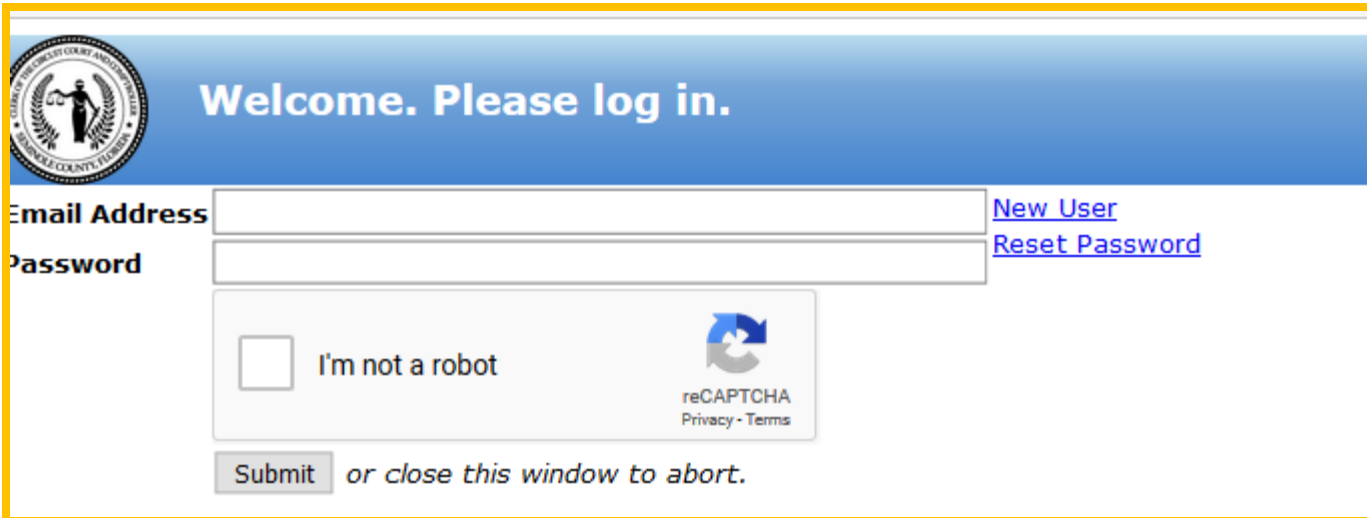


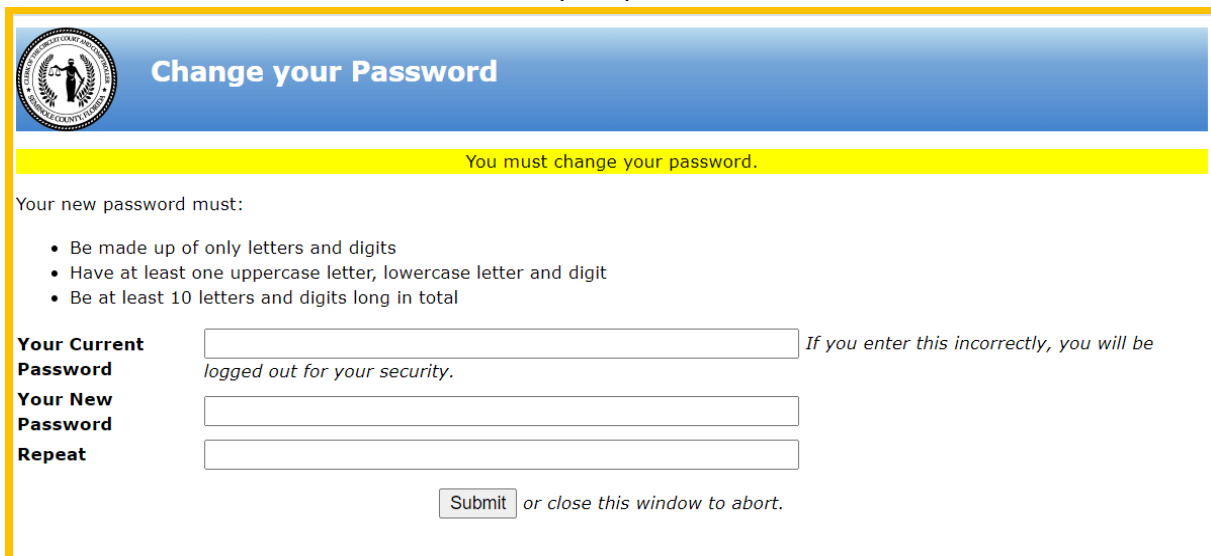
Instructions for VAB Online Portal Access

It is important to note that you have the right to an informal conference with the Property Appraiser prior to submitting a VAB Petition. To request a conference, contact your Property Appraiser's Office at (407) 665-7506. To submit a petition and upload evidence and other PDF files, you can go to the Seminole County Clerk website: <https://www.seminoleclerk.org/departments/value-adjustment-board/>



IMPORTANT: You must register as a New User each tax year.

1. Put in the **same email address** that you will use **on the petition form** and click on *New User*. All **notifications will be sent to that email address** such as the date of your scheduled hearing.
2. You will need to put in your *email* again and then click on *I'm not a robot* and then click *Submit*. (You will receive an email with a temporary password. Copy the temporary password in order to paste it into the password box in the next step.)
3. Paste the **temporary password** in the password box, click on *I'm not a robot* and then click *Submit*.
4. You will see the window below. Reset your password.



5. Log back in with your email and new password, click on *I'm not a robot* and then click *Submit*.
6. Click on *Create Petition*. Instructions are on the website to assist you.
7. Send a check or money order made payable to "Clerk to the BCC" (Board of County Commissioners) to the following address within 10 working days of filing:

SEMINOLE COUNTY VAB, 1101 E. 1ST STREET, ROOM 2204, SANFORD, FL 32771.