



BRAZORIA COUNTY APPRAISAL DISTRICT

Electronic (eFile) Protest Information

Beginning in 2011, some properties appraised by the Brazoria County Appraisal District (BCAD) will be eligible for electronic filing of a protest for excessive appraisal and/or unequal appraisal on residential property.

- If you choose to file your protest online, the following conditions must be met:
You received an Appraisal Notice with your PIN printed in the front top right section of the form.
Your PIN will be used as your signature, so do not share this with anyone else. Your PIN is case sensitive; enter it exactly as it appears.
- The reason for the protest must be:
 - Value is Over Market Value; and/or
 - Value is Unequal compared with other properties

Important eFile Information:

- eFile is only available to a limited group of eligible residential homestead properties.
- Properties represented by an authorized Tax Agent are **not** eligible to protest electronically.
- Should you reject the settlement offer you will automatically be scheduled for an informal meeting. You will receive your written Notice of Protest Meeting Letter via USPS mail with your scheduled date and time.
- If you choose to eFile your protest, please **DO NOT** mail or deliver a paper copy.

eFile allows you to:

- File your protest electronically.
- View comparable sales or other evidence electronically that the Chief Appraiser plans to present at the informal meeting.
- Receive a settlement offer to correct the appraisal district records by changing the value, or receive a notice from the appraisal district that no settlement offer will be made.
- Accept or reject a settlement offer made by the appraisal district.

Computer/Browser Requirements:

- A valid email address that BCAD will use to communicate with you regarding your protest. (Your email address will be kept confidential and will not be made available to any third parties.)
- Internet Explore 8 or higher or Mozilla Firefox 3.0.3 or higher. (IE 8 is recommended)
- Adobe Reader 8.0 or higher.

For questions regarding electronic protest please contact our office at (979)849-7792.

If you wish to proceed & eFile your protest, please see the back of this sheet for further information.

eFile Protest Instructions

Once the previously stated conditions & requirements are met, follow these steps to file your protest:

1. Visit the Brazoria CAD electronic protest website at: **efile.brazoriacad.org**
2. Click the “Register” button in the New User section.
3. Enter your Owner ID and PIN (found on the top right of our Appraisal Notice).
4. Complete the Website User Information section and follow the steps to complete your registration.
5. You will receive an email with a link to confirm your email address and register your account.
6. Once registered you may return to the site mentioned above and login to your online account.
7. After you have logged in you will see your Protest Summary. Click the “E-File Protest” button on the left. This will give you a list of eligible properties along with their eFile status.
8. Click the “E-File” button next to the property you wish to protest and follow the steps to submit your protest. After clicking “Create”, your protest will be sent to BCAD for processing.
9. You will receive an email that your protest has been submitted.

For more instructions, see the help section found on the eFile website (efile.brazoriacad.org). This can be accessed from any screen by clicking the “Help” button at the top right corner of page.

Once BCAD has reviewed your protest you will receive emails from BCAD when evidence (found under the Evidence and Letters tab) is ready for review and if/or when a settlement offer has been made. If a settlement offer has been made, you can then return to the website to review it and either accept or reject the offer made.

If you **accept** the settlement offer:

- Your value will be changed to the offer made for the property; and
- You will receive an email confirmation that you have accepted the offer; and
- Your protest will be closed as an “Agreed Settlement”.

If you **reject** the settlement offer:

- You must attend your scheduled Informal Protest Meeting at the date and time provided in the Notice of Protest Meeting letter that you receive via USPS mail.

If **no settlement offer** is made:

- The Notice of Protest Meeting letter that you receive via USPS mail will provide an informal meeting date and time.