

Creating an Appeal in the Portal:

- **Step A:** Log in to your account.
- **Step B:** Click “Create an Appeal”.
- **Step C:** Click through the application screens and complete steps 1 through 8.
 - **Portal will not let you advance to the next step until all required fields are completed.**
 - **If you would like to authorize an agent to act on your behalf for this application, you MUST enter your agent’s information on Step 2 AND attach an Agent Authorization form. You will be prompted to attach this document during the DocuSign certification process (Step 9).**
 - **If you choose to request written Findings of Fact (Step 7), you will be subject to a production fee. The current Findings of Fact cost is a \$500 Deposit + \$250 hourly rate as needed to produce the document. This fee will not be collected upon filing your application but must be collected during your hearing before the Board for the document to be produced.**
- **Step D:** When you are satisfied with your responses and are ready to submit your application, please click the “Send in application now!” button located on the Step 9 screen.
- **Step E:** You will be routed to a secure DocuSign session where you will upload required documents and certify your application. After completing the DocuSign certification process, please click “Finish”.
 - **If your agent has not provided an Agent Authorization form, please use the SCC Agent Authorization form available as a fillable PDF below.**
 - **For appeals that require a copy of the relevant notice, you will be prompted to upload the document in this step.**
- **Step F:** After certifying your application, you will then be routed to a secure website terminal to complete the application fee payment process. There is a \$50.00 per application non-refundable processing fee, as well as a \$2.00 service charge for payment by credit card. After processing your payment, please click “Done”.
- **Step G:** You have completed the online application submission process and will be routed back to the Assessment Appeals Application Portal. Here you can access your receipt, review your submitted application, and view its status as you move through the appeal process.

For substantive assistance with completing your application, please refer to the Application Instructions (available as a PDF below). For technical assistance with this portal, please contact the Clerk of the Board at (831) 454 – 2323 or by email at AssessmentAppeals@santacruzcounty.us.