

Angelina County Appraisal District

Electronic (eFile) Protest Instructions

Once the previously stated conditions and requirements are met, follow these steps to file your protest:

1. Visit the Angelina CAD electronic protest website at:
2. Click the “Register” button in the New User section.
3. Enter your Owner ID and PIN (found on the top right of our Appraisal Notice).
4. Complete the Website User Information section and follow the steps to complete your registration.
5. You will receive an email with a link to confirm your email address and register your account.
6. Once registered you may return to the site mentioned above and login to your online account.
7. After you have logged in you will see our 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.
8. 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 ACAD for processing.
9. You will receive an email that your protest has been submitted.

For more instructions, see the Help section found on the eFile website (<https://portal.trueautomation.com/2>). This can be accessed from any screen by clicking the “Help” button at the top right corner of the page.

Once ACAD has reviewed your protest, you will receive emails from ACAD 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 wither accept or reject the offer made.

If you **accept** the settlement offer:

- Your value will be change to the offer made for that property; and
- You will receive an email confirmation that you have accepted to offer; and
- Your protest will be closed as an “Agreed Settlement” and your formal hearing will be canceled.

If you **reject** the settlement offer:

- You must attend your scheduled formal Protest Hearing with the Appraisal Review Board at the date and time provided in the Notice of Protest Hearing letter that you receive via USPS mail.

If **no settlement offer** is made:

- The Notice of Protest Hearing letter that you receive via USPS mail will provide a formal hearing date and time.