



**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

Renewal of Annual Registration Tax Agent Registration Program Quick Reference Guide

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>.

This quick reference guide is designed to provide detailed instructions on how to complete Tax Agent registration renewal.

Renewing Your Annual Registration

- 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 **current** user name and password. Click on “Log In”.

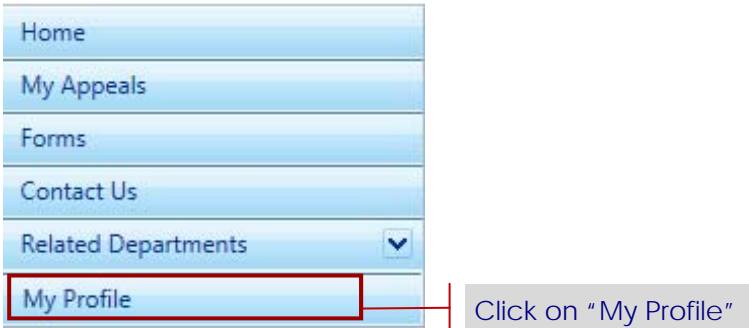
The screenshot shows a vertical navigation menu on the left side of a website. The menu items are: Tax Agent Login, Log In, User Name: [input field], Password: [input field], Log In (button), Forgot User Id/ Password?, Tax Agent Registration, List of Tax Agents, Forms, Technical Questions, Contact Us, and Related Departments (with a dropdown arrow). Three callout boxes with red lines pointing to the menu items provide instructions: 1. 'Click on "Tax Agent Login".' points to the 'Tax Agent Login' item. 2. 'Enter your current user name and password and then click on "Log In".' points to the 'User Name' and 'Password' input fields and the 'Log In' button. 3. '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.' points to the 'Forgot User Id/ Password?' link.



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3.) Once logged in, click on “My Profile” located on the left navigation panel.



4.) Click on “Pay/Renew Registration” located below My Profile information.



- 5.) The “Duties and Prohibitions” page will be displayed. Read the following statements. Click on the acknowledgement box, and then click “Continue”.
- 6.) The “Member Account, Password and Security” page will be displayed. Read the following statements. Click on the acknowledgement box, and then click “Acknowledge”.
- 7.) Your registration is almost complete. Read the following statements and click “Continue”.
- 8.) The “Payment Verification” page will be displayed with your information and payment amount for your review. Click on “Continue”. This will direct you to the payment information page to begin processing your payment.



QUICK TIP

Please have a valid credit card ready prior to submission of your application.



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Processing Your Annual Registration Fee

- 1.) On the “Payment Entry” page, enter your valid credit or debit card information, and then enter your billing information. Once completed, click on “Continue”.
- 2.) Read the “Terms of Payment” and click on the acknowledgement box. Now, click on “Continue”.
- 3.) The payment confirmation page will be displayed. Review and verify the information and click on “Process Payment”.

Payment Entry

Payment Method: Credit or Debit Card

Card Information	Billing Information
Card Number: 4055011111111111	Name: John Doe
Expiration Date: December 2015	Address: 500 West Temple Street Room
Card Identification Code: ●●●	City: Los Angeles
   	State: California
  	Zip: 90010
	Phone: (213) 974-5466
	Email: jdoe_test@test.lacounty.gov

Go Back/Edit Cancel Continue

- 4.) 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 email confirmations on your registration payment and your registration renewal.)