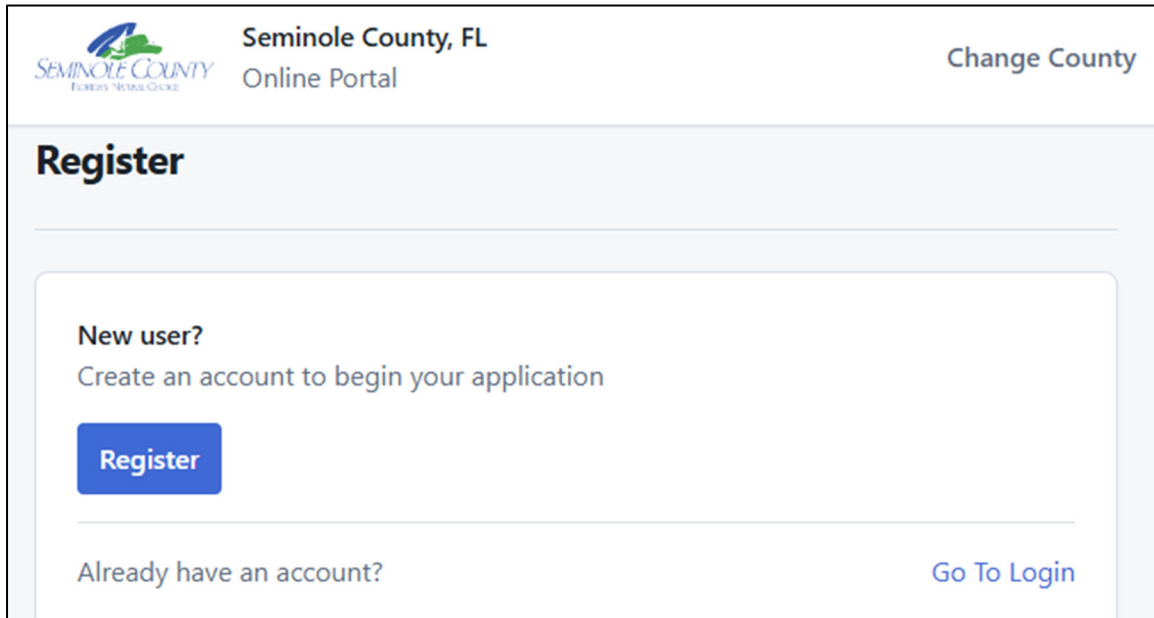


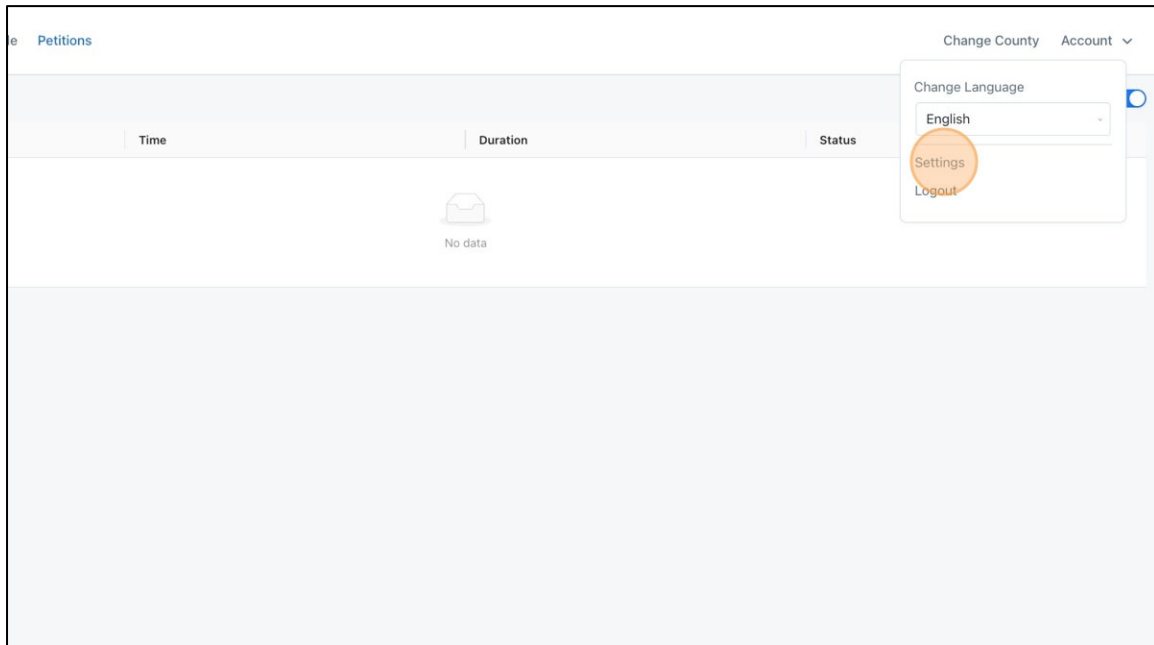
How to Submit a Bulk Upload CSV File

1. Navigate to: [Just Appraised taxpayer](https://taxpayer.justappraised.com/appeals/petitions?county=seminole_fl)
[https://taxpayer.justappraised.com/appeals/petitions?county=seminole_fl]



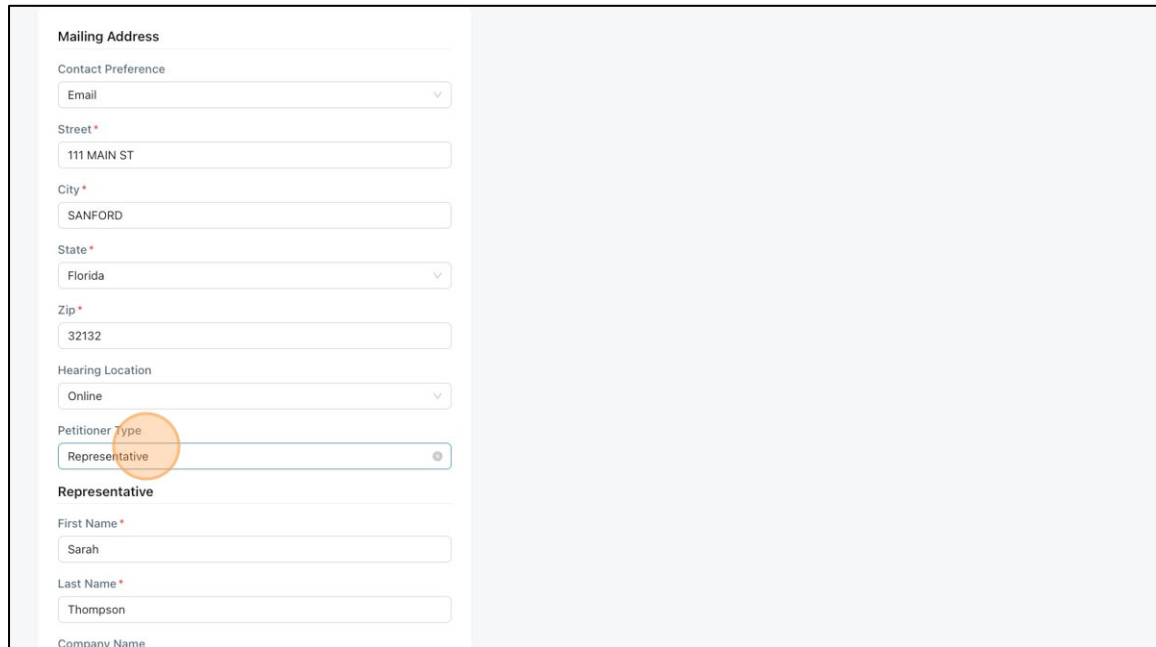
The screenshot shows the 'Register' page of the Seminole County, FL Online Portal. The header includes the Seminole County logo, the text 'Seminole County, FL Online Portal', and a 'Change County' link. The main heading is 'Register'. Below it, a box contains the text 'New user?' and 'Create an account to begin your application', followed by a blue 'Register' button. At the bottom of the box, it says 'Already have an account?' with a 'Go To Login' link to the right.

2. If you have not done so already, fill in your User Profile under Account > Settings. The information you enter on this page will be used to pre-fill your petition details.



The screenshot shows the 'Petitions' page in the online portal. The header has 'e Petitions' on the left and 'Change County' and 'Account' with a dropdown arrow on the right. Below the header, there are columns labeled 'Time', 'Duration', and 'Status'. The main area shows a 'No data' message with a folder icon. The 'Account' dropdown menu is open, showing options: 'Change Language' (with a dropdown arrow), 'English' (selected), 'Settings' (highlighted with an orange circle), and 'Logout'.

3. If you are a Representative, select "Representative" from the Petitioner Type dropdown and fill in the appropriate information.



Mailing Address

Contact Preference
Email

Street *
111 MAIN ST

City *
SANFORD

State *
Florida

Zip *
32132

Hearing Location
Online

Petitioner Type
Representative

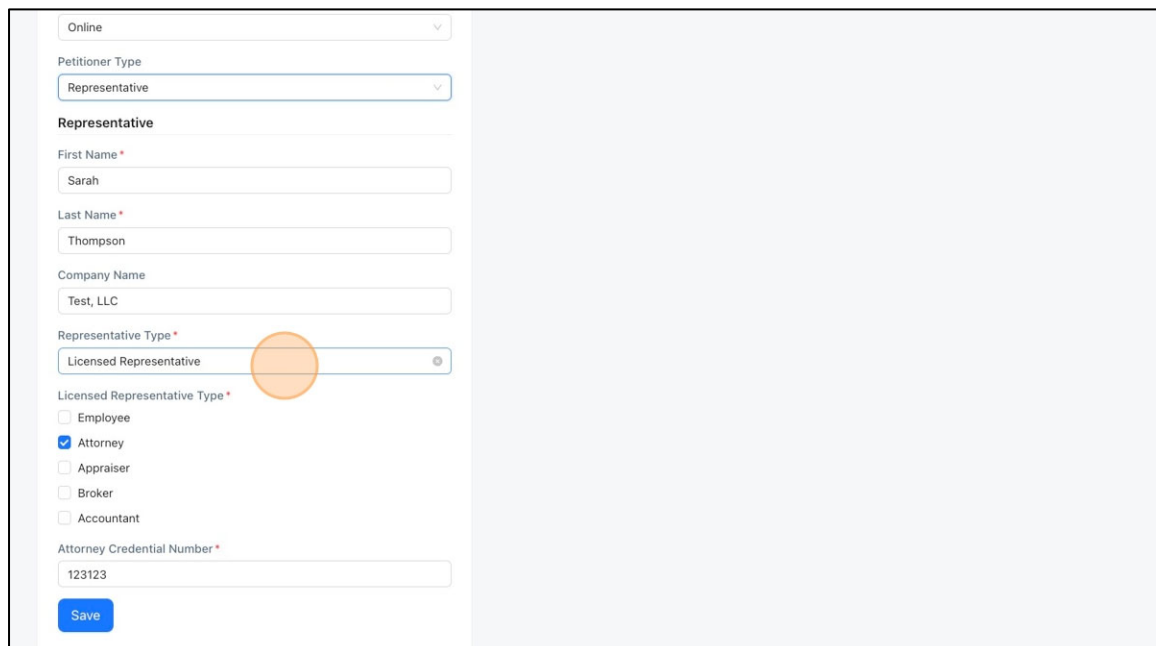
Representative

First Name *
Sarah

Last Name *
Thompson

Company Name

4. Choose Licensed vs. Unlicensed representative and check the box and fill in the credentials, i.e. Broker number, BAR number, etc.



Online

Petitioner Type
Representative

Representative

First Name *
Sarah

Last Name *
Thompson

Company Name
Test, LLC

Representative Type *
Licensed Representative

Licensed Representative Type *

☐ Employee

☒ Attorney

☐ Appraiser

☐ Broker

☐ Accountant

Attorney Credential Number *
123123

Save

5. Click "Save"

The screenshot shows a web form for creating a representative profile. The form is titled 'Representative' and contains several fields: 'Petitioner Type' (dropdown menu with 'Representative' selected), 'First Name' (text input with 'Sarah'), 'Last Name' (text input with 'Thompson'), 'Company Name' (text input with 'Test, LLC'), 'Representative Type' (dropdown menu with 'Licensed Representative' selected), 'Licensed Representative Type' (checkboxes for 'Employee', 'Attorney' (checked), 'Appraiser', 'Broker', and 'Accountant'), and 'Attorney Credential Number' (text input with '123123'). A blue 'Save' button is located at the bottom left of the form, circled in orange.

6. Now that your User Profile has been saved, you may use this information to start petitions in bulk. To do this, click on the Seminole County logo on the top-left corner to go back to the homepage, and click "Bulk Uploads"

The screenshot shows the Seminole County, FL Online Portal. The top navigation bar includes the Seminole County logo, the text 'Seminole County, FL Online Portal', and links for 'Saved Parcels', 'User Profile', and 'Petitions'. The left sidebar contains a menu with 'Petitions', 'Hearings', and 'Bulk Uploads'. The 'Bulk Uploads' option is highlighted with an orange circle. The main content area displays a form for creating a petition, with fields for 'Petition No' (E.g. 2025-1082, 1082), 'Status' (E.g. Draft, Confirmed...), 'Type', 'Contact' (E.g. Email, Mail...), 'Payment Type' (E.g. Check, Online...), and 'Payment Status'. Below the form is a table with columns for 'Petition Number', 'Parcel ID / TPP', 'Parcel Owners', 'Representative', and 'Submitted On'. The table is currently empty, with a 'No data' message displayed in the center.

7. If this is your first time submitting petitions in bulk, click "See Documentation & Download Templates"

NOTE: This page contains templates and instructions on how to submit petitions in bulk.

e Petitions

Change County Account ▾

See Documentation & Download Templates

Drag & drop a file here or click to choose

Max Size: 25MB

▾

No petitions yet. Start by uploading a CSV or XLSX file.

8. You will then be shown 3 different templates on the page. Click on the "Download XLSX" or "Download CSV" buttons below the template you would prefer to start with.

NOTE: XLSX templates are available for ease of use, but you **MUST** convert the template back into a CSV prior to uploading.

- a) **Parcel Number** template can be used by anyone filing non-TPP petitions and has filled in their Just Appraised user profile in full.
- b) **Tangible Personal Property** template can be used by anyone filing TPP petitions and has filled in their Just Appraised user profile in full.
- c) **General template** can be used if you would prefer not to use a Just Appraised profile.

Example Auto-Conversions:

- Parcel number '10000029501000002' may get converted to '1.0000029501E+016'
- Parcel number '00112233344445555' may get converted to '112233344445555' (strips leading zeroes).

Templates

Parcel Number

Requires only the following fields, but you will need to update your [profile](#) with details such as mailing address and representative information

- PARCEL_NUMBER *
- PROPERTY_TYPE *
- REASON_TYPE *
- DENIAL_OF_EXEMPTION_TYPE

[Download Parcel Number XLSX](#) [Download Parcel Number CSV](#)

Column Definitions

Search fields...

>	PARCEL_NUMBER *
>	PROPERTY_TYPE *
>	REASON_TYPE *
>	DENIAL_OF_EXEMPTION_TYPE

Last updated Aug 2025

Tangible Personal Property

9. Open the template you have downloaded on your preferred spreadsheet software (i.e., Excel), and fill in the information about the petitions you would like to start.

You may expand the Column Definitions to see more information on the required fields and the expected data to be submitted.

Templates

Parcel Number

Requires only the following fields, but you will need to update your [profile](#) with details such as mailing address and representative information

- PARCEL_NUMBER *
- PROPERTY_TYPE *
- REASON_TYPE *
- DENIAL_OF_EXEMPTION_TYPE

Download Parcel Number XLSX

Download Parcel Number CSV

Column Definitions

Search fields...

> PARCEL_NUMBER *

> PROPERTY_TYPE *

> REASON_TYPE *

> DENIAL_OF_EXEMPTION_TYPE

Last updated Aug 2025

Tangible Personal Property

Requires only the following fields, but you will need to update your [profile](#) with details such as mailing address and representative information

- TANGIBLE_PERSONAL_PROPERTY_ACCOUNT_NUMBER *
- TANGIBLE_PERSONAL_PROPERTY_OWNER_NAME *
- PROPERTY_TYPE *

10. Once you are ready to submit your petitions, navigate back to the Bulk Uploads page or click "submitting a bulk upload CSV file" on the documentation page.

Petitions

Change County Account

Bulk Uploads

Introduction

This page outlines templates, with all their accepted fields and expected formats, required for submitting a bulk upload CSV file. Refer to each field for descriptions, required conditions, and valid values. You can also search for specific fields using the search bar or each 'Column Definitions' subsection, or download the example CSV or XLSX files.

Things to note:

- All columns requires a header e.g. PROPERTY_TYPE or PARCEL_NUMBER. This is the first row in each column
- Columns can be in any order
- Optional columns can be completely omitted
- Some required columns can be omitted if you have completed your profile
- Values specified in the CSV file, will always have precedence over values defined in your profile

1 Beware of Microsoft Excel's Automatic Conversions for Importing from and Exporting to CSV

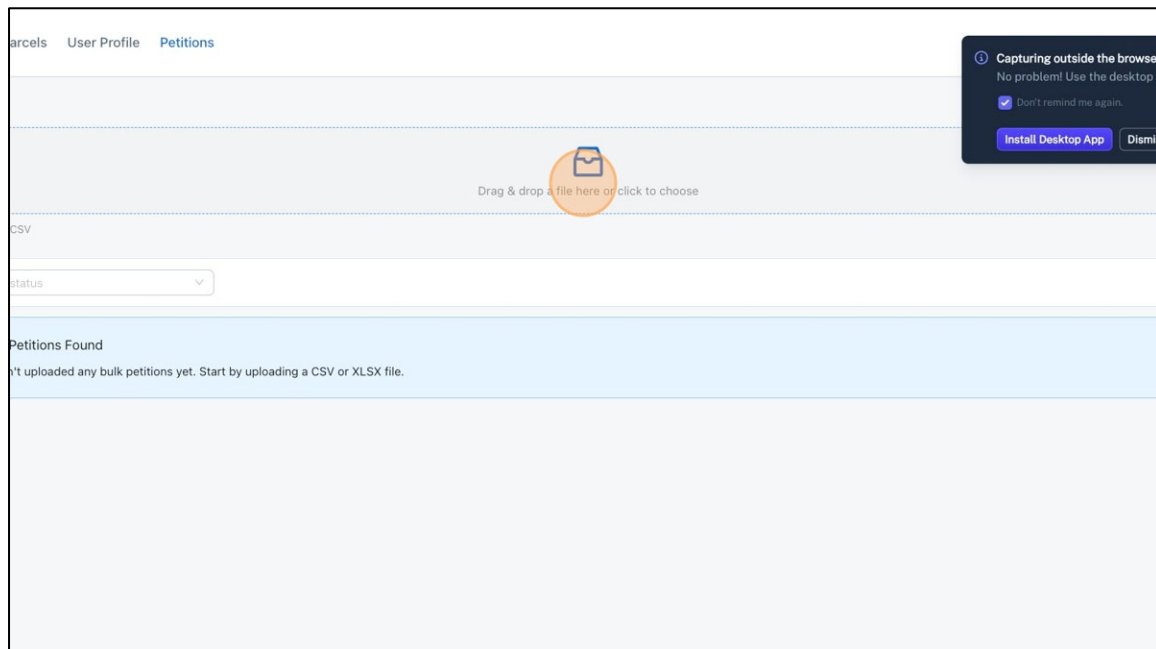
Microsoft Excel will often automatically converting dates and numbers, both inside Excel and when importing from and exporting to CSV format.

These types of conversions can affect your petition submissions and/or the validity of your uploaded CSV file (see examples below).

Disable automatic conversion in Excel to help prevent this issue, following these steps for your computer. This can be undone in the same manner should you desire

- Windows Instructions:
 - Click on the "File" tab, then select "Options" (or "More > Options" on older versions)
 - In the Excel Options dialog box, click on "Data"
 - Locate the "Automatic Data Conversion" section and disable all conversions

11. You may drag & drop your filled template or click on the upload button.




12. Once the file has been uploaded, check the "Status" column to confirm whether the upload was successfully processed.

If the upload contains any information that was not successfully uploaded (Validation Failed), click on the "Download Result" button to download a file that contains detailed line-by-line information about why a petition was not created.

If the upload is successful, you can see the number of petitions that were successfully created, then click on the "View" button on that row to proceed with submission.

NOTE: "Processing Completed" means that the CSV upload succeeded; you still need to pay the filing fee and submit your petitions.

[See Documentation & Download Templates](#)


Drag & drop a file here or click to choose
Max Size: 25MB

Status	Uploaded	No. of Petitions Created	
PROCESSING COMPLETED	August 18, 2025, 3:09 PM	2	View > Download Result
PROCESSING ERROR	August 18, 2025, 3:08 PM	—	View >
are not in draft state.			
VALIDATION FAILED	August 18, 2025, 3:06 PM	—	View > Download Result

< 1 >

Download generated Result.
This file contains the rows from your original upload.

13. Once you click "View" on the processed upload, you can then click on the "Bulk Submit" button to proceed with submission of the petitions.

[Petitions](#) [Change County](#) [Account](#)

PM

[Bulk Submit](#)

Owner Name(s)	Submission Errors	
AUTONATION IMPORTS OF LONGWOOD INC, RE/LLEGAL DIV	—	View >
EOGHAN N KELLEY FAMILY LP, EOGHAN N KELLEY REV TRUST	—	View >

< 1 >

14. From there, press the "Bulk Payment" button to proceed with online payment. You will be taken to our payment partner, Stripe.

The screenshot shows a web interface for managing petitions. At the top, there's a header with 'Petitions' and a notification box stating 'Selected petitions have been submitted successfully.' Below the header, there's a section for 'Bulk Uploads' and a 'PM' button. A table lists petitions with columns for 'Petitioner Name(s)', 'Petition Number', 'Petition Type', 'Status', 'Payment Type', 'Submission Errors', and 'Update Payment'. Two petitions are listed, both with a status of 'Submitted' and a payment type of 'Online Payment'. A 'Bulk Payment' button is highlighted with an orange circle. At the bottom right of the table, there's a pagination control showing '1'.

Petitioner Name(s)	Petition Number	Petition Type	Status	Payment Type	Submission Errors	Update Payment
NATION IMPORTS OF WOOD INC, RE/LEGAL DIV	2025-1546	Exemptions, Classification and Agricultural (NEW)	Submitted	Online Payment	—	View >
AN N KELLEY FAMILY LP, AN N KELLEY REV TRUST	2025-1547	Exemptions, Classification and Agricultural (NEW)	Submitted	Online Payment	—	View >

15. Enter your credit card details to pay for your petition(s). After you finish payment, your petitions are considered submitted.

The screenshot shows a payment interface for Seminole County Clerk. It includes a 'Pay with link' button, a currency selection section (CAD \$148.95 and USD \$103.94), and a list of fees: 'Petition Filing Fee' (\$100.00) and 'Online Processing Fee' (\$3.94). The 'Payment method' section includes fields for 'Card information' (card number, MM / YY, CVC), 'Cardholder name' (Full name on card), 'Billing address' (Country, Address), and a checkbox to 'Save my information for faster checkout'. A 'Pay' button is at the bottom.

Choose a currency:

CA\$148.95 \$103.94

Exchange rate and fees of your bank may apply

Petition Filing Fee \$100.00
Filing fee for petitions
Qty 2 \$50.00 each

Online Processing Fee \$3.94
Processing fee for petitions
Qty 1

Payment method

Card information
1234 1234 1234 1234
MM / YY CVC

Cardholder name
Full name on card

Billing address
Canada
Address

Enter address manually

☐ Save my information for faster checkout
Pay faster on Seminole County Clerk and everywhere Link is accepted.

Pay

16. To check the status of your appeals, click on the Seminole County logo on the top left of the page, or click on the "Appeals" button.

Seminole County, FL
Online Portal

Saved Parcels User Profile **Petitions**

← Back **Appeals** → Petitions → View Petition

2025-1547 View Bulk Uploads Add evidence and documentation

Created At August 18, 2025	Petition Status Payment Completed	Payment Status PAID
Hearing Status N/A	Hearing Time N/A	Hearing Link N/A
		Decision N/A

Petition Details

Property Details

Applicant Information

Petition Information

Evidence and Documentation

Payment

Property Information

Property Type
Residential; 1-4 units

Parcel Information

Parcel Number: 32193030000700000

Owner(s): EOGHAN N KELLEY FAMILY LP
EOGHAN N KELLEY REV TRUST

Street: 4950 CR 46A

City: SANFORD

State: FL

Zip Code: 32771

17. You can also click on the "Hearings" tab from the Home Page to check for any scheduled hearings.

Seminole County, FL
Online Portal

Saved Parcels User Profile **Petitions**

Petitions

Hearings

↓ Bulk Uploads

Petition No Status Type

Contact Payment Type Payment Status

Petition Number	Parcel ID / TPP	Parcel Owners	Representative	Submitted On
2025-1546 <input type="button" value="i"/>	321930300007A0000	AUTONATION IMPORTS OF LO...	Sarah Thompson Test, LLC	August 18, 2025, 3:
2025-1547 <input type="button" value="i"/>	32193030000700000	EOGHAN N KELLEY FAMILY LP,...	Sarah Thompson Test, LLC	August 18, 2025, 3:
---	---	---	Sarah Thompson Test, LLC	Not Submitted