



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

Tax Agent Registration Program

How to Renew Your Annual Registration

Renewal of annual registration is July 1 through July 10 of each fiscal year. The registration process is facilitated online through the Los Angeles County Assessment Appeals online filing website at: <https://lacaab.lacounty.gov>.

- 1.) To begin, go to the Assessment Appeals Board website at: <https://lacaab.lacounty.gov/>.
- 2.) Click on “Tax Agent Login”, located on the left navigation panel and enter your user name (your registered email address) and password. Click on “Log In”.

The screenshot shows the Tax Agent Login interface. A red box highlights the 'Tax Agent Login' link in the navigation menu, with a callout: 'Click on "Tax Agent Login"'. Another red box highlights the 'Log In' form containing 'User Name: Jdoe@email.com', 'Password: Abc123!', and a 'Log In' button, with a callout: 'Enter your current user name and password, and then click on "Log In"'. A third red box highlights the 'Forgot User Id/ Password?' link, with a callout: 'If you need to reset your password, click on the "Forgot User ID/ Password" link and follow the system prompt to create a new password.' Other navigation links include 'Tax Agent Registration', 'List of Tax Agents', 'Forms', 'Technical Questions', 'Contact Us', and 'Related Departments'.

- 3.) The Tax Agent Online Portal main page will be displayed. Click on “Renew Your Annual Registration” link.

The screenshot shows the Tax Agent Online Portal main page. The header includes 'Welcome to the County of Los Angeles Online Application for Changed Assessment' and '2016 Regular Assessment ON-LINE filing opens on July 2, 2016'. The main content area states: 'The Tax Agent Online Portal is your one-stop resource center that allows you to:'. A list of links is provided: 'Submit an Application for Changed Assessment', 'View Status of Submitted Application(s)', 'Renew Your Annual Registration', and 'Submit Campaign Contributions'. A red box highlights the 'Renew Your Annual Registration' link, with a callout: 'Click on the "Renew Your Annual Registration"'. The page also includes a sidebar with navigation links like 'Home', 'My Appeals', 'Forms', 'Contact Us', 'Related Departments', and 'My Profile'.



**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

- 4.) The “Duties and Prohibitions” page will be displayed. Click on the acknowledgement box to acknowledge and accept the terms of the agreement, and then click “Continue”.

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

Click on “Continue”.

- 5.) The “Member Account, Password and Security” page will be displayed. Click on the acknowledgement box to acknowledge and accept the terms of the agreement, and then click on the “Continue” button.

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

Click on “Continue”.

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

Renewal 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.

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

Click on “Proceed with Payment”.



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

- 7.) 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:

Expiration Date:

Card Identification Code:

Billing Information

Name:

Address:

City:

State:

Zip:

Phone:

Email:

Click on “Continue”.

- 8.) Read the “Terms of Payment” and click on the acknowledgement box. Now, click on “Continue”.
 - 9.) The payment confirmation page will be displayed. Review and verify the information and click on “Process Payment”.
 - 10.) 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.)