

## FREQUENTLY ASKED QUESTIONS FOR ELECTRONICALLY FILING

1. If I file my appeal electronically will I receive a reply that my appeal was received?
  - a. Yes, you will receive an email reply that the appeal was received. The replies are sent manually. We try to response as soon as they are received but may take a couple of hours. If the appeal is sent late in the day you may not get a response until the next morning.
  
2. I click the submit button but nothing happens. Was my appeal sent?
  - a. Different system work differently but we have found that we for best results you should save the appeal to your hard drive and then attach the PDF file to an email. You may also attach any additional evidence that you may have.
  
3. I have JPEG files of my subject and comparables. Should I included them with my appeal?
  - a. Yes, it will give the Board an idea of how the subject compares to the comparables. Also when including files such as JPEG's make sure that the Parcel Number and Comp Numbers are on the photos.
  
4. I have filed my appeal electronically requesting a hearing before the Board of Review. How will I be notified of the date and time for my hearing?
  - a. If you have requested a hearing you will receive a Notice of Hearing by US Postal Service approximately two weeks before your hearing date.