



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. You can present facts to support your claim and the Property Appraiser can present facts that support their assessment of your property value. 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, Value Adjustment Board page, and under Filing Online, click on the Online Portal link. You will see the following screen:

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

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. You will need to put in your email again and then click in the box next to *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 and then you can reset that to a password of your choosing. (Please make a note of your password.) When you have finished inputting your information, click *Commit* and your petition will be assigned a number. Please use this number when referencing your petition.

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 Value Adjustment Board Office
1101 E. 1st Street, Room 2204
Sanford, FL 32771.