

## Instructions for Filing Your Rendition or Rendition Extension Request On-Line – Agent

To file your eRendition on-line you will need:

- The PIN printed on the Rendition form TAD recently mailed to you **OR**
- The PIN printed on the letter TAD recently mailed to you
- An Internet connection
- Microsoft Internet Explorer version 6 or higher OR Mozilla Firefox version 2 or higher (both javascript and cookies must be enabled)
- Adobe Acrobat Reader version 6 or higher
- Financial information required to complete your eRendition (We recommend that you complete the paper rendition as a worksheet then complete the eRendition on-line. Blank forms may be downloaded from our Web site [www.tad.org](http://www.tad.org))

Once you are ready to file your eRendition or Extension Request, accomplish the following steps:

1. Connect your PC to the Internet, launch the Web browser, then go to [www.tad.org](http://www.tad.org)
2. Click the “Property Data Search” link on the left side of the home page
3. Under the “Business Personal Property” heading, click the “Search by Account Number” link
4. Type in your account number then click the “Search” link
5. Click the “My TAD eAccess Account” link at the top of the page



6. **If you are authorized by the owner to file renditions and we have processed your FID**, when you are prompted to enter a User ID and password you may enter your normal Agent User ID and password that you use to sign in to the Agent system on the TAD home page (Agent Sign In).

Continue to follow the on-line prompts. Once you have completed the filing process, you will have the opportunity to print/save a PDF version of your eRendition or Extension Request. You will also receive a copy of the same document by email.

This service is available for *most* Business Personal Property accounts. If there are any errors in either the ownership or the description of the business, you cannot file on-line until you contact the Business Personal Property Department at 817-284-9101 to have the erroneous information corrected. However, you will be able to indicate the business was sold, closed or moved prior to January 1<sup>st</sup> during the eRendition process. An account that represents a business aircraft, utility, billboard, or leased asset at multiple locations (VARX) cannot be filed on-line. Only the automatic 30-day rendition filing extension request to May 15<sup>th</sup> may be requested on-line. Additional “Good Cause” extension requests must be submitted in writing to the Chief Appraiser (only after a timely, automatic 30-day extension has been submitted and granted).