



Electronic (eFile) Protest Information

Please be advised that the **EFILE PROCESS IS YOUR INFORMAL MEETING.**

Some properties appraised by the Brazoria County Appraisal District (BCAD) are 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:
 - 1) 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.
 - 2) The reason for the protest must be:
 - Value is Over Market Value; and/or
 - Value is Unequal compared with other properties

Important eFile Information:

- 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 a **formal hearing** before the appraisal review board. You will receive your written Notice of Protest Meeting Letter via USPS mail with your scheduled date and time.
- Should you choose to appear before the board by telephone conference call, then you must have indicated that on your eFile protest or file a written notice with the board not later than the 10th day before the date of your hearing. All evidence must be submitted by affidavit prior to your hearing. **NO EVIDENCE CAN BE GIVEN BY TELEPHONE.**
- If you choose to eFile your protest, please **DO NOT** mail or deliver a paper copy.

eFile allows you to:

- File your protest electronically.
- Upload evidence
- View comparable sales or other evidence electronically.
- 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.)
- OS: Windows 7: Internet Explorer 11.0.16 or Google Chrome 40.0.2214.111 or Safari 5.1.7 or Fire Fox 35.0.1
- OS: Windows 8: Internet Explorer 11.0.16 or Google Chrome 40.0.2214.111
- 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. Returning users should input their User Name and Password. If you have forgotten your username or password click the forgot your username or password link below the Sign In button. Then go to step 8.
3. For New Users Click the “Create New User” button next to the Login button.
4. Enter your Owner ID and PIN (found on the top right of our Appraisal Notice).
5. Complete the Website User Information section and follow the steps to complete your registration.
6. You will receive an email with a link to confirm your email address and register your account.
7. Once registered you may return to the site mentioned above and login to your online account.
8. 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.
9. 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.
10. You will receive an email that your protest has been submitted.
11. Return to the website and upload any evidence that you want to submit for consideration in your protest.

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:

- **A rejection will automatically schedule a formal hearing before the APPRAISAL REVIEW BOARD at the appraisal district’s office or as a telephone conference call if requested. At any time prior to your formal hearing you may come in and speak with an appraiser about your protest as a walk-in protestor. Failure to appear at this hearing will result in your protest being closed at notice value regardless of any settlement that was previously offered (per Texas Property Tax Code 25.22 or 25.23).**

If you **fail to respond** to the settlement offer:

- **If you do nothing by the close of business on the tenth (10th) day then a determination that you have rejected the offer will be made. This rejection will automatically schedule a formal hearing before the APPRAISAL REVIEW BOARD at the appraisal district’s office or as a telephone conference call if requested. At any time prior to your formal hearing you may come in and speak with an appraiser about your protest as a walk-in protestor. Failure to appear at this hearing will result in your protest being closed at notice value regardless of any settlement that was previously offered (per Texas Property Tax Code §25.22 or §25.23).**

If **no settlement offer** is made:

- If you accept this determination then your protest will be treated as an accepted offer as stated above.
- If you reject or fail to respond then a Notice of Protest Meeting letter will be sent via USPS mail and will provide an informal meeting date and time for you to attend an informal meeting at the appraisal district office.