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".

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.

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.

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.

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.

Date ↓↑   Upload   Property

         Upload   Details

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 ca
submit your file to the appraisal district.

File: Choose File No file chosen

Upload

NOTE: Submitted files are limited to 10