



# LAW FIRM/ATTORNEY

Quick-Start Guide

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Will County Board of Review Appeal Portal • [borappeals.willcountysoa.com](https://borappeals.willcountysoa.com)

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# Registering a User Account

✚ Visit [borappeals.willcountysoa.com](http://borappeals.willcountysoa.com)

✚ Select “Don’t have an account? Register here.” or go to [borappeals.willcountysoa.com/register](http://borappeals.willcountysoa.com/register)

**Will County Supervisor of Assessments - Board of Review Appeal Portal**

■ HOME ■ DOWNLOADS ■ FAQ ■ SUBMIT AN APPEAL ■ DASHBOARD ■ MY ACCOUNT ■ REGISTER ■ LOG IN/OUT

**Log In**

User Name:

Password:

[Don't have an account? Register here.](#)

[Forgot Password?](#)

**New Account Registration**

Property Owner/Taxpayer

Law Firm/Attorney representing a Property Owner

Law Firm Name\*

ARDC Number\*

First Name\*

Last Name\*

User Name\*

E-mail Address\*

Password\*


Confirm Password\*

Phone Number\*

- ✚ Select “Law Firm/ Attorney representing a Property Owner”.
- ✚ Complete all required fields. You may also complete recommended fields. We highly recommend providing an e-mail address for official correspondence.
- ✚ Click “Register”.

**NOTES:**


- You will only create one account, even if you are filing multiple appeals on behalf of multiple different people.
- You will receive a registration confirmation e-mail if you chose to designate one while registering for an account. It is highly recommended that you include a contact e-mail address. It is the only retrieval method if you forget your password.
- The User Name you create can be an e-mail address and may also be the same as the contact e-mail. **A VALID E-MAIL IS REQUIRED IN ORDER TO RECEIVE OFFICIAL CORRESPONDENCE.** Please avoid using special characters. If you would like a “space” in the User Name please instead use the under bar or underscore ( \_ ) character (i.e. John\_J\_Smith)
- Please note that on this website, Passwords **are** case-sensitive, but User Names **are not** case-sensitive.

**Thank you! Your User Account was successfully registered.** 

If you entered your e-mail address in your account information, you will receive a confirmation e-mail stating that your User Account was successfully registered. If you have an e-mail address saved in your account information but don't see a confirmation e-mail in your Inbox within 5 minutes, try checking your Spam/Junk folder, as some e-mails are sometimes incorrectly categorized as spam.

You will now be able to log in to your user account at any time.

**Log in to get started.**



- ✚ Click “Log In” and use your User Name and Password to access your account.

# Submitting an Appeal

- ✚ Once you have registered an account and logged in, click “SUBMIT AN APPEAL” on the top navigation bar, or go to [borappeals.willcountysoa.com/submit\\_appeal](http://borappeals.willcountysoa.com/submit_appeal)
- ✚ Enter the Parcel ID Number (aka “PIN”) for the property you intend to appeal. Do not include the hyphens.
- ✚ Click “Verify Parcel ID”.

**Submit an Appeal to the Board of Review**

**Step 1: Verify your property's Parcel ID Number (required)**

Enter the 16-digit Parcel ID Number, aka “PIN”, of the property you are appealing (omit the hyphens) in the spaces below, and press “Verify Parcel ID”. The Parcel ID Number must be valid in order to move on to Step Two. If you don't know the property's Parcel ID Number, you can look it up by using the [Property Search Portal](#) on [Will County SOA's main website](#). The [Property Search Portal](#) allows you to look up property in Will County by address, owner name, subdivision, sale date and/or amount, or PIN. When a Parcel ID is verified, some information associated with that Parcel ID will appear below. If your Appeal involves multiple Parcel IDs, first verify the primary Parcel ID below. (Once you have verified your primary Parcel ID number, you will be able to verify and add additional Parcel ID numbers).

Parcel ID:  -  -  -  -  -

**NOTE:** When a Parcel ID is verified, some information associated with that Parcel ID will appear below. If the appellant's current mailing information is incorrect or incomplete, you may edit it. If your Appeal involves multiple Parcel IDs, first verify the primary Parcel ID below. (Once you have verified your primary Parcel ID number, you will be able to verify and add additional Parcel ID numbers).

Parcel ID:  -  -  -  -  -

**Property Ownership Information**

Property Owner Name <input type="text" value="HERRERA EVA L"/>	Township <input type="text" value="LOCKPORT TOWNSHIP"/>	Property Class <input type="text" value="0040 Residential"/>
Property Owner Address <input type="text" value="608 BRIARWOOD AVE"/> <input type="text" value=""/>		
City <input type="text" value="ROMEDEVILLE"/>	State <input type="text" value="IL"/>	Zip Code <input type="text" value="60446"/>

**Appellant's Current Mailing Information**

Appellant Name <input type="text" value=""/>		
Appellant Mailing Address <input type="text" value=""/> <input type="text" value=""/>		
City <input type="text" value=""/>	State <input type="text" value="IL"/>	Zip Code <input type="text" value=""/>

- If you only have one parcel to appeal, you may continue to Step Two.
- If your Appeal includes more than one Parcel ID number, you may verify and add your additional Parcel ID numbers to the Multi-Parcel List Box below.
- To add an additional Parcel ID number to the list, enter the Parcel ID number using the yellow fields below. If the Parcel ID you enter is verified, it will appear in the Multi-Parcel List Box when you press the "Verify & Add" button.
- To remove a Parcel ID number from the Multi-Parcel List Box, click on a Parcel ID in the Multi-Parcel List and press the "Remove" button. When you are done adding any additional Parcel ID numbers, you are ready to proceed to Step Two.

Multiple Parcel:  -  -  -  -  -  0000

Multi-Parcel List Box

- Choose to assign the Law Firm Admin as the Appellant Representative **OR** select a user account from the Law Firm to be the Appellant Representative.

**Step 2: Assign an Appellant or Appellant Representative (required)**

Assign an Appellant user account or an Appellant Representative user account to this appeal submission. (Click to Select).

Assign the Law Firm Admin account (this account) as the Appellant Rep.
  Select an Appellant Rep. from this Law Firm's user account list

Law Firm Name	ARDC #	Last Name	First Name	User Name	Created Date
Better Call Saul Law Firm	12345	Saul	Better Call	BETTERCALLSAUL	

**Step 2: Assign an Appellant or Appellant Representative (required)**

Assign an Appellant user account or an Appellant Representative user account to this appeal submission. (Click to Select).

Assign the Law Firm Admin account (this account) as the Appellant Rep.
  Select an Appellant Rep. from this Law Firm's user account list

Law Firm Name	ARDC #	Last Name	First Name	User Name	Created Date
Better Call Saul Law Firm	12345	lawcc	frank	FRANKLAW	
Better Call Saul Law Firm	12345	JACKSON	KEISHA	KEISHAJ	
Better Call Saul Law Firm	12345	Musk	Elon	ELONMUSK	
Better Call Saul Law Firm	12345	McFly	Marty	MARTYMCFLY	
Better Call Saul Law Firm	12345	PAN	DAN	DANPAN1	
Better Call Saul Law Firm	12345	Farraz	Jared	JFARRAZ	
Better Call Saul Law Firm	12345	Lovitz	Jon	JONLOVITZ	6/23/2020 12:33:52 PM
Better Call Saul Law Firm	12345	Boy	Law	LAWBOY	6/30/2020 2:48:37 PM

- To select a user account, double-click on the User Name of the account you would like to designate as the Appellant Representative.


- ✚ Next, you will click on the gray dropbox area below and select your completed Appeal Form from your computer. You may also drag-and-drop your Appeal Form onto the gray dropbox area below.

**NOTES:**

- **This dropbox will only accept one file.**
- If you place a file in the dropbox area and then drag or click a new file into the dropbox area, the second file will replace the first one you placed there.
- If you don't have an Appeal Form, click on "[download it here](#)".
- **If your Appeal Form is incomplete, a letter will be sent instructing correction of the appeal.**
- You are required to submit a completed Appeal Form in order to move on to Step Three.
- **Only PDF file format is accepted by the uploader.\*** Maximum file size accepted is 100 MB.

**Step 3: Upload your completed Appeal Form to submit (required)**

Click on the gray dropbox area below and select your completed Appeal Form from your computer. You may also drag-and-drop your Appeal Form onto the gray dropbox area below. **This dropbox will only accept one file.** If you place a file in the dropbox area and then drag or click a new file into the dropbox area, the second file will replace the first one you placed there. If you don't have an Appeal Form, you may [download it here](#). If the Appeal Form you submit is incomplete, your appeal will be automatically rejected. You are required to submit a completed Appeal Form in order to move on to Step Four. **Note: Only PDF file format is accepted by the uploader.\*** Maximum file size accepted is 100 MB.



Drop files to upload  
(or click)

- ✚ To submit the written argument of your appeal along with additional evidence documents, click on the gray dropbox area below and select your additional documents from your computer.

**NOTES:**

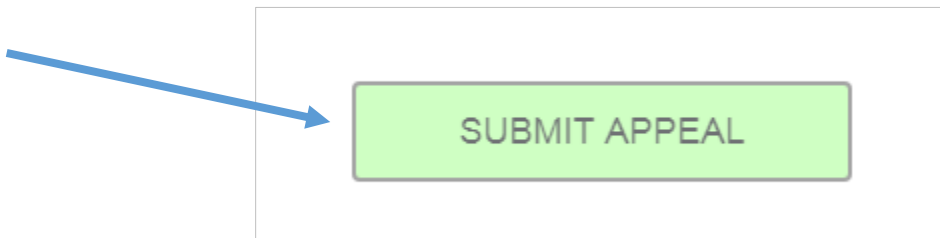
- You may also drag-and-drop your additional evidence documents onto the gray dropbox area below.
- If you don't have any additional documents, you may skip forward to Step Four.
- You may submit a **maximum of five (5)** additional evidence files. **This dropbox will not accept more than five files.**
- **Only PDF file format is accepted by the uploader.\*** Maximum file size accepted is 100 MB (each).

#### Step 4: Upload additional documents of evidence to submit (optional)

If you have additional documents of evidence that you would like to submit along with your appeal, click on the gray dropbox area below and select your additional documents from your computer. You may also drag-and-drop your additional evidence documents onto the gray dropbox area below. If you don't have any additional documents, you may skip forward to Step Five. You may submit a **maximum of five (5)** additional evidence files. **This dropbox will not accept more than five files.** [\\*Note: Only PDF file format is accepted by the uploader.\\*](#) Maximum file size accepted is 100 MB (each).

→ **Drop files** to upload  
(or click)

✚ Review your appeal submission and press "SUBMIT APPEAL" to submit.



#### NOTES:

- **After you press the "SUBMIT APPEAL" button, you will not be able to go back and make any changes to your appeal or upload any more documents.**
- You will be able to log in to your account and view the status of your appeal at any time.
- As a reminder, you will utilize your User Name and Password to obtain the Township Assessor evidence in regards to your appeal.
- **Due to COVID- 19 there will be no interactive hearings in 2020. The determination for the appeal will be according to the weight of the evidence.**
- You will receive a letter of notification when your hearing date has been set.

- A notification screen will appear telling you your appeal was successfully submitted. You may then choose to “Submit another Appeal” or “Continue to Appeal Dashboard”.

**Thank you! Your Appeal was successfully submitted.**



If you entered your e-mail address in your account information, you will receive a confirmation e-mail stating that your Appeal was successfully submitted. If you have an e-mail address saved in your account information but don't see a confirmation e-mail in your Inbox within 5 minutes, try checking your Spam/Junk folder, as some e-mails are sometimes incorrectly categorized as spam.

You will now be able to view the status of your Appeal at any time on the Appeal Dashboard.

**What would you like to do next?**

Submit another Appeal

Continue to Appeal Dashboard



# Managing your Account

✚ To manage your account information, select “My Account” on the top navigation bar.



✚ You may edit or update your account information on this page.

**My Account**

\* = Required  
\* = Recommended

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**User Information**

First Name*	Last Name*	Law Firm Name*
<input type="text" value="Better Call"/>	<input type="text" value="Saul"/>	<input type="text" value="Better Call Saul Law Firm"/>
E-mail Address*	Phone Number*	ARDC #*
<input type="text" value="brane@yahoo.com"/>	<input type="text" value="8558081234"/>	<input type="text" value="12345"/>

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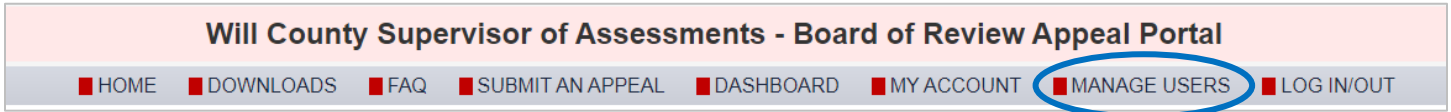
**Login Information**

User Name*	<a href="#">Change Password</a>
<input type="text" value="BETTERCALLSAUL"/>	

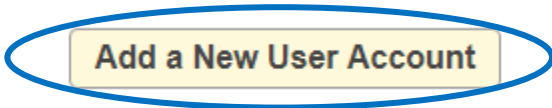
✚ After you have finished, click “Save Changes”.

# Manage Users feature

To manage your users or create new user accounts associated with your Law Firm, select “MANAGE USERS” on the top navigation bar.



To add users in your account, click “Add a New User Account” at the top left



A new screen will appear, complete the fields to create an account. The Law Firm Name fields will auto-populate with your Law Firm’s Name. The ARDC# field will also auto-populate, but can be edited.

**Add a New User Account**

Law Firm Name  Create and Activate this user account now \* = Required  
  Create user account now, but keep it Inactive for now \* = Recommended

ARDC Number\* Phone Number\*

First Name\* Last Name\*

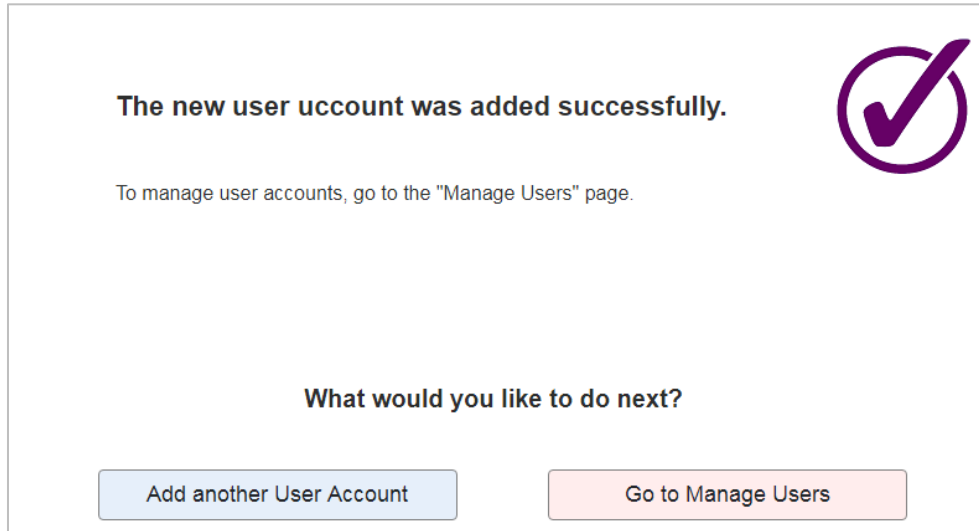
User Name\* E-mail Address\*

Password\* Confirm Password\*

Be sure to designate the account as “active” or “inactive”

Create and Activate this user account now  
 Create user account now, but keep it Inactive for now

- Click “Create Account”. You will see this notification screen when the account was added/created successfully.



- As you add more sub-users to your account, those accounts will appear in a list on your “Manage Users” screen.

Add a New User Account      **Manage Users**      [Click on a User Name to modify an account's details.](#)

User Name	Password	First Name	Last Name	E-Mail	User Active
<a href="#">0124131000130000LMNOP</a>	000000000000000000	Bob	Grafton	robertgraffon765@yahoo.com	Inactive
<a href="#">ALFDALF</a>	676767676767676767	Alfie	Dalfie	alfdalf12345@yahoo.com	Inactive
<a href="#">APALUMBO</a>	000000000000000000	Anthony	Palumbo	jerseyguy@gmail.com	Inactive
<a href="#">DANPAN1</a>	676767676767676767	DAN	PAN	danpan@sbcglobal.net	Active
<a href="#">ELONMUSK</a>	000000000000000000	Elon	Musk	elonmusk@spaceX.com	Active
<a href="#">FRANKLAW</a>	676767676767676767	frank	lawcc		Active
<a href="#">JFARRAZ</a>	000000000000000000	Jared	Farraz	jaredfarraz@protonmail.com	Active
<a href="#">JONLOVITZ</a>	676767676767676767	Jon	Lovitz		Active
<a href="#">KEISHAJ</a>	000000000000000000	KEISHA	JACKSON	keishajackson54321@gmail.com	Active
<a href="#">LAWBOY</a>	676767676767676767	Law	Boy	lawboy1234@aol.com	Active
<a href="#">MARTYMCFLY</a>	000000000000000000	Marty	McFly	mcfly1985@yahoo.com	Active
<a href="#">WALTERWHITE</a>	676767676767676767	Walter	White		Inactive

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- You may click on a User Name (in blue text) to edit or update that account’s information at any time.

**NOTES:**

- User accounts cannot be deleted outright.
- Once a user account is created, that account's status can be set to be either "Active" or "Inactive".
- A user with an Active account is able to log in to the website using their User Name and Password.
- A user whose account status is marked "Inactive" will not be able to log in or use their account at all.
- If you deactivate a user account, that account will still show on your "Manage Users" page, and you have the option of re-activating that user account at any time, and vice-versa.