

## **How to upload evidence for your appeal**

### **1. Accessing the Online Portal**

- Log in to the online portal where you submitted your appeal.
- Locate the property ID for which you want to add additional evidence.

### **2. Navigating to the Appeal Detail Page**

- Click on “View File” under the Online Appeals column for the specific property
- This action will open the Appeal Detail page related to your online protest.

### **3. Uploading Evidence**

- On the Appeal Detail page, find the “Upload Evidence Files” button.
- Click on this button to initiate the upload process.

### **4. Selecting and Uploading Files**

- A pop-up will display acceptable file formats and sizes.
- Choose the files you want to upload from your computer.
- You can select multiple files and delete any incorrect ones.
- Click the upload button to upload the selected files.

### **5. Confirming Upload**

- Once the upload is complete, a “done” message will appear.
- You can now return to your appeal and view the uploaded files.

### **6. Reviewing Uploaded Files**

- In the appeal summary page, you can see the file size of the uploaded evidence.
- You can manage, download, and view the files you uploaded.
- Taxpayer evidence files and any evidence from the appraisal district will be displayed in this section.

### **Link to Loom**

<https://www.loom.com/share/f97798d8e4924bf2a1a6b322a53143fb?src=composer>