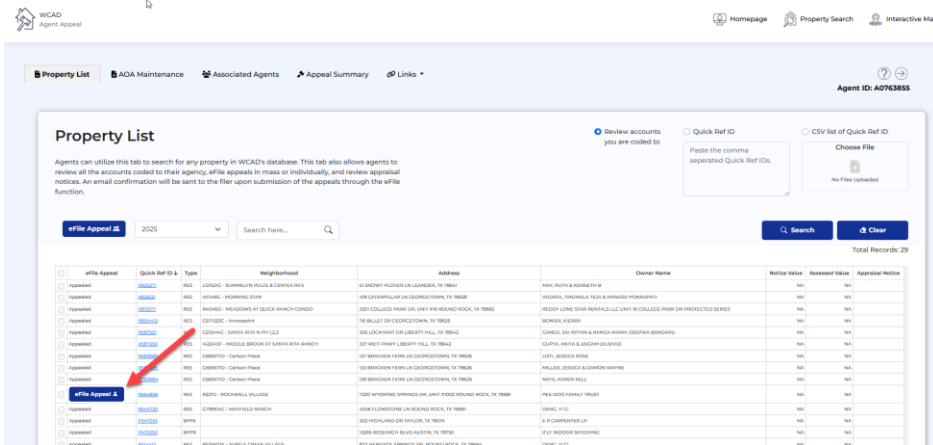


Filing an Individual Appeal using the Agent Portal

1. Select the eFile Appeal button next to the account you wish to appeal.



2. Fill out the appeal form and click Submit

The 'eFile Appeal' form contains the following information:

- Company Name:** test
- Agent's Name:** WCAD Test, **Telephone Number:** (512) 111-1111
- Email Address:** agentportal@wcad.org
- Reasons for Appeal:**
 - AD - AG DENIAL PROTEST
 - AR - AG ROLLBACK PROTEST
 - BC - BUSINESS CLOSED
 - CBL - CIRCUIT BREAKER LIMITATION 23.231
 - EX - EXEMPTION DENIAL PROTEST
 - MKT - MARKET VALUE PROTEST
 - MKTAG - LAND MARKET VALUE UNDER AG PROTEST
 - MKTUE - MARKET AND UNEQUAL VALUE PROTEST
- Hearing Type:** Do you request the district's evidence in accordance with Tax Code 41.461?
 - Yes
 - No
- Appeals being e-filed by:** WCAD Test, **Today's Date:** 03/06/2025

3. You will then see the account has been appealed on the Property List Page

	eFile Appeal	Quick Ref ID ↓	Type	Neighborhood	
<input type="checkbox"/>	Appealed	R625271	RES	L121521G - SUMMELYN PULTE & CENTEX R4S	51
<input type="checkbox"/>	Appealed	R62521	RES	147146C - MORNING STAR	101
<input type="checkbox"/>	Appealed	R612071	RES	R60460 - MEADOWS AT QUICK RANCH CONDO	32
<input type="checkbox"/>	Appealed	R604413	RES	G571320C - Arrowpoint	114
<input type="checkbox"/>	Appealed	R597501	RES	G212414C - SANTA RITA N PH 1,2,3	30
<input type="checkbox"/>	Appealed	R597350	RES	1422413F - MIDDLE BROOK AT SANTA RITA RANCH	33
<input type="checkbox"/>	Appealed	R592686	RES	G56937D - Carlson Place	13:
<input type="checkbox"/>	Appealed	R592685	RES	G56937D - Carlson Place	13:
<input type="checkbox"/>	Appealed	R592684	RES	G56937D - Carlson Place	12:
<input type="checkbox"/>	Appealed	R554826	RES	R2210 - ROCKWELL VILLAGE	72

Filing an Appeal on multiple Accounts

Option 1: Selecting accounts from Property List provided

1. Select accounts from Property List, then click eFile Appeal at the top of the page

The screenshot shows the 'Property List' interface. At the top, there are navigation tabs: 'Property List', 'ADA Maintenance', 'Associated Agents', 'Appeal Summary', and 'Links'. The 'Property List' tab is active. Below the tabs, there is a search bar with a dropdown menu set to '2025' and a search button. To the right, there are options for 'Review accounts you are coded to', 'Quick Ref ID', and 'CSV list of Quick Ref ID'. A 'Choose File' button is also present. The main area contains a table with columns: 'eFile Appeal', 'Quick Ref ID', 'Type', 'Neighborhood', 'Address', 'Owner Name', 'Notice Value', 'Assessed Value', and 'Appeal Notice'. The table lists various properties with their respective details. A red arrow points to the 'eFile Appeal' button at the top left of the table. Another red arrow points to the 'eFile Appeal A' button at the bottom of the table, which is highlighted in blue.

2. Fill out the appeal form and click Submit

The screenshot shows the 'eFile Appeal' form. The form is titled 'eFile Appeal' and has a close button (X) in the top right corner. The form contains the following fields and options:

- Company Name:** test
- Agent's Name:** WCAD Test
- Telephone Number:** (512) 111-1111
- Email Address:** agentportal@wcad.org
- Reasons for Appeal:**
 - AD - AG DENIAL PROTEST
 - AR - AG ROLLBACK PROTEST
 - BC - BUSINESS CLOSED
 - CBL - CIRCUIT BREAKER LIMITATION 23.231
 - EX - EXEMPTION DENIAL PROTEST
 - MKT - MARKET VALUE PROTEST
 - MKTAG - LAND MARKET VALUE UNDER AG PROTEST
 - MKTUE - MARKET AND UNEQUAL VALUE PROTEST
- Hearing Type:**
- Do you request the district's evidence in accordance with Tax Code 41.461?**
 - Yes
 - No
- Appeals being e-filed by:** WCAD Test
- Today's Date:** 03/06/2025

Option 2: Use a CSV List or List of QuickRef IDs

1. Enter QuickRef IDs OR Upload a CSV list of QuickRef IDs and select **Search**
 - a. This option will allow you to search for properties where you may not be coded as the Agent but you wish to file an appeal and show you appeals you have already appealed.

The screenshot shows the 'Property List' interface. At the top, there are navigation tabs: 'Property List', 'ACA Maintenance', 'Associated Agents', 'Appeal Summary', and 'Links'. The user is logged in as 'Agent ID: A0763855'. Below the navigation, there are three radio buttons: 'Review accounts you are coded to', 'Quick Ref ID', and 'CSV list of Quick Ref ID'. The 'Quick Ref ID' option is selected. A search box contains '2025' and a 'Search here...' field. A 'Search' button is visible. Below the search area is a table with 8 records. The table columns are: eFile Appeal, Quick Ref ID, Type, Neighborhood, Address, Owner Name, Notice Value, Assessed Value, and Appraisal Notice. The table shows various properties with their respective details.

eFile Appeal	Quick Ref ID	Type	Neighborhood	Address	Owner Name	Notice Value	Assessed Value	Appraisal Notice
Appealed	854702	RES	INLAND - HEADQUARTERS AT QUICK BANCH COMBO	8201 COLLEGE PARK DR UNIT #16 ROUND ROCK, TX 78681	BREDDY-LINE STAR RENTALS LLC UNIT #16 COLLEGE PARK DR PROTECTED 88865	NA	NA	NA
Appealed	854703	RES	INLAND - HEADQUARTERS AT QUICK BANCH COMBO	8201 COLLEGE PARK DR UNIT #16 ROUND ROCK, TX 78681	QUINTA, ANITA & SAGAH DILRAB	NA	NA	NA
Appealed	854704	RES	CTREX - HARTFIELD BANCH	4336 FLOVATHONE LN ROUND ROCK, TX 78681	CDING YI D	NA	NA	NA
Appealed	854705	RES	CTREX - HARTFIELD BANCH	4336 FLOVATHONE LN ROUND ROCK, TX 78681	BROOKLAWN UNIT 200A L P	NA	NA	NA
Appealed	854706	RES	CTREX - HARTFIELD BANCH	4336 FLOVATHONE LN ROUND ROCK, TX 78681	CHANG, HONGWEI & DENISE LINA HENCHULE	NA	NA	NA
eFile Appeal	854707	RES	CTREX - HARTFIELD BANCH	4336 FLOVATHONE LN ROUND ROCK, TX 78681	HENDERSON, CHRISTOPHER B & TALI A	NA	NA	NA
eFile Appeal	854708	RES	CTREX - HARTFIELD BANCH	4336 FLOVATHONE LN ROUND ROCK, TX 78681	HELLER, HEATHER WELCH	NA	NA	NA
eFile Appeal	854709	RES	CTREX - HARTFIELD BANCH	4336 FLOVATHONE LN ROUND ROCK, TX 78681	RILEY, ROBERT C & AUDREY	NA	NA	NA

This screenshot shows a zoomed-in view of the 'Property List' search interface. The 'Quick Ref ID' option is selected, and the 'CSV list of Quick Ref ID' option is also visible. A text box prompts the user to 'Paste the comma separated Quick Ref IDs.' A 'Choose File' button is present, with a 'Book.Lcsv' file selected. A 'Search' button and a 'Clear' button are also visible. Below the search area, a table shows the results for the search. The table columns are: eFile Appeal, Quick Ref ID, and a status column. The table shows several rows of results, including one row with the status 'Not Coded'.

eFile Appeal	Quick Ref ID	Status
Appealed	854702	1
Appealed	854703	1
Appealed	854704	1
Appealed	854705	1
Appealed	854706	1
eFile Appeal	854707	1
eFile Appeal	854708	1
eFile Appeal	854709	1
eFile Appeal	854710	1

2. Select accounts from Property List, then click **eFile Appeal** at the top of the page
3. Fill out the appeal form and click **Submit**