Online Appeals Instructions

Please read the following before proceeding.

**** DO NOT LOSE OR DISCARD YOUR APPRAISAL NOTICE ****

• All information regarding your Online Protest is found by logging into your Online Protest Account.
• You must have your Online Protest ID and Property ID found on your current Appraisal Notice.
• The Online Protest ID changes every year so your previous years Appraisal Notice will not work.
• If you have filed your protest and want to check on the status you must log into your Online Protest Account.
• If you would like to accept/deny an Online Protest offer you must log into your Online Protest account.
• If you would like to send additional information or documentation you must log into your Online Protest account.

What to do if you have lost or discarded your Appraisal Notice?

– For security reasons we will not provide this information over the phone or by email.
– Call 936-756-3354 and we will send a copy of your Appraisal Notice in the mail to the address on file.
Online Appeals Instructions

- Only selected properties have the ability to protest online.
- These properties will have an online protest id included on the Notice of Appraised Value.
Online Appeals Instructions

Go to www.mcad-tx.org
Online Appeals Instructions

Click on the button “RECORDS”
Online Appeals Instructions

Click on “Use this button to access all RECORDS”
Online Appeals Instructions

Click on “Property ID Search”

Enter Property ID Found on Notice of Appraised Value
Online Appeals Instructions

Location of Property ID on Notice

Select Property You Are Filing an Appeal
Online Appeals Instructions

Click on the Online Appeals Icon

The Icon will look like a yard sign.

![Montgomery Central Appraisal District](image)

<table>
<thead>
<tr>
<th>Owner Information</th>
<th>Property Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner ID: 00166483</td>
<td>931001, 101001</td>
</tr>
<tr>
<td>Owner Name: UNKNOWN</td>
<td>931001, 101001</td>
</tr>
<tr>
<td>Owner Address: UNKNOWN</td>
<td>931001, 101001</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parcel Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal Description: PC STREET CLASS, BLOCK 1, LOT 2</td>
<td></td>
</tr>
<tr>
<td>Neighborhood: 0604-7400-4455/Walden Sec 1</td>
<td></td>
</tr>
<tr>
<td>Acreage: 95.36</td>
<td></td>
</tr>
<tr>
<td>Cross Reference:</td>
<td></td>
</tr>
<tr>
<td>Underlying Interest:</td>
<td></td>
</tr>
<tr>
<td>Exemption Codes:</td>
<td></td>
</tr>
<tr>
<td>Deed Type:</td>
<td></td>
</tr>
<tr>
<td>DEED BOOK:</td>
<td></td>
</tr>
<tr>
<td>Deed Page:</td>
<td></td>
</tr>
<tr>
<td>Map Page:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Values Breakdown</th>
<th>2012 Preliminary Value</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Land H/D:</td>
<td>$225,900 +</td>
<td></td>
</tr>
<tr>
<td>Land M/H:</td>
<td>$0 +</td>
<td></td>
</tr>
<tr>
<td>Improvement H:</td>
<td>$516,400 +</td>
<td></td>
</tr>
<tr>
<td>Improvement M/H:</td>
<td>$0 +</td>
<td></td>
</tr>
<tr>
<td>Ag/Hom:</td>
<td>$0 +</td>
<td></td>
</tr>
<tr>
<td>Timber/Forest:</td>
<td>$0 +</td>
<td></td>
</tr>
<tr>
<td>Tiemtuse:</td>
<td>$2 +</td>
<td></td>
</tr>
</tbody>
</table>

| Assessed | $2,322,900 |  |
Online Appeals Instructions

Welcome to the Online Appeal screen
Online Appeals Instructions

The information required to access your Online Appeal account is printed on your current Appraisal Notice.

Please do not lose or discard your Appraisal Notice.
Online Appeals Instructions

On the Online Protest login page enter the property ID and the Online Protest ID in the fields below.

This is NOT a Tax Bill
NOTICE OF APPRAISED VALUE
Date: April 25, 2011

Property ID: R000000
Street Address: DBA:
Property Description:

Online Protest ID: 2000000000

Login

Quick Ref

Online Protest ID:

This is NOT a Tax Bill
NOTICE OF APPRAISED VALUE
Date: April 25, 2011

Property ID: R000000
Street Address: DBA:
Property Description:

Online Protest ID: 2000000000

Login

Quick Ref ID

Online Protest:
Online Appeals Instructions

Enter the captcha characters.
If you are unable to read the letters you can-
• Click the “Refresh Image” to shuffle the same letters
• Click the “Generate New Code” for a new set of letters
Online Appeals Instructions

You have successfully logged into your account on the Montgomery Central Appraisal District Online Appeals Website. Click on the “Click here to continue.”
Online Appeals Instructions

If no email address exist in your account you will be prompted to add a valid email address.
Online Appeals Instructions

You are now logged into your property information page.
Online Appeals Instructions

Click on the link, “Click here to file an Online Protest.”
Online Appeals Instructions

You are now ready to fill out the Online Protest Form.
Online Appeals Instructions

Important Notice

- For security reasons the form will expire after 5 minutes.
- If you have information that you want to submit that will exceed this time limit you have 2 options.
  1. You can type the information in a Word document on your desktop, then copy and paste the information in the form.
  2. You can attach the document and any additional documentation after the form has been submitted.
Online Appeals Instructions

Select the reasons you are protesting. If you are protesting for other reasons not listed here you must file your protest in writing. Please do not file a written appeal and an online appeal.

Provide any facts you may have for your protest

You are required to provide an estimate of your property’s value to submit an online protest

Enter the name of the person submitting the protest

Click the “Review Online Protest” button
Click “OK” to review the information prior to submitting Online Protest Form

Click “OK” to confirm the information prior to submitting Online Protest Form
Online Appeals Instructions

Once your Online Protest is submitted a confirmation email is sent to the email address on file within the next 24 – 48 hrs.

Important: Montgomery CAD cannot guarantee delivery of every email sent. To assist in making sure your email arrives to you please make sure to add mcad-tx.org as a safe sender to any email filters you have in place.
Online Appeals Instructions

From the Online Protest Home Page you can:

- View the status history
- Add additional documents or information
- Cancel your protest
- Review your latest status
Online Appeals Instructions
To upload a document from the Online Protest Homepage

Click on the link “Upload Document”

Click on the link “Upload New Document”

Browse to the file location on your computer.
• Maximum size limit of 1MB
• Limited file types accepted
Online Appeals Instructions

• Once a District Appraiser has reviewed your protest you will receive an email stating a settlement offer is available. Please allow 24 hrs before logging into your account to allow our website to update.

• You have 2 options once you log on to review the settlement offer from the District.
  1. Accept the settlement offer and finalize your protest.
  2. Reject the settlement offer. If you reject the offer you will be scheduled to appear before the Appraisal Review Board. A notice will be mailed to you via USPS stating a date and time to appear.