

**THE PROTEST DEADLINE FOR MOST ONLINE  
APPEALS HAS PASSED. IF YOU HAVE QUESTIONS  
PLEASE CALL 806-762-5000 EXT. 2**

**How to Protest Online**

Online protests can be filed if the property is your residence homestead. If you choose to come in to the Lubbock Central Appraisal District and/or send in your protest by mail, you will not be able to protest online.

**Step 1:** Log on to [www.lubbockcad.org](http://www.lubbockcad.org)

- Click on the bullet named 'Owner QuickRef ID Search'
- Enter the Quickref # from your Notice of Appraised Value (i.e. R123456).

**Step 2:** Click on the link provided  in the Property Detail Screen to protest your value online.

- If you have more than one property that you wish to protest, you must submit an online protest for each account separately for the protest to be considered valid.
- Enter your QuickRef# and your Online Protest ID# in the fields provided. The QuickRef # can be found in the box in the upper right hand corner of the notice. The Online Protest ID# can be found in the box in the lower right hand corner of the notice.
- Type in the system generated security code to proceed to logging in. The Online Protest ID# will start with 20xxxxxxxx.

**Step 3:** Once your account information is displayed on the screen, please verify that the information you are viewing is in fact for the account you wish to protest.

- Click on the link that states “Click here to file an online protest”
- If this is your first online protest, you must type in a valid email address to continue your online protest. (Please note: the email address you provide must be valid in order for an appraiser from the CAD to successfully contact you.)
- After you have successfully entered your email address click on the Online Protest Home link to the left. You will be taken back to the “Online Protest Home” screen to restart the process by clicking the provided link, once again, to file an online protest.

**Step 4:** You should now be on the screen named “File an Online Protest”

- Step 1- Please verify that the information provided is correct for the account you are protesting.
- Step 2- Please select the reason as to why you are protesting.
- Step 3- Please state the facts related to the protest on this account and give your opinion of the value.

**NOTE: For security reasons the Online Protest Form screen has a timeout feature. If you are entering a large amount of information the form will timeout and will lose any information you have entered.**

If you are entering a large amount of data for review you have two choices:

Choice 1. Type the data in a separate document and copy and paste the data in the form

Choice 2. Type the data in a separate document and after you submit the form, you will have the option to add the document and any other documents to your protest.

- Please verify the name of the person submitting the online protest in the space provided.
- Once all information is entered click “Review Online Protest” to verify the information is correct.
- Confirm all the information is correct and click "Ok".

**NOTE: It is at this screen we suggest you print the form prior to clicking the "Submit Online Protest". Once the form is submitted you will not have access to the form to reprint what you have submitted.**

- Click “Submit Online Protest” to officially submit your protest.
- A confirmation email will be sent to the email address indicated on the account. Please print and save a copy of the verification email you will receive as proof of your submission.

NOTE: Please add [no-reply@lubbockcad.org](mailto:no-reply@lubbockcad.org) to any email blocklist

Congratulations! You have completed the online protest process.

You will be contacted by a Lubbock Central Appraisal District Appraiser regarding your protest through the email address you previously provided. Please allow some time as we are working to fulfill your request as quickly as possible.

If for any reason you decide to cancel your online protest, please be aware that you will forfeit your online protesting right for the current tax year and will either need to come in personally to protest or submit your protest by mail by the deadline given on your Notice of Appraised Value.