

# Agent Portal Tutorial

Travis Central Appraisal District

*APRIL 2022*

# 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..... 33

Settlement of Protest ..... 40



# New Agent Account Creation

## STEP 1

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

## STEP 2

Click on Create New Login.

A screenshot of a login form on a purple background. It includes a "Password" input field, a checked "Remember Me" checkbox, a "Forgot password" link, a "LOGIN" button, and a "Create New Login" button highlighted with a red border.

## STEP 3

Click on Are you an Agent?

A screenshot of a registration form on a purple background. It includes a "Password" input field, a "Verify Password" input field, a note "(Password must contain a minimum of 8 characters)", and an "Are you an Agent?" button highlighted with a red border.

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

This End User License is provided to you from time to time by product updates and may be subject to acceptance by you. We do not guarantee the accuracy or completeness of the information to you under the license. The license is provided on a revocable basis and may be subject to change by our suppliers, and the

Add Property ID of 1 property you currently represent.

This End User License Agreement ("EULA") describes the terms and conditions, time to time by posting an amended version. If you accept this EULA, the acceptance by clicking the "CONFIRM" button, you accept the terms and conditions and you agree that you will continue to offer access to the site. TCAD may, in its sole discretion, terminate your access to the site if you do not agree to the terms and conditions of this EULA. TCAD guarantees that personal information provided to you is accurate and complete. TCAD grants you a non-exclusive, non-transferable, revocable license to use the site and its accompanying documentation solely for your internal business purposes. This license is granted to you, and not to your employees, contractors, officers and directors of the site; (2) your access to the site; and (3) any activities conducted through the site.

## 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 [agentinfo@tcadcentral.org](mailto:agentinfo@tcadcentral.org).



\*\*\*\*\*

(Password must contain a minimum of 8 characters)

[Not an Agent?](#)

### Agents Only

Enter a property ID that you represent

232850

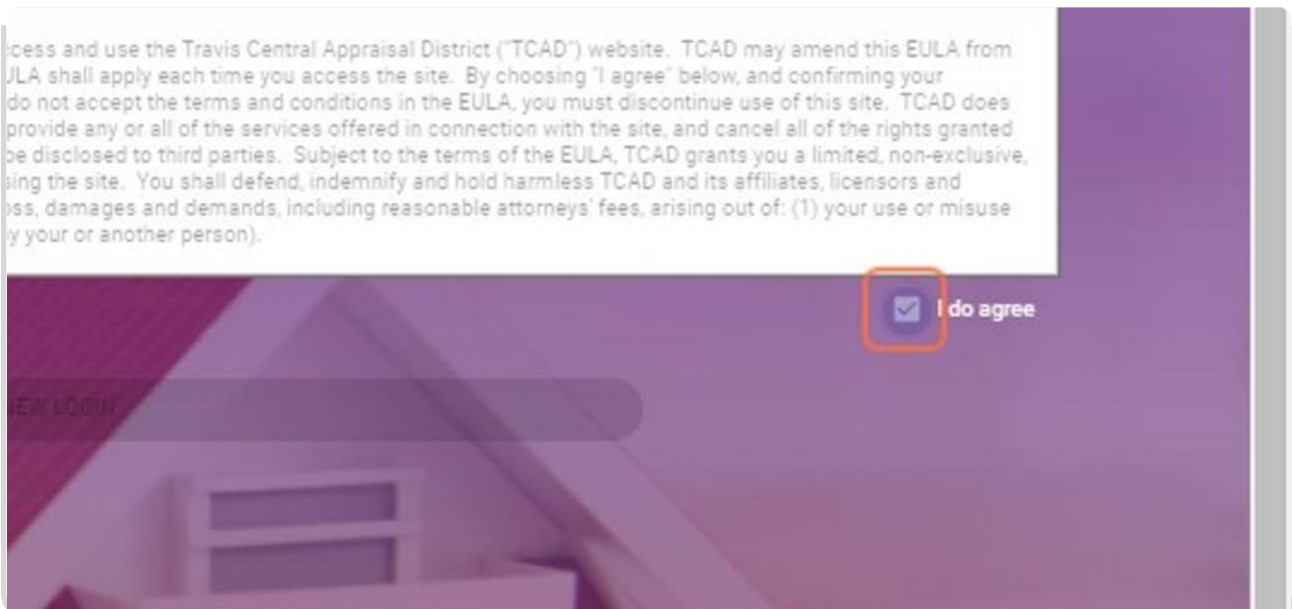
Agent E-File PIN

Where can I find my E-FILE PIN?

11

## STEP 7

Read and agree to the End User License Agreement.



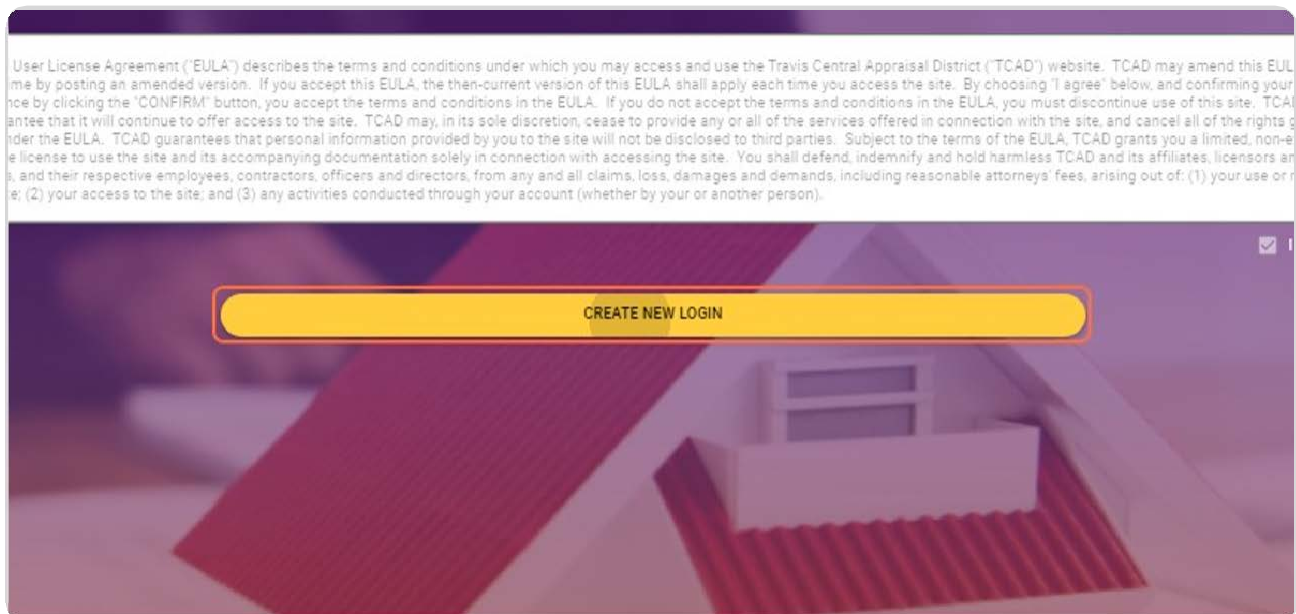
Access and use the Travis Central Appraisal District ("TCAD") website. TCAD may amend this EULA from time to time. Each time you access the site, by choosing "I agree" below, and confirming your choice, you do not accept the terms and conditions in the EULA, you must discontinue use of this site. TCAD does not provide any or all of the services offered in connection with the site, and cancel all of the rights granted to you by the site. Subject to the terms of the EULA, TCAD grants you a limited, non-exclusive, non-transferable license to use the site. You shall defend, indemnify and hold harmless TCAD and its affiliates, licensors and service providers, from and against all claims, damages and demands, including reasonable attorneys' fees, arising out of: (1) your use or misuse of the site; or (2) your or another person's use or misuse of the site.

☒ I do agree

NEW LOGIN

## STEP 8

Click on **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 and password.

A screenshot of the Travis Agent Portal login page. The page has a purple background with a blurred image of a person in a suit. The login form is centered and contains the following elements: a title "Login" in bold; an "Email Address" label above a text input field containing "leanahmann@outlook.com"; a "Password" label above a text input field with masked characters "\*\*\*\*\*"; a "Remember Me" checkbox which is checked; a "Forgot password" link; a large yellow "LOGIN" button; and a "Create New Login" link below the button.

## STEP 2

Click on LOGIN.


A second screenshot of the Travis Agent Portal login page, identical to the first one. It shows the same login form with the email "leanahmann@outlook.com" and masked password. The yellow "LOGIN" button is highlighted with a white border, indicating it is the element to be clicked in this step.





# My Properties Menu

Click on My Properties

Home > My Properties

  
Home

  
My Properties

  
E-File Protest

MY PROPERTIES

Agent Status ▼Protest State ▼

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

| <input type="checkbox"/> | Pro... | T... | Owner Name     | DBA                 | N                   |
|--------------------------|--------|------|----------------|---------------------|---------------------|
| <input type="checkbox"/> | 232850 | R    | TRAVIS CENTRA  | SS PARK ...         | TRAVIS CENTRAL A... |
| <input type="checkbox"/> | 232850 | R    | TRAVIS CENTRA  | SS 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 Columns

Autosize This Column

Autosize All Columns

Reset Columns



You can filter the My Properties grid by status.

(For example: active, expired, Needs AOA)

**MY PROPERTIES**

Home  
My Properties  
E-File Protest  
Appointment of Agent

Protest State

Total Properties: 7 Selected Properties: 0

| 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)

**MY PROPERTIES**

Agent Status  
All

Total Properties: 0 Displayed Properties: 0

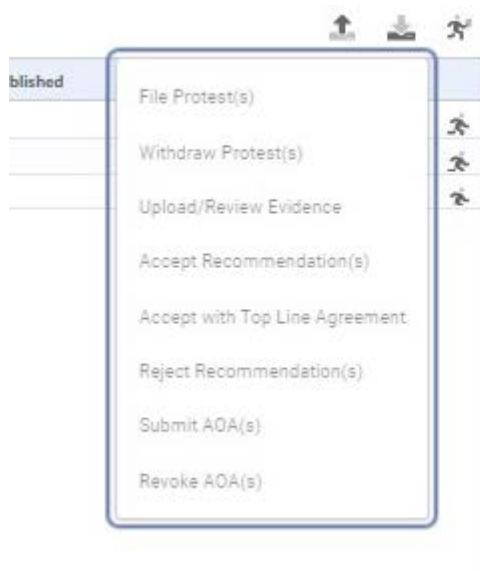
| Prop ID | Type | Owner Name | Notice Value | Protest Deadline | Protest State |
|---------|------|------------|--------------|------------------|---------------|
|---------|------|------------|--------------|------------------|---------------|

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       | More Actions |
|           | 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*



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.

The screenshot shows the 'Advanced Search' interface. At the top, there are two filter buttons: 'Protest State = Protest Filed' and 'Agent Status = Active'. To the right of these is a button labeled 'Advanced Search' with a dropdown arrow. Below the filters, there are three icons: an upward arrow, a downward arrow, and a person icon. Below these icons is a table with the following columns: 'line Eligible', 'Hearing Dt', 'Final Value', 'Evidence Publ...', 'Agent Status', and 'Action'. The table contains two rows of data. The first row has values: 'N/A', 'No', 'Active', and an icon. The second row has values: 'N/A', 'No', 'Active', and an icon.

| line Eligible | Hearing Dt | Final Value | Evidence Publ... | Agent Status | Action |
|---------------|------------|-------------|------------------|--------------|--------|
| N/A           | No         | Active      |                  |              |        |
| N/A           | No         | Active      |                  |              |        |

*You can filter by property information:*

The screenshot shows the 'MY PROPERTIES' page. On the left is a sidebar with icons for 'Home', 'My Properties', 'E-File Protest', 'Appointment of Agent', 'Mass Revocation of Agent', and 'Profile Maintenance'. The main area is titled 'MY PROPERTIES' and contains two dropdown menus: 'Agent Status' (set to 'Active') and 'Protest State' (set to 'Protest Filed'). Below these is the 'ADVANCED SEARCH' form. The form has two sections: 'Property Info' and 'Protest Info'. The 'Property Info' section includes fields for 'Property Id', 'Owner Name', 'Situa Address', 'DBA', 'Property Use', and 'State Code'. The 'Protest Info' section includes fields for 'Agent Status' (set to 'Active'), 'Protest State' (set to 'Protest Filed'), 'Protest Reason', and 'Hearing Date' (with a date range from 'mm/dd/yyyy' to 'mm/dd/yyyy'). Below the form is a table with the following columns: 'Pro...', 'T...', 'Owner Name', 'Legal Descript...', 'Address', 'DBA', 'Notice Value', 'Protest Deadli...', 'Protest State', 'Opinion of Val...', 'Recommend...', and 'Topline Eligible'. The table contains two rows of data. The first row has values: '232050', 'R', 'TRAVIS CENTRAL A...', 'LOT 6,10-11 BLK C...', '8314 CROSS PARK...', 'TRAVIS CENTRAL A...', 'Protest Filed', 'N/A', and 'No'. The second row has values: '234163', 'R', '850 EALL HOLDING...', '2.947 AC OF LOT 1-...', '16016 ANDERSON...', 'Protest Complete +...', 'No Change', and 'Yes'.

| Pro... | T... | Owner Name          | Legal Descript...     | Address            | DBA                 | Notice Value | Protest Deadli... | Protest State         | Opinion of Val... | Recommend... | Topline Eligible |
|--------|------|---------------------|-----------------------|--------------------|---------------------|--------------|-------------------|-----------------------|-------------------|--------------|------------------|
| 232050 | R    | TRAVIS CENTRAL A... | LOT 6,10-11 BLK C...  | 8314 CROSS PARK... | TRAVIS CENTRAL A... |              |                   | Protest Filed         | N/A               |              | No               |
| 234163 | R    | 850 EALL HOLDING... | 2.947 AC OF LOT 1-... | 16016 ANDERSON...  |                     |              |                   | Protest Complete +... | No Change         |              | Yes              |

You can filter by protest information:

Protest State = Protest FiledAgent Status = ActiveAdvanced Search

Clear Filters

Protest Info

Agent StatusActive

Protest StateProtest Filed

Protest Reason

Hearing Datemm/dd/yyyy To mm/dd/yyyy

ValueProtest Deadli...Protest StateOpinion of Val...Recommend...Topline EligibleHearing DtFinal ValueEvidence Publ...Agent StatusAction

Protest FiledN/ANoN/ANoActive

Protest Complete - ...No ChangeYesN/ANoActive



# Appointment of Agent

## STEP 1

Click on Appointment of Agent.

A screenshot of the Travis Central Appraisal District web application. On the left is a sidebar with three icons: a handshake for "E-File Protest", a house with a person for "Appointment of Agent" (which is highlighted with a blue rounded rectangle), and a house with a person and a red X for "Mass Revocation of Agent". The main content area has three sections: "SUMMARY" with "Active Properties: 2" and "Needs AOA/Expired Properties: 1"; "MY PROPERTIES" with a link "Click [here](#) to Manage Properties."; and "ACTIONS".

| SUMMARY              |                                 |
|----------------------|---------------------------------|
| Active Properties: 2 | Needs AOA/Expired Properties: 1 |

| MY PROPERTIES                                    |  |
|--|--|
| Click <a href="#">here</a> to Manage Properties. |  |

| ACTIONS |  |
|---------|--|
|---------|--|

## STEP 2

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

A screenshot of the Travis Central Appraisal District web application showing a table with columns "Processed" and "Rejected". There are three rows of data. A blue button with a white "+" sign is visible in the top right corner, and a small "Add" button is below it.

| Processed | Rejected |
|-----------|----------|
| 1         | 0        |
| 1         | 0        |
| 1         | 0        |

### STEP 3

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

Home

My Properties

E-File Protest

## NEW APPOINTMENT OF AGENT REQUEST

### PROPERTIES

Prop ID  
Enter Prop ID IMPORT

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

## AGENT REQUEST

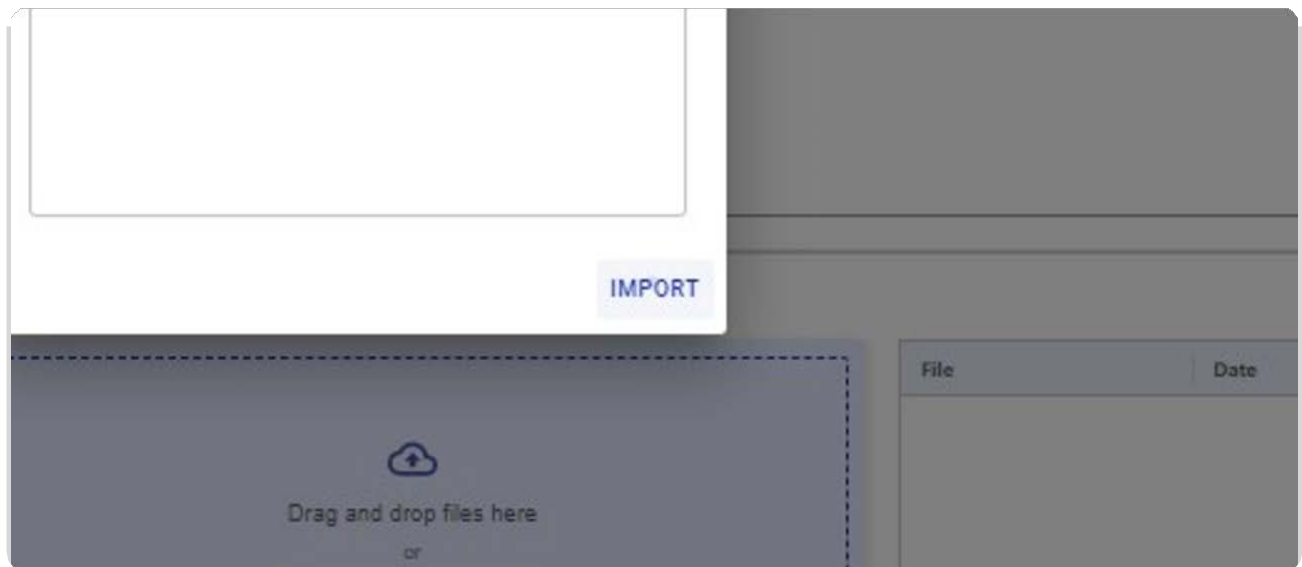
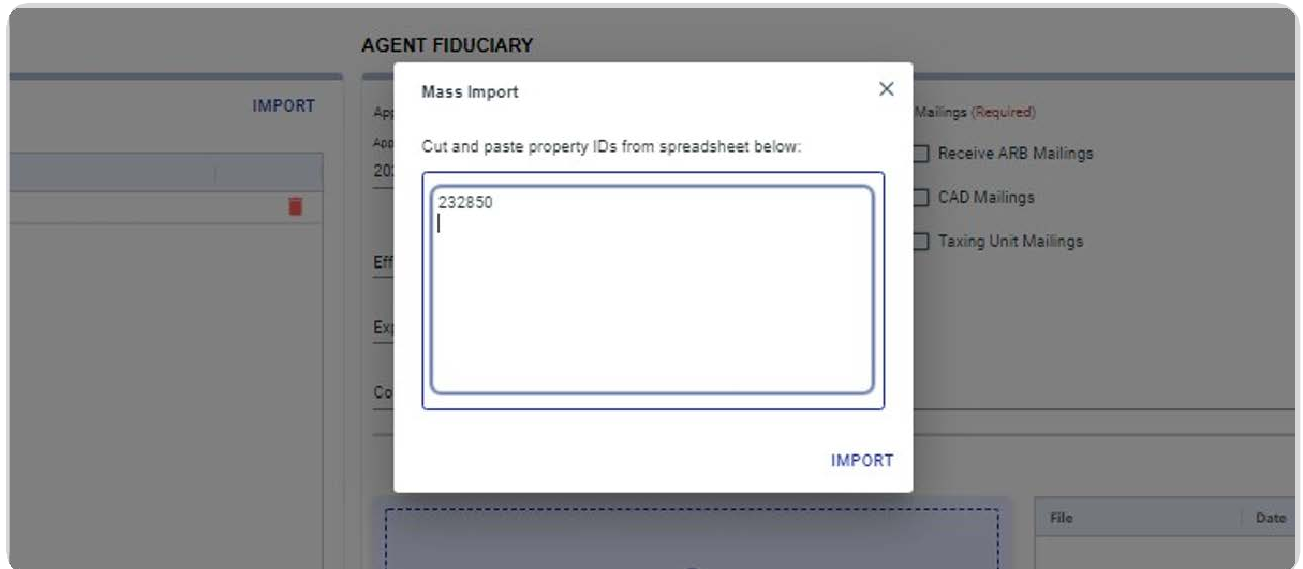
### AGENT FIDUCIARY

IMPORT

Application  
Application Date  
2022-04-07

Effective Date

| SAL DISTRICT | Status |
|--------------|--------|
| SAL DISTRICT | valid  |





#### STEP 4

Add the AOA effective date.



Application

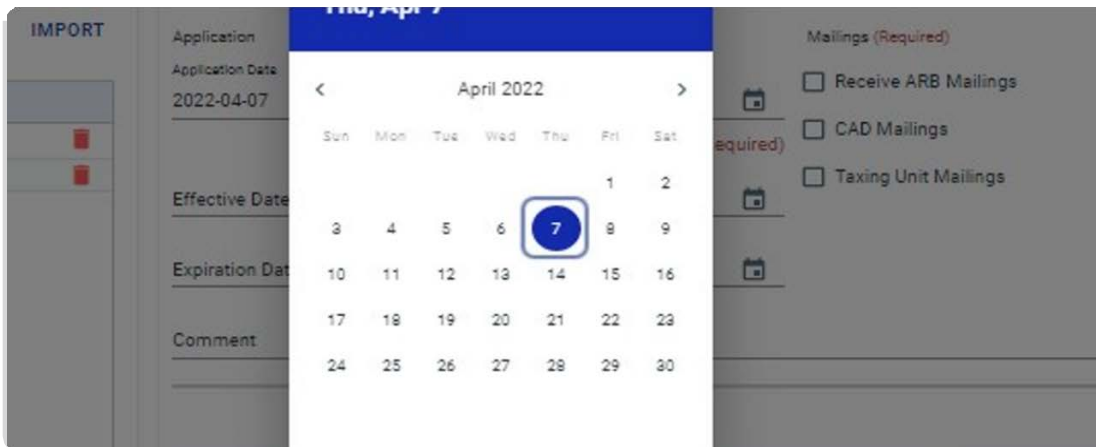
Application Date

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

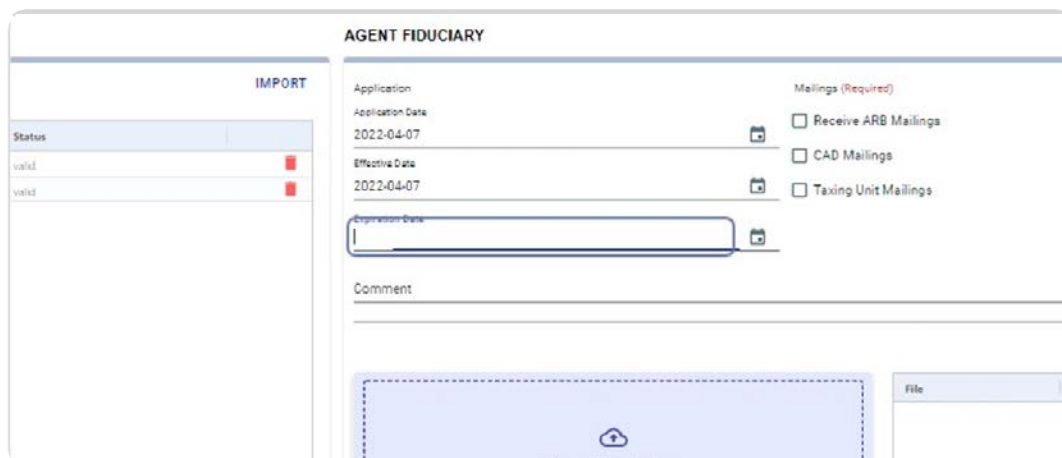
10 11 12 13 14 15 16

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

Comments

(Required)

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.

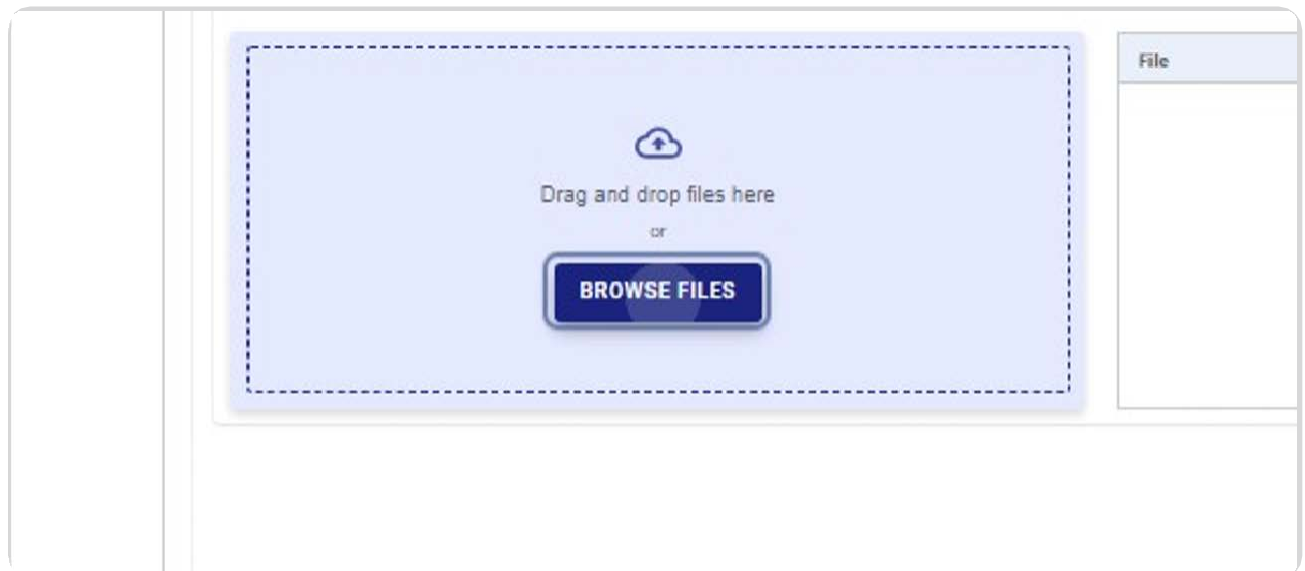


A screenshot of a web form titled "Authority". It contains three checkboxes, all of which are checked:

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

## STEP 9

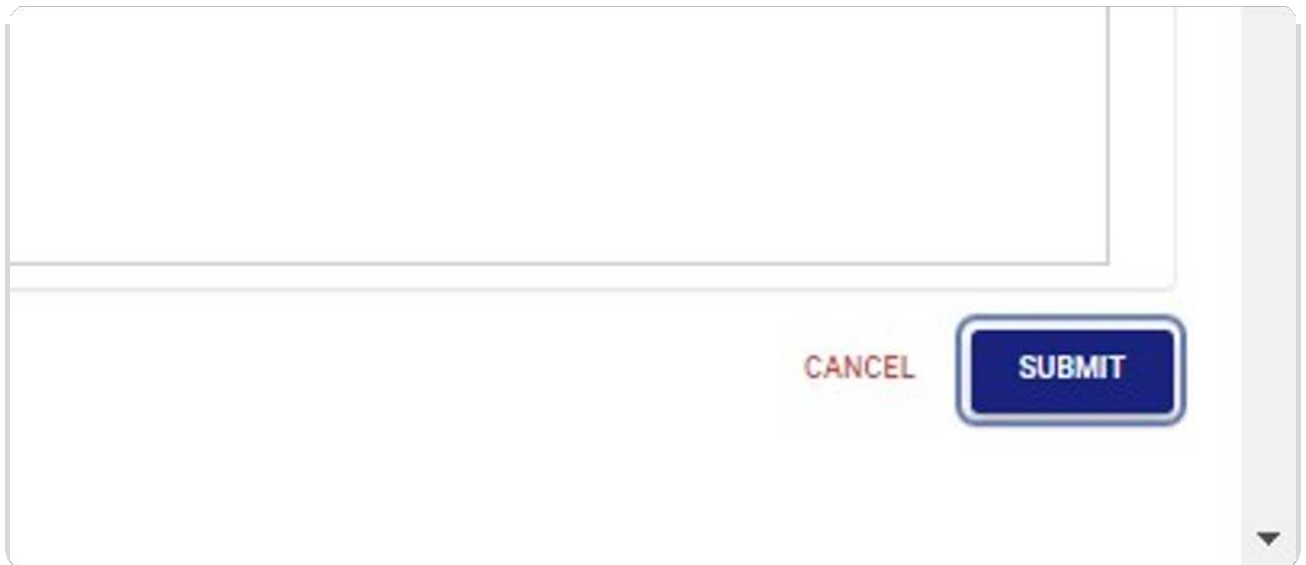
Upload a PDF version of the AOA form.



A screenshot of a web form for uploading a PDF version of the AOA form. The main area is a light blue box with a dashed border, containing a cloud upload icon, the text "Drag and drop files here", and the word "or" above a blue button labeled "BROWSE FILES". To the right of this box is a vertical sidebar with a header "File" and a list area.

## STEP 10

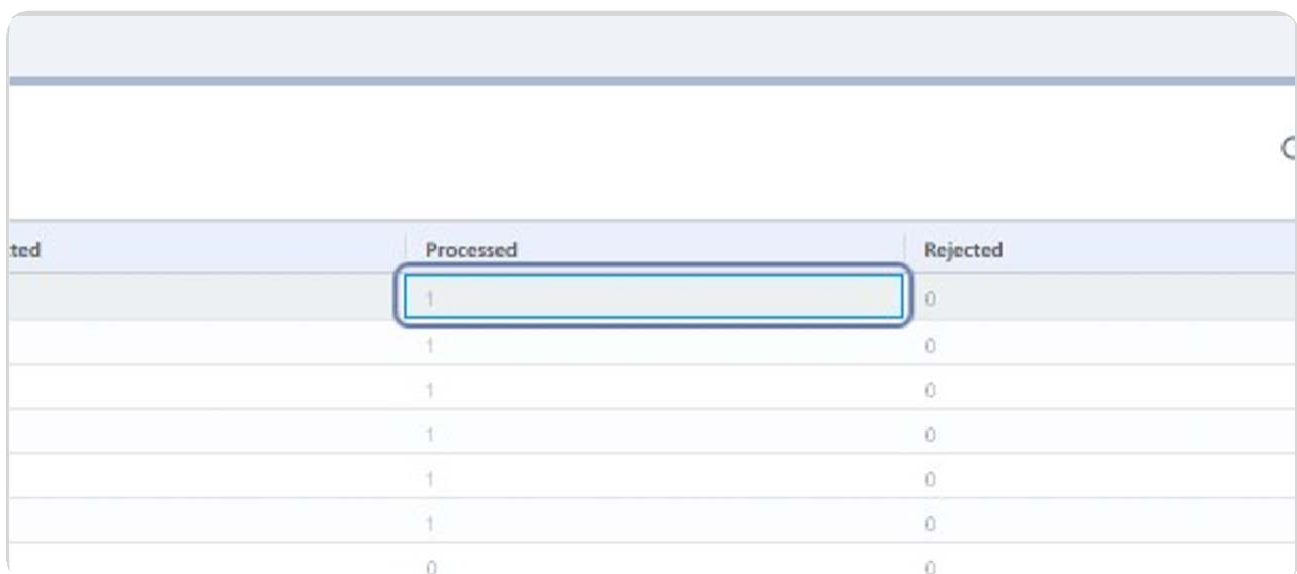
Click on SUBMIT.



A screenshot of a web form. The form has a large empty rectangular area at the top. Below this area, there are two buttons: a red "CANCEL" button and a blue "SUBMIT" button. The "SUBMIT" button is highlighted with a blue border. The form is contained within a light gray frame with a vertical scrollbar on the right side.

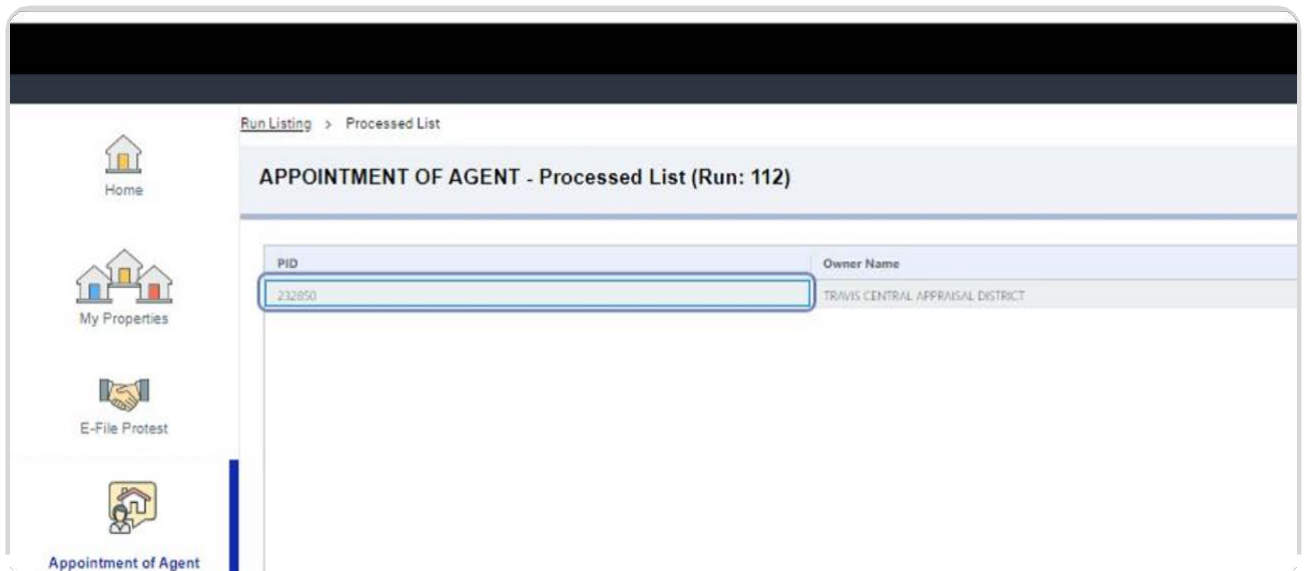
## STEP 11

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 a list of PIDs within that run that were processed successfully.



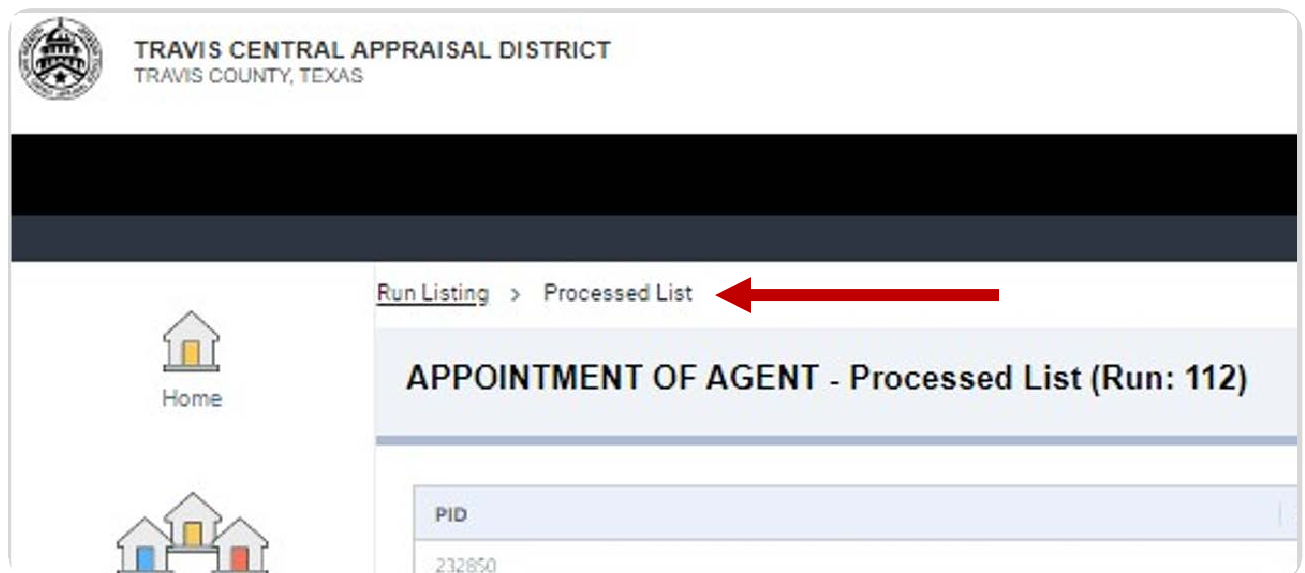
A screenshot of a table with three columns: "Processed", "Rejected", and "Rejected". The first row has a value of "1" in the "Processed" column and "0" in the "Rejected" column. The second row has a value of "1" in the "Processed" column and "0" in the "Rejected" column. The third row has a value of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

| Processed | Rejected | Rejected |
|-----------|----------|----------|
| 1         | 0        |          |
| 1         | 0        |          |
| 1         | 0        |          |
| 1         | 0        |          |
| 1         | 0        |          |
| 1         | 0        |          |
| 1         | 0        |          |
| 0         | 0        |          |



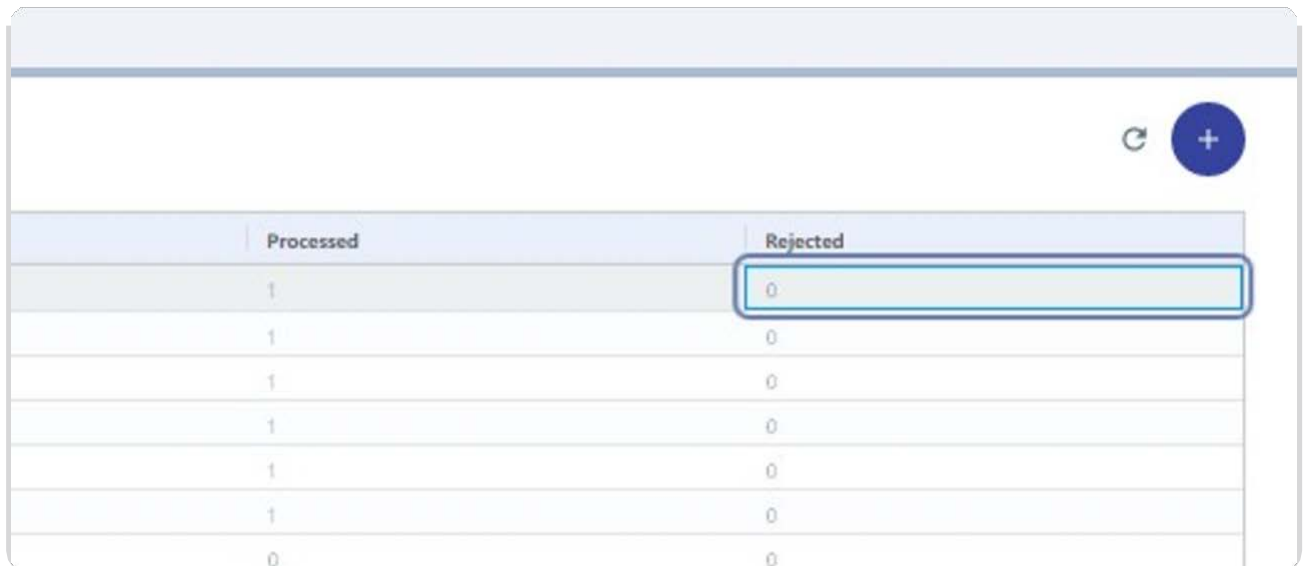
## STEP 12

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 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

E-File Protest

Appointment of Agent

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 ▾

⬆ ⬇ ⬆

| DT | 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).

|    |           |     |                                |
|----|-----------|-----|--------------------------------|
| es | N/A       | No  | Upload/Review Evidence         |
| la | \$265,711 | No  | Accept Recommendation(s)       |
| la | N/A       | Yes | Accept with Top Line Agreement |
| la | \$213,198 | No  | Reject Recommendation(s)       |
| la | \$200,000 | Yes | <b>Submit AOA(s)</b>           |
|    |           |     | Revoke AOA(s)                  |

Complete Step 4 through Step 10 of Appointment of Agent.








# Revoke Agent Authority

## STEP 1

Click on Mass Revocation of Agent.

  
Appointment of Agent



  
Mass Revocation of Agent

  
Profile Maintenance

| <input type="checkbox"/> | 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"/> | 865233 | R | DOE JOHN V        |                      | 8314 CROSS PARK ... |
| <input type="checkbox"/> | 865233 | R | DOE JOHN V        |                      | 8314 CROSS PARK ... |

## STEP 2

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



| Processed | Rejected |
|-----------|----------|
| 1         | 0        |
| 0         | 0        |

Add

### 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 |
|-----|------------|--------|
|-----|------------|--------|

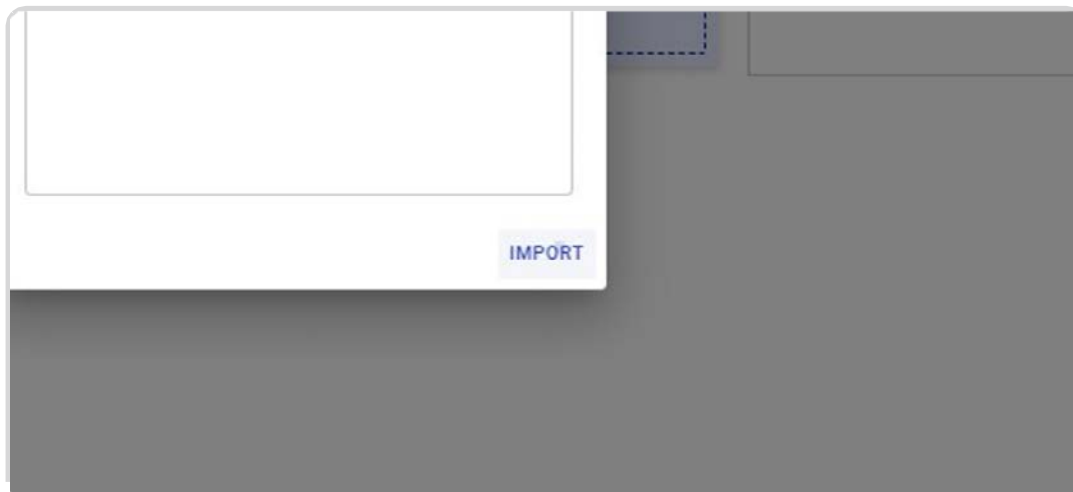
## OF AGENT REQUEST

**FILE ATTACHMENTS**

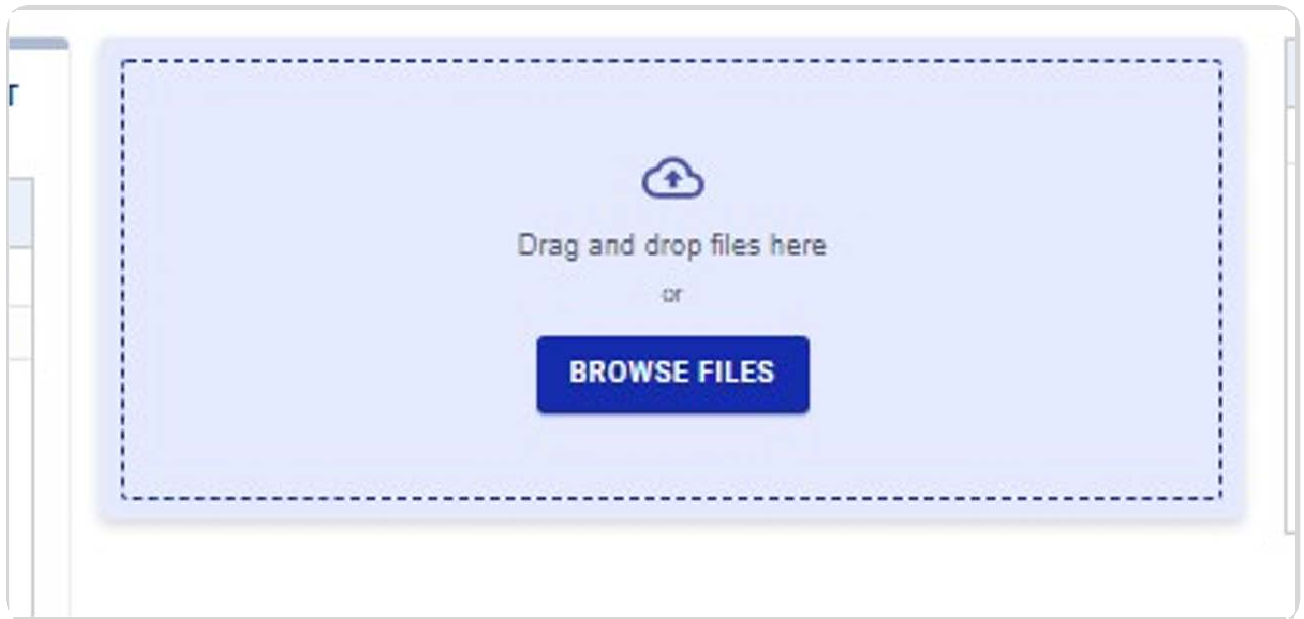
IMPORT

| Status                           |
|----------------------------------|
| SAL DISTRICT valid <span></span> |

Drag and drop files  
or  
BROWSE FILES



STEP 4  
Attach PDF revocation form.



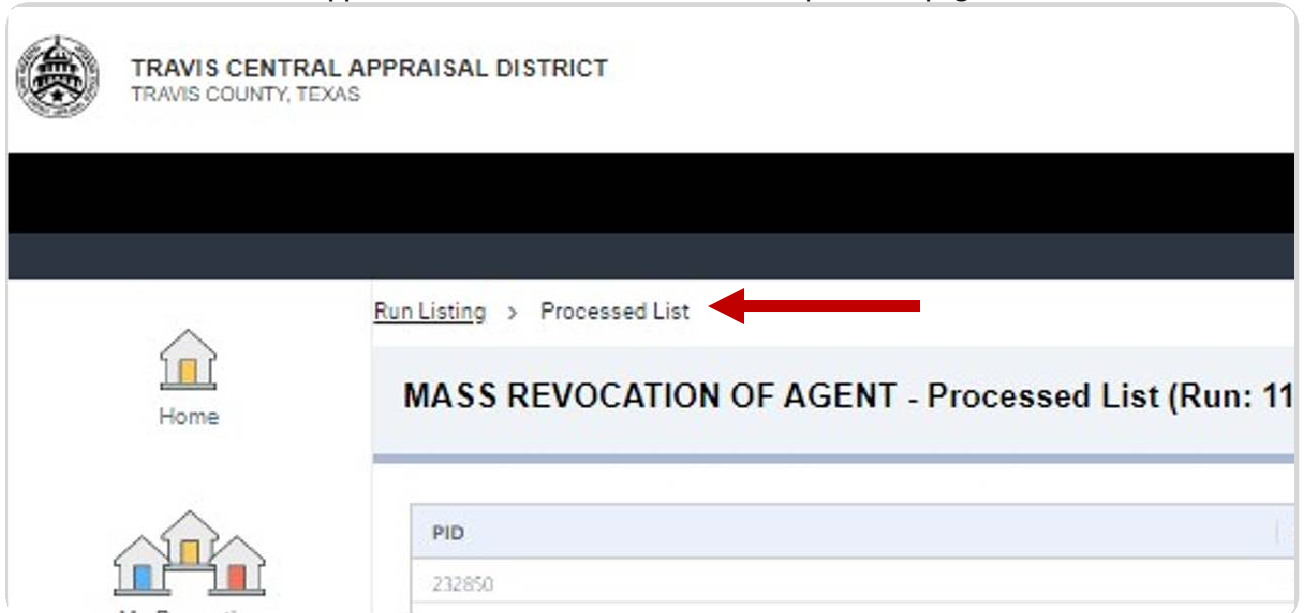
STEP 5  
Click on SUBMIT.



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

| ated | Processed | Rejected |
|------|-----------|----------|
|      | 1         | 0        |
|      | 1         | 0        |
|      | 0         | 0        |

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



TRAVIS CENTRAL APPRAISAL DISTRICT  
TRAVIS COUNTY, TEXAS

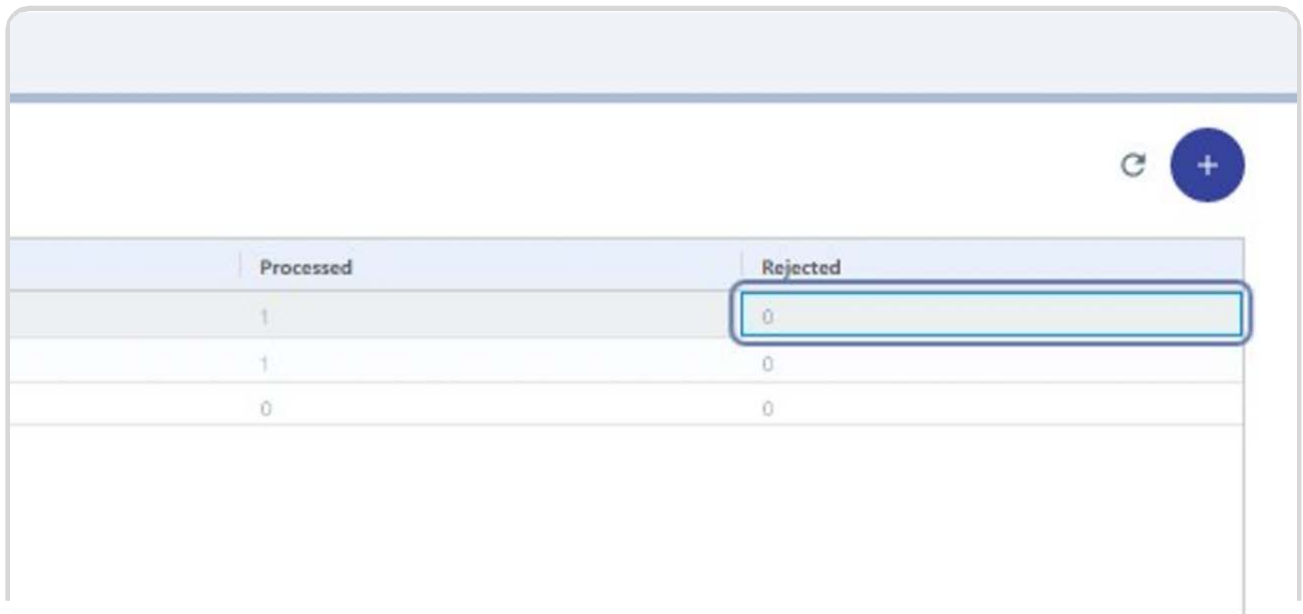
Home

Run Listing > Processed List

**MASS REVOCATION OF AGENT - Processed List (Run: 11**


| PID    |
|--------|
| 232850 |

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




| Processed | Rejected |
|-----------|----------|
| 1         | 0        |
| 1         | 0        |
| 0         | 0        |


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



My Properties



E-File Protest




Appointment of Agent

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 AND |
| <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.



My Properties



E-File Protest



Appointment of Agent

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 AND |
| <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.

↺

Advanced Search ▾

↑

↓

Mass Actions

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

Click on Revoke AOAs.

|     |           |     |                                |             |
|-----|-----------|-----|--------------------------------|-------------|
| Yes | N/A       | Yes | Accept Recommendation(s)       | <div></div> |
| Yes | \$213,198 | No  | Accept with Top Line Agreement | <div></div> |
| Yes | \$200,000 | Yes | Reject Recommendation(s)       | <div></div> |
|     |           |     | Submit AOA(s)                  |             |
|     |           |     | Revoke AOA(s)                  |             |



Enter your email address to confirm revocation.

A screenshot of a web application interface. In the background, there is a table with property information. Overlaid on this is a white dialog box. At the top of the dialog, it says 'Selected PIDs:' followed by a list box containing '232850'. Below this, the text reads 'Please enter your email address to confirm you want to revoke your AOA on the selected properties'. There is a text input field containing 'no-reply@tcadcentral.org'. At the bottom right of the dialog are two buttons: 'CANCEL' and 'REVOKE AOA(S)'.

| Address            | Travis Central |
|--------------------|----------------|
| 1314 CROSS PARK... | TRAVIS CENT    |
| 1314 CROSS PARK... | TRAVIS CENT    |
| 150 E ANDERSON...  |                |
| 3010 ROSEBERRY...  |                |
| 1010 ROSEBERRY...  |                |
| 1314 CROSS PARK... |                |
| 1314 CROSS PARK... |                |

Selected PIDs:

232850

Please enter your email address to confirm you want to revoke your AOA on the selected properties

no-reply@tcadcentral.org

CANCEL REVOKE AOA(S)

Click on Revoke AOAs.

A screenshot of the same web application interface as above. The dialog box is still present, but the 'REVOKE AOA(S)' button is now highlighted with a blue border and a blue shadow, indicating it has been clicked. The text in the input field remains 'leanahmann@outlook.com'.

your email address to confirm you want to revoke your AOA on the selected properties

leanahmann@outlook.com

CANCEL REVOKE AOA(S)



# eFile Protest

## STEP 1

Click on eFile Protest.

The screenshot shows the home page of the Travis Appraisal District Portal. On the left is a sidebar with three icons: "My Properties" (three houses), "E-File Protest" (two hands shaking), and "Appointment of Agent" (a person at a desk). The main content area at the top displays the user's information: "Agent 7 | 1752363 | leanahmann@outlook.com" and a welcome message. Below this is a "SUMMARY" section with two statistics: "Active Properties: 2" and "Needs AOA/Expired Properties: 1". At the bottom is a section titled "MY PROPERTIES".

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.

The screenshot shows the "MASS PROTEST (by list)" form. On the left is a sidebar with three icons: "Home" (a house), "My Properties" (three houses), and "E-File Protest" (two hands shaking). The main content area has a title "MASS PROTEST (by list)" and a section "SECTION 1&2: PROPERTY INFORMATION". Below this is a form with a "Prop ID" label and a text input field containing "232850". Below the input field is a table with three columns: "PID", "Owner Name", and "Status".

Home

My Properties

E-File Protest

**MASS PROTEST (by list)**

**SECTION 1&2: PROPERTY INFORMATION**

Prop ID

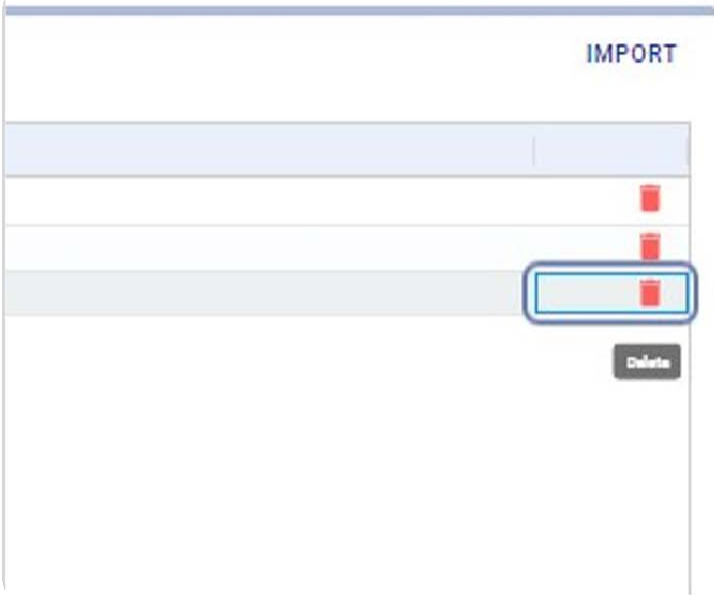
232850

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



### 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 INCORRECT)
- ☐ 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

### ADDITIONAL COMMENTS

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

#### HEARING TYPE

I intend to appear in the ARB hearing in the following manner:

- ☐ Affidavit NOT SUBMITTED (Affidavit NOT submitted w/PROTEST but should be delivered to the ARB BEFORE the hearing begins)
- ☐ Affidavit SUBMITTED (Affidavit submitted w/PROTEST )
- ☐ In-Person (In-Person Hearing)
- ☐ None Selected (None Selected)
- ☒ Remote (Phone Conference Call\_Remote Hearing)

#### ARB Hearing Notice and Procedures

I request my notice of hearing to be delivered by:

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 web form titled "ARB Hearing Notice and Procedures". Below the title, there is a dropdown menu with the text "I request my notice of hearing to be delivered by:". The dropdown 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. To the left of the dropdown, there is a partially visible label "PROPERTY" and a dropdown arrow.

#### 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 web form titled "SECTION 5,6,7: HEARING INFORMATION". The form is divided into two columns. The left column is titled "HEARING TYPE" and contains the text "I intend to appear in the ARB hearing in the following manner:". Below this text is a dropdown menu with the text "Remote (Phone Conference Call\_Remote Hearing)". Below the dropdown menu is a radio button group with two options: "Yes" and "No". The "No" option is selected. The right column is titled "ARB Hearing Notice and Procedures" and contains the text "I request my notice of hearing to be delivered by:". Below this text is a dropdown menu with the text "Electronic (Electronic Notices)". Below the dropdown menu are two checkboxes: "Request CAD Evidence" and "Request Same-Day Hearing". At the bottom of the form, there is a blue bar with the text "Drag and drop files here or" and a blue button labeled "BROWSE FILES". Below the blue bar is a yellow button labeled "SUBMIT PROTEST". In the bottom right corner, there is a small text label "Fields marked with a" followed by a red asterisk.

STEP 9

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

g in the following manner:  
note Hearing)

ARB Hearing Notice and Procedures  
I request my notice of hearing to be delivered by:  
Electronic (Electronic Notices)

FOR HIGH VALUE PROPERTY  
protest.

☒ Request CAD Evidence  
☐ Request Same-Day Hearing

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.*

g in the following manner:  
note Hearing)

ARB Hearing Notice and Procedures  
I request my notice of hearing to be delivered by:  
Electronic (Electronic Notices)

OR HIGH VALUE PROPERTY  
protest.

☒ Request CAD Evidence  
☒ Request Same-Day Hearing



## STEP 11

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

The screenshot shows a web form for submitting a protest. On the left is a large empty box for file uploads. To the right, there are two dropdown menus. The first is labeled "HEARING TYPE" with the text "I intend to appear in the ARB hearing in the following manner:" and the selected option is "Remote (Phone Conference Call\_Remote Hearing)". The second dropdown is labeled "SPECIAL PANEL REQUEST FOR HIGH VALUE PROPERTY" with the text "I request a special panel to hear my protest." and the selected option is "No". Below these is a light blue horizontal bar containing a cloud icon and the text "Drag and drop files here or" followed by a blue button labeled "BROWSE FILES". At the bottom of the form is a large yellow button labeled "SUBMIT PROTEST".

## STEP 12

Click on SUBMIT PROTEST.

This screenshot shows the same protest submission form as in Step 11, but with the "SUBMIT PROTEST" button highlighted by a blue border, indicating it is the next step to click.





# Settlement of Protest

## STEP 1

Click on My Properties.

Home  
 My Properties  
 E-File Protest

### 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... | Recommend... | 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        |
|-----------------|------------|-------------|------------------|--------------|---------------|
| 45              |            | N/A         | No               | Active       | <div>⚙️</div> |
| 45              |            | 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        |
|-----------------|------------|-------------|------------------|--------------|---------------|
| 45              |            | N/A         | No               | Active       | <div>⚙️</div> |
| 45              |            | N/A         | No               |              |               |

📄

View Taxpayer Evidence

🔍

Review Recommendation

⚖️

Withdraw Protest

📄

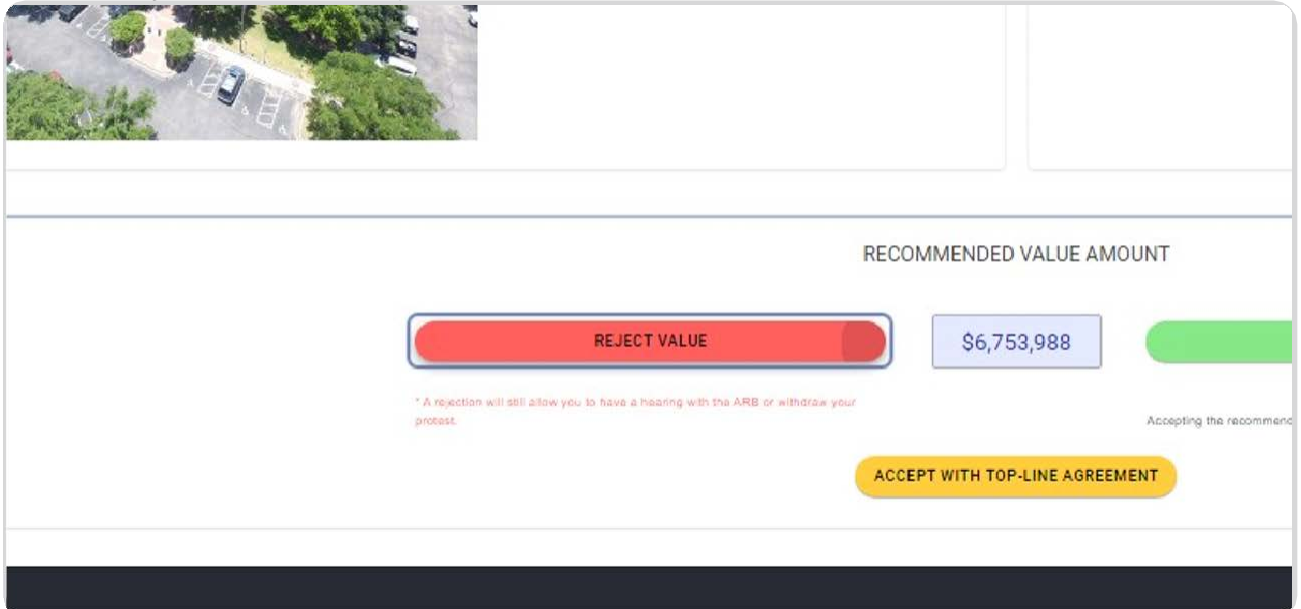
View CAD Evidence

📄

Case Activity

### STEP 5

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



RECOMMENDED VALUE AMOUNT

**REJECT VALUE**

\$6,753,988

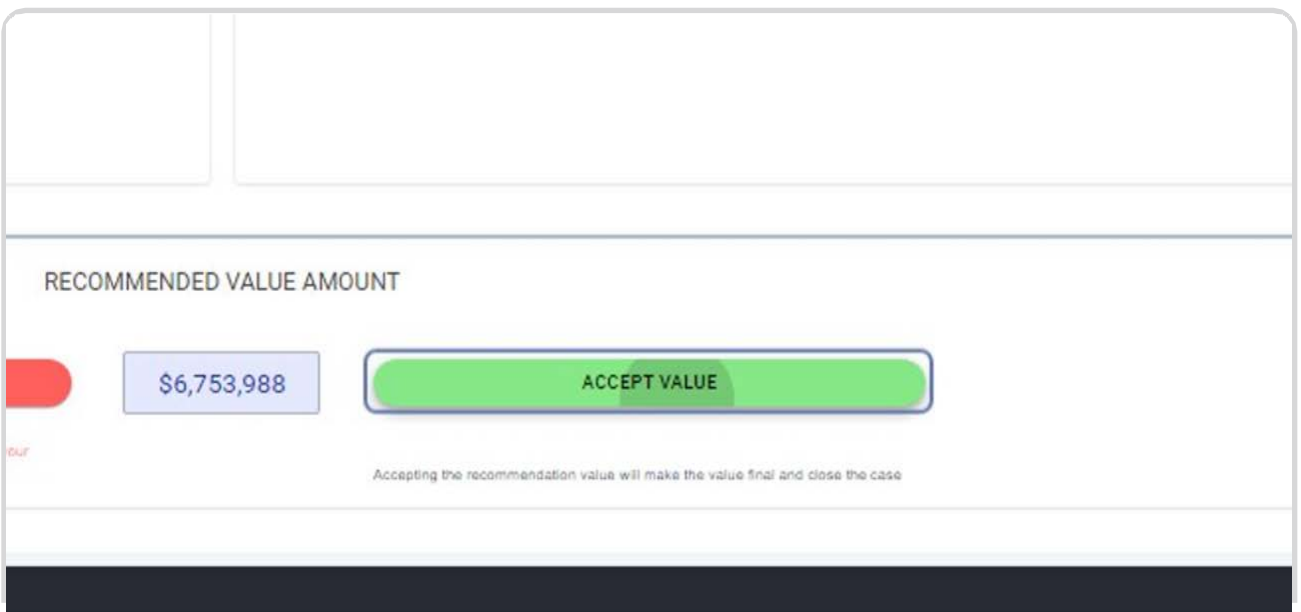
\* A rejection will still allow you to have a hearing with the ARB or withdraw your protest.

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

**ACCEPT WITH TOP-LINE AGREEMENT**

### STEP 6

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



RECOMMENDED VALUE AMOUNT

\$6,753,988

**ACCEPT VALUE**

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

## 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.*

ten (10) days. The Board is required to notify property owners or  
en (14) days in advance, and make certain information and

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

I DO NOT AGREE I AGREE

RECOMMENDED VALUE AMOUNT

