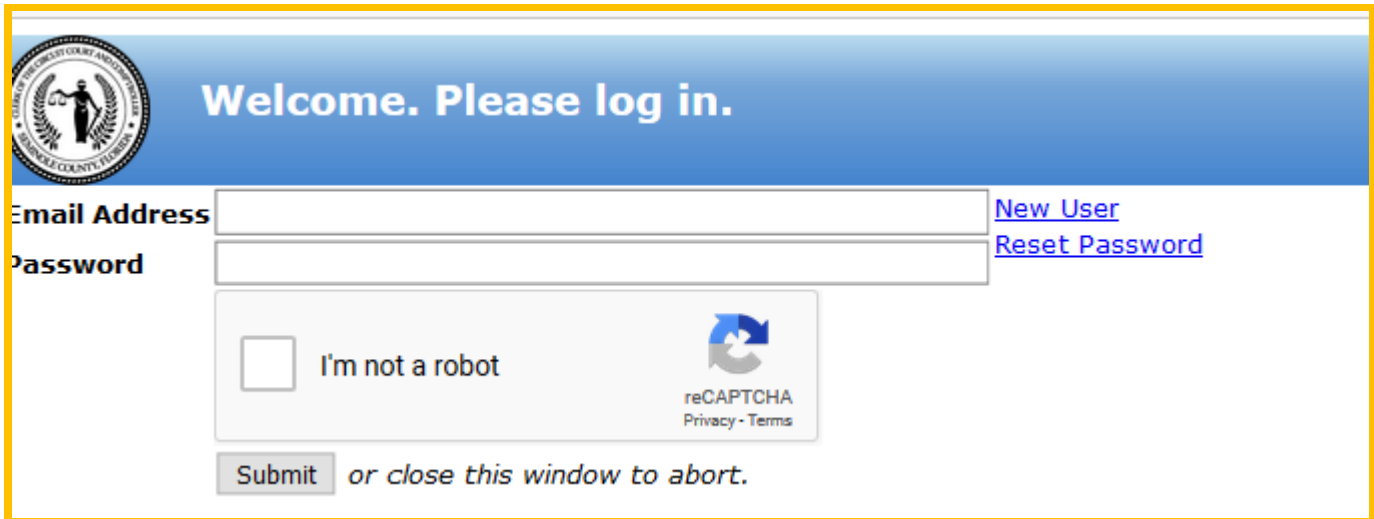


Instructions for VAB Online Portal Access

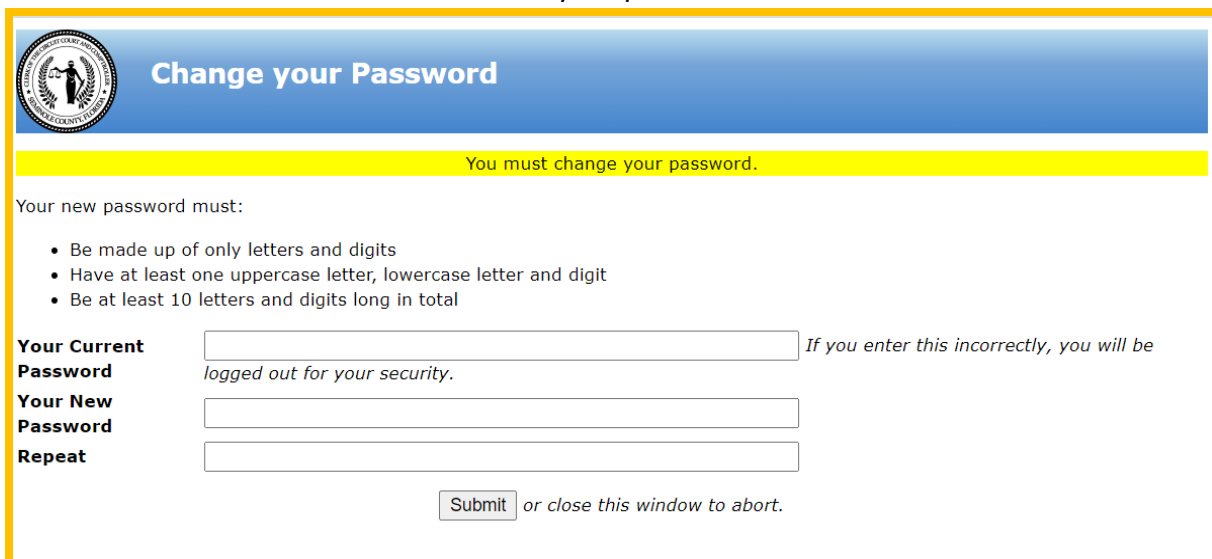
It is important to note that you have the right to an informal conference with the Property Appraiser prior to submitting a VAB Petition. To request a conference, contact your Property Appraiser's Office at (407) 665-7506. To submit a petition and upload evidence and other PDF files, you can go to the Seminole County Clerk website: [Value Adjustment Board - Seminole County Clerk of the Circuit Court & Comptroller \(seminoleclerk.org\)](http://seminoleclerk.org)



The screenshot shows the login page of the VAB Online Portal. At the top left is the Seminole County Clerk's Office seal. The header text reads "Welcome. Please log in." Below this are two input fields: "Email Address" and "Password". To the right of the "Email Address" field are two links: "New User" and "Reset Password". Below the "Password" field is a reCAPTCHA widget with the text "I'm not a robot" and a "Submit" button. At the bottom of the form, there is a "Submit" button and the text "or close this window to abort."

IMPORTANT: You must register as a New User with New Password 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.



The screenshot shows the "Change your Password" page. At the top left is the Seminole County Clerk's Office seal. The header text reads "Change your Password". Below this is a yellow banner with the text "You must change your password." Underneath, it says "Your new password must:" followed by a bulleted list of requirements: "Be made up of only letters and digits", "Have at least one uppercase letter, lowercase letter and digit", and "Be at least 10 letters and digits long in total". Below the list are three input fields: "Your Current Password", "Your New Password", and "Repeat". To the right of the "Your Current Password" field is the text "If you enter this incorrectly, you will be logged out for your security." At the bottom of the form, there is a "Submit" button and the text "or close this window to abort."

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.