

# How to Add Evidence to Your Appeal

Under the Find Your Appeal tab on the BOE website, click Search by Account Number.



Be sure you are in the Find You Appeal tab. Enter your Account No. (usually starts with an R) and click Submit.

A screenshot of the BOE Appeal Status page. At the top, there is a dark blue navigation bar with "Home" and "BOE Appeal Status" tabs. The "BOE Appeal Status" tab is circled in red. Below the navigation bar, the text "DEV ENVIRONMENT" is displayed in red. The main heading is "BOE Appeal Status". Below this, there is a prompt: "Please enter your account number preceded by the appropriate letter:". This is followed by three options: "R - Real property (residential, business)", "P - Personal property", and "M - Mobile home". Below these options are examples: "Examples: R1234567, P1234567, M1234567". There is an input field labeled "Account No:" and a "Submit" button. A large blue arrow points from the right towards the "Account No:" input field.

Your account will appear. If you have previously submitted evidence, the titles will appear under Current Attachments. It will be blank if no previous evidence had been submitted.

To add documents, click the Upload File(s). **Please be aware that once you submit a file, you may not delete or exchange your documents.** You may submit a total of five (5) documents. If the Upload File(s) button is light gray or missing, you have already reached your document limit, or it is past the deadline to submit evidence (evidence must be submitted at least three (3) business days prior to your hearing).

Home BOE Appeal Status

### COUNTY BOE APPEAL STATUS FOR ACCOUNTNo: R##### This will show your account number.

Your report will be available two (2) days prior to your scheduled hearing. This report is provided from the Assessor's Office. If you do not see a Hearing Date and time, you have not been scheduled yet. Please be patient as the BOE works to process and schedule all appeals.

[Assessor Office Report](#)

Petitioner Uploaded Documents

**Current Attachments: 1**  
R##### My Property Comps Your evidence titles will appear here. Click Upload File(s) button below to add additional files.

**Additional File Upload**

You may attach documentation to this appeal. Click Select button to upload documents. Only files in PDF format are accepted. Only five (5) documents may be uploaded. All the attachments may add up to 20 MB total in size. Documents may not be deleted or exchanged once uploaded. Evidence must be uploaded by petitioner. Evidence must be uploaded at least three (3) business days prior to your scheduled hearing. Evidence shall not be mailed, emailed, or delivered in any manner to the County.

**The total maximum number of files that you may upload for your appeal is 5.**  
**You have 4 left to upload.**

BOE Appeal Inputs and Status

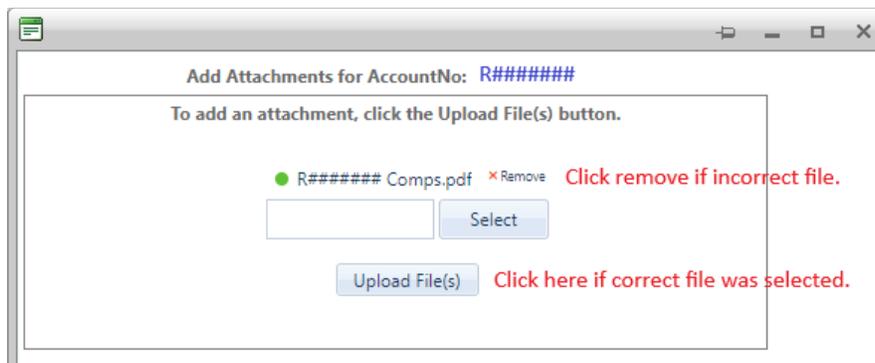
AccountNo	R0616432
Tax Year	2024
Appeal Status	Scheduled
Hearing Date	09/25/2024 at 2:00 PM

Click Select to upload file(s). This will open the files on your computer. Select which file(s) you wish to submit for your hearing. It is suggested to upload one file at a time to be certain the correct files are submitted. **Once submitted you may not delete or exchange files.**

Add Attachments for AccountNo: R#####

To add an attachment, click the Upload File(s) button.

Review the file name on which you clicked. If you accidentally chose an incorrect file, you may click Remove. If it is the file you wish to submit, click Upload File(s) to add the file as evidence for your appeal. Repeat process if you have more files to submit as evidence for your appeal.



### Submission of Evidence:

- Evidence must be submitted at least three (3) business days prior to your scheduled hearing using the BOE online system.
- Evidence must be in PDF format only.
- Only 5 documents may be uploaded.
- Documents may not be deleted or exchanged once uploaded.
- Evidence previously submitted to the Assessor's Office during your initial protest is not received by the BOE.
- Evidence you submit will be available to the hearing officer(s) and will also be provided to the Assessor's representative assigned to your property.