

# HOW TO FILE AN ONLINE APPEAL WITH THE COOK COUNTY ASSESSOR'S OFFICE

All online appeals must be submitted by October 15, 2020 by 5:00pm

You may **register** and **file** your appeal online at <https://propertytaxfilings.cookcountyil.gov/>

1. First you must create an account with an **email address** and **password**. Password requires 8 character minimum and is case sensitive. You will receive a confirmation email to "**Activate Your Account**" sent by [DoNotReply@cookcountyil.gov](mailto:DoNotReply@cookcountyil.gov). Click on the link to complete registration process.
2. **Login** in with **email** and **password**
3. **Available Filings** Select type of appeal - **CCAO Appeals – Real Estate Assessed Valuation Appeal(Residential)**
4. **Primary PIN Search** Enter **PIN** (no dashes) click "Search".
5. **Appeal Activity Window** check boxes in lower left and click "Next" to proceed.
6. **Verify Primary PIN** click "Next".
7. If requesting a **Certificate of Error** for past years check appropriate boxes click "Next".
8. **Additional Subject PIN Entry** -If your property has more than one parcel (PIN), follow instructions online, otherwise click "Next".
9. **Filer Type** - Select **Taxpayer/Owner** from drop down list. Then click "Next".
10. **Identification and Status of Taxpayer/Owner** Click Hamburger icon"≡" to auto fill. Click "Select". Check that information is correct. Update as necessary. Click "Next".
11. **Residential Assessed Valuation Appeal Characteristics** Review the property characteristics and make any necessary corrections.
12. **APPEAL Information** check reason for appeal-most likely "Lack of Uniformity/Comparables" Briefly explain reason: "*Subject AV is greater than comparables*" Check type of property. Click "Next".
13. **Attachments – Comparable Property PIN(s) - Required** Upload comparable document provided by Hanover Township Assessor
14. **Submit** Enter Name, Phone, Email as your confirmation and electronic signature. **PLEASE BE ADVISED-Once you click "Submit" you will NOT be able to make changes or add additional documents to this filing. Your appeal is complete.**
15. **Confirmation Print** or **save** the appeal confirmation page for your records. You will also receive an email confirmation from the Cook County Assessor - [DoNotReply@cookcountyil.gov](mailto:DoNotReply@cookcountyil.gov)

Please call if you need further information or assistance.

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