



## 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](mailto:TaxAgentRegistration@bos.lacounty.gov)

# 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”.

- Tax Agent Login
- Tax Agent Registration**
- List of Tax Agents
- Forms
- Technical Questions
- Contact Us
- Related Departments

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.)

696BQ  
Generate New Image

696BQ Type the code from the image

Verify Code

Click on “Verify Code” after entering the code in the text box provided.



### 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.

- 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

Click to select the appropriate user type.



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- 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.

\* Select your Agency or Firm Name (if applicable)

If your agency or firm's name is not listed, click on this link to print the "Request to Add Agency or Firm" form. [here](#) for instructions to add an Agency or Firm.

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

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

**Contact Information:**

\* First Name:  MI:  \* Last Name:

\* Address 1:  \* Daytime Phone:  Ext:

Suite/Unit/FL:  Alternate Phone:  Ext:

\* City:  Fax Number:

State:

\* Zip Code:

- 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".

**PART II - CREATE LOGIN ACCOUNT**

**Login Information:**

\* Login E-mail Address:

\* Confirm Login E-mail Address:

\* Password Reminder Question:

\* Password Reminder Answer:

Click on "Continue" after entering your login email address and password reminder question and answer.



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8.) Verify that the information you entered is correct. If yes, click on “Continue”.

Verification

Please verify that the information you entered is correct below:

**Agency or Firm:** --No Agency--  
**Tax Agent Name:** John Doe  
**Mailing Address:** 12345 Street Way Los Angeles, CA 90012  
**Day Time Phone:** (213) 123-4567  
**Alternate Phone:**  
**Fax Number:** (213) 987-3245  
**E-Mail Address:** JDoe@email.com

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

Previous

Continue

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.

I acknowledge and accept the terms of this agreement as stated above. \* Required

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

Continue

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.

I acknowledge and accept the terms of this agreement as stated above. \* Required

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

Continue

Click on “Continue”.

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

**Registration Almost Complete**

Your registration is almost complete. To complete registration, click on the button below to submit your Tax Agent Registration fee. Your registration will not be complete without payment. After your payment is complete, you will receive an email with your Tax Agent Registration number, username and password to file assessment appeals online, manage your online profile and submit your semi-annual campaign contribution reports.

To ensure successful processing of your online payment, please use one of the following supported web browsers:

- Internet Explorer (IE) – Must be IE11 version and above
- Safari (latest version)
- Chrome (latest version)
- Firefox (latest version)

**\*Please have your debit or credit card ready before proceeding**

Proceed with Payment

Click on “Proceed with Payment”.



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

**Payment Verification**

Agency Name : --No Agency--

Tax Agent Name : John Doe

Email Address : Jdoe@email.com

Registration Fee : \$250.00

A service fee will be added to your total payment.

Cancel Continue

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**

Payment Method: Credit or Debit Card

**Card Information**

Card Number: 4055011111111111

Expiration Date: December 2015

Card Identification Code: ●●●

Logos: American Express, DISCOVER, MasterCard, VISA, STAR, pulse, NYCE

**Billing Information**

Name: John Doe

Address: 500 West Temple Street Room

City: Los Angeles

State: California

Zip: 90010

Phone: (213) 974-5466

Email: jdoe\_test@test.lacounty.gov

Go Back/Edit Cancel Continue

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.)