

## Just Appraised Agent Portal Instructions

<https://agent.justappraised.com>

From the main dashboard, select start new application:

**Start with an agent form in Travis CAD.**

Available Forms

Appointment of Agent Form  
Appointment of Agent or Revocation

Start New Application

Previous Applications

March 23, 2021  
Agent ID: 7

APPOINTMENT OF AGENT

View Submission >

Select Appointment or Revocation of Agent:

STEP 1

**Form Upload Type**

Are you uploading an Appointment of Agent or Revocation?

Select an option

Appointment of Agent

Revocation of Agent

Click Continue.

STEP 1

**Form Upload Type**

Are you uploading an Appointment of Agent or Revocation?

Appointment of Agent

Your progress is saved when you continue.

Continue

## Just Appraised Agent Portal Instructions

Enter Agent information

***\*You must enter at least the start of the agent name and the beginning of the zip on file at a minimum. Click Search.***

STEP 2

### Agent ID search

Agent Name	Agent Address	Zip
<input type="text" value="Agent 7"/>	<input type="text"/>	<input type="text" value="787"/>

Your progress is saved when you continue.

Select your agent name:

STEP 2

### Agent ID search

Agent Name	Agent Address	Zip
<input type="text" value="Agent 7"/>	<input type="text"/>	<input type="text" value="787"/>

Agent Search Results

<input type="checkbox"/>	Agent Address	8314 CROSS PARK DR
<input checked="" type="checkbox"/>	1752363	
	Agent Name	AGENT 7
	Agent Address	
<input type="checkbox"/>	2102	
	Agent Name	JOHN C BLAZIER AGENT
	Agent Address	BLAZIER CHRISTENSEN BIGELOW & VIRR 901 S MO PAC EXPY STE 200

## Just Appraised Agent Portal Instructions

Click Continue:

Agent Search Results

Agent Address	8314 CROSS PARK DR
<input checked="" type="checkbox"/> 1752363	
Agent Name	AGENT 7
Agent Address	
<input type="checkbox"/> 2102	
Agent Name	JOHN C BLAZIER AGENT
Agent Address	BLAZIER CHRISTENSEN BIGELOW & VIRR 901 S MO PAC EXPY STE 200
<input type="checkbox"/> 1752358	
Agent Name	AGENT 2
Agent Address	

Your progress is saved when you continue.

[Back](#) [Continue](#)

Upload your PDF files. You can upload up to 100 PDFs.

STEP 3

### File Uploads

Only PDF files are accepted

FILE	STATUS
Sample AOA file (PDF).pdf	UPLOADING

Click to Upload Files

Your progress is saved when you continue.

[Back](#) [Continue](#)

## Just Appraised Agent Portal Instructions

Select the "I AGREE" button on the review and confirm screen:

STEP 4

### Review & Confirm

Please Allow us up to ten minutes to validate your uploaded files. Submitting does not mean that your file will be reviewed by the Appraisal District. If the file cannot be validated, we will notify you via email so that you can update your submission

**Agreement**

I understand that if I make a false statement on this form, I could be found guilty of a class A misdemeanor or a state jail felony under Penal Code Section 37.10.


I agree ←

Your progress is saved when you continue.

[Back](#) [Continue](#)

Select SUBMIT APPLICATION

### File Uploads

FILE	STATUS
Sample AOA file (PDF).pdf	UPLOADED 

Your progress is saved when you continue.

[Submit Application](#)

From the main dashboard, you can select any submission group to view the details and status:

### Previous Applications

March 23, 2021

Agent ID: 1398

APPOINTMENT OF AGENT

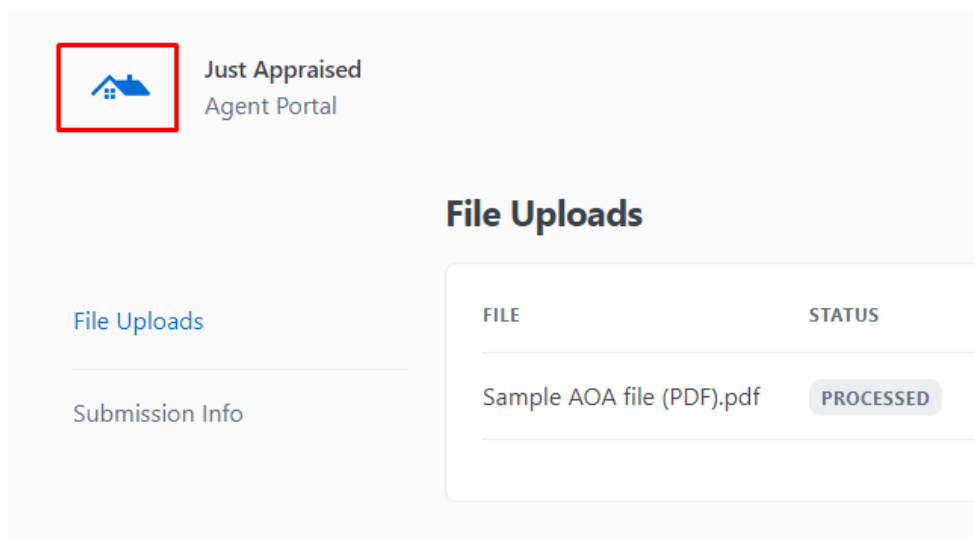
[View Submission >](#)

## Just Appraised Agent Portal Instructions

The Status column will tell you if your files have been accepted.

FILE	STATUS
Sample AOA file (PDF).pdf	PROCESSED

Click the house to return to the main dashboard:



The screenshot shows the main dashboard of the Just Appraised Agent Portal. On the left is a navigation menu with a home icon (a house with a blue roof) highlighted by a red square. The text next to the icon reads "Just Appraised Agent Portal". Below the icon are two menu items: "File Uploads" and "Submission Info". On the right side of the dashboard is a "File Uploads" section containing a table with the same data as the previous image.

FILE	STATUS
Sample AOA file (PDF).pdf	PROCESSED