



# INTERVENOR

## Quick-Start Guide

---

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

---

# Submitting Intervenor Resolutions & Evidence on Appeals

- ✚ Visit [borappeals.willcountysoa.com](http://borappeals.willcountysoa.com)
- ✚ Click on “Log In/Out” on the top navigation bar.

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

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

**Welcome to the Will County Board of Review Appeal Portal**

This portal is designed for the electronic submission and retrieval of appeal information. You can use this portal to submit your completed appeal and for retrieval of all evidence.

If you are submitting your completed appeal and corresponding evidence in a digital format, you will be required to register for an account and create a User Name and Password. An incomplete electronic submission may result in the non-acceptance of your appeal. If you have not submitted your appeal and corresponding evidence utilizing this portal, you will receive a User Name and Password with your hearing notice/waiver notification to retrieve your evidence.

You will be informed via the hearing notice/waiver notification when your evidence is available for retrieval and it will be your responsibility to retrieve such evidence.

If you need assistance with navigating this portal, please see the [appropriate quick-start guide](#).

**Please note:** If you are a law firm filing on multiple parcels, you will create one account for all appeals.

- ✚ Enter the User Name and Password given to you by the County to log in.

**Log In**

User Name:

Password:

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

[Forgot Password?](#)

Log In

- ✦ Once logged in, you will be automatically redirected to the Appeal Dashboard page.
- ✦ Appeals will “drop in” to your dashboard once they are processed and officially docketed by the County. All Appeals in your tax district where the appellant is requesting an assessment change of \$100,000 or more will display on your appeal dashboard.

Click on the PIN # (in blue text) to view appeal details.

### Appeal Dashboard

\* = multi-parcel appeal

Filter Options:

[PIN](#)
[Owner Name](#)
[Docket #](#)
[Class](#)
[Status](#)
[Township](#)
[Submitted by](#)
[Date Submitted](#)
[Hearing Date](#)

[Remove All Filters](#)

PIN	Docket #	Class	Status	Township	Submitted by (User Name)	Date Submitted	Evidence Available	Hearing Info (Date, Time, Room #)
<a href="#">12-02-18-401-037-0000</a>	* 664	R	DOCKETED EC	DUPAGE	DREW_PETERSON	07/21/2020	10/15/20	10/22/20, 10:00AM, 4B
<a href="#">01-24-23-200-005-0000</a>	59	R	DOCKETED	CUSTER	JONLOVITZ2	07/20/2020	10/06/20	10/14/20, 09:00AM, 5B
<a href="#">01-24-11-200-003-0000</a>	1520	R	DOCKETED EC	CUSTER	JOSSIE1	07/17/2020	09/22/20	09/29/20, 14:30PM, 2
<a href="#">01-24-11-200-004-0000</a>	1519	R	DOCKETED	CUSTER	CG00000240	07/17/2020	09/18/20	09/25/20, 13:20PM, 1
<a href="#">06-03-26-101-020-0000</a>	129	R	DOCKETED EC	PLAINFIELD	CG00000211	07/01/2020	12/10/20	12/17/20, 13:20PM, 2
<a href="#">15-08-26-201-003-1001</a>	1916	I	DOCKETED EC	NEW LENOX	RUTHIE2	06/17/2020	11/16/20	11/23/20, 15:15PM, 3
<a href="#">12-02-01-300-010-0000</a>	2050	C	DOCKETED EC	DUPAGE	JULIE1974	06/17/2020	12/01/20	12/08/20, 11:30AM, 25D
<a href="#">12-02-12-200-007-0000</a>	302	I	DOCKETED EC	DUPAGE	COUNTYADMIN	06/16/2020	10/07/20	10/15/20, 10:00AM, 10
<a href="#">12-02-01-202-001-0000</a>	1608	C	DOCKETED EC	DUPAGE	JULIE1974	06/05/2020	10/26/20	11/02/20, 11:45AM, 2
<a href="#">12-02-01-202-001-0000</a>	1588	C	DOCKETED	DUPAGE	JULIE1974	06/05/2020	10/26/20	11/02/20, 14:15PM, 1
<a href="#">12-02-08-101-025-0000</a>	* 1976	C	DOCKETED EC	DUPAGE	JULIE1974	06/02/2020	12/01/20	12/08/20, 08:00AM, 1
<a href="#">12-02-26-104-001-0010</a>	* 1245	C	DOCKETED EC	DUPAGE	FULLMOON	05/20/2020	11/06/20	11/16/20, 11:20AM, 2

Page 1 of 1

Total list items: 12 (25 list items per page)

- ✦ You may sort through the appeals by utilizing on the various filter options, which are the blue buttons across the Dashboard header. To select an appeal, click on the PIN# in bold blue text.

Click on the PIN # (in blue text) to view appeal details.

### Appeal Dashboard

Filter Options:

[PIN](#)
[Owner Name](#)
[Docket #](#)
[Class](#)
[Status](#)
[Township](#)
[Submitted by](#)
[Date Submitted](#)
[Hearing Date](#)

✚ When you click on the PIN#, you will open the “View Appeal” page where you can view the details pertaining to that appeal. You can also view and/or download the appellant’s appeal form and any appellant evidence documents.

**Viewing Appeal 01-24-23-200-005-0000**

Submit Intervenor Documents

Download Documents

<p><b>Appeal Information</b></p> <p>Primary PIN: 01-24-23-200-005-0000          Appeal Year: 2020          Tax Code: 0104          Property Class: 0030 Residential Vacant Land          Status: DOCKETED          Docket Number: 2020-0059          Date Submitted: 7/20/2020 12:18:19 PM 455          Multiple PINs: No          Stipulated: No          Requesting 100k+ change: Yes</p> <p><b>Hearing Information</b></p> <p>Hearing Date &amp; Time: 10/14/2020 09:00 AM          Hearing Room Number: 5B          Appellant Waived Attendance: No</p>	<p><b>Property Ownership Information</b></p> <p>DUER DEREK A          363 WILSHIRE ST            PARK FOREST, IL 60466</p> <p><b>Appellant User Information</b></p> <p>User Name: JONLOVITZ2          User Account Type: Property Owner/Taxpayer          Name: Jon Lovitz          E-Mail:          Phone Number: 7775556666</p>	<p><b>Documents</b></p> <p>Appellant Documents  <a href="#">Appeal Form</a></p>
<p><b>Township Information</b></p> <p>Township: CUSTER TOWNSHIP            Evidence Available Date: 10/6/2020</p>	<p><b>Current Mailing Information</b></p> <p>DUER DEREK A          363 WILSHIRE ST            PARK FOREST, IL 60466</p>	

✚ You may submit your intervenor resolution and evidence documents by clicking the yellow “Submit Intervenor Documents” button in the top left-hand corner.



✚ At the top of the “Submit Intervenor Evidence Documents” page, it will auto-populate some of the details of the appeal you are about to submit documents on. Before uploading anything, look over the information to ensure you are submitting your documents on the correct appeal.

**Submit Intervenor Evidence Documents**

**Submitting Intervenor Evidence for Appeal:**

Docket Number: 2020-0059	Property Owner: DUER DEREK A	
Primary PIN: 01-24-23-200-005-0000	Property Class: 0030 Residential Vacant Land	Appellant Name: Jon Lovitz
Multiple PINs: No	Date Submitted: 7/20/2020 12:18:19 PM	Appellant User Name: JONLOVITZ2

✚ Click on the gray dropbox area in Step 1 and select your completed Intervenor Resolution Document from your computer. You may also drag-and-drop your Intervenor Resolution document onto the gray dropbox area.

## NOTES:

- **You MUST submit an Intervenor Resolution** in order to submit any other Intervenor Evidence Documents. Place ONLY your Resolution document in this first dropbox.
- **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.
- **Only PDF file format is accepted by the uploader.\*** Maximum file size accepted is 100 MB.

### Step 1: Upload your completed Intervenor Resolution Document (required)

Click on the gray dropbox area below and select your completed Intervenor Resolution Document from your computer. You may also drag-and-drop your Intervenor Resolution Document 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. You are required to submit a completed Intervenor Resolution Document in order to move on to Step Two. **\*Note: Only PDF file format is accepted by the uploader.\*** Maximum file size accepted is 100 MB.

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

- ✚ Once you have placed your Intervenor Resolution in the Step 1 dropbox, you may move on to Step 2.
- ✚ In Step 2, you will see another gray dropbox, but this one is larger. If you have Intervenor Evidence Documents you would like to submit on this appeal, upload them here.

### Step 2: Upload your Intervenor Evidence Documents (optional)

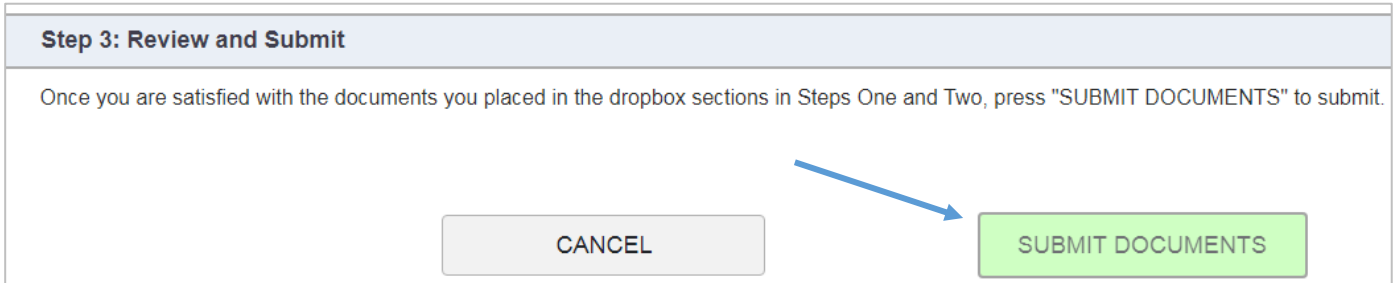
If you have Intervenor Evidence to submit for this appeal, click on the gray dropbox area below and select your Intervenor Evidence Documents from your computer. You may also drag-and-drop your Intervenor Evidence Documents onto the gray dropbox area below. If you don't have any Intervenor Evidence Documents, skip this step and move on to Step Three. You may submit a **maximum of five (5)** 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)

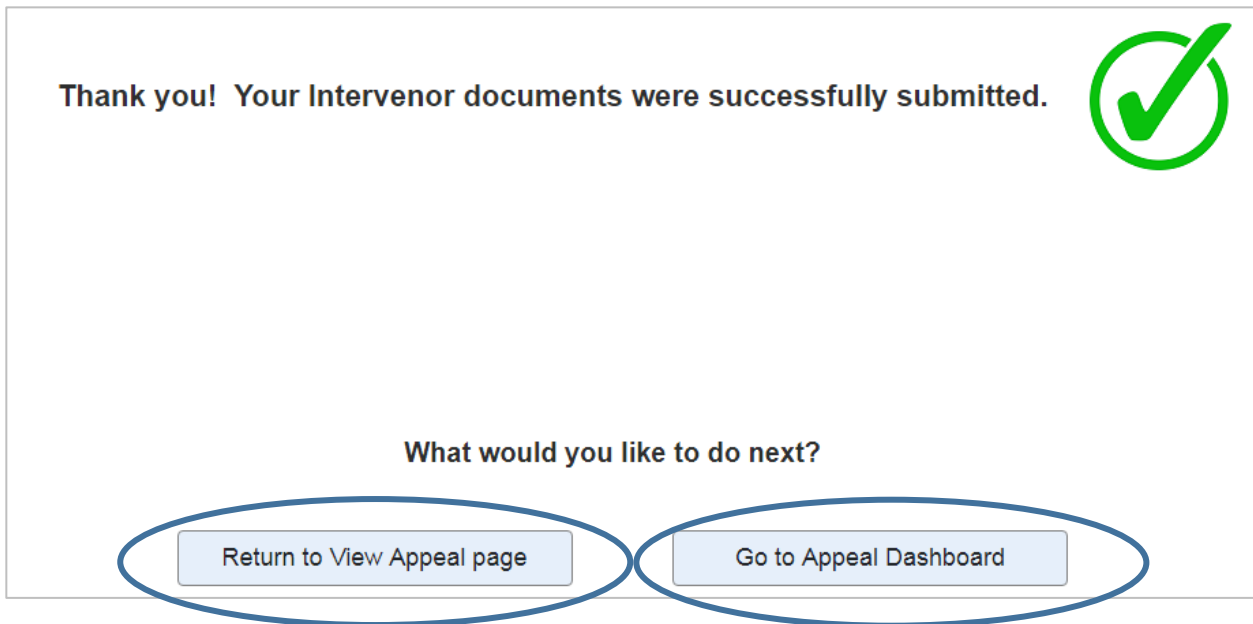
**NOTES:**

- This step is NOT required. If you don't have any additional evidence documents to submit for this appeal, you may skip forward to Step 3.
- You may submit a **maximum of five (5)** additional Evidence files in this dropbox. **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).

✚ When you are all ready to submit your documents press the “SUBMIT DOCUMENTS” button.



✚ The next screen will notify you that the documents were successfully submitted. You may then choose to “Return to the View Appeal page” or “Go 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

---

**User Information**

First Name*	Last Name*	Tax District
<input type="text" value="WILL COUNTY"/>	<input type="text" value="FIRE DEPARTMENT"/>	<input type="text" value="999"/>
E-mail Address*	Phone Number*	
<input type="text" value="firedept@willcounty.com"/>	<input type="text" value="8159379509"/>	

---

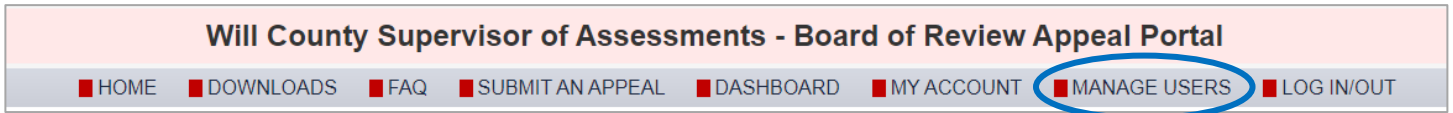
**Login Information**

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

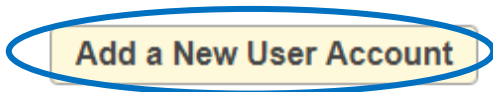
✚ After you have finished, click the “SAVE CHANGES” button.

# Manage Users feature

- To manage and/or create user accounts for your Delegates or Legal Representatives that will be associated with your Intervenor Account, select “MANAGE USERS” on the top navigation bar.



- To create/add a user account that will be associated with your account, click “Add a New User Account” at the top left of the “MANAGE USERS” page.



- On this screen, you will fill in the necessary fields to create the user account. The Tax District field will auto-populate with your Tax District’s Number or Code. (Tax District cannot be edited).

### Add an Intervenor Delegate Account

Create and Activate this user account now

Create user account now, but keep it Inactive for now

Tax District

\* = Required  
\* = Recommended

First Name\*

Last Name\*

User Name\*

E-mail Address\*

Password\*

Confirm Password\*

Phone Number\*


- 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.



**The new user account was added successfully.**

To manage user accounts, go to the "Manage Users" page.

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

Add another User Account
Go to Manage Users

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

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

Page 1 of 1

- 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.