

Taxpayer Portal – Navigating the Communication Menu

Objective: To effectively manage communication within the Taxpayer Portal, including viewing documents and email logs, as well as signing up for electronic communication

Key Steps

- Log into the Taxpayer Portal.
- Click on the Communication menu in the top left corner.
- Navigate to the Communication Log page.
- View documents under the Documents tab, which includes information such as date, property ID, filename, and the option to open and view downloaded files.
- Check the email log for a history of communication from online products used by the appraisal district.
- Utilize filters at the top to narrow down search results by property ID or date.
- Access the sign-up link for electronic communication to complete electronic communication requests for the appraisal district.

Link to Loom

<https://www.loom.com/share/e4ab60f4cef84655b96620dc3b4fcb05?src=composer>