

## **Instructions for Filing an Appeal Online using SmartFile**

- Go to the Lake County website, lakecountyil.gov
  - Hover over the “Departments/Offices” tab near the top of the page
  - Click on “Chief County Assessment Office”
  - Click on the “SmartFile E-Filing Portal” near the center of the page
- The “SmartFile E-Filing Portal” will open up a new tab or window
- Create an account or log in if you have previously created one to view your exemptions
- Click “AP – Assessment Appeal”
- Begin filing
- Follow the prompts on the screen and answer the questions accordingly
- Choose the reason(s) that you are filing an appeal
- Add any additional PINs that go along with your property, if applicable
- Follow the prompts on the screen and answer the questions accordingly
- Choose your comparables, if applicable
- Upload required documents
- Type your electronic signature
- Submit

\*Please note that you CANNOT change anything about a case once the appeal has been submitted. The only way to add to an appeal is through the “Additional Evidence” section on the initial menu in the SmartFile E-Filing Portal.