E-FILE INSTRUCTIONS
Claim for Homeowners' Property Tax Exemption (BOE-266/ASSR-515)

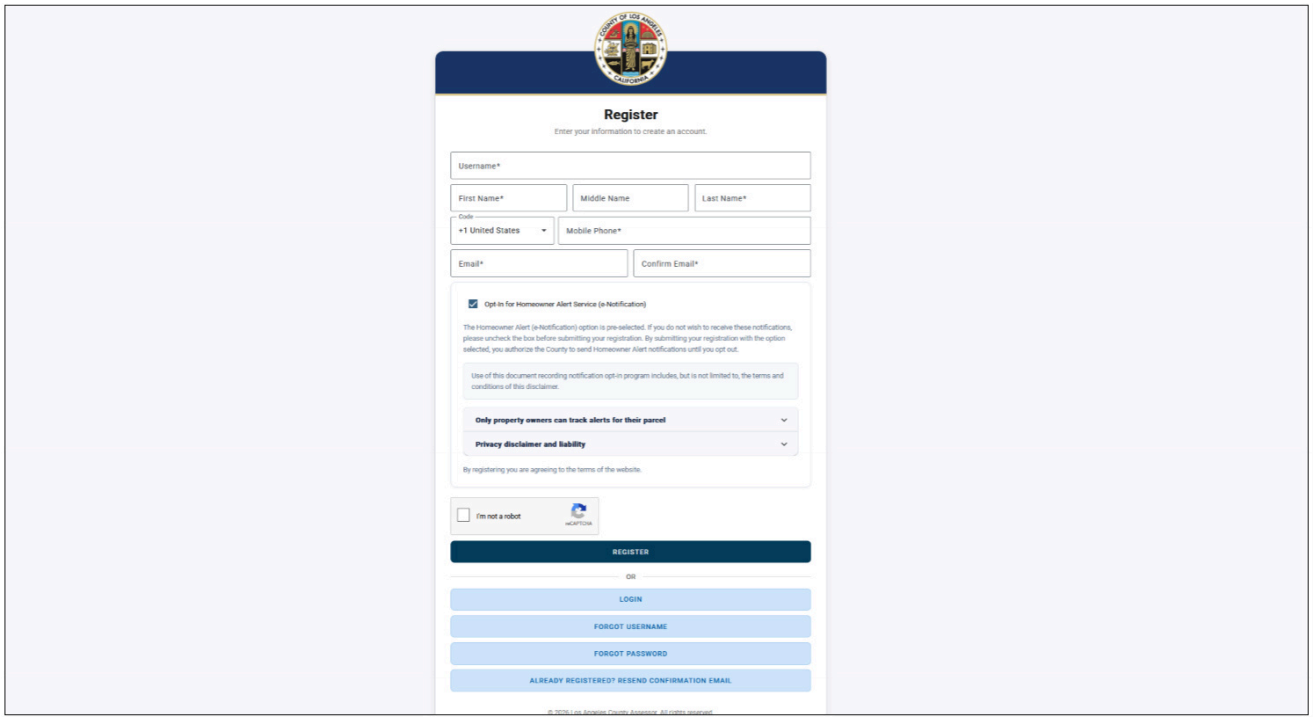
CREATE AN ACCOUNT

If you have not created an account by signing up for e-Services, you will need to create an account. This is a one-time requirement and once you are registered, you will not be asked to re-register. Creating an account will allow you to see the progress (status) of all online form submissions.

a. Click "**My Account**" and select "**Register**" from the dropdown menu. If you already have a registered account, select "**Sign In**" and proceed to the Forms page (page 8).

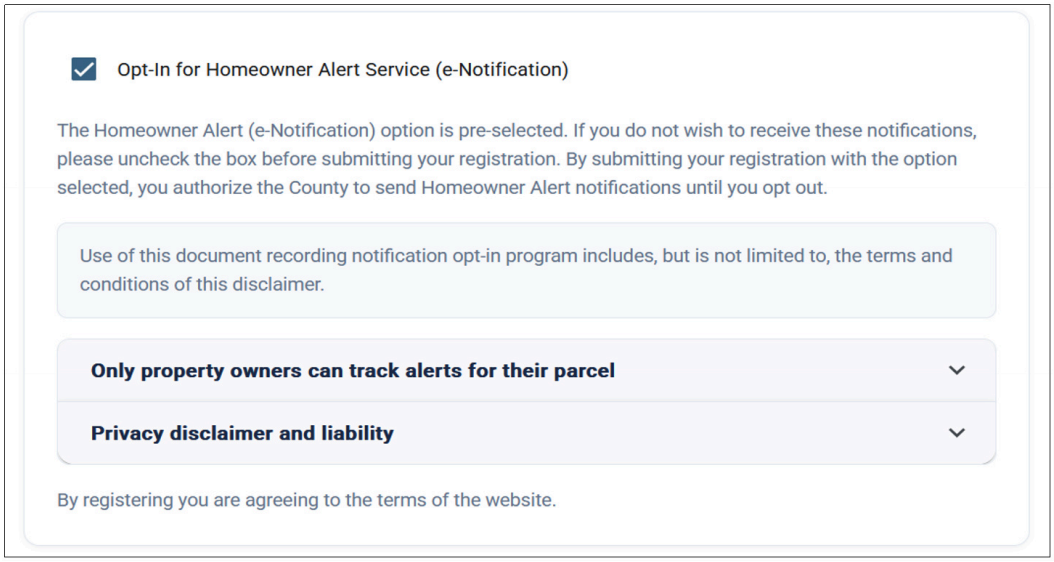


b. Begin the User Registration by filling out all required fields.

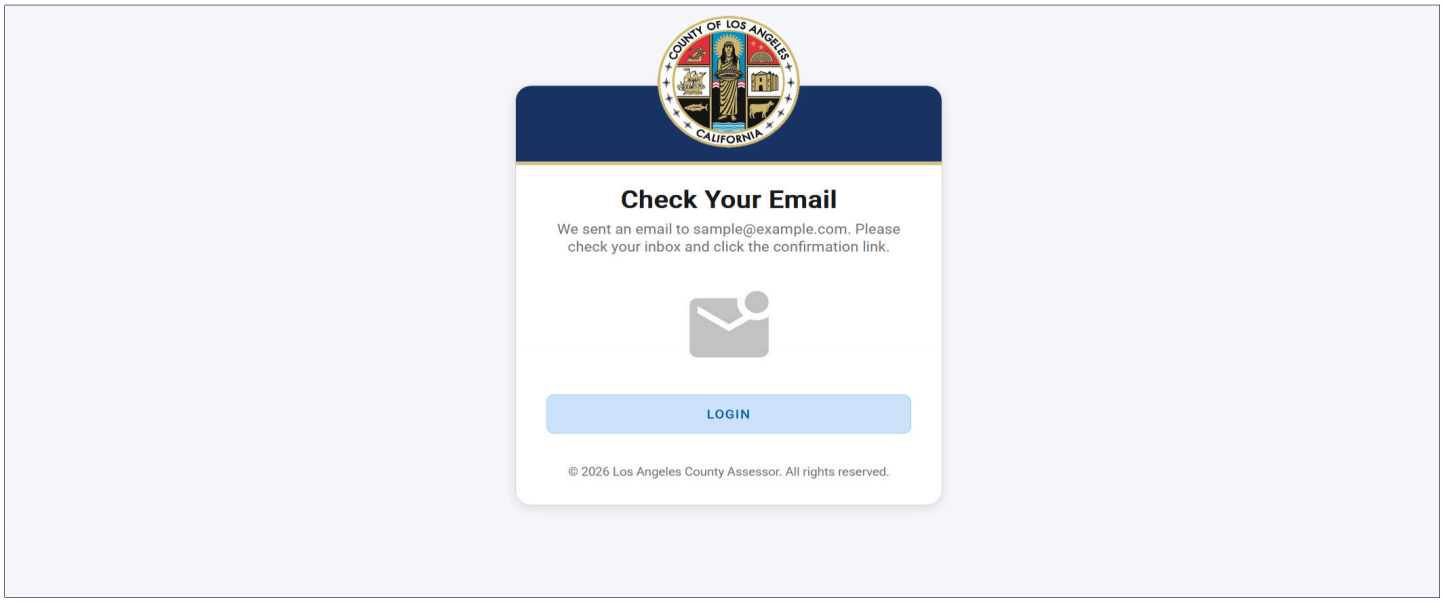


c. The Homeowner Alert (e-Notification) option is pre-selected. If you do not wish to receive these notifications, please uncheck the box before submitting your registration. By submitting your registration with the option selected, you authorize the County to send Homeowner Alert notifications until you opt out.

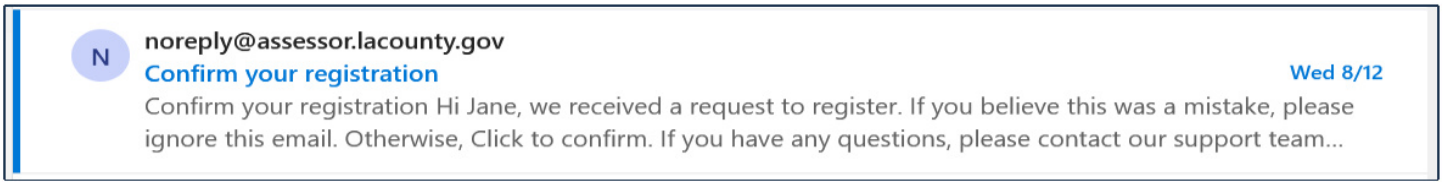
Learn more at: assessor.lacounty.gov/news-information/enotification



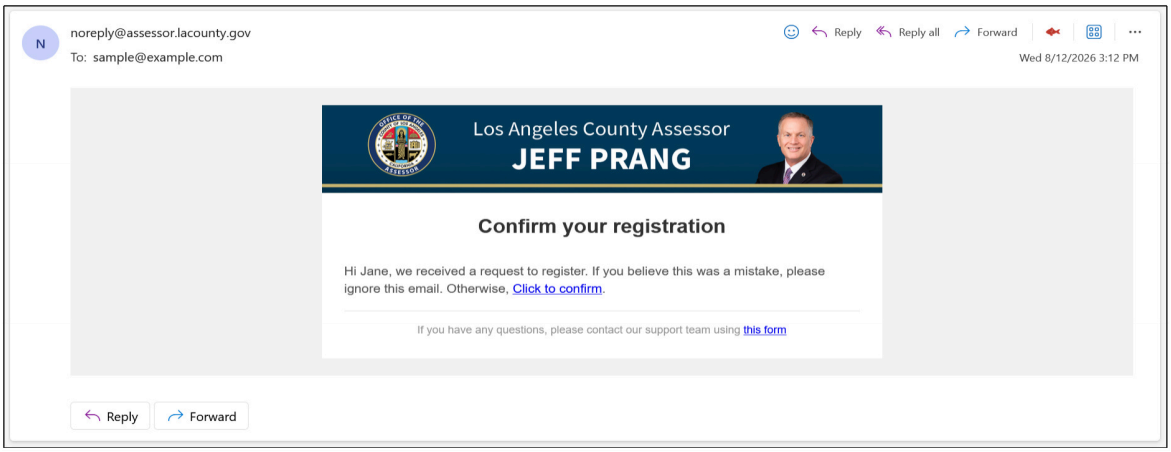
d. A confirmation email will be sent. You must complete the email confirmation step to successfully register.



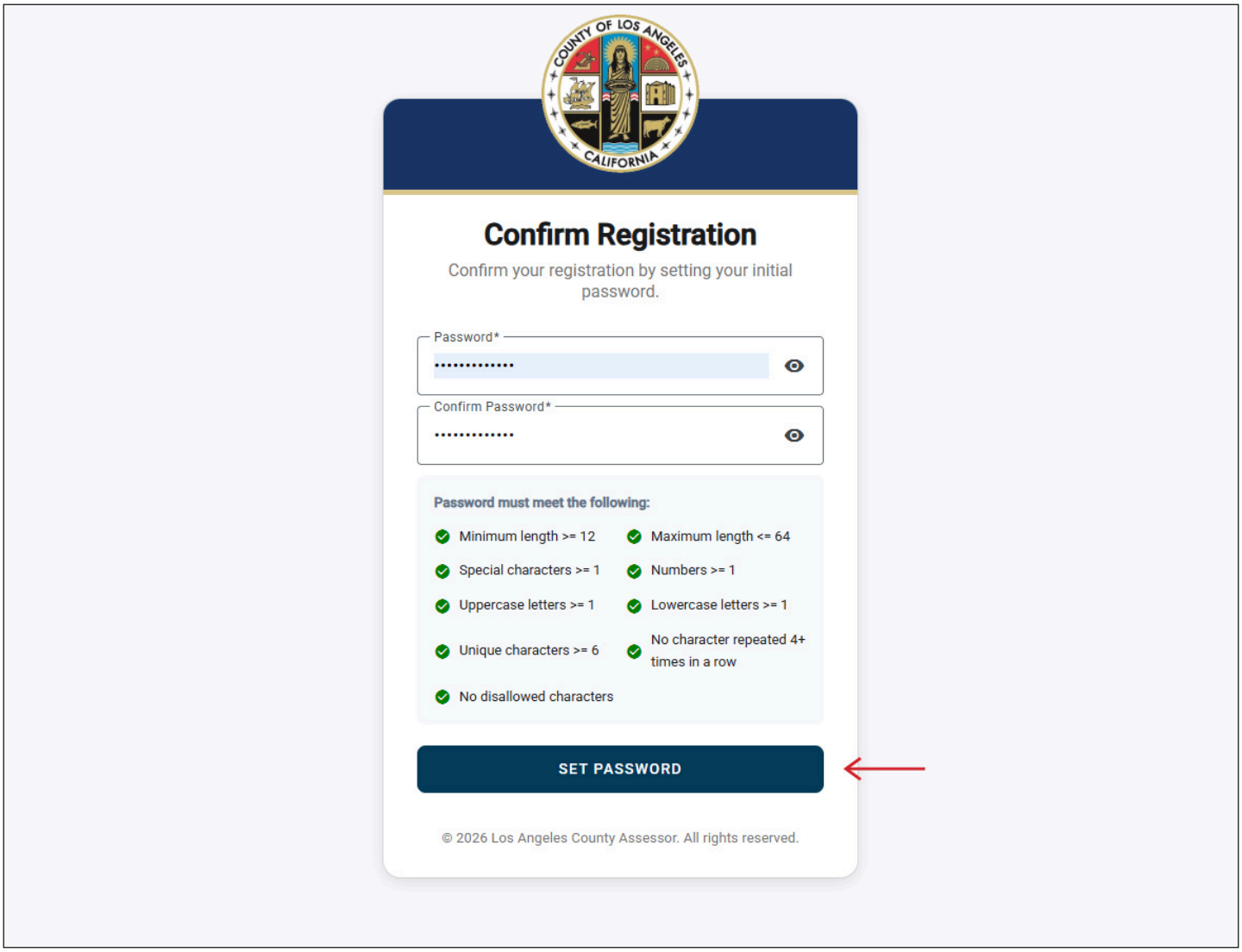
e. A confirmation email will arrive shortly to your registered email address. If you do not see the confirmation email, please check your junk/spam folder.



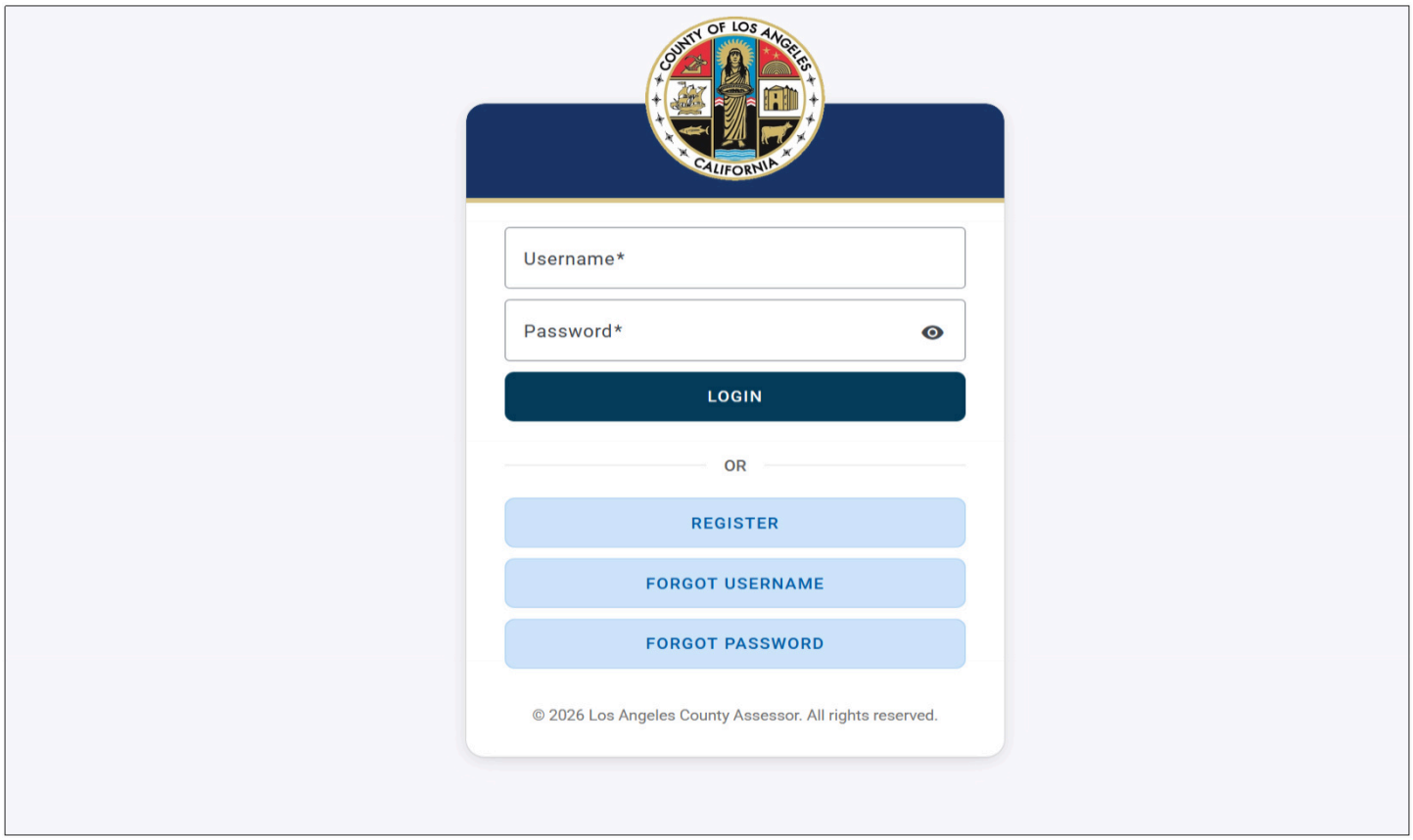
f. Open the email and follow the instructions to confirm your account.



g. After clicking "**Click to confirm**," the Confirm Registration page will open. Enter your password in both fields. Each requirement turns green once it is met. Click "**Set Password**."



h. Log in using the username you created during registration and the password you set in step g.



MY ACCOUNT

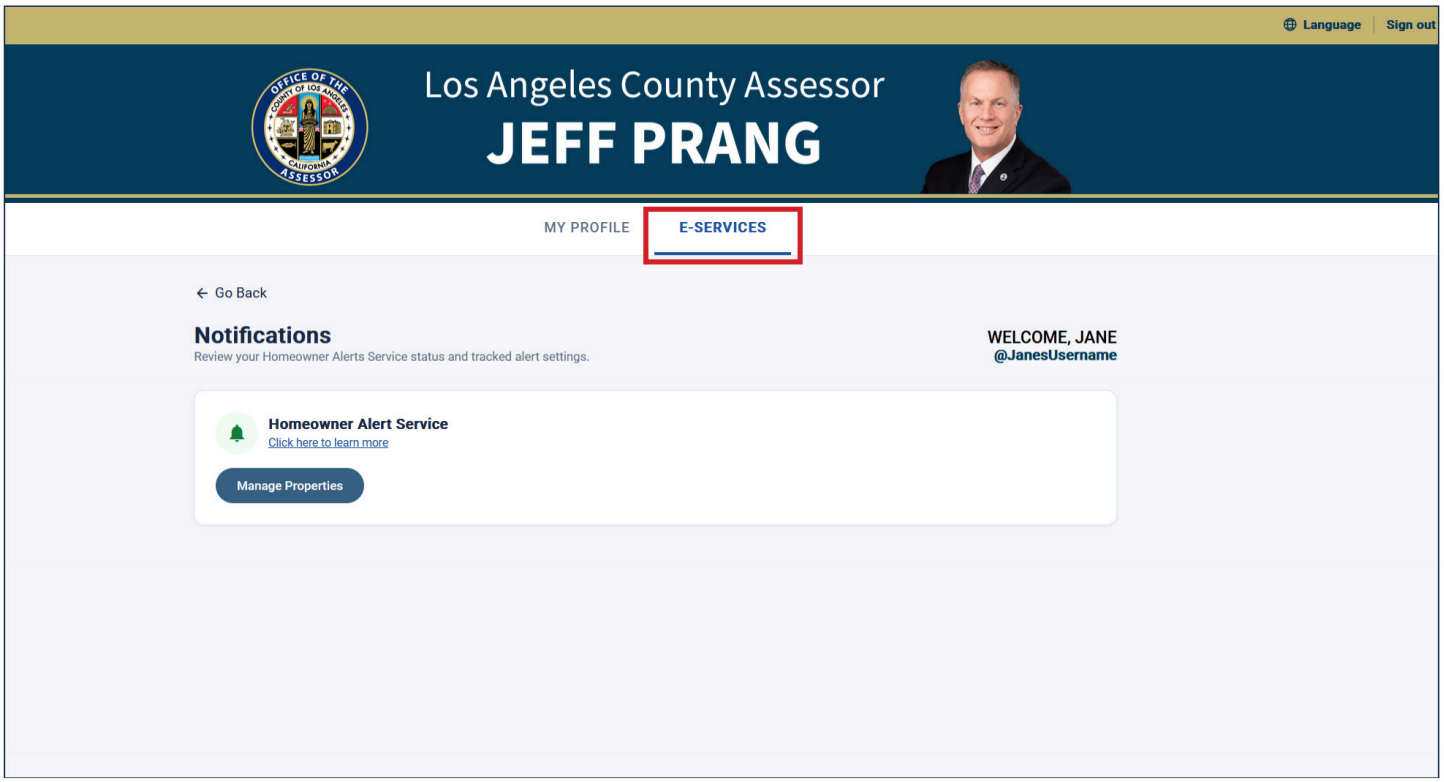
While signed in, click on "**My Account**" to reveal the dropdown menu. From here you can access profile, status, or sign out.



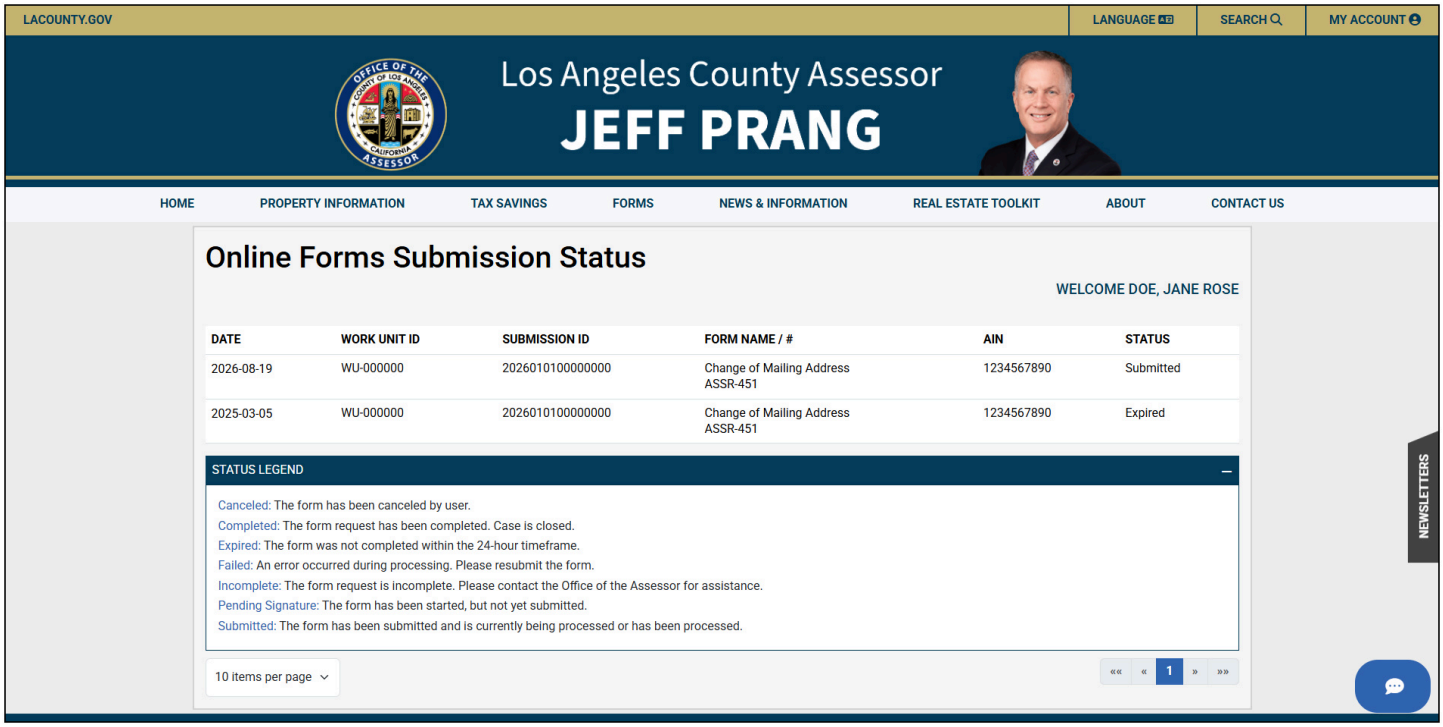
The Profile page gives you access to update your user information, contact methods, and password.



On the E-Services page, homeowners can explore and select from various optional services.



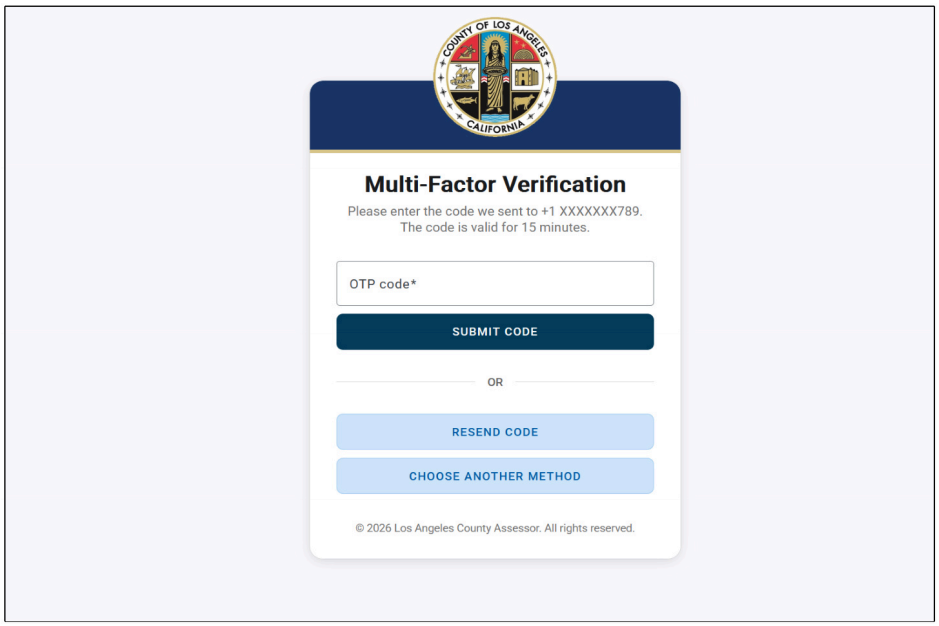
The Status page will keep track of your Online Forms submissions.



TWO-FACTOR AUTHENTICATION

For future logins, Two-Factor Authentication will be enabled to create an extra layer of added security for your account. Your account can be verified by either SMS or email one-time passcodes. To switch to a backup verification method, use the **"Choose Another Method"** button.

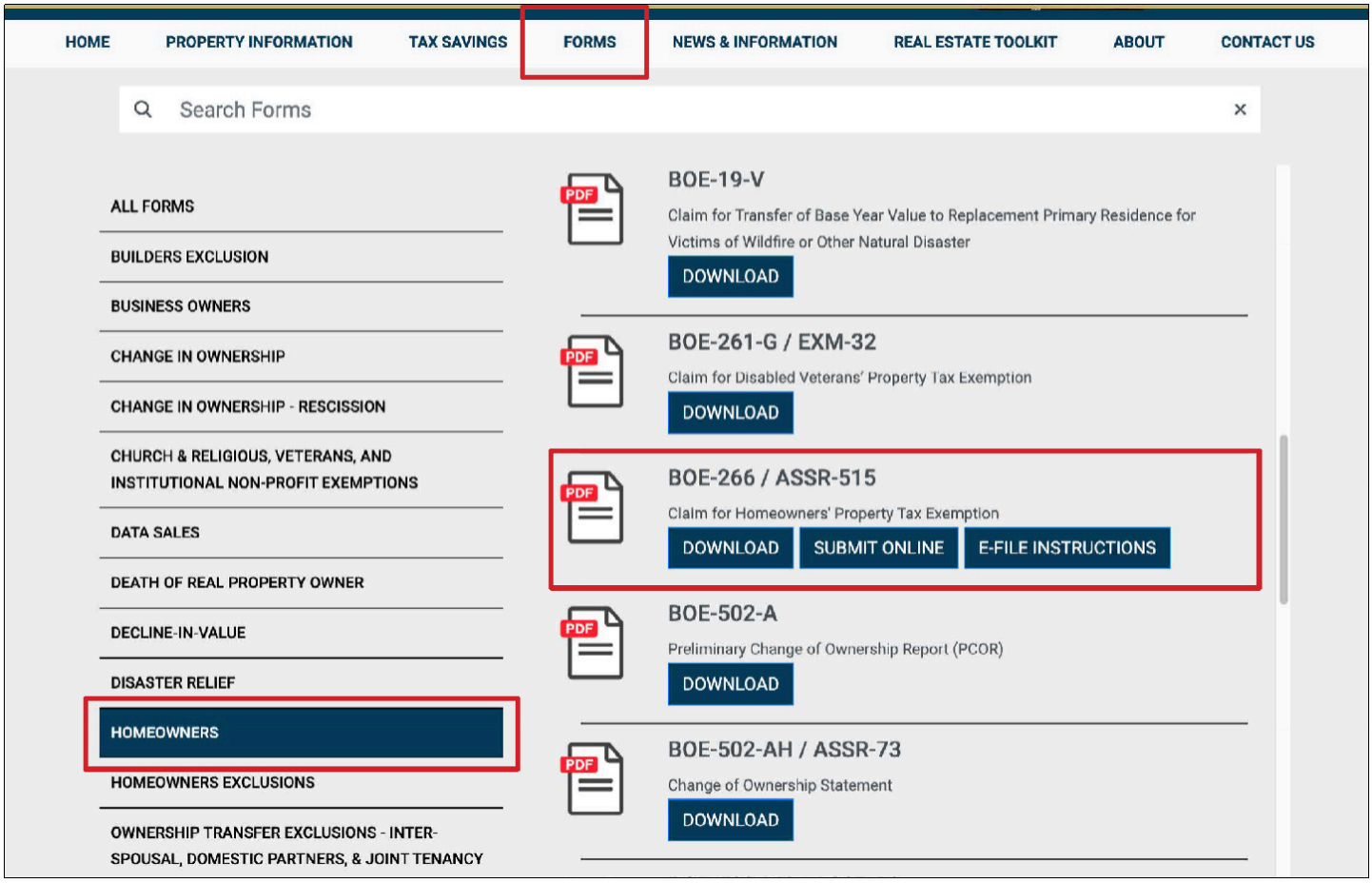
After logging in with your username and password, a One-Time Passcode will be sent to your preferred SMS or email contact that is valid for 15 minutes.



FORMS PAGE

The Claim for Homeowners' Property Tax Exemption (BOE-266/ASSR-515) Form is located on the Forms page. Select "**HOMEOWNERS**" on the left navigation menu and scroll down till you find the form.

Select "**SUBMIT ONLINE**" to start the process.



REQUIRED FILE ATTACHMENT

A valid driver's license or government ID (state ID, military ID, passport, etc.) is required to verify your identity.

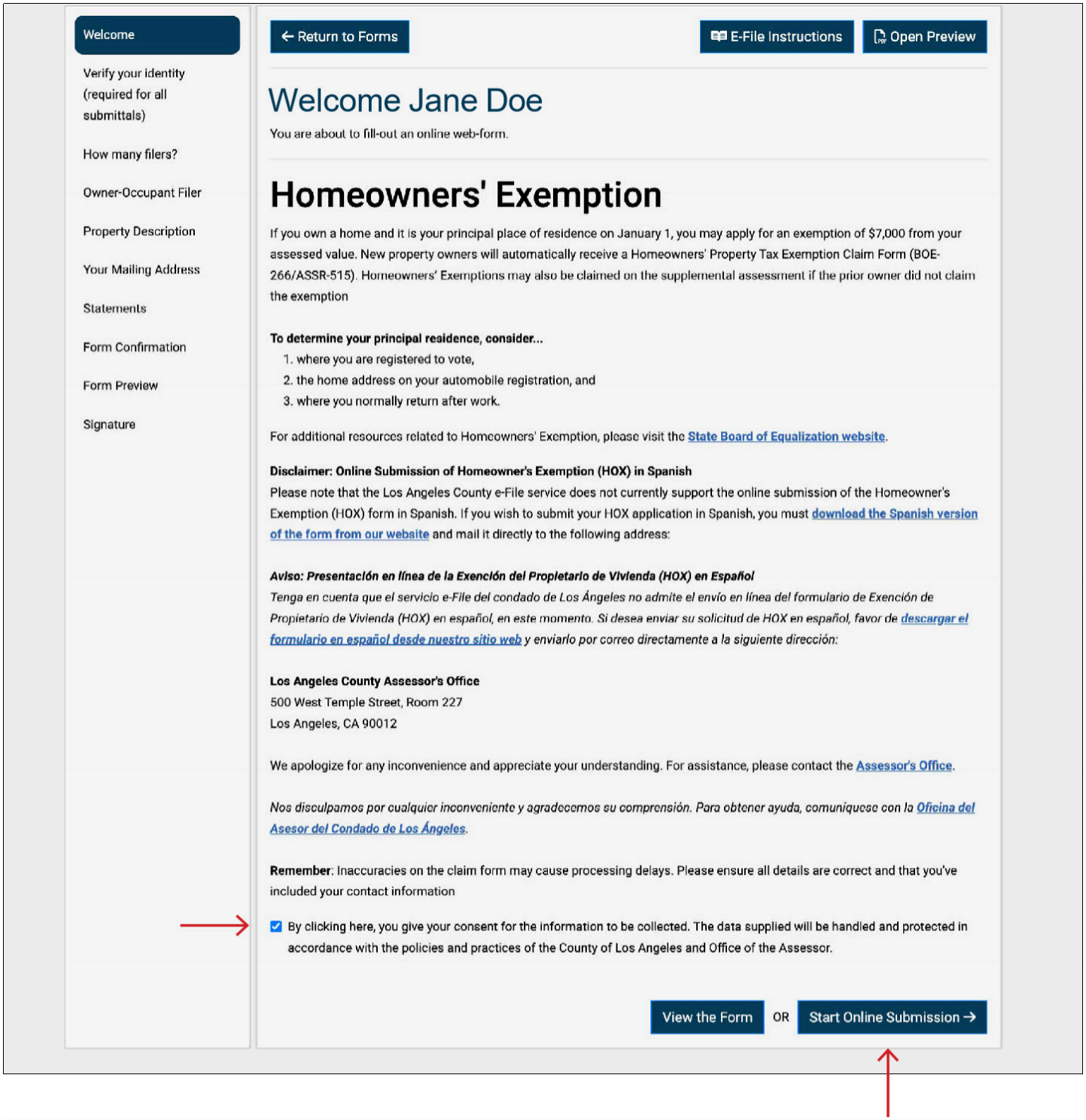




STEP 1: WELCOME
CLAIM FOR HOMEOWNERS' PROPERTY TAX EXEMPTION (BOE-266/ASSR-515)

If you are eligible and would like to apply, the Homeowners' Property Tax Exemption Claim form can be sent by mail or submitted online. Follow instructions as supporting documentation may be required.

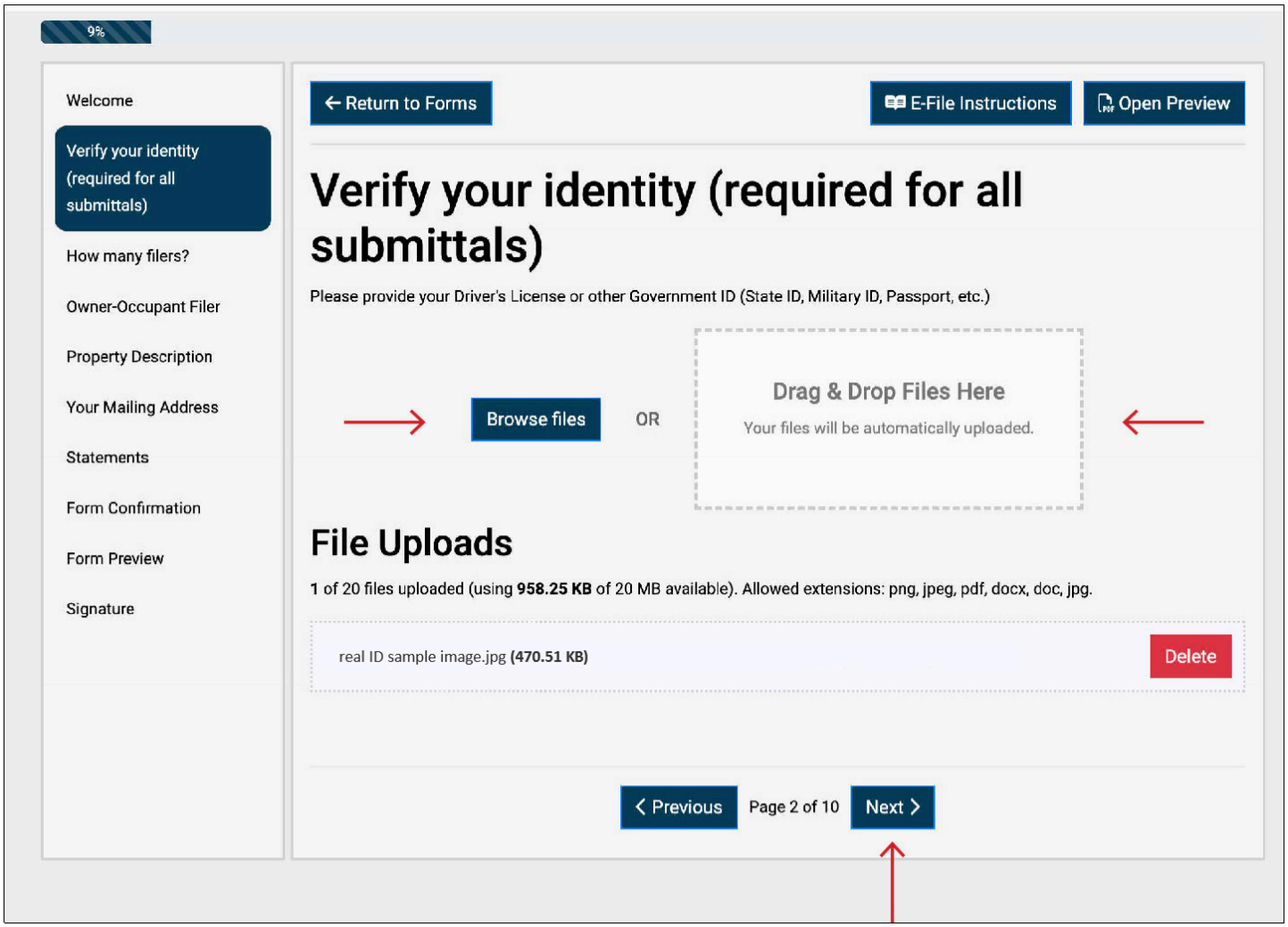
Select disclaimer check box and click "**Start Online Submission**" to continue to the next step.



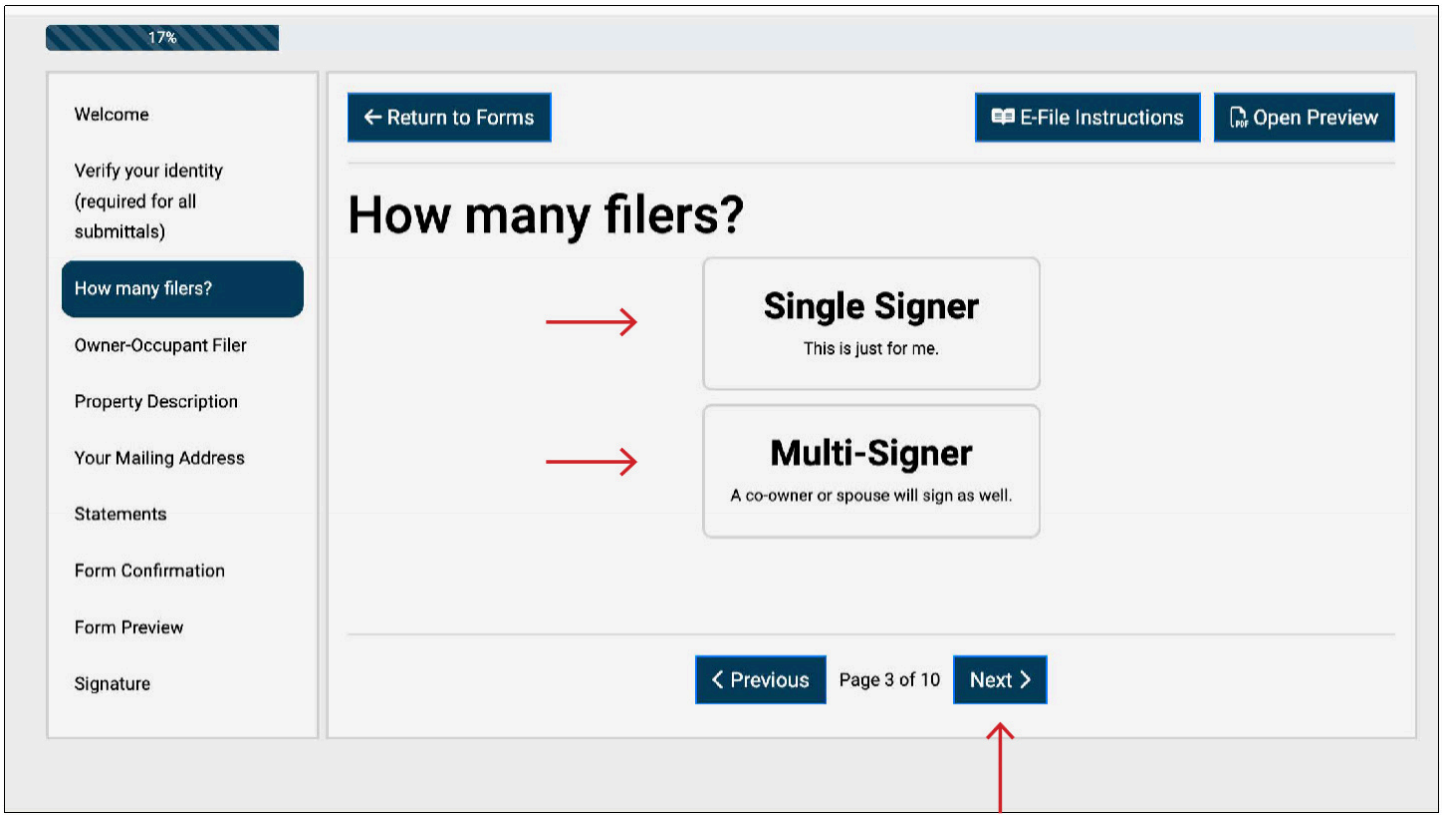
STEP 2: VERIFY YOUR IDENTITY - REQUIRED
CLAIM FOR HOMEOWNERS' PROPERTY TAX EXEMPTION (BOE-266/ASSR-515)

Please verify your identity with your Driver's License or other Government ID (State ID, Military, Passport, etc.) Select "**Browse files**" to locate the files you want to attach or drag files into the "**Drag & Drop**" box.

Click "**Next**" to continue to the next step or select "**Previous**" to return to the previous step.



Select "**Single Signer**" (self) or "**Multi-Signer**" (co-owner or spouse will sign as well) Click "**Next**" to continue to the next step.

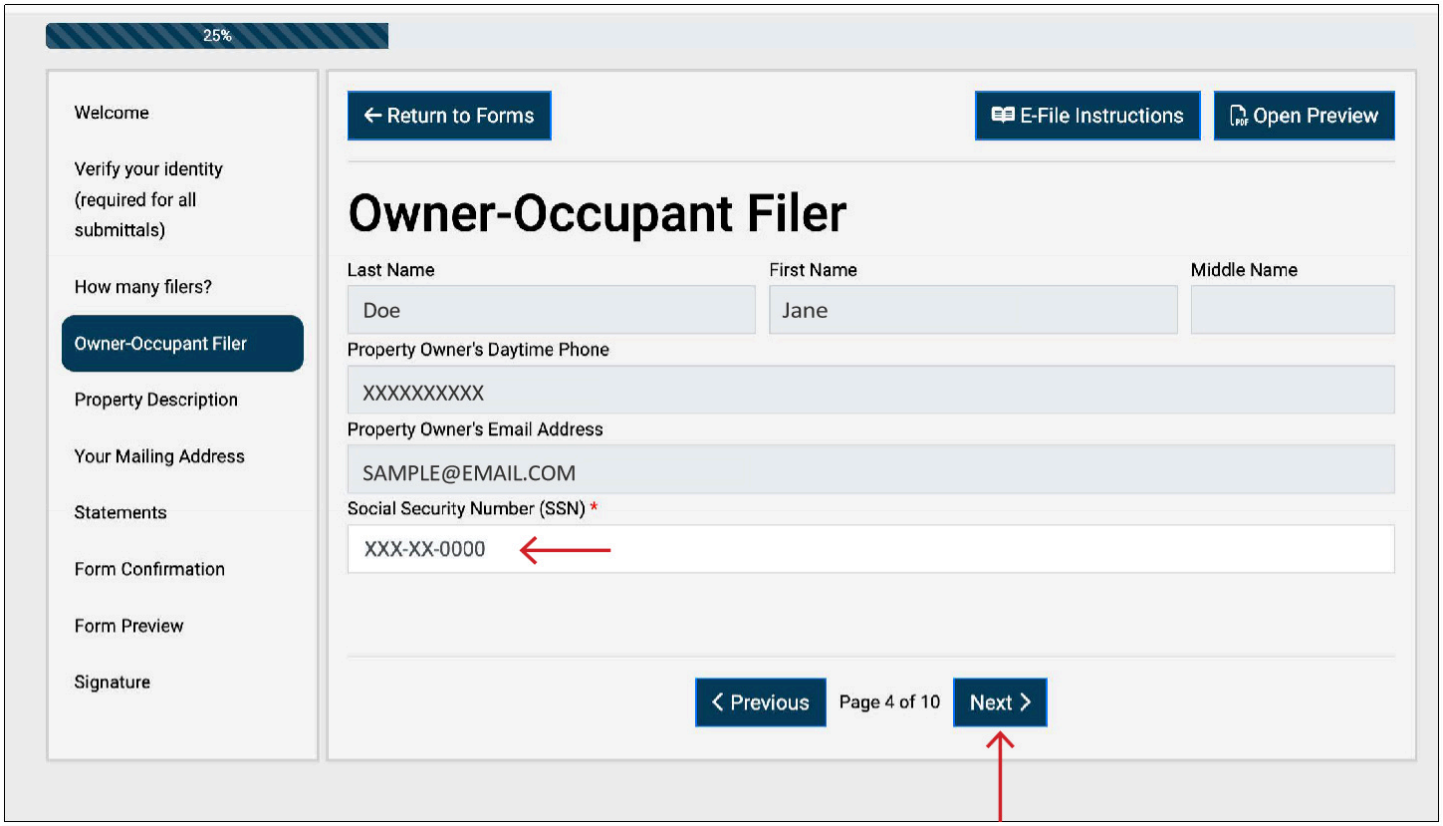


STEP 4: OWNER-OCCUPANT FILER
CLAIM FOR HOMEOWNERS' PROPERTY TAX EXEMPTION (BOE-266/ASSR-515)

Owner-Occupant Filer information is filled in based on information provided during user registration.

If the information is correct, continue to input Social Security Number (SSN) and click "**Next**" to continue to the Property Description (page 14).

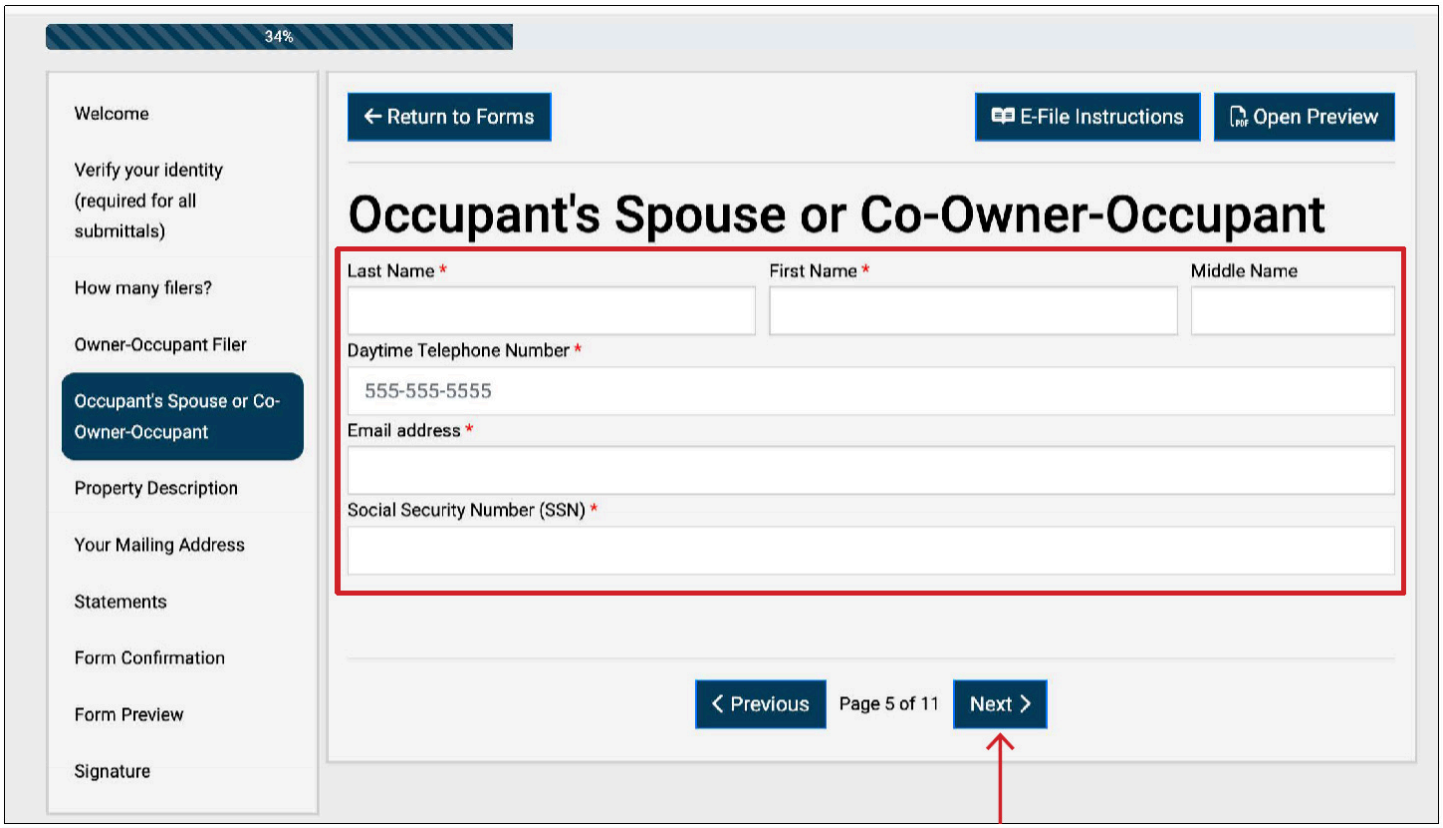
If the information needs to be updated, please visit the Profile page under My Account (page 5) to make the necessary changes. Your form progress will not be saved.



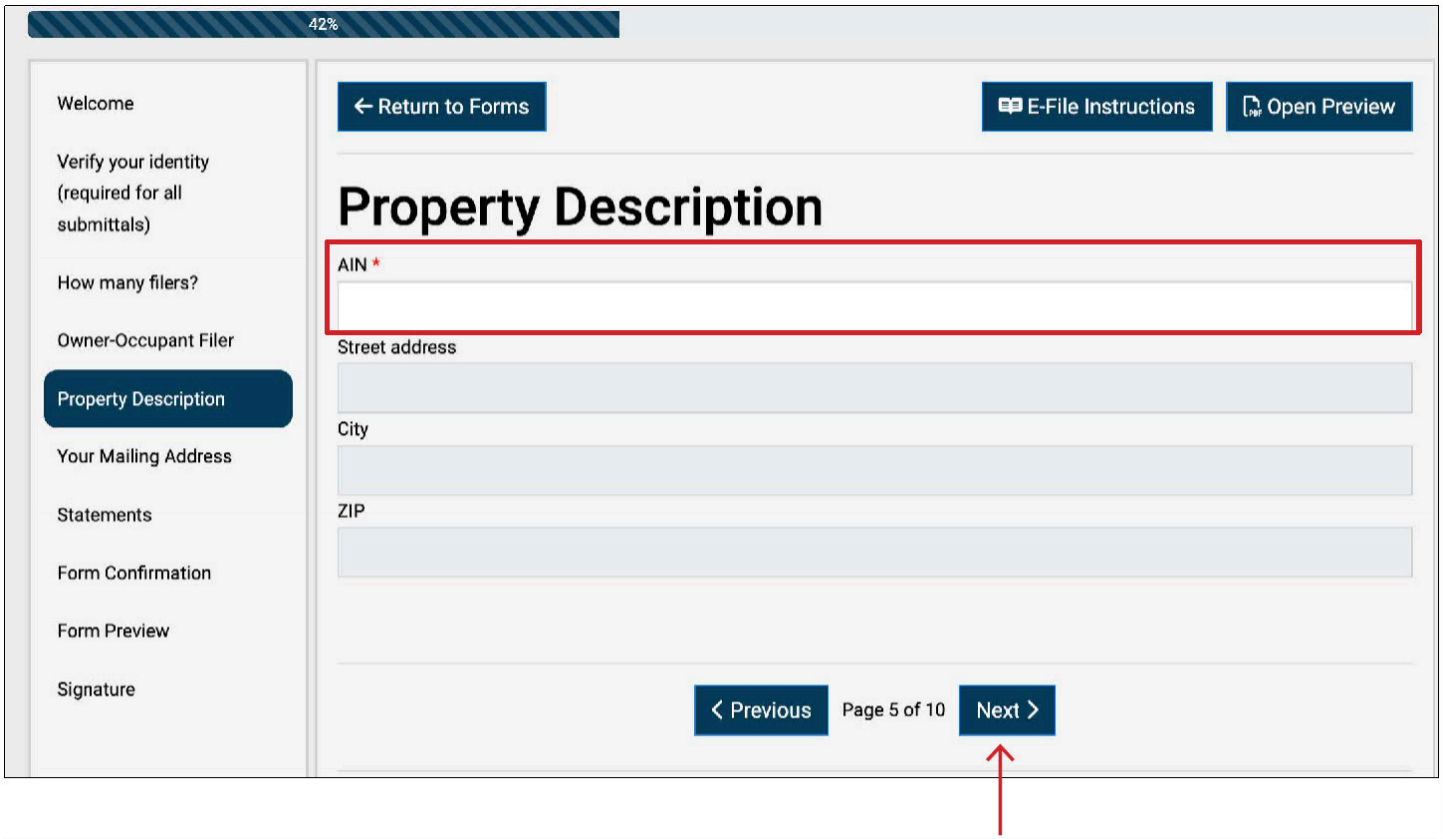
STEP 4a: OCCUPANT'S SPOUSE OR CO-OWNER-OCCUPANT (MULTI-SIGNER)
CLAIM FOR HOMEOWNERS' PROPERTY TAX EXEMPTION (BOE-266/ASSR-515)

Skip this step if you are a Single Signer. For Multi-Signer fill out the required fields. A green checkmark will appear when field is complete.

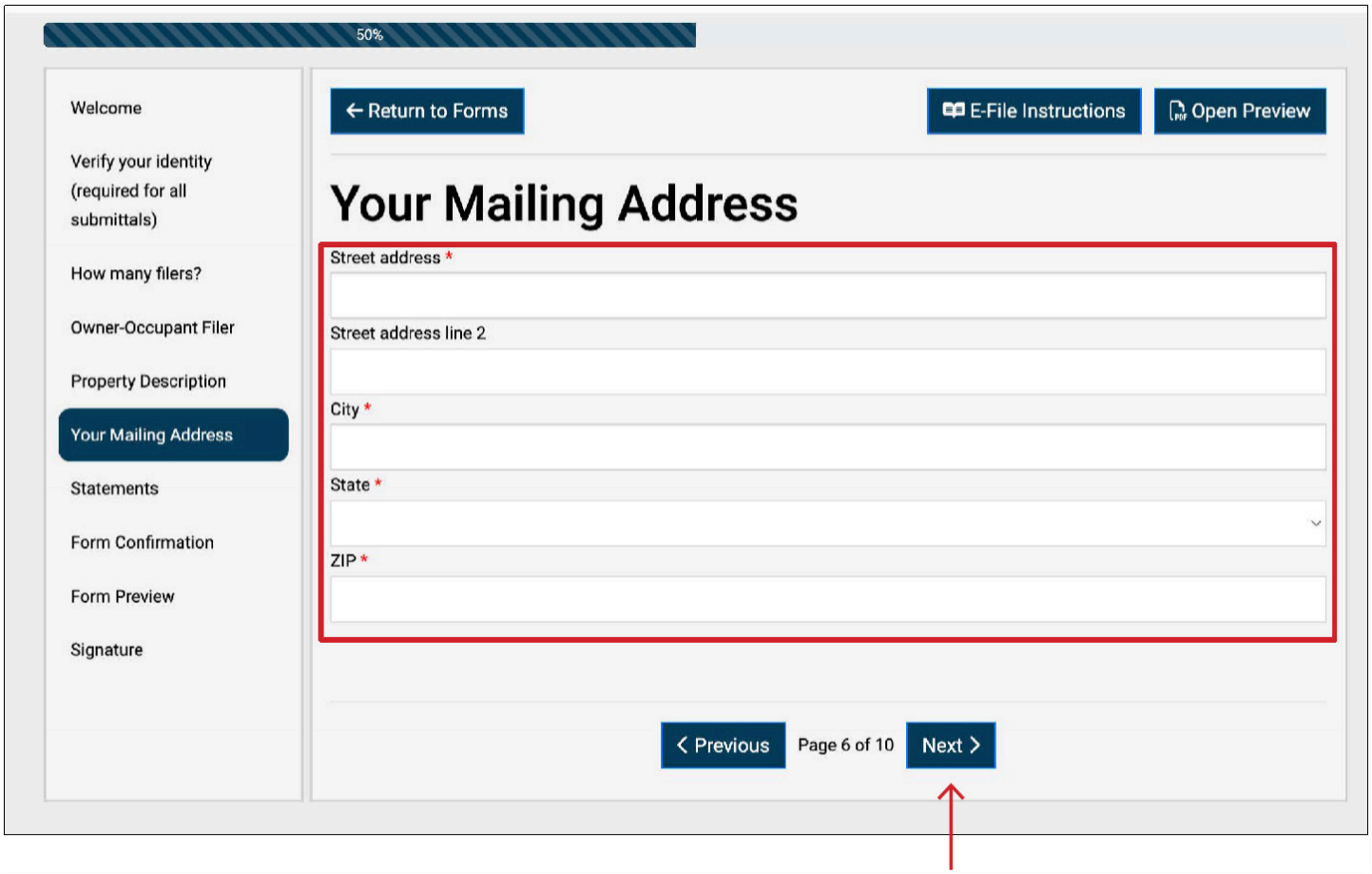
Click "**Next**" to continue to the next step.



Property Description fields are filled based on AIN input. A green checkmark will appear when field is complete. Click "**Next**" to continue to the next step.



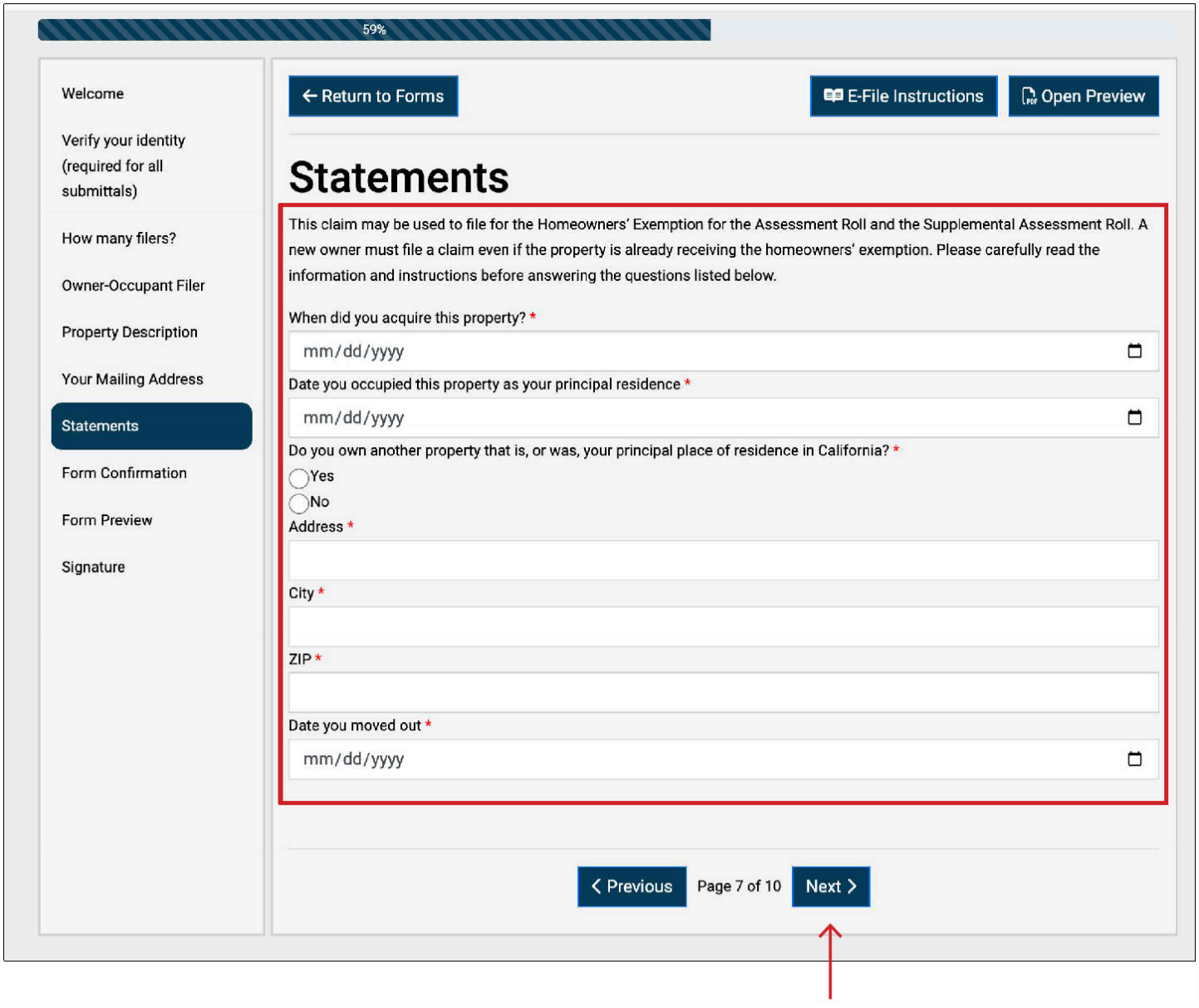
Fill out the required fields for your mailing address. A green checkmark will appear when field is complete. Click "**Next**" to continue to the next step.



STEP 7: STATEMENTS
CLAIM FOR HOMEOWNERS' PROPERTY TAX EXEMPTION (BOE-266/ASSR-515)

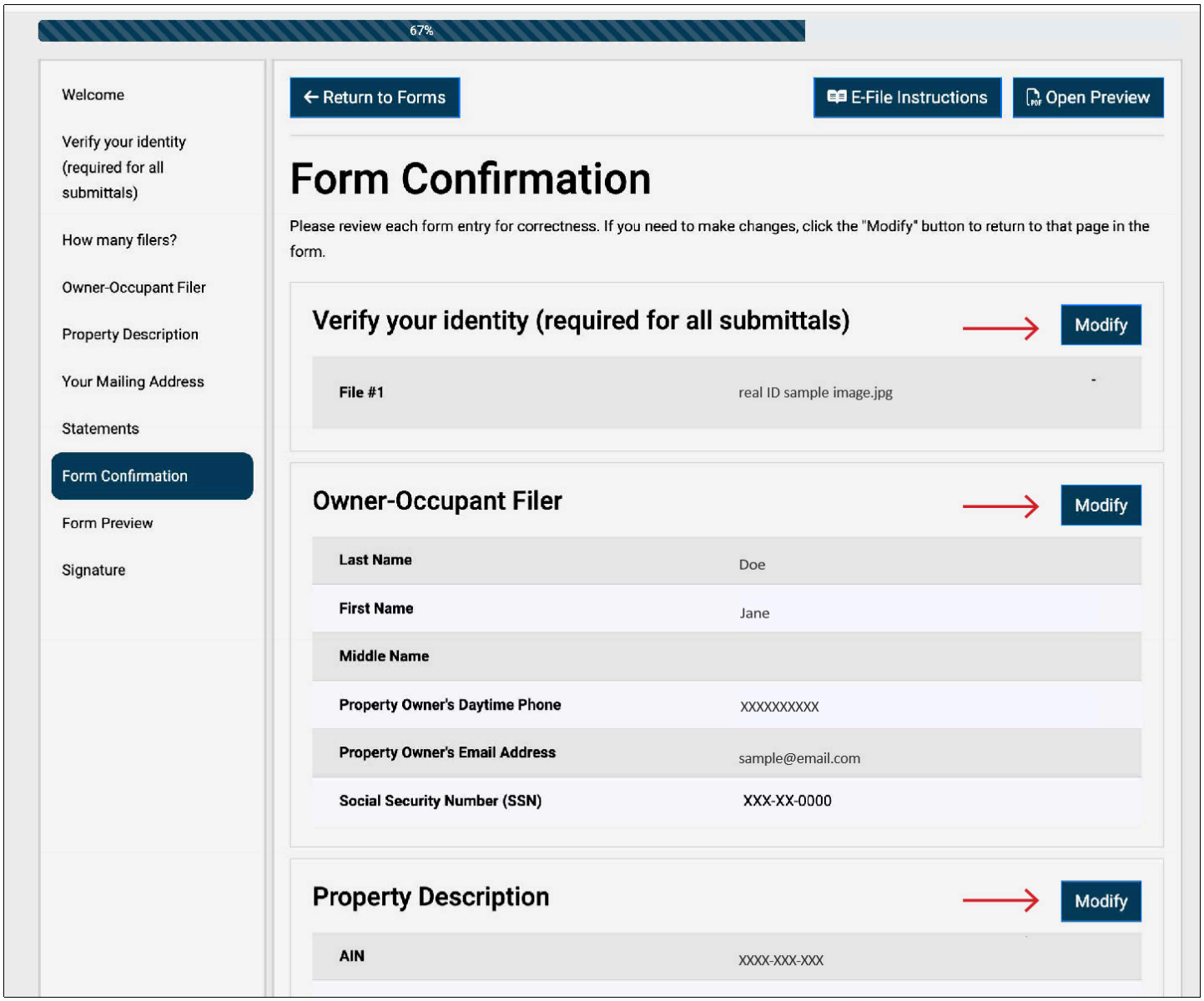
This claim may be used to file for the Homeowners' Exemption for the Assessment Roll and the Supplemental Assessment Roll. A new owner must file a claim even if the property is already receiving the homeowners' exemption. Please carefully read the information and instructions before answering the questions.

Fill out the required fields for statements. A green checkmark will appear when field is complete. Click "**Next**" to continue to the next step.



Please review each form entry for correctness. If you need to make changes, click the "**Modify**" button to return to that page in the form.

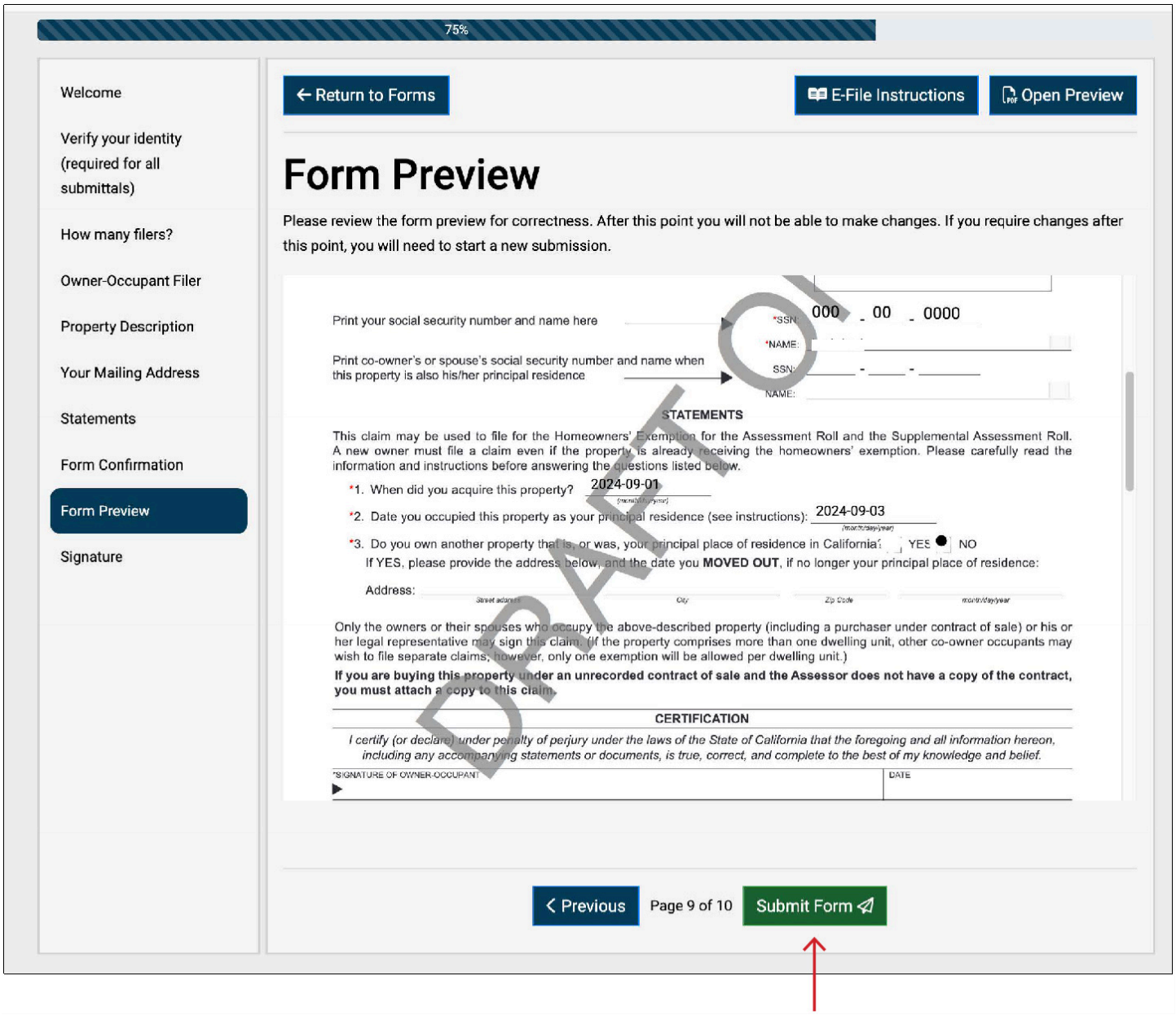
Click "**Next**" to continue to the next step.



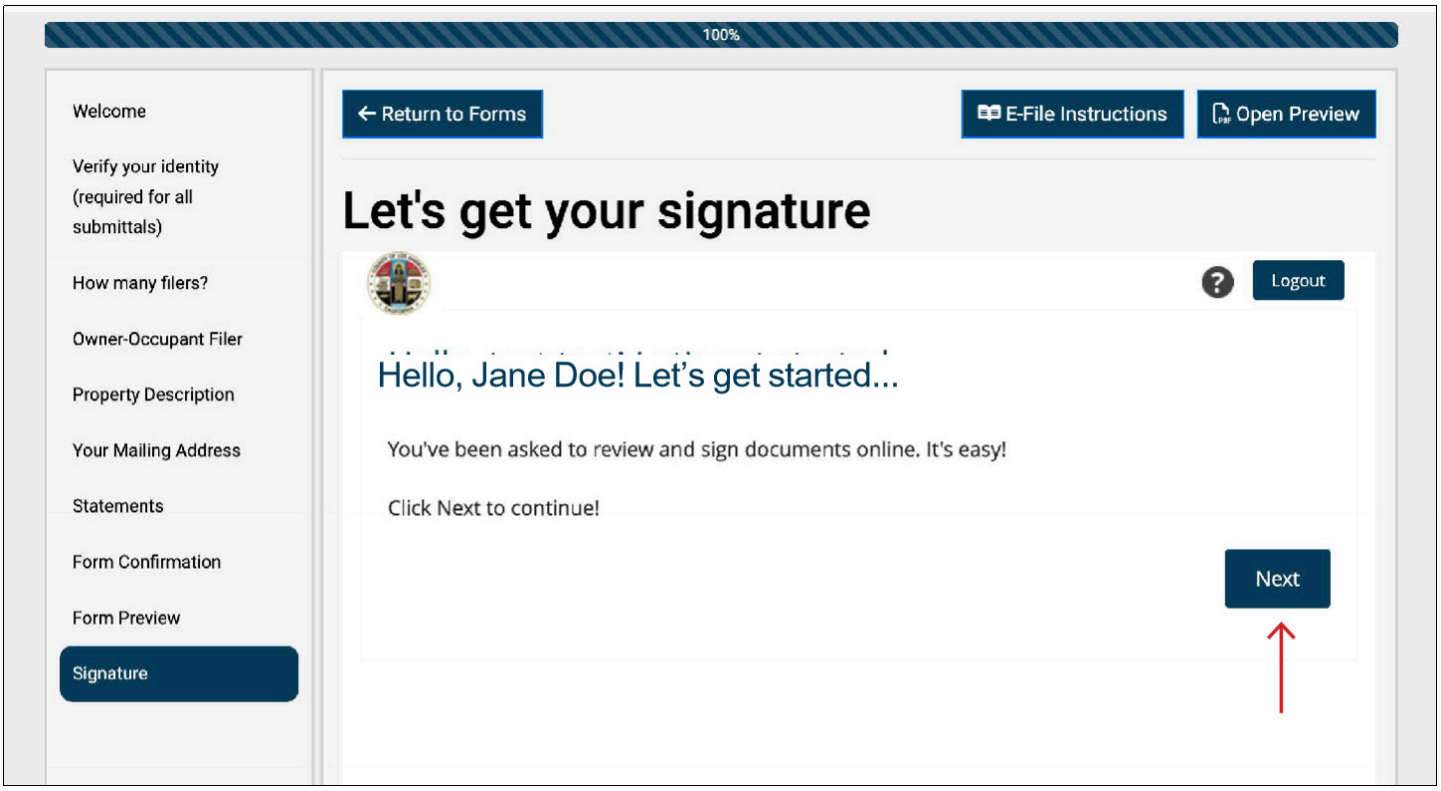
STEP 9: FORM PREVIEW
CLAIM FOR HOMEOWNERS' PROPERTY TAX EXEMPTION (BOE-266/ASSR-515)

Please review the form preview for correctness. After this point you will not be able to make changes. If you require changes after this point, you will need to start a new submission.

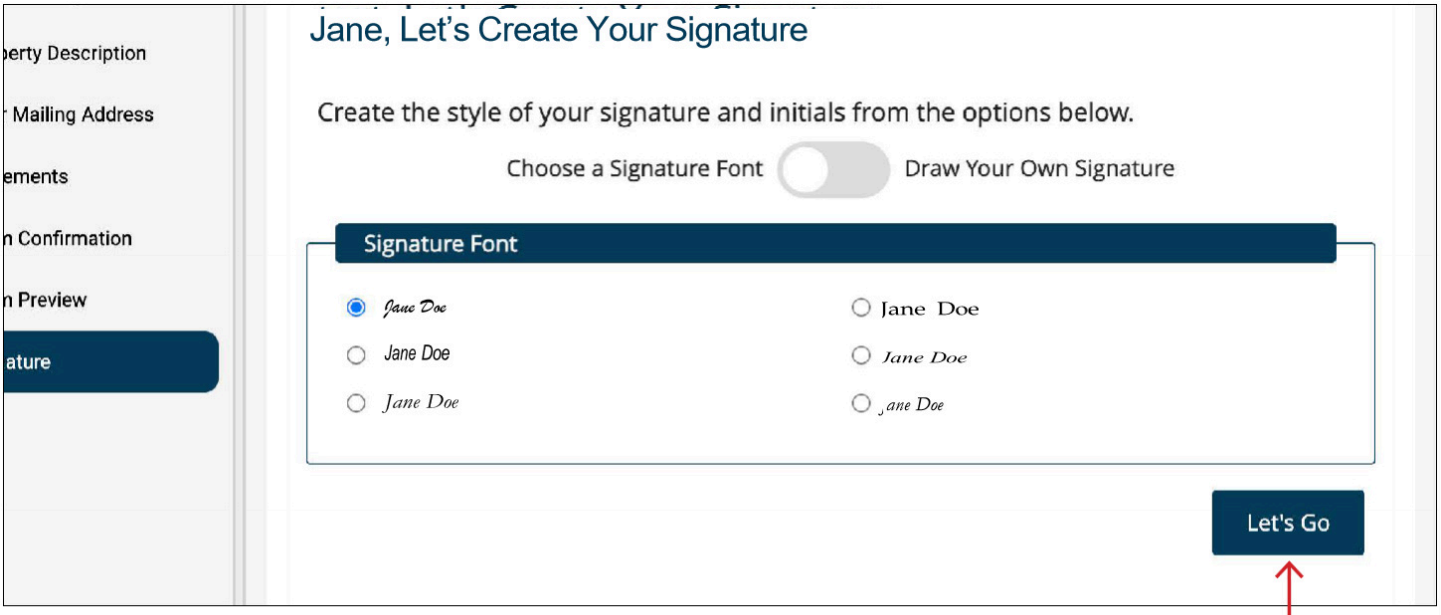
Click "**Submit Form**" to continue to the next step.



Let's get your signature. Click "**Next**" to create the style of your signature.



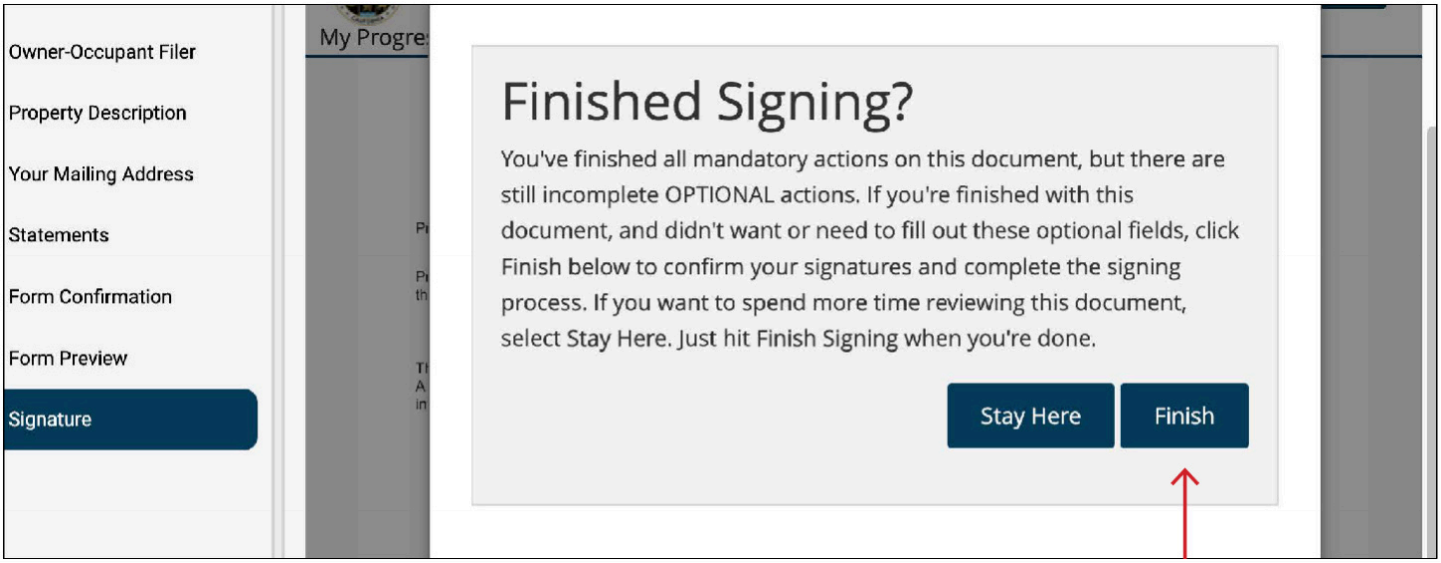
Select one of the signature font options or click the toggle button to Draw Your Own Signature. Once complete, click "**Let's Go**".



Click "**Sign**" to sign document and "**Finish**" to complete the signing process.

To keep track of your Online Forms submissions, view the Status page under My Account (page 6).



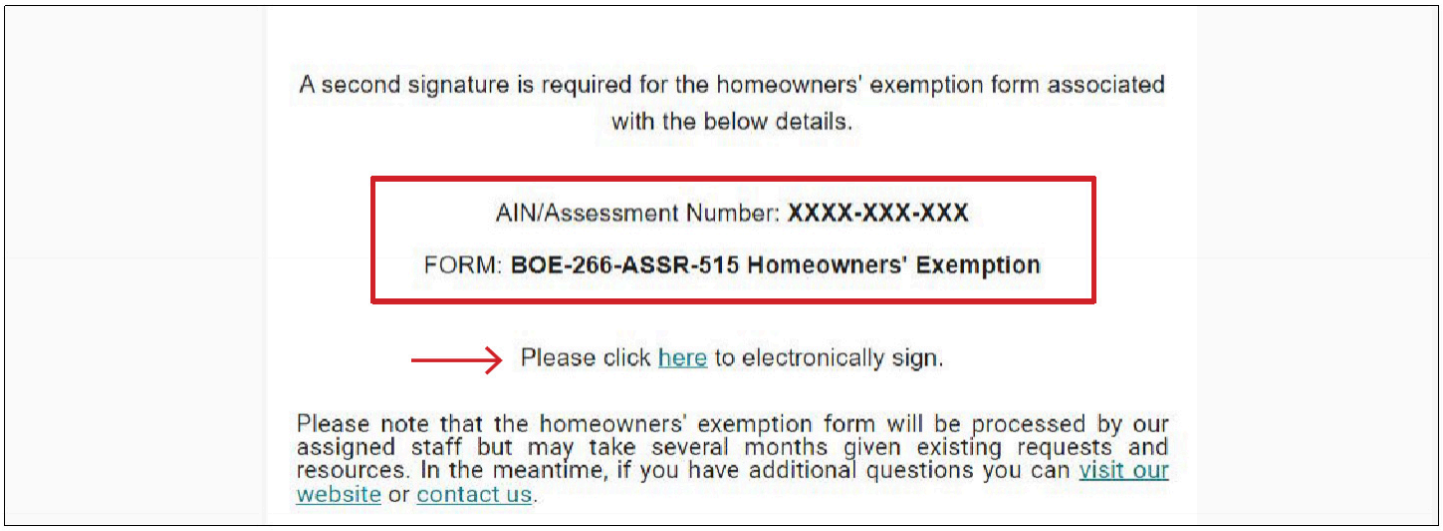


After completing steps 1-10 for "**Multi-Signer**" there will be a confirmation message that the second signer has been notified by email.

Click "**Close**" to exit the form.



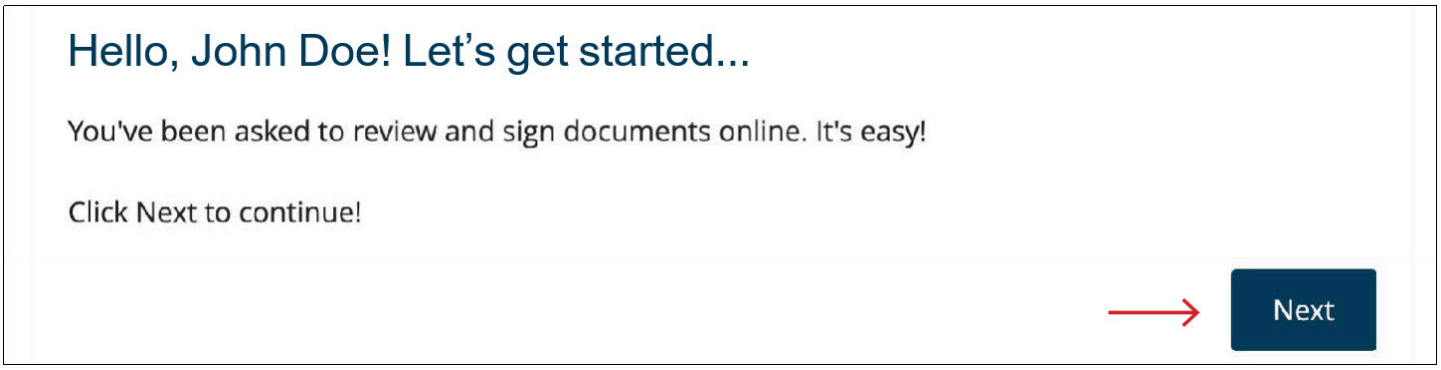
The second signer will receive the email with an AIN/Assessment Number and a click "**here**" link that redirects to the signature page.



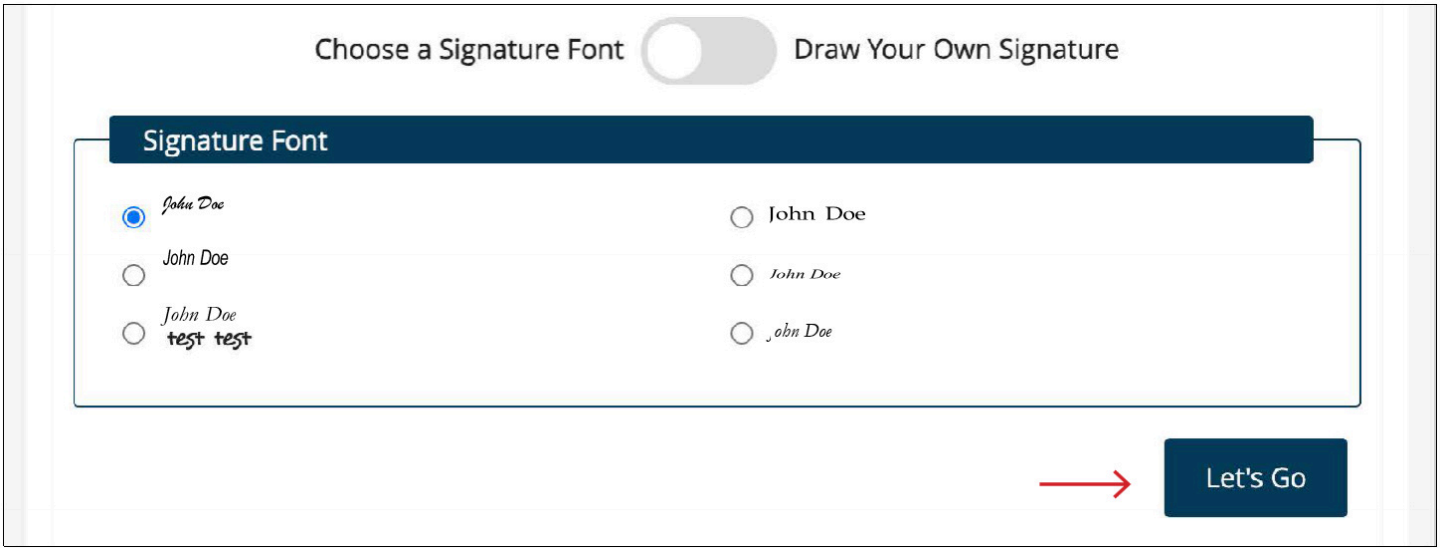
The screen below will appear if the signer is not automatically transferred to the signature page. Click "**Click here**" to start the signature process.



This is the signature page. Click "**Next**" to create the style of your signature.



Select one of the signature font options or click the toggle button to Draw Your Own Signature. Once complete, click "**Let's Go**".



Click "**Sign**" to sign document and "**Finish**" to complete the signing process.

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