



ARB EVIDENCE UPLOAD

Grayson Central Appraisal District / 512 N. Travis Street, Sherman, Texas 75090 / 903-893-9673 - Phone / 903-892-3835 - Fax / www.graysonappraisal.org



Quickly access the ARB Evidence Upload Portal by scanning this QR Code!

1. **Visit the website:** Open your web browser and navigate to the official website of Grayson Central Appraisal District (GCAD) at www.graysonappraisal.org or the direct link to the ARB Evidence Upload <https://www.graysonappraisal.org/dropbox/>

2. **Click on Evidence Upload.**

3. Click the link to start uploading files.
Example: "Add Files".

4. Click Choose Files from Computer, Choose Folders from Computer or Choose from Dropbox to upload a file. Alternatively, you can drag and drop the file(s) you would like to upload directly into your browser window.

5. If you have more files to upload, click +Add another file.

Note: Please upload evidence for each different Property ID separately to ensure each property protest's evidence is uploaded specific to the property and protest in which you are filing for.

6. Once you have all the files you want to upload, you may be prompted to enter your First Name (please enter the Property ID Number in the First Name section), Last Name, and email address so that the file receiver knows who uploaded these files and to which Property ID they are associated with.

Note: In the "Add Your Name" section, [First Name] will be your Property ID located on your appraisal notice [Last Name] will be your own Last Name.

7. **Click Upload.**

8. A green check mark means that you've successfully uploaded your files to the file request. Uploaded files are inaccessible once done.

