COUNTY OF LOS ANGELES
ASSESSMENT APPEALS BOARD

Kenneth Hanh Hall of Administration I 500 W Temple Street Room B4 I Los Angeles, California 90012
Phone: (213) 974-1462 I Fax: (213) 626-1741 I Email: TaxAgentRegistration@bos.lacounty.gov

Tax Agent Online Registration

Quick Reference Guide

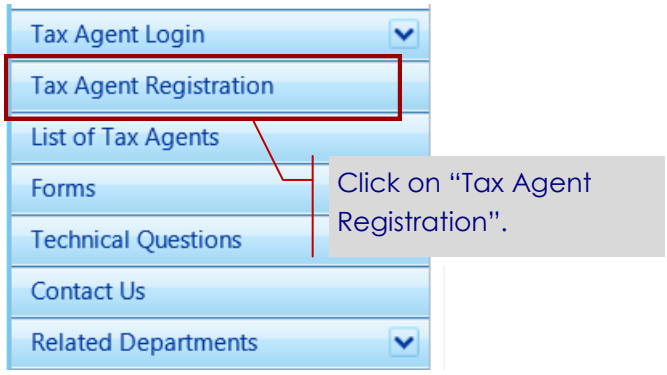
Effective July 1, 2013, all persons who are defined as a "Tax Agent" are required to register annually with the County of Los Angeles. This quick reference guide is designed to provide detailed instructions on how to register online as a Tax Agent. For more information on tax agent definition and on Tax Agent Registration Program, please visit the Assessment Appeals Board website.

This quick reference guide is designed to provide detailed instructions on how to register online as a Tax Agent.

Registering / Creating Login Account

1.) To begin registration, go to the Assessment Appeals Board website at: https://lacaab.lacounty.gov/.

2.) Located on the left navigation panel, click on "Tax Agent Registration".



3.) On the verification page, enter the code from the image box in the text box provided, and then click on "Verify Code". (**Note**: Characters are case-sensitive.)

QUICK TIP

If you are having trouble reading the code from the image box, click on the "Generate New Image" to get a new code.

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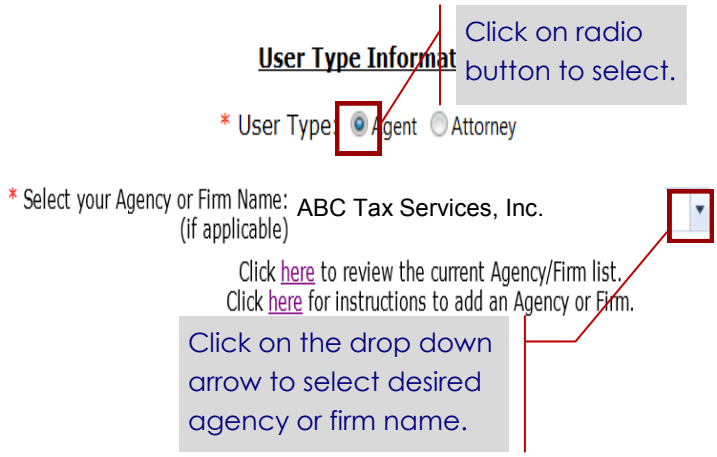
4.) Online registration form is displayed.

5.) Click on the radio button to select "User Type". Click on the drop down arrow to select "Agency/ Firm Name".

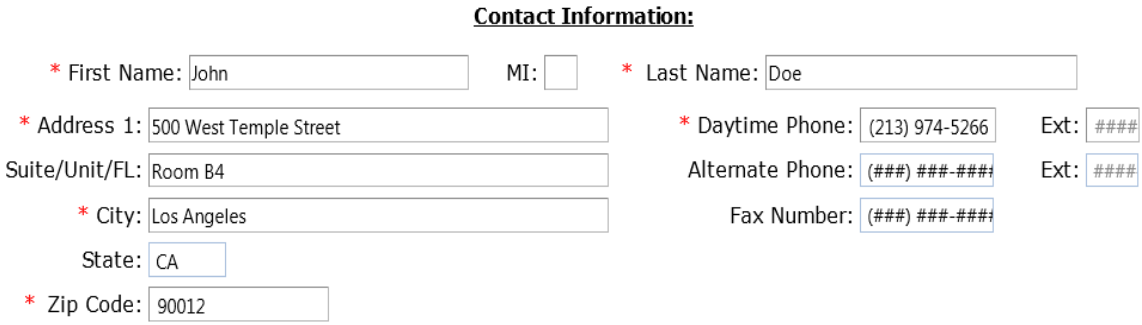


QUICK TIP

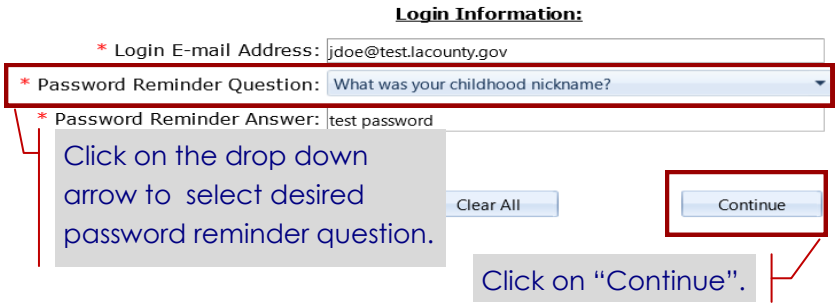
If you wish to register without any affiliated agency, select "No Agency" under the "Agency/Firm Name".

If your agency or firm name is not listed, click on the link for more information on how to add an Agency or Firm.

6.) Enter the contact information where you would like to receive any correspondence or notices. (**Note**: All fields with an asterisk (*) are required.)



7.) Enter your email address. Click on the drop down arrow to select your password reminder question and enter your answer on the text box provided. Then, click on "Continue". (**Note**: This will be used as your login information.)



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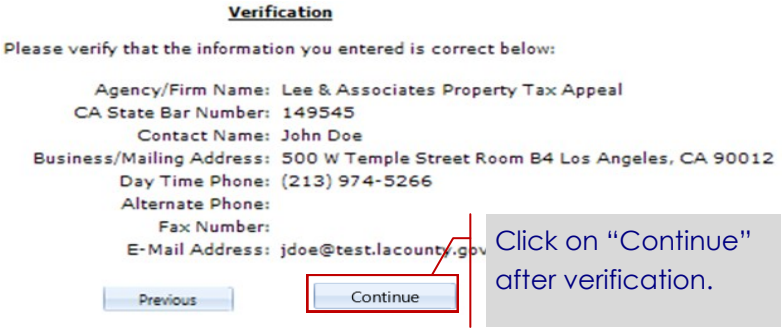
8.) Read and verify all entries, and then click on "Continue".



QUICK TIP

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

9.) The "Duties and Prohibitions" page will be displayed. Read the following statements. Click on the acknowledgement box, and then click on "Continue".

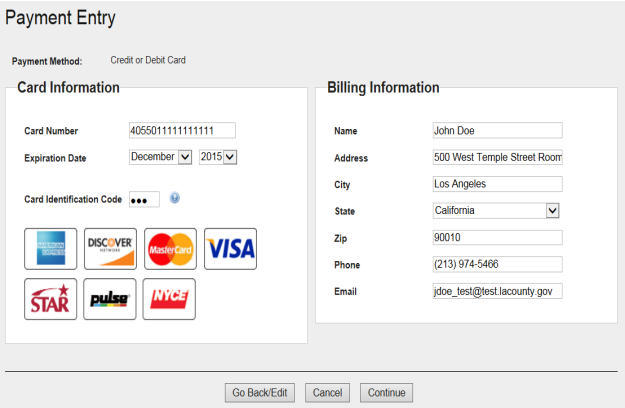
10.) The "Member Account, Password and Security" page will be displayed. Read the following statements. Click on the acknowledgement box, and then click on "Acknowledge".

11.) Your registration is almost complete. Read the following statements and click on "Continue".

12.) The "Payment Verification" 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.

Processing your 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".

4.) An online receipt will be displayed to confirm receipt of your registration fee. You may print this page for your records and click on "Finish". (**Note**: Once payment is processed, you will receive a payment confirmation email for this transaction, and another email with your login account information, including your user ID and password.