

How to eFile a Protest

Step 1: Go to the website <http://efile.brazoriacad.org> and put in your Username and Password. If you do not have a user name and password then look at the document creating_efile_user.pdf which is located at: <https://www.brazoriacad.org/e-file.html>

Welcome to the Brazoria CAD E-Services Portal

Enter your login credentials below, then click login.

User Name:

Password:

Login

Create New User

Forgot Password

Forgot Username

Request PIN

Step 2: After pushing the online appeals button you will be at the Protest Summary screen like you see below. Click the green button on the right hand side of the screen which says “Click here to E-File”.

Protest Summary

Protest List 0

Click here to E-File

Custom View Protest View Evidence View

Select Columns...

Show 100 entries

Settle Selected Properties Withdraw Selected Properties Export Results for Selected Properties

Filter By Property ID List:

Filter By Hearing Date - Begin: End:

Search:

Property ID	Property Address	Protest ID	Year	Protest Status	Hearing Date	Hearing Location	Beginning Value	Opinion Of Value	Final Value	Settlement Offer?	Offer Amount	Withdraw	Property Search
No Protests have been filed. Click the E-File button to begin filing a protest.													

Showing 0 to 0 of 0 entries

Previous Next

Step 3: You will now see a list of the properties that are connected to your account. If you are missing any properties you can click the profile tab at the top and then manage pins in order to add any other owner accounts and pins that are associated to you. Click on the E-File blue button that is next to the property that you want to protest.

Electronic Protest Filing for 2020

Select the properties for which you wish to E-File.

Back to Protest Summary

Select Properties 1

Select Columns...

Show 100 entries

Search:

E-File Protest	Property ID	Geographic ID	Type	Neighborhood	Property Address	Owner Name	Appraised Value
E-File							

Showing 1 to 1 of 1 entries

Previous 1 Next

Back to Protest Summary E-File Selected Properties

Step 4: Here you will need to answer the questions that are asked. If you have a lot of comments to add to the comment box it is recommended that you type them out in a word document or text document before protesting so that you will not get timed out and disconnected from the website. Once you have answered all the questions and entered the information that you need then click the submit button (you are not done yet though).

E-File Protest Information

Enter information below for the protest(s). You will be able to view a list of protests after clicking the Submit button below.

I would like to request a copy of the evidence which will be used in the hearing.

Select Evidence Delivery Method:

Comments:
(1024 characters
maximum)

Daytime Phone:

XXX-XXX-XXXX

Evening Phone:

XXX-XXX-XXXX



Submit

Cancel

Step 5: Here you will need to input your opinion of value for your property and your protest reasons. Once you hit submit on this page your protest will be setup in about 30 minutes. After the setup time has passed then log back into the website and upload your evidence which will be covered in the next step.

Create Protest

Please verify the information you have entered and click "Submit" to submit your protest(s) or click the Edit button to make changes.
Protest(s) with a reason in the 'Non-Filing Note' column will not be submitted. The records will be displayed for your confirmation on the next page.

Property ID	Owner Name	Property Address	Evidence Requested	Evidence Delivery Method	Opinion of Value	Protest Reasons	Non-Filing Note
					<input type="text"/>	<input type="text"/>	<input type="text"/>



Step 6: After about 30 minutes you can log back into the system to upload your evidence. When you first log back in you will be at the Protest Summary screen. On the left side of the screen you will see three tabs that look like the picture below. Select the Evidence View Tab.

Protest List 1

Select Columns...

Show entries

Property ID Proj

Step 7: On the far right side of the screen you will see a blue upload button which looks like the picture below. Click this button.



Step 8: Click the Choose File button and choose the file you wish to upload. Once you have chosen the file and click open the blue upload button will no longer be greyed out. Click the blue upload button and your file will be uploaded. Once the file is uploaded you will be able to see it in the space below the upload button.

If you wish to submit evidence for this case, please
submit your file to the appraisal district.

File: No file chosen



NOTE: Submitted files are limited to 10