



Dallas Central Appraisal District Frequently Asked Questions Electronic Notification System (ENS)

1. What is the Electronic Notification System (ENS)?

The Electronic Notification System (ENS) is a program established by the state legislature for the electronic delivery of notices to property owners. Dallas Central Appraisal District (DCAD) has designed a program to allow the property owner the ease of conducting their business online instead of relying on the U. S. Postal Service. Section 1.085 of the Property Tax Code provides that any notice, rendition, application form, or completed application that is required or permitted to be delivered between a chief appraiser, an appraisal district, an appraisal review board, or any combination of those persons and a property owner may be delivered in an electronic format. **Please be advised that in order to file an electronic protest you must use the "uFile Online Protest" link which can be found on the details page of your property. It is important to note that DCAD's ENS program and DCAD's uFile Online Protest system are two separate programs. Property owners who file a protest utilizing DCAD uFile system will not receive their ARB Hearing Notification electronically unless the property owner has signed up to use DCAD's Electronic Notification System. Therefore, those property owners who file an uFile protest and are not signed up to use the ENS program will receive their ARB Hearing Notification via the US mail not electronically. DCAD will also always post the ARB hearing date and time for a given account to DCAD's website at the time the account is scheduled for an ARB Hearing.**

2. Who can use the ENS program?

Any property owner may utilize the system for their property within DCAD. A property owner may also designate a person under Section 1.111(f) of the Property Tax Code, to receive the notices electronically on behalf of the property owner.

3. How do I sign up to use the ENS program?

The property owner or their designated person may file online using the ENS program. To sign up for the ENS program, go to the DCAD's website (www.dallascad.org), and simply search for your property using the Search Appraisals function in the Navigation Links box to the left of the screen (<http://www.dallascad.org/SearchOwner.aspx>). You may search by Owner Name, Address, or Account Number. Once you are on the detail page of your property, simply click on the "Electronic Documents (ENS)" link and it will take you through the steps to complete the Agreement for Electronic Delivery of Notices. The Electronic Documents (ENS) link is beneath the DCAD Property Map link. You may also request your individual PIN number through this system for easy access. Once you are in the Electronic Notification System, just follow the simple steps to



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accessing the Agreement for the Delivery of Electronic Notices and complete the required data. You simply complete the Agreement and submit it. An Agreement may also be obtained from the Dallas Central Appraisal District Customer Service Division at 2949 N. Stemmons Freeway, Dallas, Texas.

4. What type of Notices will I receive electronically if I sign up for the ENS program?

The notices covered by the electronic delivery of notice agreement include: 1) Notices of Appraised Value; 2) Hearing Notification; 3) Order Determining Protest; and 4) Dismissal letter.

5. Where is the agreement for Electronic Communications available?

The Agreement for Electronic Delivery of Notices is available online through the DCAD website at **www.dallascad.org**. You may also contact our office at **214-631-0910**, see Lobby/Office Hours in the Contact Us section (<https://www.dallascad.org/Contact.aspx>) .

DCAD will also mail a notification of the ENS program with all Business Personal Property (BPP) Rendition notices, exemption application notices, and Notices of Appraised Value.

6. Can I rescind this ENS agreement?

The agreement remains in effect until rescinded by the property owner or the person designated by the owner. This may be done electronically online through the ENS program or must be done in writing and sent to DCAD.