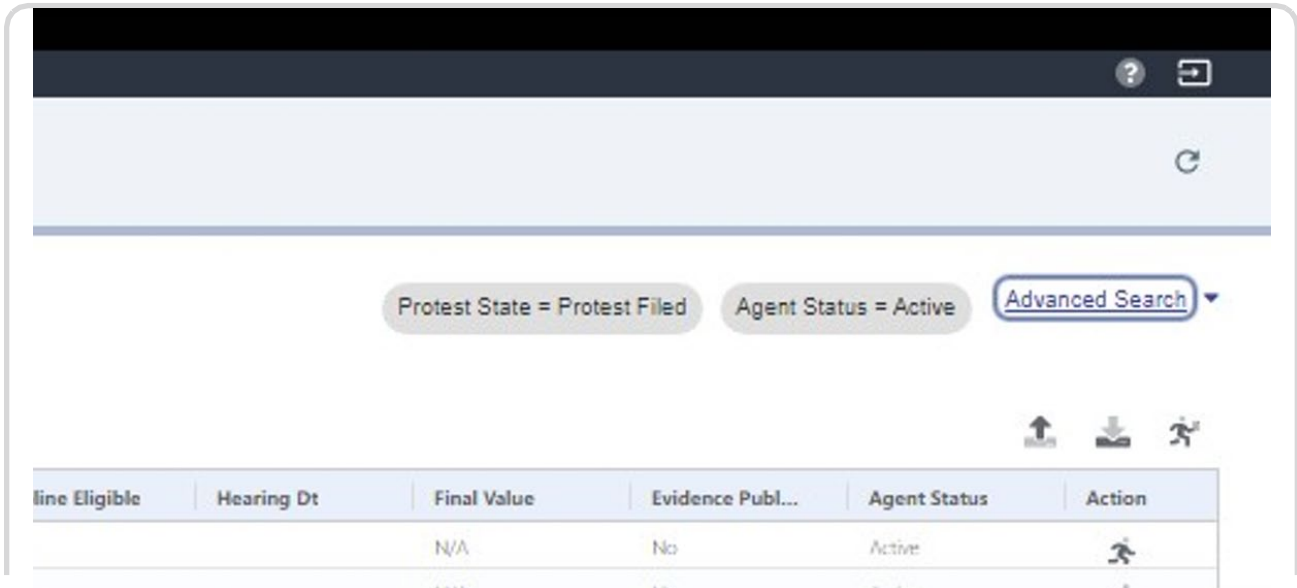
[Click me to view actions](#)

*Actions available in the Property Action Menu:*

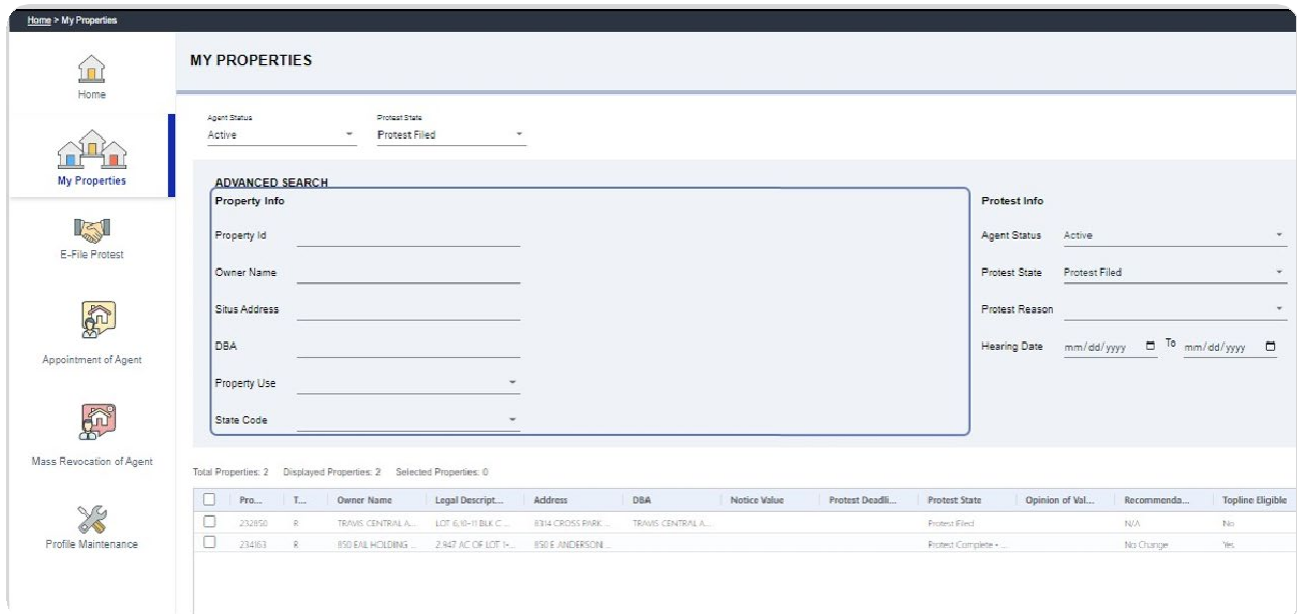
*View Taxpayer or Agent submitted evidence, Reject Recommendation, Withdraw Protest, View CAD Evidence (if available), Case Activity*

Agent Status	Action
Active	
	View Taxpayer Evidence 
	Review Recommendation 
	Withdraw Protest
	View CAD Evidence
	Case Activity

The Advanced Search provides a way to filter the My Properties grid.



You can filter by property information:



You can filter by protest information:

Protest State = Protest Filed    Agent Status = Active    [Advanced Search](#) ▲

[Clear Filters](#)

**Protest Info**

Agent Status: Active ▾

Protest State: Protest Filed ▾

Protest Reason: ▾

Hearing Date:  To

🔍

📄 📊 🏠

Final Value	Protest Deadli...	Protest State	Opinion of Val...	Recommend...	Topline Eligible	Hearing Dt	Final Value	Evidence Publ...	Agent Status	Action
		Protest Filed		N/A	No		N/A	No	Active	🏠
		Protest Complete - ...		No Change	Yes		N/A	No	Active	🏠



# Appointment of Agent

## STEP 1

Click on Appointment of Agent.

The screenshot shows a dashboard with three main menu items on the left: 'E-File Protest' (handshake icon), 'Appointment of Agent' (house and person icon, highlighted with a blue rounded rectangle), and 'Mass Revocation of Agent' (house and person icon with a red 'X'). The main content area is divided into three sections: 'SUMMARY' with 'Active Properties: 2' and 'Needs AOA/Expired Properties: 1'; 'MY PROPERTIES' with a link to 'Manage Properties'; and 'ACTIONS'.

## STEP 2

Click “+” sign to create a new appointment of agent run.

The screenshot shows a table with two columns: 'Processed' and 'Rejected'. There are three rows of data. A blue circular button with a white '+' sign and the word 'Add' is highlighted with a blue rounded rectangle. The table data is as follows:

	Processed	Rejected
	1	0
	1	0
	1	0

### STEP 3

Enter applicable property ID OR import from a list of property IDs.

**NEW APPOINTMENT OF AGENT REQUEST**

**PROPERTIES**

Prop ID  
Enter Prop ID IMPORT

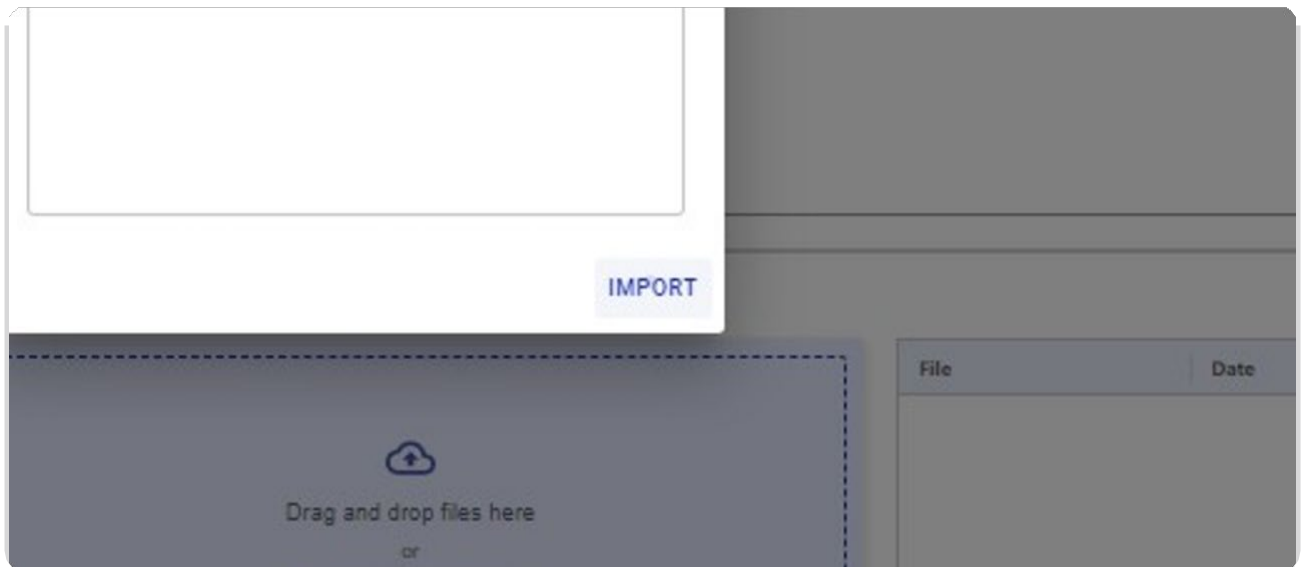
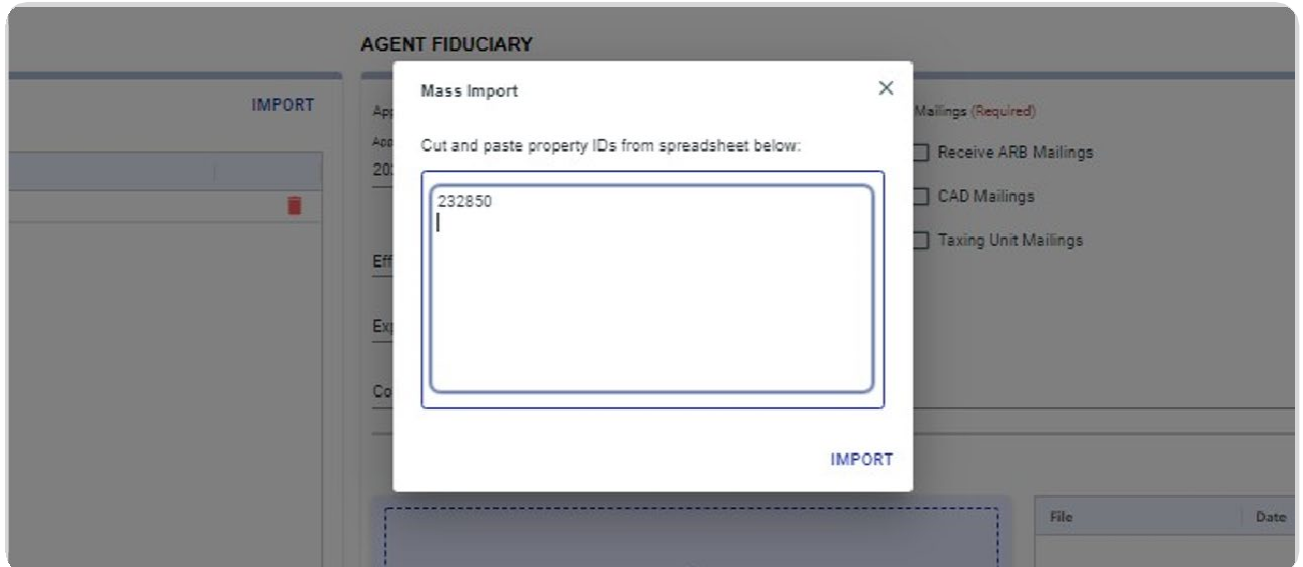
PID	Owner Name	Status
-----	------------	--------

**AGENT REQUEST**

**AGENT FIDUCIARY**

IMPORT

Status	Effective Date
SAL DISTRICT valid	2022-04-07



#### STEP 4

Add the AOA effective date.

Application  
Application Date  
2022-04-07

(Required)

Effective Date

Expiration Date

IMPORT

Application  
Application Date  
2022-04-07

Effective Date

Expiration Date

Comment

Mailings (Required)

- Receive ARB Mailings
- CAD Mailings
- Taxing Unit Mailings

April 2022

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

#### STEP 5

Add expiration date (if applicable).

AGENT FIDUCIARY

IMPORT

Status

- valid
- valid

Application  
Application Date  
2022-04-07

Effective Date  
2022-04-07

Expiration Date

Comment

Mailings (Required)

- Receive ARB Mailings
- CAD Mailings
- Taxing Unit Mailings

File

## STEP 6

Add any comments.

**AGENT FIDUCIARY**

Application	<b>Mailings (Required)</b>	<b>Authority (Required)</b>
Application Date 2022-04-07	<input type="checkbox"/> Receive ARB Mailings	<input type="checkbox"/> Authority to protest
Effective Date 2022-04-07	<input type="checkbox"/> CAD Mailings	<input type="checkbox"/> Authority to resolve tax matters
Expiration Date	<input type="checkbox"/> Taxing Unit Mailings	<input type="checkbox"/> Authority to receive confidential information

Comments

Drag and drop files here  
or  
**BROWSE FILES**

File	Date	User	Description	Delete
No Rows To Show				

## STEP 7

Select applicable mailings to receive on behalf of your client.

**Mailings**

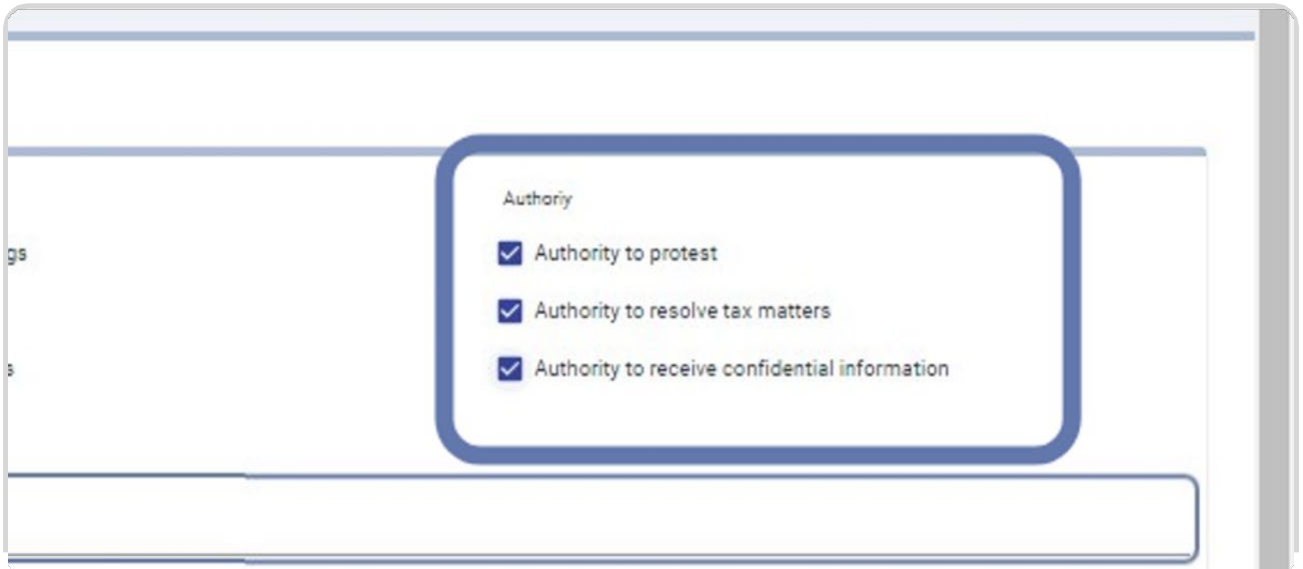
- Receive ARB Mailings
- CAD Mailings
- Taxing Unit Mailings

**Authority (Required)**

- Authority to
- Authority to
- Authority to

## STEP 8

Select applicable agent authorities.

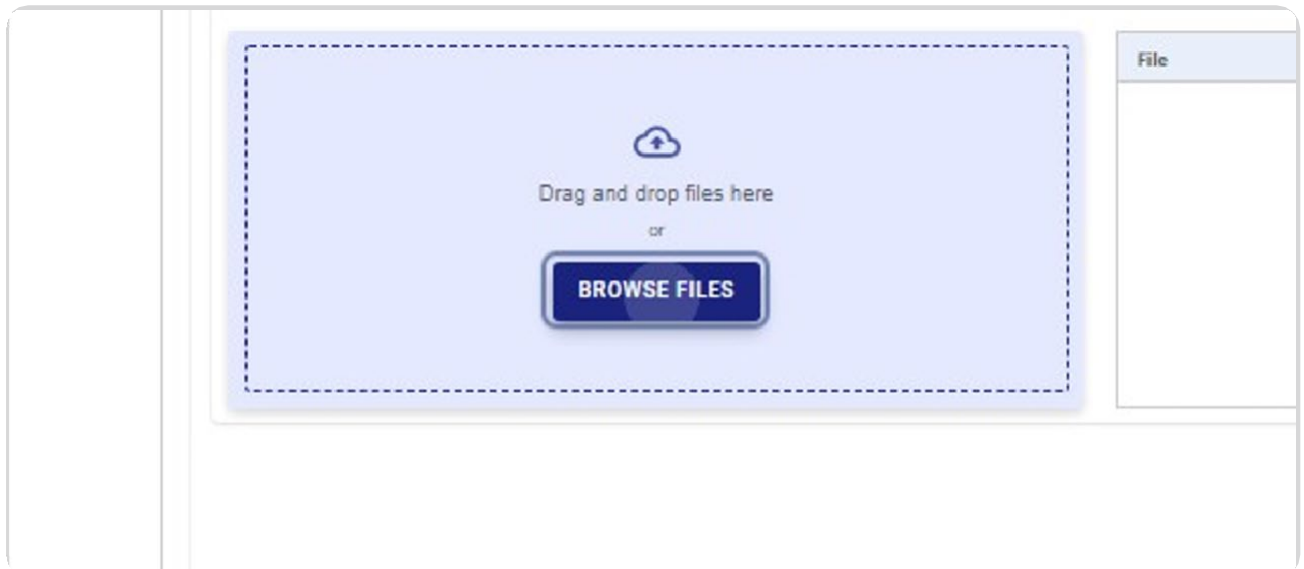


A screenshot of a web form interface. A blue rounded rectangle highlights a section titled "Authority". Below the title, there are three checked checkboxes:

- Authority to protest
- Authority to resolve tax matters
- Authority to receive confidential information

## STEP 9

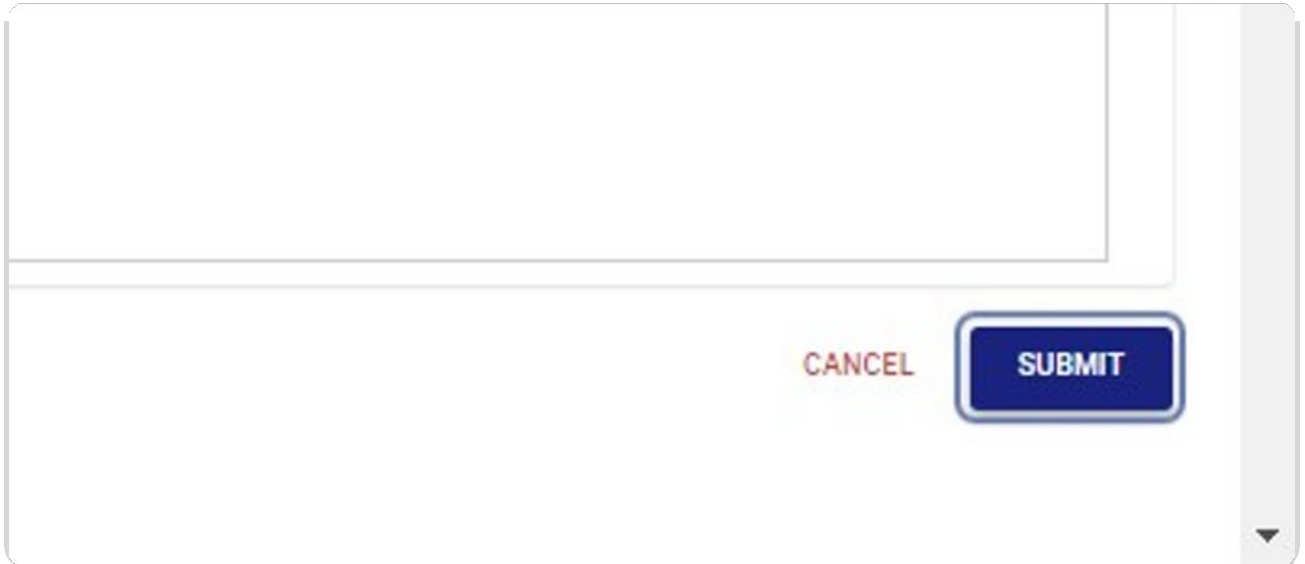
Upload a PDF version of the AOA form.



A screenshot of a file upload interface. A large light blue dashed box contains a cloud icon with an upward arrow, the text "Drag and drop files here", the word "or", and a blue button labeled "BROWSE FILES". To the right of this area is a table with a header "File" and an empty row below it.

### STEP 10

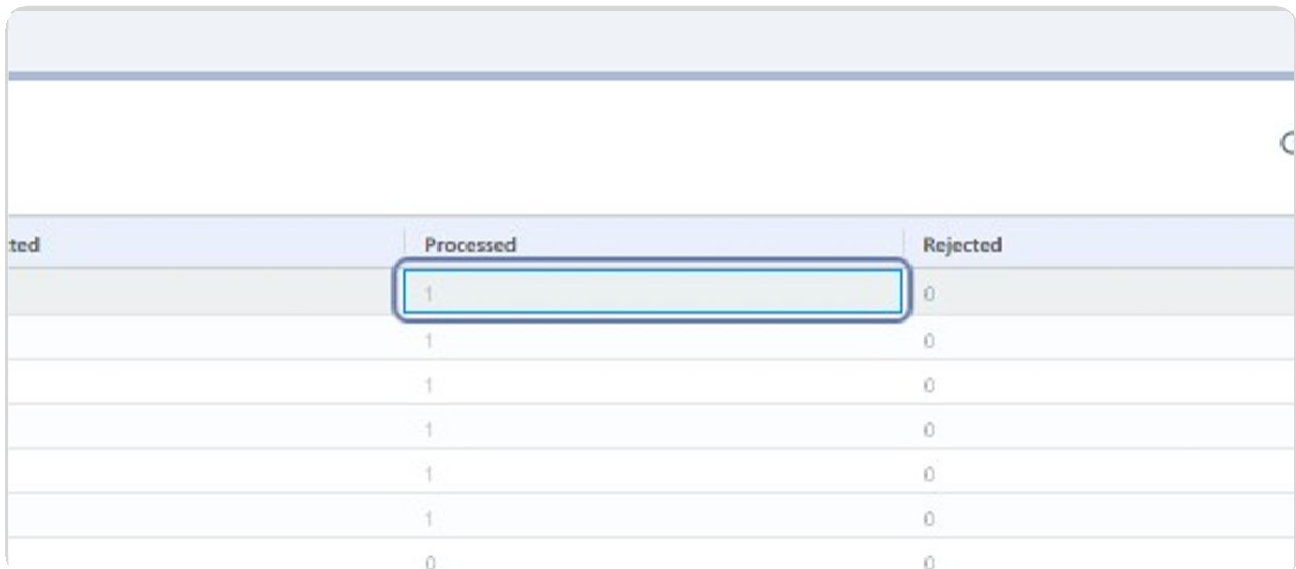
Click on **SUBMIT**.



A screenshot of a web form interface. The form is mostly empty, with a large white rectangular area at the top. At the bottom right of the form, there are two buttons: a red "CANCEL" button and a blue "SUBMIT" button. A vertical scrollbar is visible on the right side of the form.

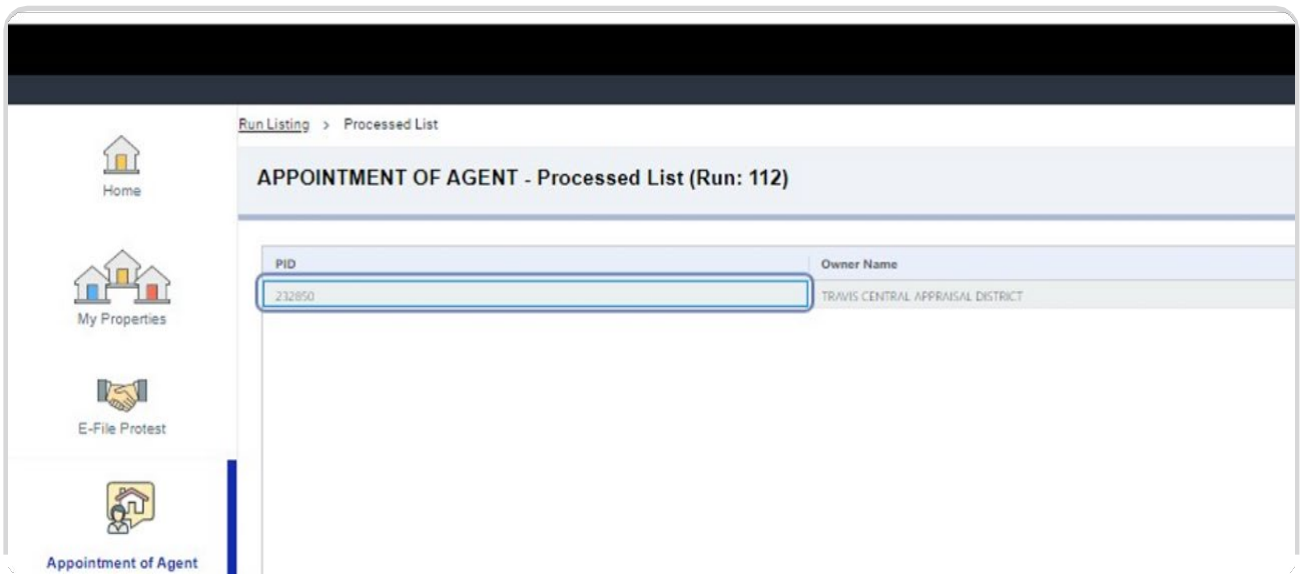
### STEP 11

From the Appointment of Agent landing page, you can view which PIDs were processed in an AOA run. Clicking on the number in the “PROCESSED” column will open up a list of PIDs within that run that were processed successfully.



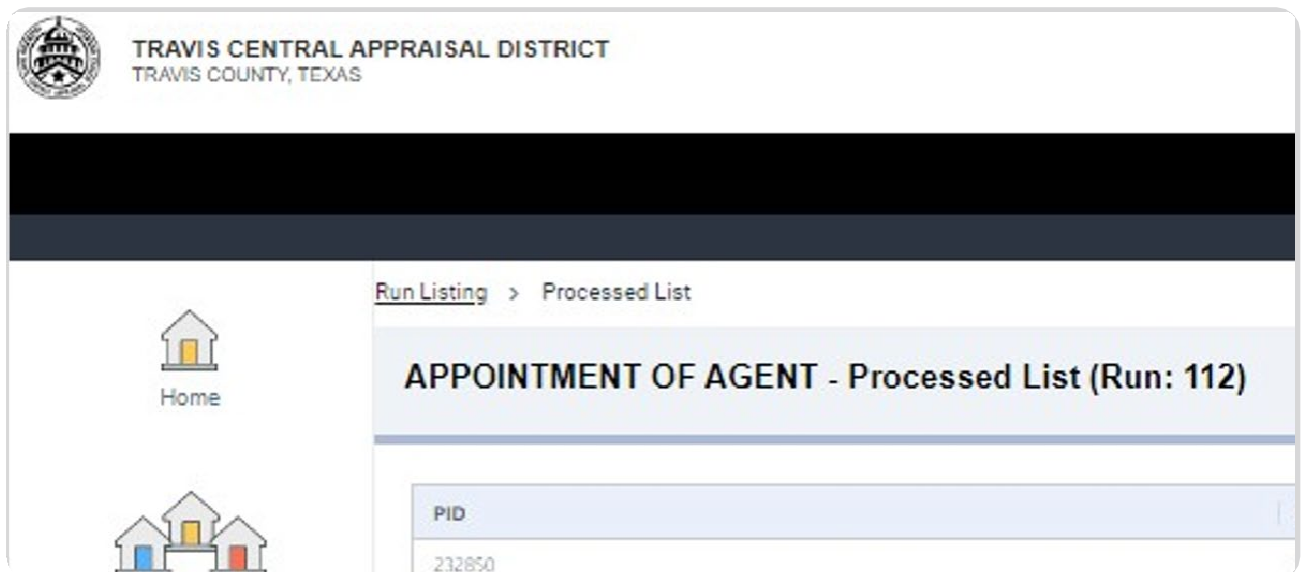
A screenshot of a table with three columns: "Processed", "Rejected", and "Rejected". The first row has a "1" in the "Processed" column, which is highlighted with a blue box. The second row has a "1" in the "Processed" column and a "0" in the "Rejected" column. The third row has a "1" in the "Processed" column and a "0" in the "Rejected" column. The fourth row has a "1" in the "Processed" column and a "0" in the "Rejected" column. The fifth row has a "1" in the "Processed" column and a "0" in the "Rejected" column. The sixth row has a "1" in the "Processed" column and a "0" in the "Rejected" column. The seventh row has a "0" in the "Processed" column and a "0" in the "Rejected" column.

Processed	Rejected	Rejected
1	0	
1	0	
1	0	
1	0	
1	0	
1	0	
0	0	



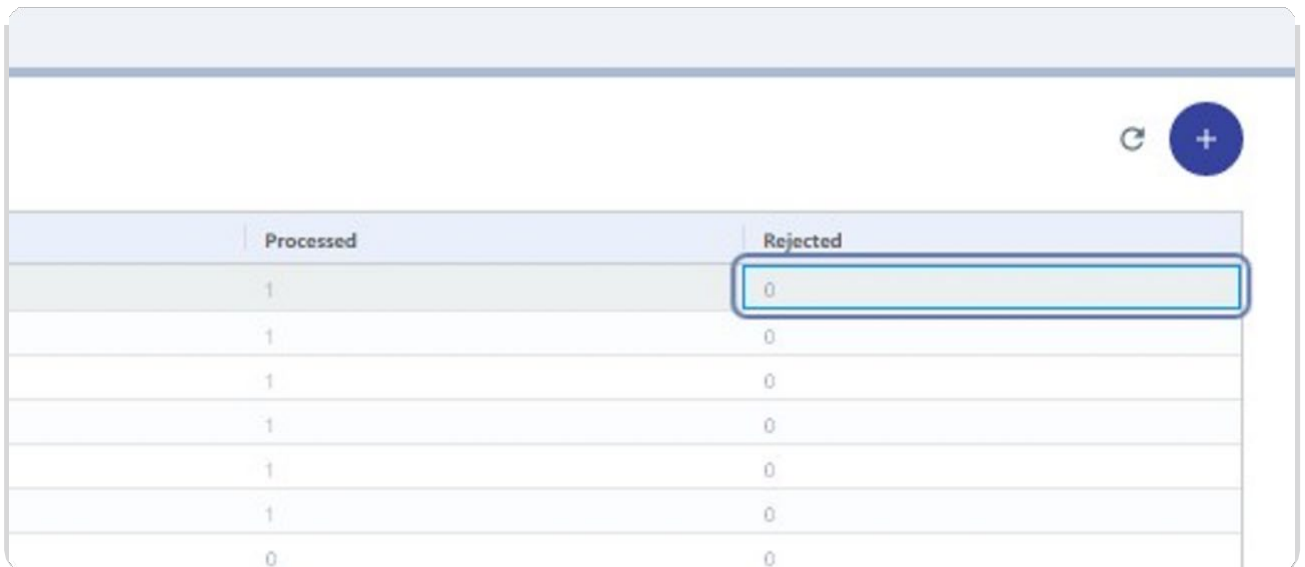
## STEP 12

Use the breadcrumbs at the top of the page to return to previous pages.



### STEP 13

From the Appointment of Agent landing page, you can view which PIDs were rejected in an AOA run. Clicking on the number in the “REJECTED” column will open up a list of PIDs within that run that were not successfully processed.



Processed	Rejected
1	0
1	0
1	0
1	0
1	0
1	0
0	0

You can also view which properties need an AOA submitted from the My Properties grid.

*The Agent Status column provides information regarding the status of the agent (i.e. if you are the active agent, if you need to file an AOA, or if your AOA has expired).*



Topline Eligible	Hearing Dt	Final Value	Evidence Publ...	Agent Status	Action
No		\$6,753,988	Yes	Active	
No		N/A	No	Active	
Yes		N/A	No	Active	
No		\$265,711	No	Needs AOA	
No		N/A	Yes	Needs AOA	
No		\$213,198	No	Expired	
No		\$200,000	Yes	Expired	

## TO SUBMIT AN AOA FROM THE MY PROPERTIES GRID:

Select the property(s) for which you would like to submit an AOA.

**My Properties**

Total Properties: 7    Displayed Properties: 7    Selected Properties: 1

<input type="checkbox"/>	Pro...	T...	Owner Name	Legal Descript...	Address
<input type="checkbox"/>	232850	R	TRAVIS CENTRAL A...	LOT 6,10-11 BLK C ...	8314 CRO
<input type="checkbox"/>	232850	R	TRAVIS CENTRAL A...	LOT 6,10-11 BLK C ...	8314 CRO
<input type="checkbox"/>	234163	R	850 EAL HOLDING ...	2.947 AC OF LOT 1-...	850 E ANE
<input checked="" type="checkbox"/>	298305	R	CAMPOS MARK & ...	LOT 12 BLK 2 BEND...	8010 ROSI
<input type="checkbox"/>	298305	R	CAMPOS MARK & ...	LOT 12 BLK 2 BEND...	8010 ROSI
<input type="checkbox"/>	865233	R	DOE JOHN V		8314 CRO
<input type="checkbox"/>	865233	R	DOE JOHN V		8314 CRO

Select the action menu.

Advanced Search ▾

Dr	Final Value	Evidence Publ...	Agent Status	Action
	\$6,753,988	Yes	Active	
	N/A	No	Active	
	N/A	No	Active	
	\$265,711	No	Needs AOA	
	N/A	Yes	Needs AOA	
	\$213,198	No	Expired	
	\$200,000	Yes	Expired	

Rows per page: 100 ▾    1/7 of 7 < >

Powered by: <True Prodigy>

Click on Submit AOA(s).

as	N/A	No	<a href="#">Upload/Review Evidence</a> <a href="#">Accept Recommendation(s)</a> <a href="#">Accept with Top Line Agreement</a> <a href="#">Reject Recommendation(s)</a> <b><a href="#">Submit AOA(s)</a></b> <a href="#">Revoke AOA(s)</a>
la	\$265,711	No	
la	N/A	Yes	
la	\$213,198	No	
la	\$200,000	Yes	



# Revoke Agent Authority

## STEP 1

Click on Mass Revocation of Agent.

	298305	R	CAMPOS MARK & ...	LOT 12 BLK 2 BEND...	8010 ROSEBERRY ...
<input type="checkbox"/>	298305	R	CAMPOS MARK & ...	LOT 12 BLK 2 BEND...	8010 ROSEBERRY ...
<input type="checkbox"/>	965233	R	DOE JOHN V		8314 CROSS PARK ...
<input type="checkbox"/>	965233	R	DOE JOHN V		8314 CROSS PARK ...

## STEP 2

Click the "+" sign to create a new revocation run.

	Processed	Rejected
	1	0
	0	0

**STEP 3**

Add property IDs manually OR import property IDs from a list or excel spreadsheet.

Run Listing > New

### NEW MASS REVOCATION OF AGENT REQUEST

**PROPERTIES**

Prop ID:  IMPORT

PID	Owner Name	Status
-----	------------	--------

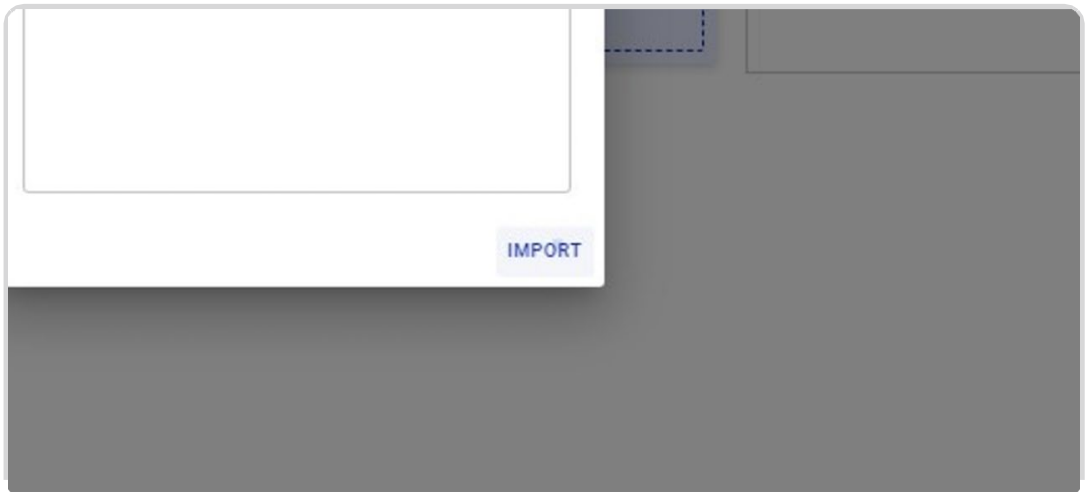
### NEW MASS REVOCATION OF AGENT REQUEST

**FILE ATTACHMENTS**

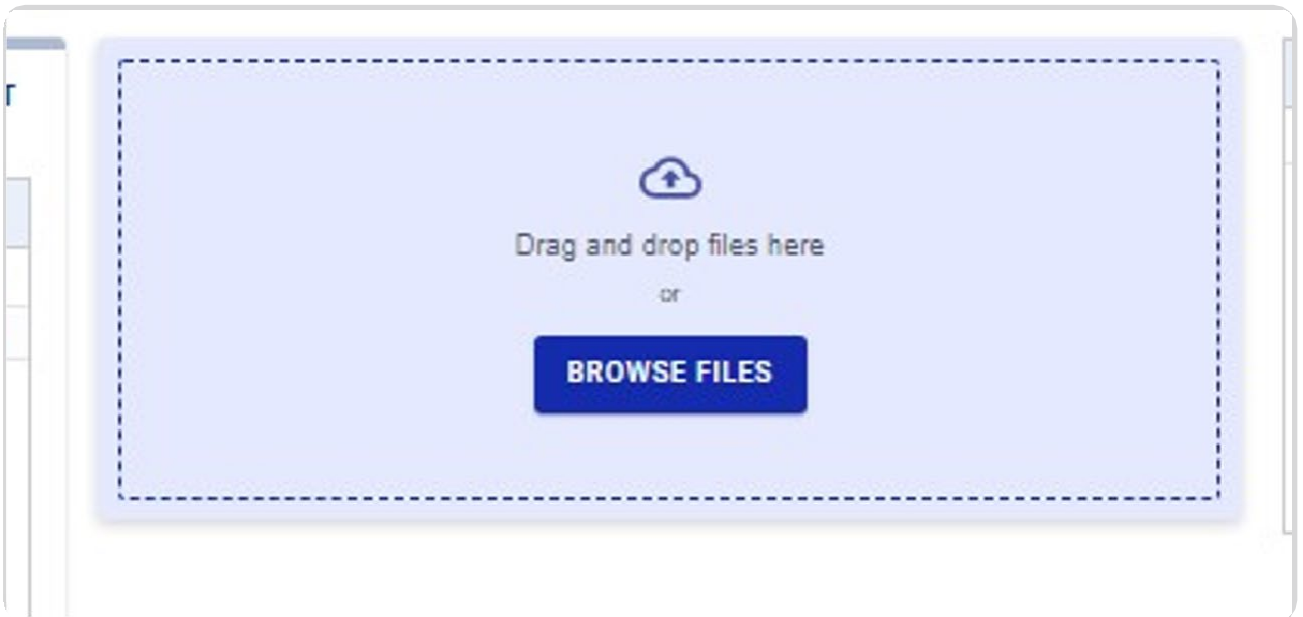
IMPORT

Status
SAL DISTRICT valid <span>✖</span>

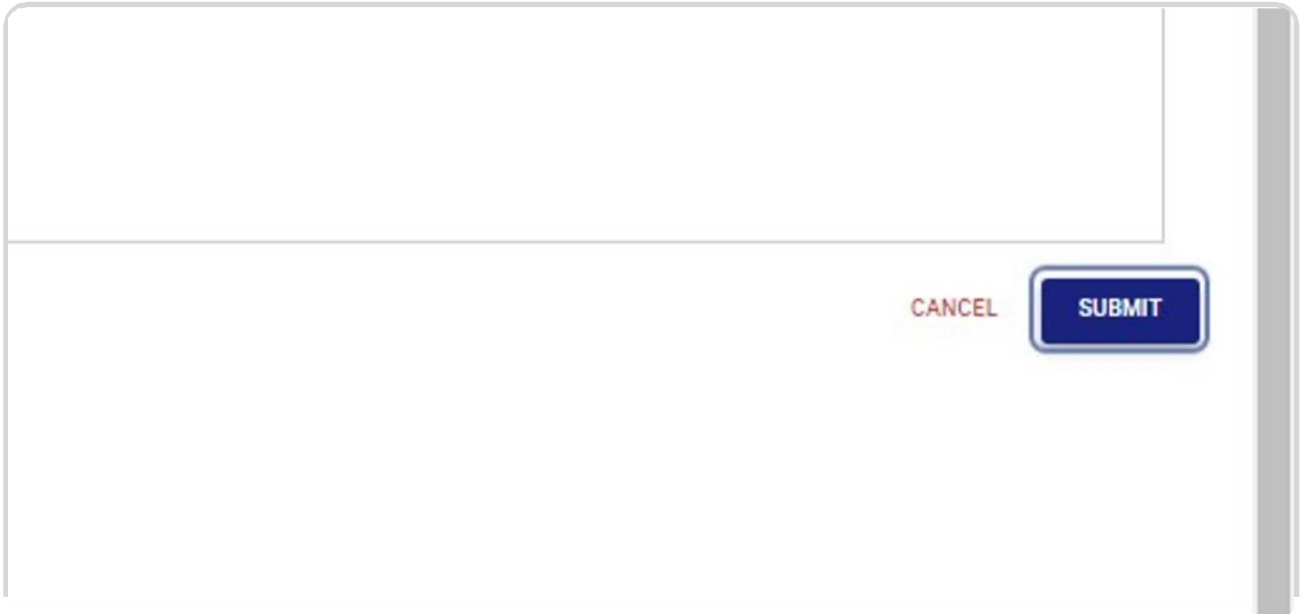
Drag and drop files  
or  
BROWSE FILES



**STEP 4**  
Attach PDF revocation form.

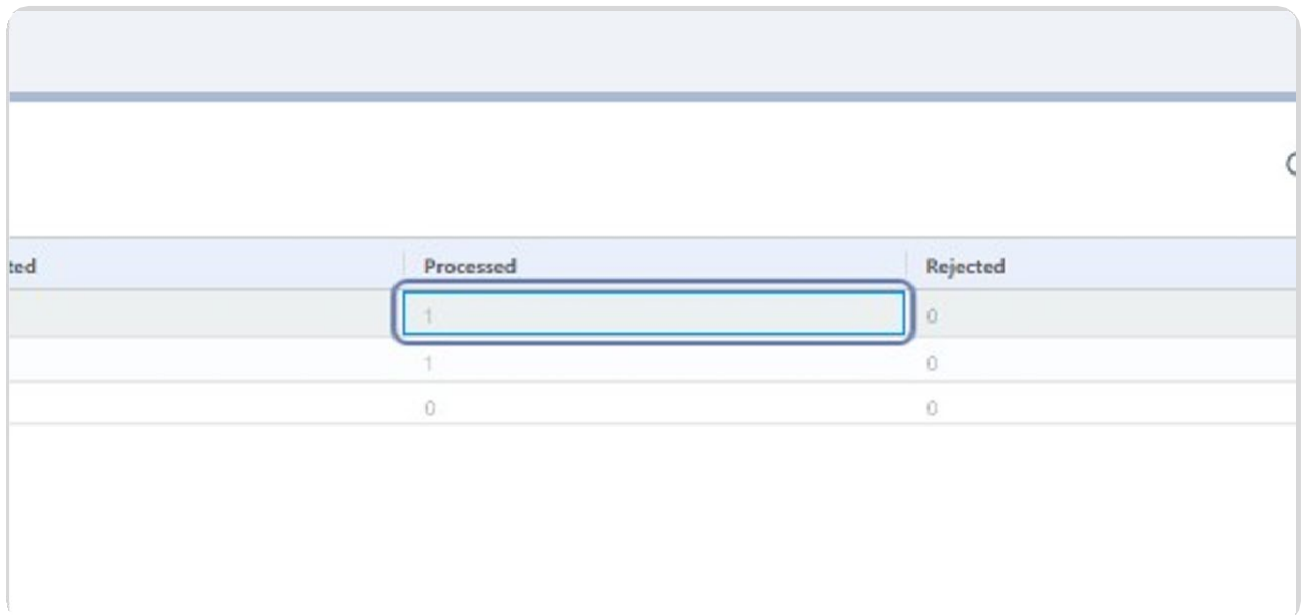


STEP 5  
Click on SUBMIT.



A screenshot of a web form interface. The form is mostly empty, with a large white rectangular area at the top. In the bottom right corner of the form, there are two buttons: a red "CANCEL" button and a blue "SUBMIT" button.

You can review which PIDs were processed in a specific run by clicking the number under the Processed column.



A screenshot of a table with three columns: "Processed", "Rejected", and "Rejected". The first row has a "1" in the "Processed" column, which is highlighted with a blue box. The second row has "1" in the "Processed" column and "0" in the "Rejected" column. The third row has "0" in the "Processed" column and "0" in the "Rejected" column.

	Processed	Rejected
	1	0
	1	0
	0	0

Use the breadcrumb in upper left-hand corner to return to a previous page.

The screenshot shows the Travis Central Appraisal District website. At the top left is the district's logo and name: "TRAVIS CENTRAL APPRAISAL DISTRICT TRAVIS COUNTY, TEXAS". Below this is a dark navigation bar. On the left side, there is a "Home" button with a house icon. The main content area has a breadcrumb trail: "Run Listing > Processed List". Below the breadcrumb is a section header: "MASS REVOCATION OF AGENT - Processed List (Run: 11)". A table is partially visible with a header row containing "PID" and a data row containing "232850".

You can review which PIDs were rejected in a specific run by clicking the number under the Rejected column.

The screenshot shows a table with two columns: "Processed" and "Rejected". The table has three data rows. The first row has "1" in the "Processed" column and "0" in the "Rejected" column. The second row has "1" in the "Processed" column and "0" in the "Rejected" column. The third row has "0" in the "Processed" column and "0" in the "Rejected" column. The "0" in the first row of the "Rejected" column is highlighted with a blue box. In the top right corner of the table area, there are two circular icons: a refresh icon and a plus sign icon.

Processed	Rejected
1	0
1	0
0	0

You can also revoke an AOA from the My Properties grid.

Agent Status ▼ Protest State ▼

Total Properties: 7    Displayed Properties: 7    Selected Properties: 1

<input type="checkbox"/>	Pro...	T...	Owner Name	Legal Descript...	Address
<input checked="" type="checkbox"/>	232850	R	TRAVIS CENTRAL A...	LOT 6,10-11 BLK C ...	8314 CRO
<input type="checkbox"/>	232850	R	TRAVIS CENTRAL A...	LOT 6,10-11 BLK C ...	8314 CRO
<input type="checkbox"/>	234163	R	850 EAL HOLDING ...	2.947 AC OF LOT 1-...	850 E ANE
<input type="checkbox"/>	298305	R	CAMPOS MARK & ...	LOT 12 BLK 2 BEND...	8010 ROSI
<input type="checkbox"/>	298305	R	CAMPOS MARK & ...	LOT 12 BLK 2 BEND...	8010 ROSI
<input type="checkbox"/>	865233	R	DOE JOHN V		8314 CRO
<input type="checkbox"/>	865233	R	DOE JOHN V		8314 CRO

Select the PIDs that you want to revoke AOA on.

Agent Status ▼ Protest State ▼

Total Properties: 7    Displayed Properties: 7    Selected Properties: 1

<input type="checkbox"/>	Pro...	T...	Owner Name	Legal Descript...	Address
<input checked="" type="checkbox"/>	232850	R	TRAVIS CENTRAL A...	LOT 6,10-11 BLK C ...	8314 CRO
<input type="checkbox"/>	232850	R	TRAVIS CENTRAL A...	LOT 6,10-11 BLK C ...	8314 CRO
<input type="checkbox"/>	234163	R	850 EAL HOLDING ...	2.947 AC OF LOT 1-...	850 E ANE
<input type="checkbox"/>	298305	R	CAMPOS MARK & ...	LOT 12 BLK 2 BEND...	8010 ROSI
<input type="checkbox"/>	298305	R	CAMPOS MARK & ...	LOT 12 BLK 2 BEND...	8010 ROSI
<input type="checkbox"/>	865233	R	DOE JOHN V		8314 CRO
<input type="checkbox"/>	865233	R	DOE JOHN V		8314 CRO

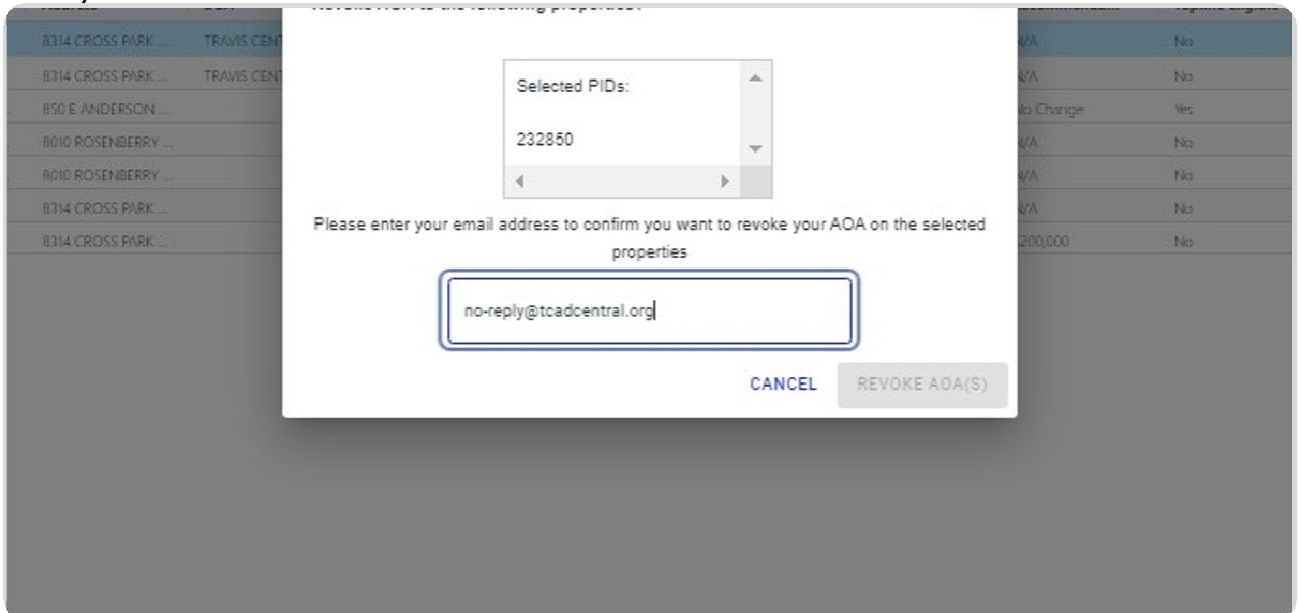
Click on the action menu.

Topline Eligible	Hearing Dt	Final Value	Evidence Publ...	Agent Status	Actions
No		\$6,753,988	Yes	Expired	
No		N/A	No	Expired	
Yes		N/A	No	Active	
No		\$265,711	No	Needs AOA	
No		N/A	Yes	Needs AOA	

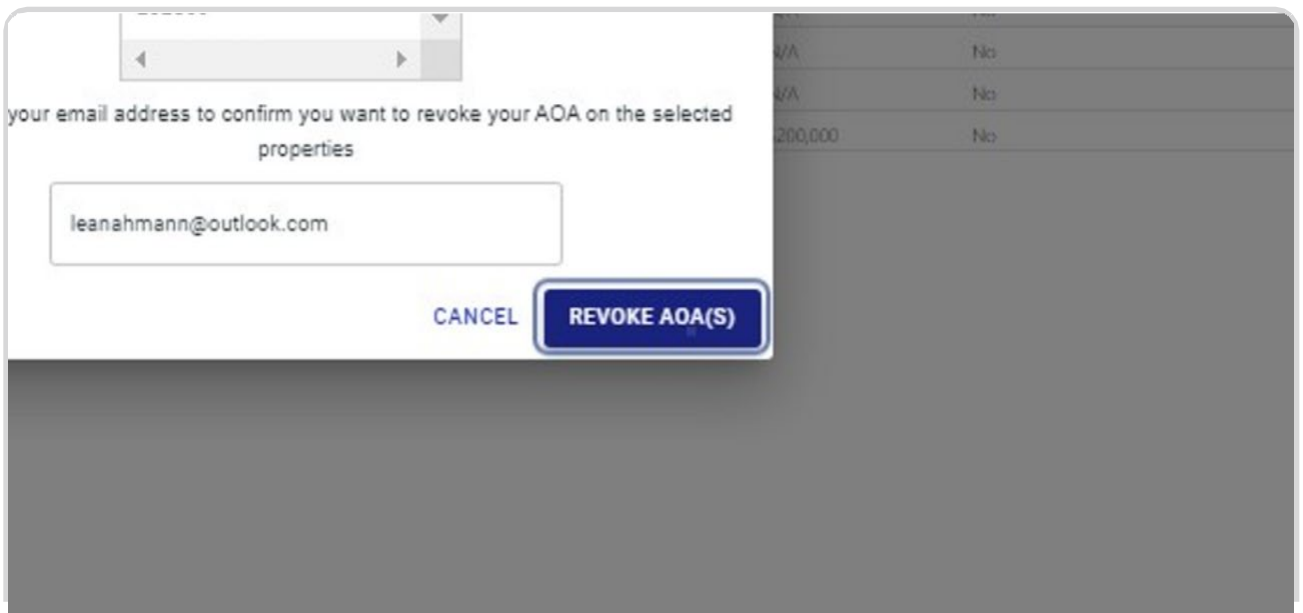
Click on Revoke AOAs.

Topline Eligible	Hearing Dt	Final Value	Evidence Publ...	Agent Status	Actions
No		N/A	Yes	Expired	
No		\$213,198	No	Expired	
No		\$200,000	Yes	Needs AOA	

Enter your email address to confirm revocation.



Click on Revoke AOA.





# eFile Protest

## STEP 1

Click on eFile Protest.

Agent 7 | 1752363 | leanahmann@outlook.com

Welcome to Travis Appraisal District Portal

---

**SUMMARY**

Active Properties: [2](#) Needs AOA/Expired Properties: 1

---

**MY PROPERTIES**

## STEP 2

Add property IDs manually OR add property IDs from a list or excel spreadsheet using the import function.

MASS PROTEST (by list)

---

SECTION 1&2: PROPERTY INFORMATION

Prop ID

PID	Owner Name	Status
-----	------------	--------

**PROPERTIES SELECTED: 1    SECTION 3: REASONS FOR PROTEST**

**IMPORT**

Status
valid

**REASONS\***  
Record your reasons for filing a protest on your property.

- 01 (APPRAISED VALUE EXCEEDS MARKET)
- 02 (NOT EQUAL/UNIFORM WITH OTHERS)
- 03 (APPRAISED VALUE UNDER MARKET)
- 04 (VALUE REC'D FROM OTHER CAD)

**IMPORT**

Status
valid

**Mass Import** ✕

**IMPORT**

**REASONS\***  
Record your reasons for filing a protest on your property. You may select

- 01 (APPRAISED VALUE EXCEEDS MARKET)
- 02 (NOT EQUAL/UNIFORM WITH OTHERS)
- 03 (APPRAISED VALUE UNDER MARKET)
- 04 (VALUE REC'D FROM OTHER CAD)

**ADDITIONAL FACTS**

**COMMENTS (OPTIONAL)**  
Please record any comments you have regarding your property's value.

### STEP 3

You can delete PIDs from your list by clicking the trash can icon.

**IMPORT**


**Delete**

**REASONS\***  
Record your reasons for filing a protest on your p

- 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 INCORREI
- 10 (NO SITUS IN COUNTY)
- 100 (41.41(A)(9) OTHER ACTION)

### STEP 4

Select the applicable protest reasons.

**PROPERTIES SELECTED: 2**    **SECTION 3: REASONS FOR PROTEST**

**IMPORT**


**REASONS\***  
Record your reasons for filing a protest on your property. You may

- 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)

**STEP 5**

Add any additional comments you would like attached to the protest.

**ADDITIONAL FACTS**

(OPTIONAL)

Comments you have regarding your property's value. You will have the opportunity to attach documents and evidence.

**STEP 6**


Select your hearing type preference.

**SECTION 5,6,7: HEARING INFORMATION**

<b>HEARING TYPE</b> I intend to appear in the ARB hearing in the following manner:	<b>ARB Hearing Notice and Procedures</b> I request my notice of hearing to be delivered by:
<input type="checkbox"/> Affidavit NOT SUBMITTED (Affidavit NOT submitted w/PROTEST but should be delivered to the ARB BEFORE the hearing begins)	
<input type="checkbox"/> Affidavit SUBMITTED (Affidavit submitted w/PROTEST )	
<input type="checkbox"/> In-Person (In-Person Hearing)	
<input type="checkbox"/> None Selected (None Selected)	
<input checked="" type="checkbox"/> Remote (Phone Conference Call_Remote Hearing)	

and drop files here or **BROWSE FILES**

**SUBMIT PROTEST** Fields marked with an asterisk\* are required to

Powered by 

**STEP 7**

Select how you would like to receive your hearing notice and procedures.

The screenshot shows a dropdown menu titled "ARB Hearing Notice and Procedures" with the prompt "I request my notice of hearing to be delivered by:". The menu is open, showing four options: "Certified (Certified Mail)", "Electronic (Electronic Notices)", "None Selected (None Selected)", and "Regular Mail (Regular 1st Class Mail)". The "Electronic (Electronic Notices)" option is highlighted with a blue border and a grey background, indicating it is the selected option. To the left of the dropdown, the word "PROPERTY" is partially visible.

**STEP 8**

Select if you would like a hearing with a special panel.

*Note: the property must qualify for a hearing with a special panel in order to have a hearing with a special panel.*

The screenshot shows a form titled "SECTION 5,6,7: HEARING INFORMATION". It contains two main sections. The first section, "HEARING TYPE", has the prompt "I intend to appear in the ARB hearing in the following manner:" and a dropdown menu with "Remote (Phone Conference Call\_Remote Hearing)" selected. The second section, "ARB Hearing Notice and Procedure", has the prompt "I request my notice of hearing to be delivered" and a dropdown menu with "Electronic (Electronic Notices)" selected. Below these sections are two checkboxes: "Request CAD Evidence" and "Request Same-Day Hearing", both of which are unchecked. At the bottom of the form, there is a blue "BROWSE FILES" button next to a "Drag and drop files here" area, and a yellow "SUBMIT PROTEST" button. The text "Fields marked with a" is partially visible at the bottom right.

**STEP 9**

Select if you would like to receive the CAD's evidence.

The screenshot shows a form titled "ARB Hearing Notice and Procedures". On the left, there is a dropdown menu with the text "g in the following manner:" and "note Hearing)". On the right, there is a dropdown menu with the text "I request my notice of hearing to be delivered by:" and "Electronic (Electronic Notices)". Below these, there is a section titled "FOR HIGH VALUE PROPERTY protest." with a dropdown menu. To the right of this section are two checkboxes: "Request CAD Evidence" (checked) and "Request Same-Day Hearing" (unchecked). The checked checkbox is highlighted with a blue circle.

**STEP 10**

Select if you would like to request a same-day hearing.

*Note: selecting same day hearing will group all PIDs in Section I- Property Information into a same-day hearing request. Same-day hearing requests MUST be submitted at the time your protest is filed.*

The screenshot shows a form titled "ARB Hearing Notice and Procedures". On the left, there is a dropdown menu with the text "in the following manner:" and "note Hearing)". On the right, there is a dropdown menu with the text "I request my notice of hearing to be delivered by:" and "Electronic (Electronic Notices)". Below these, there is a section titled "OR HIGH VALUE PROPERTY protest." with a dropdown menu. To the right of this section are two checkboxes: "Request CAD Evidence" (checked) and "Request Same-Day Hearing" (checked). Both checked checkboxes are highlighted with blue circles.

**STEP 11**

Upload the protest form and/or same day-hearing request document (if applicable).

HEARING TYPE  
I intend to appear in the ARB hearing in the following manner:  
Remote (Phone Conference Call\_Remote Hearing)

SPECIAL PANEL REQUEST FOR HIGH VALUE PROPERTY  
I request a special panel to hear my protest.  
No

Drag and drop files here or **BROWSE FILES**

**SUBMIT PROTEST**

**STEP 12**

Click on **SUBMIT PROTEST**.

Drag and drop files here or **BROWSE FILES**

**SUBMIT PROTEST**



# Schedule Informal Meetings

## STEP 1

Click on Schedule Informal

The screenshot shows the 'MY PROPERTIES' interface. A red arrow points to the 'Schedule Informal' button in the top navigation bar. The main content area displays a table of properties with columns for Prop ID, Case ID, Type, Mkt Area, Owner Name, Legal Description, Address, DBA, and Notice Value. The first row is highlighted in blue.

Prop ID	Case ID	Type	Mkt Area	Owner Name	Legal Description	Address	DBA	Notice Value
202185	2024-633791	R	ECT	MANOR ROAD PARTNERS LTD	LOT 1 OCT 33 DIV C COOK I J BUL	2902 MANOR RD TX 78722	YOLUHE I	
234513	2024-633792	R	NE4	852 EAL HOLDING CORPORATION	2 847 AC OF LOT 1-2 AUSTIN R E	850 E ANDERSON LN TX 78752		
234573	2024-633793	R	NE1	AUSTIN HB RESIDENTIAL	481 890 BLK 64 SANDERS W H	6 U S HY 290 TX 78653	EQUINOX CENTRE (PROPOSED)	
238104	2024-633794	R	H0840	CAMPOS MARK & AMIE HERRERA	LOT 12 BLK 2 BEID AT NUCKOLS	8010 ROSEBERRY DR AUSTIN T		
865139	2024-633795	R	X4290	TCAD TRAINING		8314 CROSS PARK DR TX 78754		
865139	2024-633796	R	X4290	TCAD TRAINING		8314 CROSS PARK DR TX 78754		
865139	2024-633797	R	X4290	TCAD TRAINING		8314 CROSS PARK DR TX 78754		
865139	2024-633798	R	X4290	TCAD TRAINING		8314 CROSS PARK DR TX 78754		
865139	2024-633799	R	X4290	TCAD TRAINING		8314 CROSS PARK DR TX 78754		
865139	2024-633800	R	X4290	TCAD TRAINING		8314 CROSS PARK DR TX 78754		
865139	2024-633801	R	X4290	TCAD TRAINING		8314 CROSS PARK DR TX 78754		

## STEP 2

Enter timeframe and select search

The screenshot shows the 'Schedule Informals' page. A red arrow points to the 'SEARCH' button. The page includes a date range selector with '04/22/2024' and '04/30/2024' entered. Below the date range is a table with columns for Date, Start Time, End Time, Duration, # of Properties, and Description. The table is currently empty, displaying 'No Rows To Show'.

Date	Start Time	End Time	Duration	# of Properties	Description
No Rows To Show					

### STEP 3

Review available dates/times and description

TRAVIS CENTRAL APPRAISAL DISTRICT  
TRAVIS COUNTY, TEXAS

Home - My Properties - Schedule Information

1 Select an available timeframe to meet:

04/22/2024 to 04/30/2024 SEARCH

Date	Start Time	End Time	Duration	# of Properties	Description
<input type="radio"/> 2024-04-23	9:00 AM	10:00 AM	1 hours	10	MULTIFAMILY INFORMAL
<input type="radio"/> 2024-04-23	10:00 AM	11:00 AM	1 hours	10	MULTIFAMILY INFORMAL
<input type="radio"/> 2024-04-23	12:00 PM	1:00 PM	1 hours	10	MULTIFAMILY INFORMAL
<input type="radio"/> 2024-04-23	1:00 PM	2:00 PM	1 hours	10	MULTIFAMILY INFORMAL

RESERVE

### STEP 4

Select desired date/time & description and hit Reserve

TRAVIS CENTRAL APPRAISAL DISTRICT  
TRAVIS COUNTY, TEXAS

Home - My Properties - Schedule Information

1 Select an available timeframe to meet:

04/22/2024 to 04/30/2024 SEARCH

Date	Start Time	End Time	Duration	# of Properties	Description
<input checked="" type="radio"/> 2024-04-23	9:00 AM	10:00 AM	1 hours	10	MULTIFAMILY INFORMAL
<input type="radio"/> 2024-04-23	10:00 AM	11:00 AM	1 hours	10	MULTIFAMILY INFORMAL
<input type="radio"/> 2024-04-23	12:00 PM	1:00 PM	1 hours	10	MULTIFAMILY INFORMAL
<input type="radio"/> 2024-04-23	1:00 PM	2:00 PM	1 hours	10	MULTIFAMILY INFORMAL

RESERVE

## STEP 5 Enter PIDs to reserve the timeslot

2 Specify the properties you want to discuss (You must specify at least one property):

PID	Year	Property Type	Docket Group	Situs	DBA	Owner	Notice Value	Property State
No Rows To Show								

## STEP 6 Confirm Property Status is valid and hit Finish

2 Specify the properties you want to discuss (You must specify at least one property):

PID	Year	Property Type	Docket Group	Situs	DBA	Owner	Notice Value	Property State
208396	2024	R	C_Lg Multifam	2508 MANOR RD, TX 787...	VOLUME I	MANOR ROAD PARTNER...	0	valid

Status reflects validity of Parcel Status



# Join Informal Conference

## STEP 1 Select Today's Conferences

TRAVIS CENTRAL APPRAISAL DISTRICT  
TRAVIS COUNTY, TEXAS

Home - My Properties

**MY PROPERTIES**

Agent Status ▼ Protest State ▼ [Schedule Informal](#) [Docket Groups](#) **[Today's Conferences](#)** [Upcoming Conferences](#) [Advanced Search](#) ▼

Total Properties: 34 Displayed Properties: 34 Selected Properties: 0

<input type="checkbox"/>	Prop ID	Case ID	Type	Mkt Area	Owner Name	Legal Description	Address	DBA	Notice Value	Prot
<input type="checkbox"/>	2203395	2024-1633791	R	EC1	MANOR ROAD PARTNERS LTD	LOT 1 OUT 33 DIV C COOK I J SU...	2506 MANOR RD, TX 78722	VOLUME I		
<input type="checkbox"/>	2203653	2024-1633792	R	NE4	850 EAL HOLDING CORPORATION	2.947 AC OF LOT 1-2 AUSTIN R E...	850 E ANDERSON LN, TX 78752			
<input type="checkbox"/>	2206071	2024-1633793	R	NE1	AUSTIN HB RESIDENTIAL	ABS 690 SUR 54 SANDERS W H...	E U S HY 290, TX 78653	EQUIVIX CENTRE (PROPOSED)		
<input type="checkbox"/>	2283025	2024-1633794	R	H0840	CAMPOS MARK & AMIE HERRERA	LOT 12 BLK 2 BEND AT HUCKOLS...	8010 ROSEBERRY DR, AUSTIN T...			
<input type="checkbox"/>	865132	2024-1633795	R	X4290	TCAD TRAINING		8314 CROSS PARK DR, TX 78754			
<input type="checkbox"/>	865149	2024-1633796	R	X4290	TCAD TRAINING		8314 CROSS PARK DR, TX 78754			
<input type="checkbox"/>	865150	2024-1633797	R	X4290	TCAD TRAINING		8314 CROSS PARK DR, TX 78754			
<input type="checkbox"/>	865151	2024-1633798	R	X4290	TCAD TRAINING		8314 CROSS PARK DR, TX 78754			
<input type="checkbox"/>	865152	2024-1633799	R	X4290	TCAD TRAINING		8314 CROSS PARK DR, TX 78754			
<input type="checkbox"/>	865154	2024-1633800	R	X4290	TCAD TRAINING		8314 CROSS PARK DR, TX 78754			
<input type="checkbox"/>	865167	2024-1633801	R	X4290	TCAD TRAINING		8314 CROSS PARK DR, TX 78754			

Rows per page: 100 1-34 of 34

## STEP 2 Select the "CHECK IN – INFORMALS" tab and the conference you'd like to join

TRAVIS CENTRAL APPRAISAL DISTRICT  
TRAVIS COUNTY, TEXAS

Home - My Properties - Today's Conferences

**CHECK IN - INFORMALS** CHECK IN - FORMALS TODAY'S CONFERENCES

Appeals Scheduled for Today that are not checked in: [Filter by PID List](#) ↻

<input checked="" type="checkbox"/>	Date	Time	Duration	Capacity	# of Properties	Description
<input checked="" type="checkbox"/>	2024-03-27	3:00 PM	1 hours	10	1	MULTIFAMILY INFORMAL

Name  
Bevo

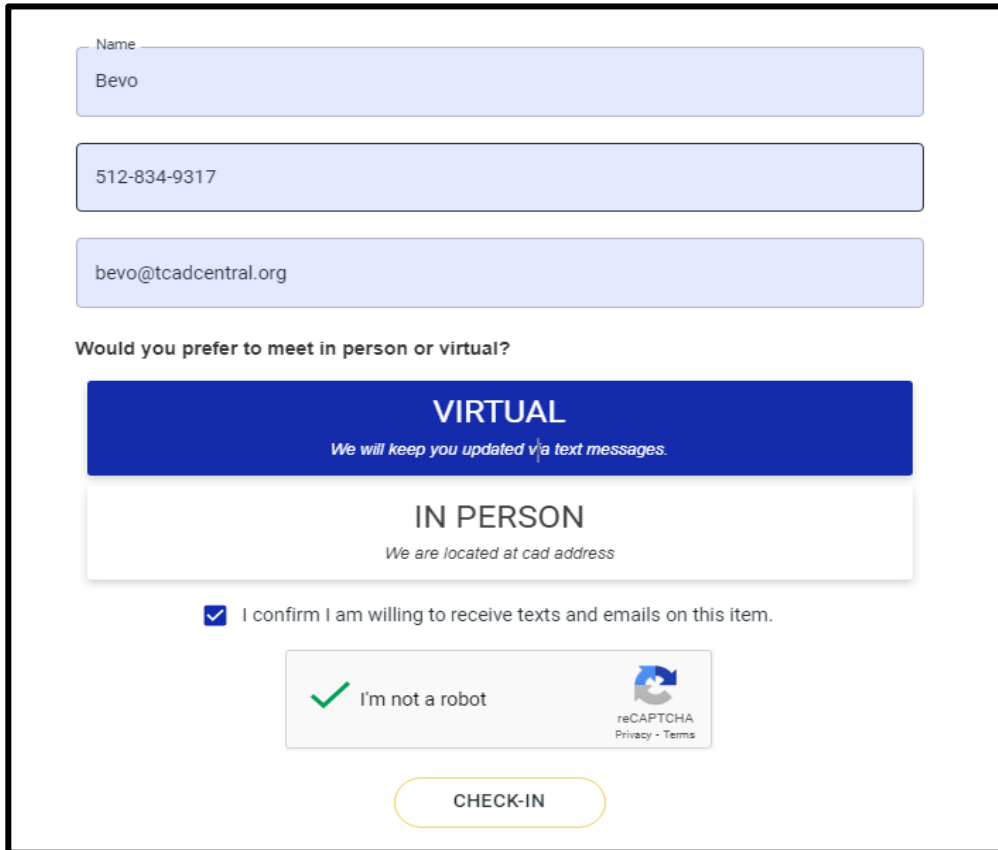
512-834-9317

bevo@tcadcentral.org

Would you prefer to meet in person or virtual?

### STEP 3

Enter Name, Phone Number, and Email Address. Select Virtual (In-person informals are not available). Confirm for alerts and complete Captcha. Select Check-In.



Name  
Bevo

512-834-9317


bevo@tcadcentral.org

Would you prefer to meet in person or virtual?

**VIRTUAL**  
*We will keep you updated via text messages.*

**IN PERSON**  
*We are located at cad address*

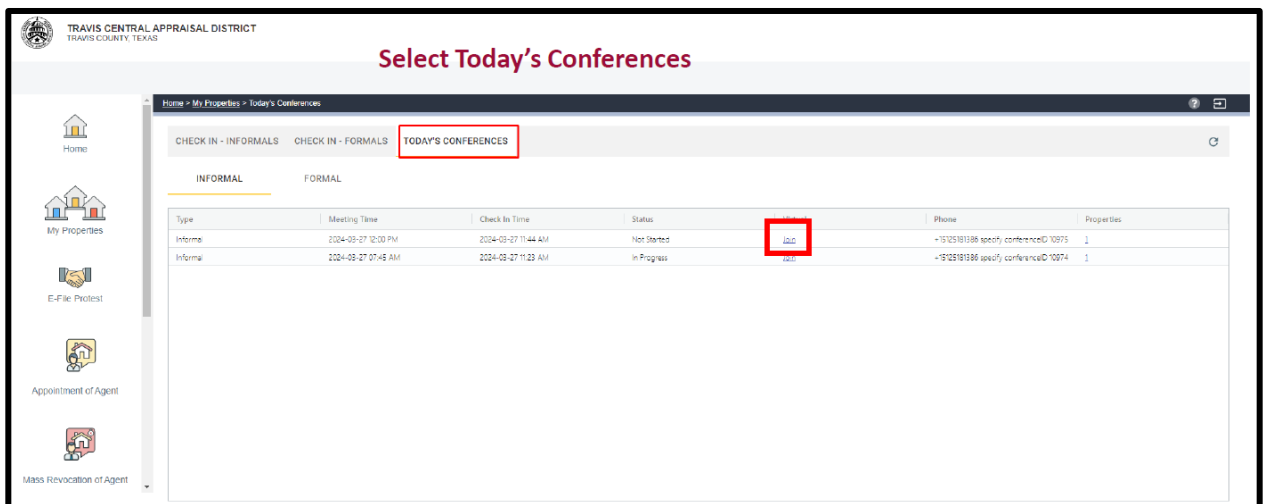
I confirm I am willing to receive texts and emails on this item.

I'm not a robot   
reCAPTCHA  
Privacy · Terms

**CHECK-IN**

### STEP 4

Select Today's Conferences and then Join



TRAVIS CENTRAL APPRAISAL DISTRICT  
TRAVIS COUNTY, TEXAS

### Select Today's Conferences

Home - My Properties - Today's Conferences

CHECK IN - INFORMALS CHECK IN - FORMALS **TODAY'S CONFERENCES**

INFORMAL FORMAL

Type	Meeting Time	Check In Time	Status	Phone	Properties
Informal	2024-09-27 12:00 PM	2024-09-27 11:44 AM	Not Started	+15125181986 specify.conferenceID:10975	1
Informal	2024-09-27 07:45 AM	2024-09-27 11:23 AM	In Progress	+15125181986 specify.conferenceID:10974	1

**STEP 5**  
Confirm Audio/Video connections for your device and select Join Meeting

### Device settings

**AUDIO**

Microphone source

Microphone activity

Speaker source

**VIDEO**

Camera source

Video quality

Video preview

Joining meeting 47dfcebe-faec-4acf-8df7-fc6844642713 as Desiree Palencia



# Settlement of Protest

## STEP 1

Click on My Properties.

**MY PROPERTIES**

Agent Status ▼ Protest State ▼

Total Properties: 2    Displayed Properties: 2    Selected Properties: 1

<input type="checkbox"/>	Pro...	T...	Owner Name	Legal Descript...	Address
<input type="checkbox"/>	232850	R	TRAVIS CENTRAL A...	LOT 6,10-11 BLK C ...	8314 CROSS PARK ...
<input type="checkbox"/>	234163	R	850 EAL HOLDING ...	2.947 AC OF LOT 1-...	850 E ANDERSON ...

## STEP 2

The Recommendation column in the My Properties grid will display any informal offers that the CAD has made.

Protest State =


Protest Deadli...	Protest State	Opinion of Val...	Recommendations	Topline Eligible	Hearing Dt	Final Value
	Protest Filed		No Change	Yes		N/A
	Protest Complete - ...		No Change	Yes		N/A

### STEP 3

Click on the property action menu.

Protest State = Protest Filed    Agent Status = Active    [Advanced Search](#) ▾

↑    ↓    🏃


Online Eligible	Hearing Dt	Final Value	Evidence Publ...	Agent Status	Action
es		N/A	No	Active	
es		N/A	No	Active	






Click me to view actions

### STEP 4

Click on Review Recommendation.

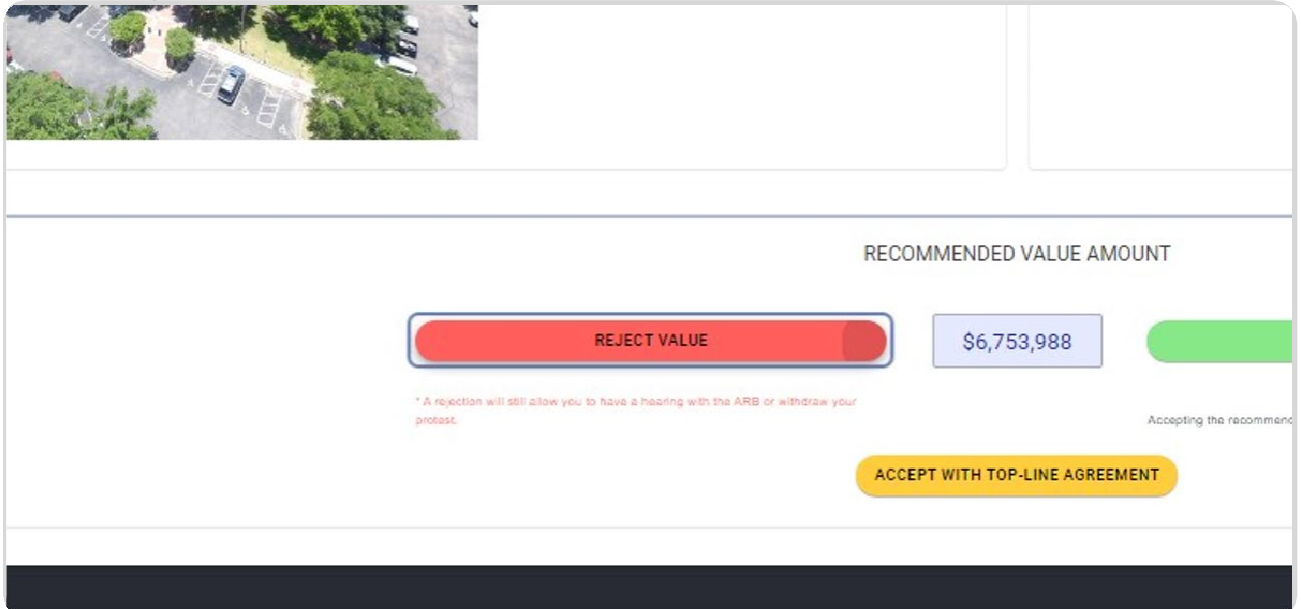
↑    ↓    🏃

Online Eligible	Hearing Dt	Final Value	Evidence Publ...	Agent Status	Action
es		N/A	No	Active	
es		N/A	No		

-  View Taxpayer Evidence
-  **Review Recommendation**
-  Withdraw Protest
-  View CAD Evidence
-  Case Activity

**STEP 5**

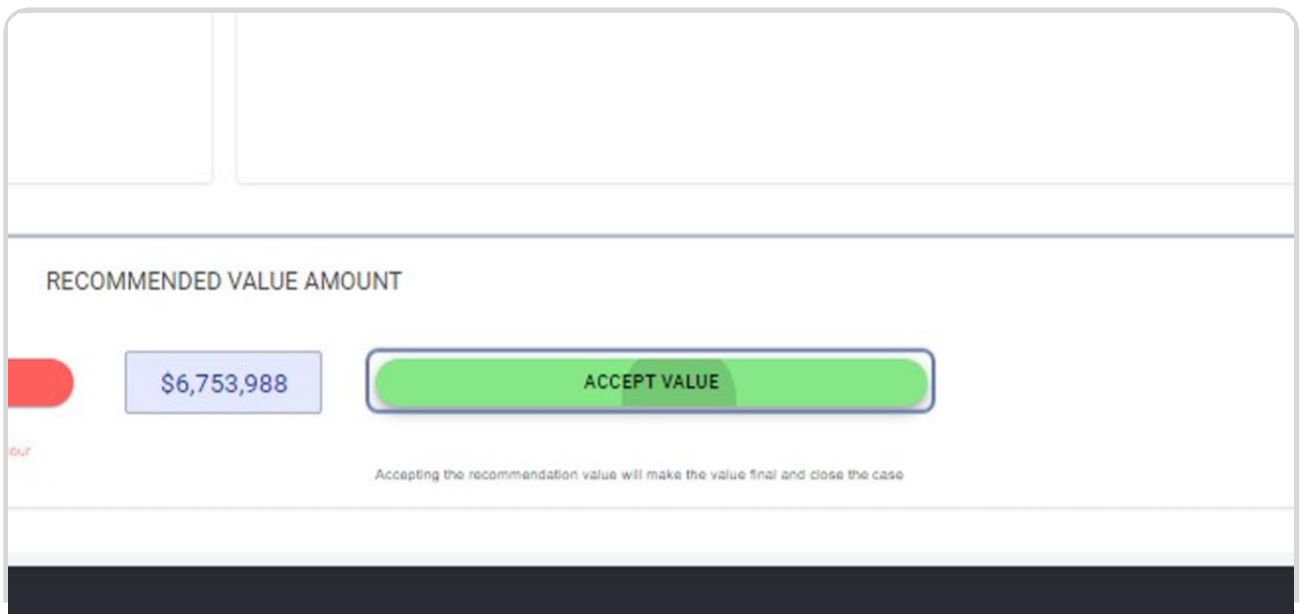
Click on **REJECT VALUE** to reject the CAD informal offer.



The screenshot shows a web interface for a CAD informal offer. At the top left, there is a small aerial photograph of a parking lot with several cars. Below the photo, the text "RECOMMENDED VALUE AMOUNT" is displayed. A red button labeled "REJECT VALUE" is highlighted with a blue border. To its right, a blue box contains the value "\$6,753,988". Further right, a green button is partially visible. Below the "REJECT VALUE" button, a small red asterisk is followed by the text: "\* A rejection will still allow you to have a hearing with the ARB or withdraw your protest." To the right of this text, the phrase "Accepting the recommend" is partially visible. At the bottom right, a yellow button labeled "ACCEPT WITH TOP-LINE AGREEMENT" is present. The interface has a white background with a dark grey footer bar.

**STEP 6**

Click on **ACCEPT VALUE** to accept the CAD informal offer.



The screenshot shows the same web interface as in Step 5, but with the "ACCEPT VALUE" button highlighted with a blue border. The "RECOMMENDED VALUE AMOUNT" text is still present. The value "\$6,753,988" is shown in a blue box. A red button is partially visible on the left. Below the "ACCEPT VALUE" button, the text "Accepting the recommendation value will make the value final and close the case" is displayed. The interface has a white background with a dark grey footer bar.

### STEP 7

Click on **ACCEPT WITH TOP-LINE AGREEMENT** to request a topline agreement.

RECOMMENDED VALUE AMOUNT

REJECT VALUE

\$6,753,988

ACCEPT VALUE

You will still allow you to have a hearing with the ARB or withdraw your

Accepting the recommendation value will make the value final and close the

ACCEPT WITH TOP-LINE AGREEMENT

### STEP 8

Review and Agree to the notice and waiver information.

PID: 232850  
Protest ID: 1191111  
TRAVIS CENTRAL APPRAISAL DISTRICT  
8314 CROSS PARK DR  
Last Year  
This Year

After sincere review of your protest, at this time it is the district's opinion to remain

**NOTICE AND WAIVER**

The Formal ARB Hearing to approve this Top Line Agreement will be scheduled for the next available docket designated for Top Lines. It is possible that the hearing may occur within the next fifteen (15) days. The CAD is required to notify property owners of a hearing at least fourteen (14) days in advance, and make certain information and evidence available

By clicking below, you acknowledge that you are entitled to receive a hearing notice and evidence at least fourteen (14) days in advance, and **YOU AGREE TO WAIVE YOUR RIGHTS** to receive a notice and evidence at least fourteen (14) days in advance.

I DO NOT AGREE I AGREE

RECOMMENDED VALUE AMOUNT

**STEP 9**

Click on I AGREE

*After agreement, TCAD will prepare the topline agreement and preset the joint motion to the ARB Chairperson for approval.*

