Tax Agent Registration Program

How to Register as Tax Agent/Attorney

Pursuant to Los Angeles County Code 2.165, all persons who are defined as a “Tax Agent” are required to register annually with the County of Los Angeles. For more information on tax agent definition and on Tax Agent Registration Program, please visit the Assessment Appeals Board website at: http://bos.lacounty.gov/Services/Assessment-Appeals/Tax-Agent-Registration.

1.) Go to online filing portal at https://lacaab.lacounty.gov/.

2.) Located on the left navigation panel, click on “Tax Agent Registration”.

3.) On the verification page, enter the code as shown on the image box in the text box provided, and then click on “Verify Code”. (Note: Characters are case-sensitive.)

4.) Click to select the appropriate user type.

PART I - TAX AGENT INFORMATION
* Items marked with a red (*) are required

Note: The contact and email information entered on this form will be used to create your Tax Agent online account profile. The information will also appear on any Application for Changed Assessment filed online through your Tax Agent online account.

User Type Information:
* User Type:  @ Agent  ◯ Attorney

QUICK TIP
If you are having trouble reading the code from the image box, click on the “Generate New Image” link to get a new code.
5.) Click on the drop down list and select your agency or firm name. If you are not affiliated with any agency or firm, select “No Agency”.

6.) If your agency or firm’s name is not listed on the drop down list, click on “here” link to print the “Request to Add Agency or Firm” form. Once completed, submit the form to Tax Agent Enforcement Unit via mail or email. Your agency or firm’s information will be available no later than 48 hours upon receipt of the form.

7.) Enter the contact information where you would like to receive any correspondence or notices. (Note: All fields with an asterisk (*) are required.)

8.) Enter your login account information. Your email address will be your user name to login to the online portal.

9.) Click on “Password” Reminder Question” drop down list and select your reminder question. Enter your password reminder answer, and then click on “Continue”.

Click on the drop down list and select your agency or firm.

Click on “here” link to print the “Request to Add Agency or Firm” form.

If your agency or firm’s name is not listed, click on this link to print the “Request to Add Agency or Firm” form.
8.) Verify that the information you entered is correct. If yes, click on “Continue”.

Click on “Previous” to return to the previous page.

Click on “Continue” if the information you entered is correct.

9.) Read the “Duties and Prohibitions” statements and click on “Continue” to acknowledge and accept the terms of this agreement.

Click on the box to acknowledge and accept the terms of the agreement.

Click on “Continue”.

10.) Read the “Member Account, Password, and Security” policy and click on “Continue” to acknowledge and accept the terms of this agreement.

Click on the box to acknowledge and accept the terms of the agreement.

Click on “Continue”.

11.) Your registration is almost complete. Please have a valid debit or credit card ready and click on “Proceed with Payment”.

Click on “Proceed with Payment”.

*Please have your debit or credit card ready before proceeding.
COUNTY OF LOS ANGELES
ASSESSMENT APPEALS BOARD

Kenneth Hahn Hall of Administration  |  500 W Temple Street Room B4  |  Los Angeles, California 90012
Phone: (213) 974-1462  |  Fax: (213) 626-1741  |  Email: TaxAgentRegistration@bos.lacounty.gov

12.) Review the information listed on the “Payment Verification” page. Click on “Continue” to proceed with registration fee payment.

![Payment Verification](image)

A service fee will be added to your total payment.

Click on “Continue” to proceed with registration fee payment.

13.) On the “Payment Entry” page, enter your valid credit or debit card information, and then enter your billing information. Once completed, click on “Continue”.

![Payment Entry](image)

Click on “Continue”.

14.) Read the “Terms of Payment” and click on the acknowledgement box. Now, click on “Continue”.

15.) The payment confirmation page will be displayed. Review and verify the information and click on “Process Payment”.

16.) An online receipt will be displayed to confirm payment of your registration fee. You may print this page for your records and click on “Finish”.

**Note:** Once payment is processed, you will receive an email confirmation regarding your payment and completion of annual registration renewal.)