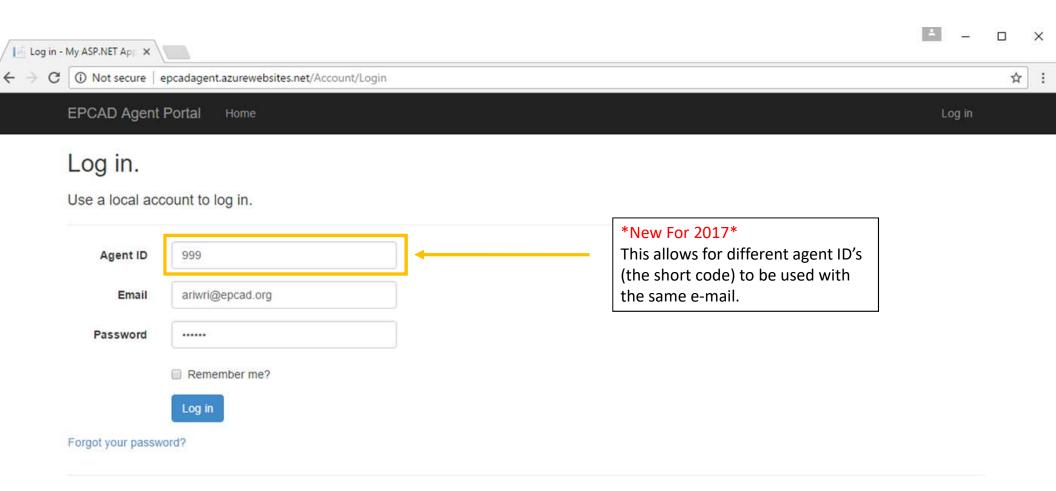
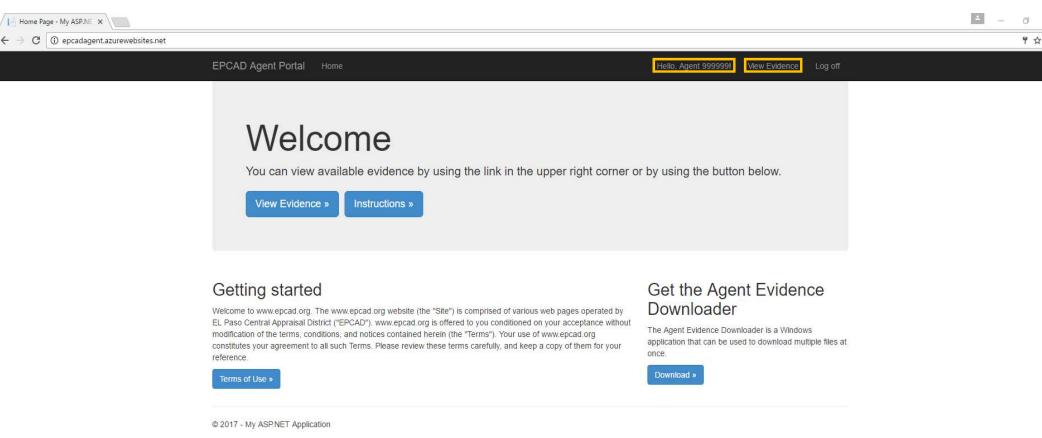


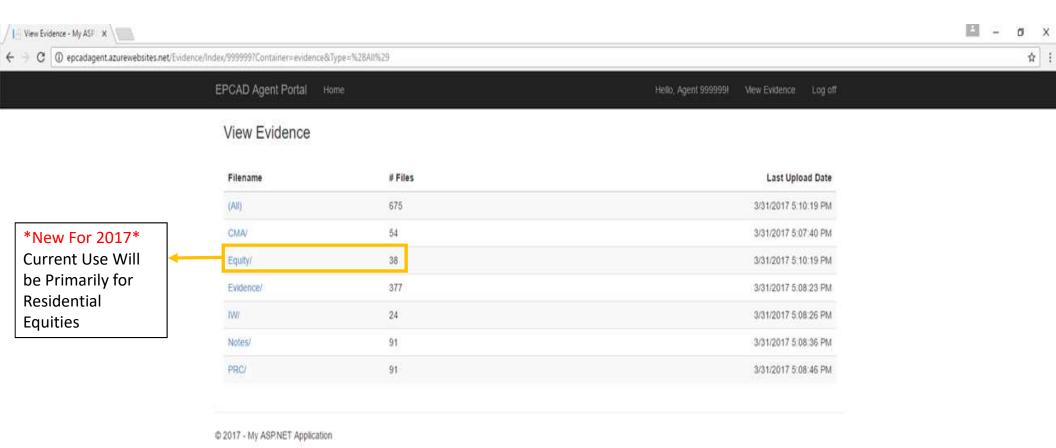
Once you have been provided your Login Credentials by the El Paso Central Appraisal District, you will be able to login to your account using one of the two above noted buttons.



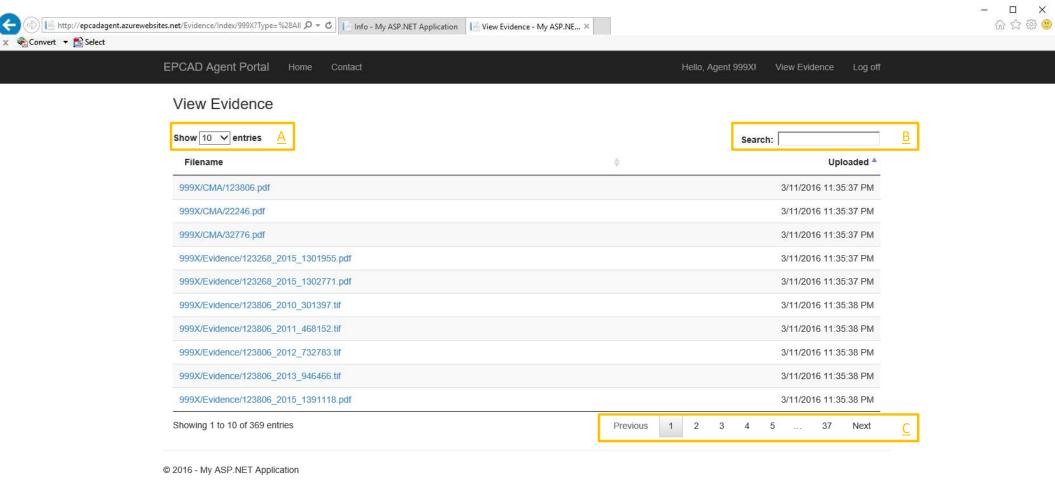
You may enter your account information email and password here.



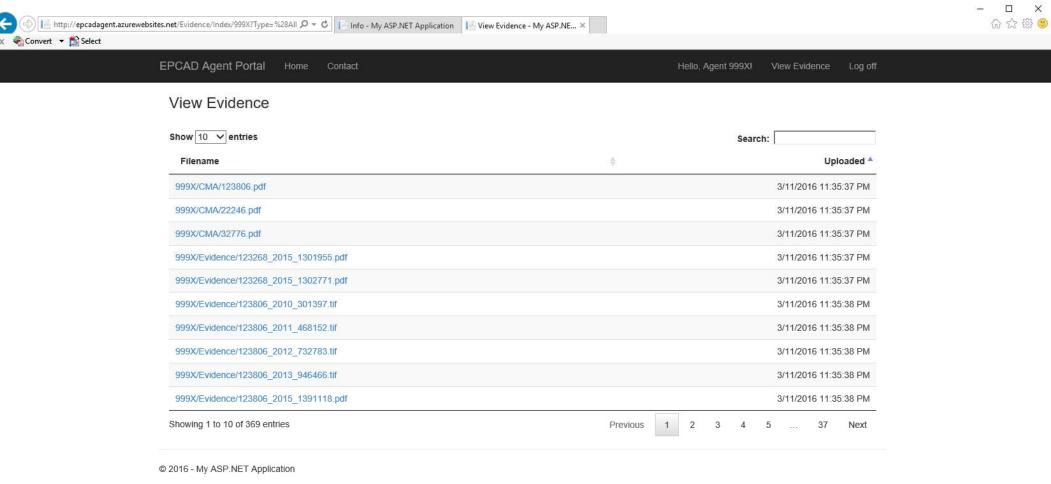
Notice that three new options become available to you after signing in. The first being the "Hello, Agent" link which will enable you to change your password. The second link, being "View Evidence", will provide a listing of the currently provided evidence for accounts represented by your company that have been released. The third allowing access to the "Agent Evidence Downloader", this will be discussed later on.



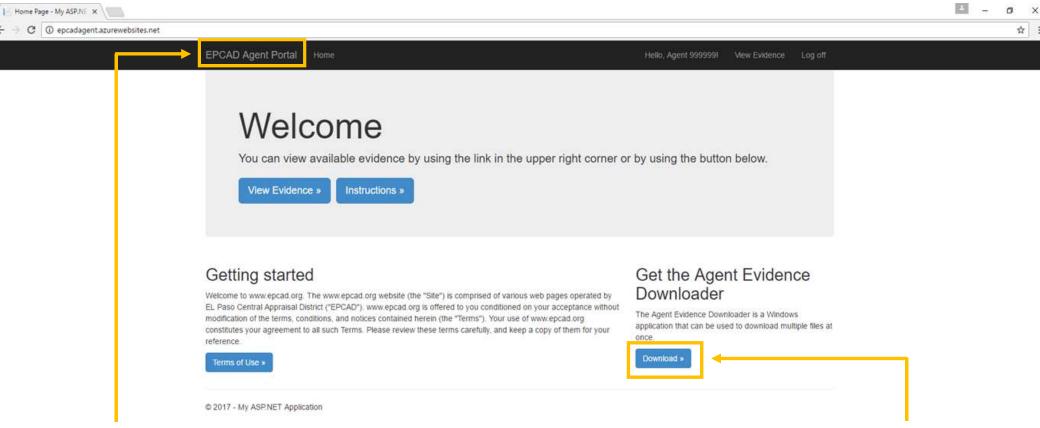
Once on the View Evidence page, a directory of file types and the number of files for each category are displayed. Clicking on the desired file type will provide a filter for evidence to just the desired category. Selecting "(All)" will return an unfiltered listing of files. "IW" is short for income worksheets while "PRC" stands for property record cards.



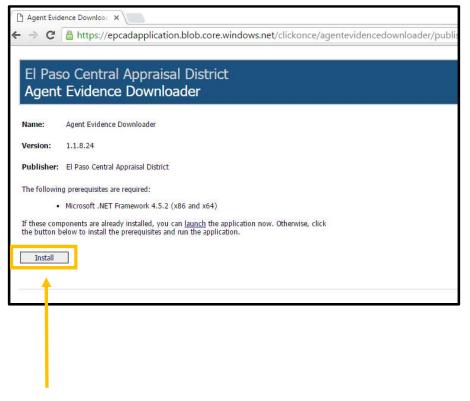
Once a file category is selected, the following screen will appear. It contains all files corresponding to the selected category. From here "Show {number} Entries" (Letter A), may be changed to display up to 100 files per page. The "search" (Letter B) can be used to search for dates, prop\_id's, file names, and file types (PRC, IW, Notes, etc...). The page bar (Letter C) allows you to move between sets of data.



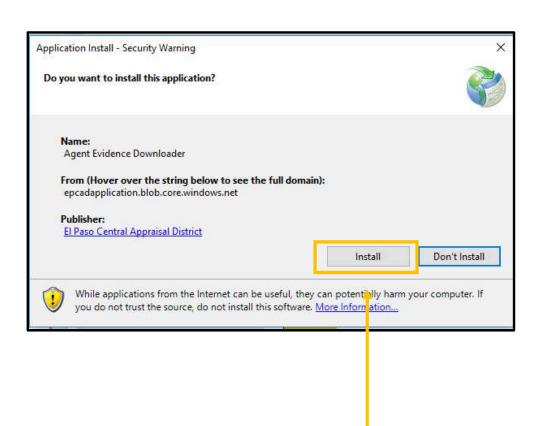
To see the contents of a given line item, click on the file to open it. Once a file is opened, you may save it to your PC to access it locally.



At any time, should you wish to return to the welcome screen you can click on the "EPCAD Agent Portal" quick link. From the welcome screen you can download the Agent Evidence Downloader. This tool allows for downloading bulk selections of files at one time that have been provided as evidence. To proceed, click the download button and the following slide will appear.



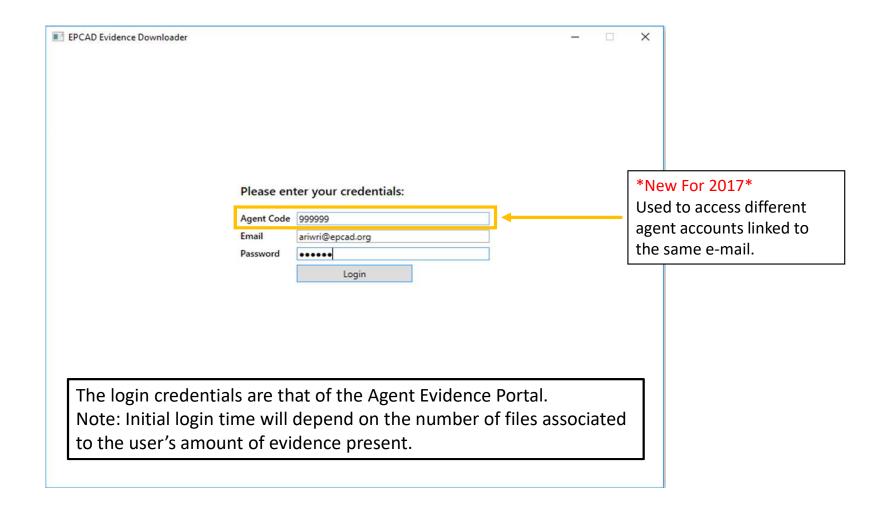
Step 1: Click Install

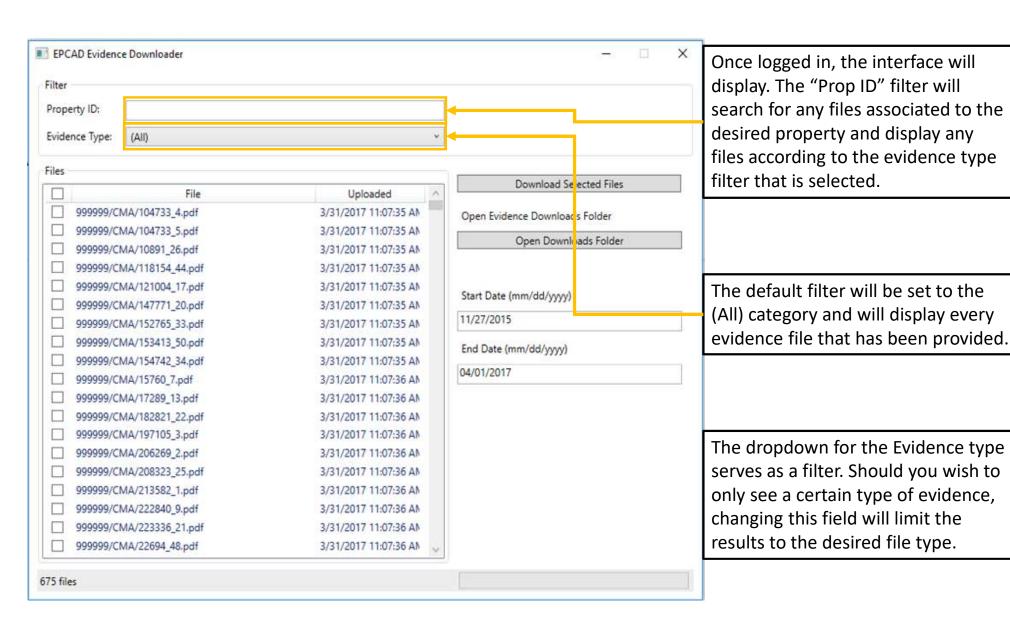


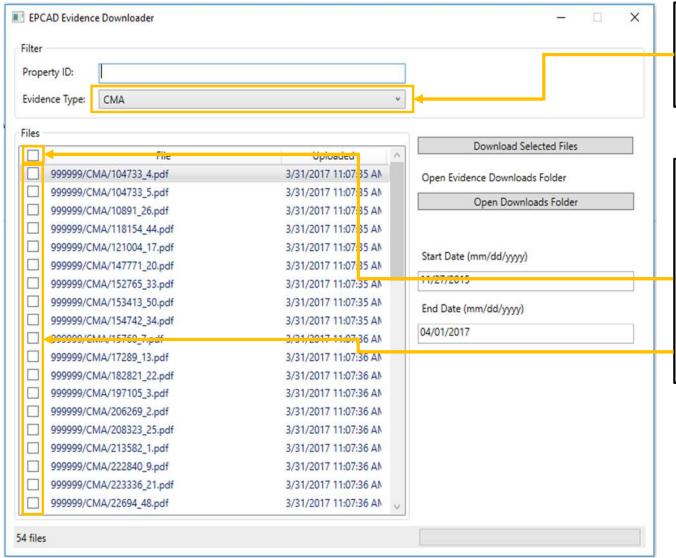
The following will pop-up.

Step 2: Click Install

Once the Download is complete the downloader program will open.



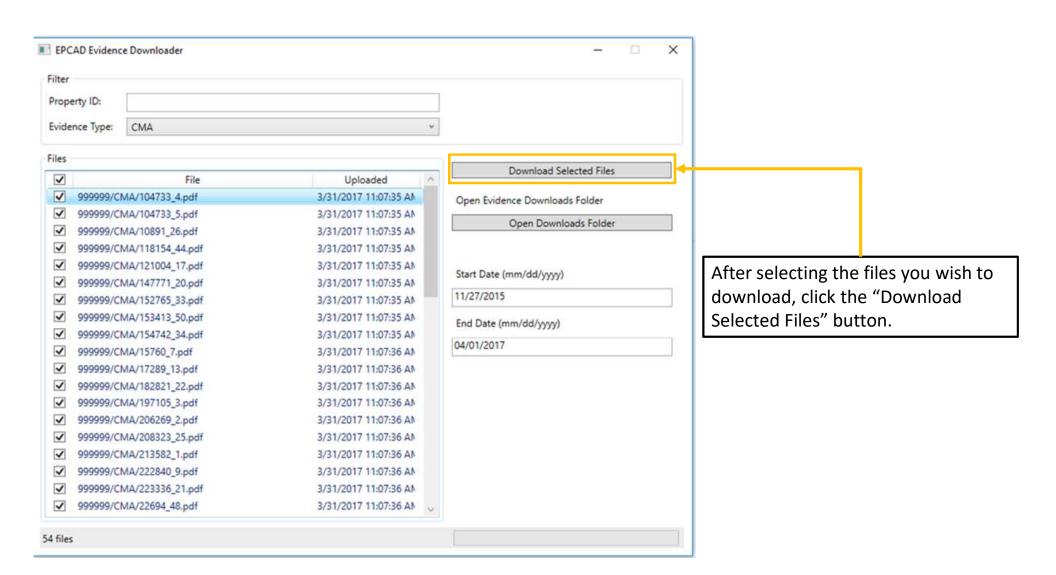


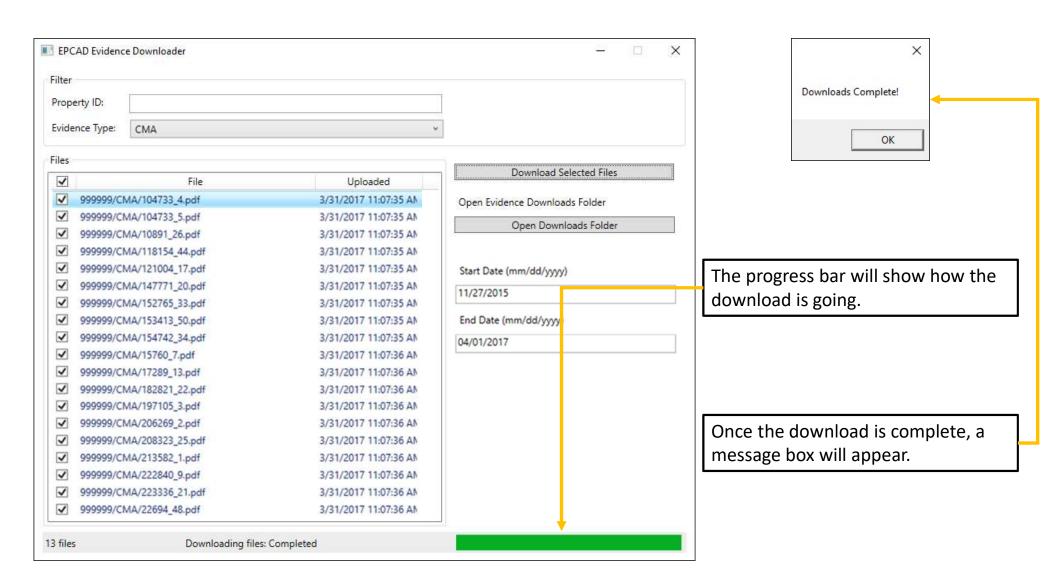


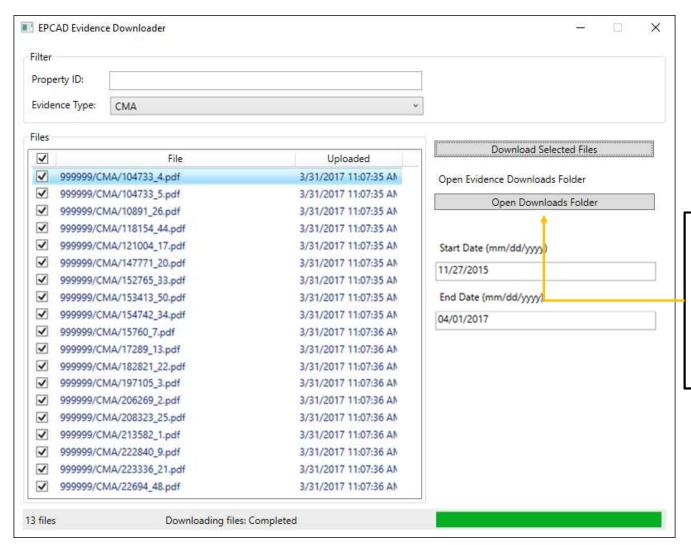
Once the filter is changed, the corresponding files are all that will show and will be all that can be selected for download.

Downloading a file or files is a two part process. First you must select the files you wish to download. This can be done by:

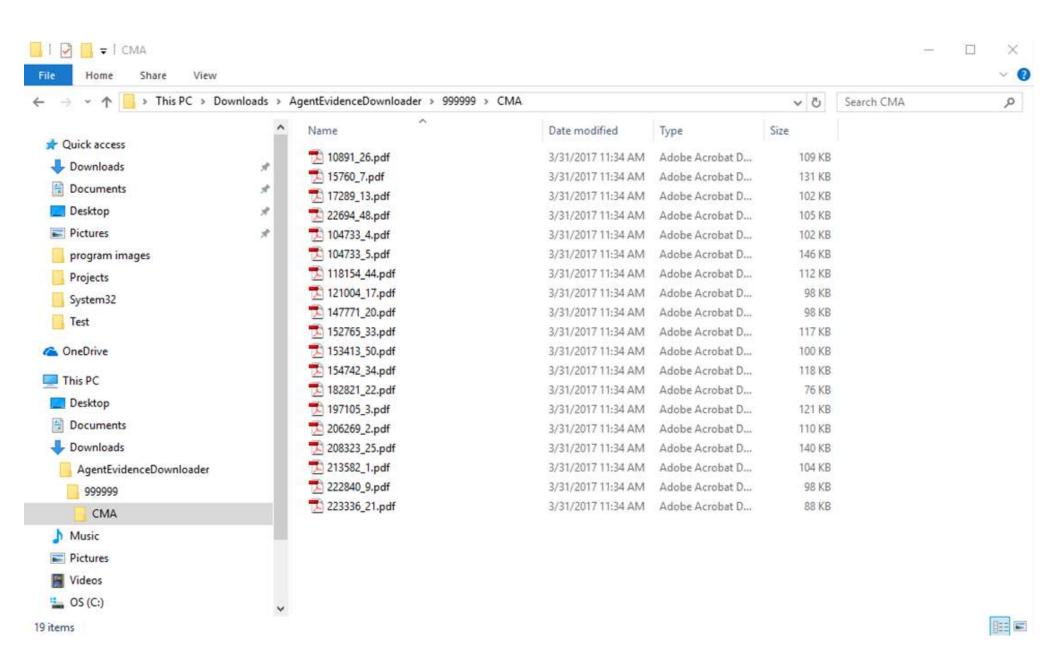
- Selecting all files with the check box at the top of the file viewer.
- Individually checking boxes for specific files

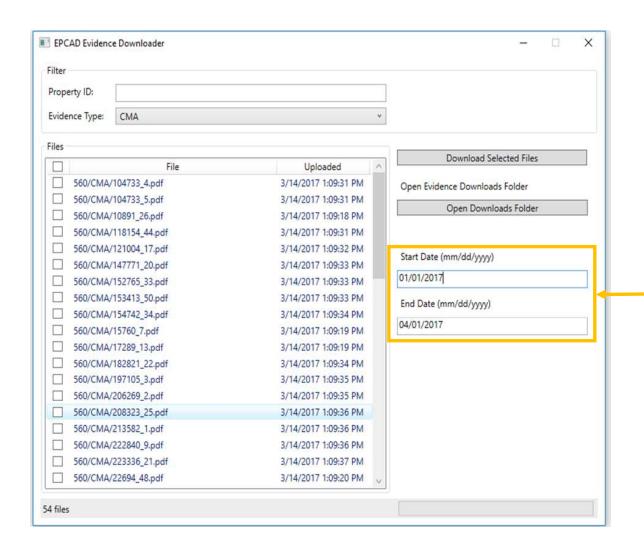






The program saves all files to your Downloads folder. This can be accessed through the file explorer or by clicking on the "Open Downloads Folder". The following slide is an example of how the folders may look.





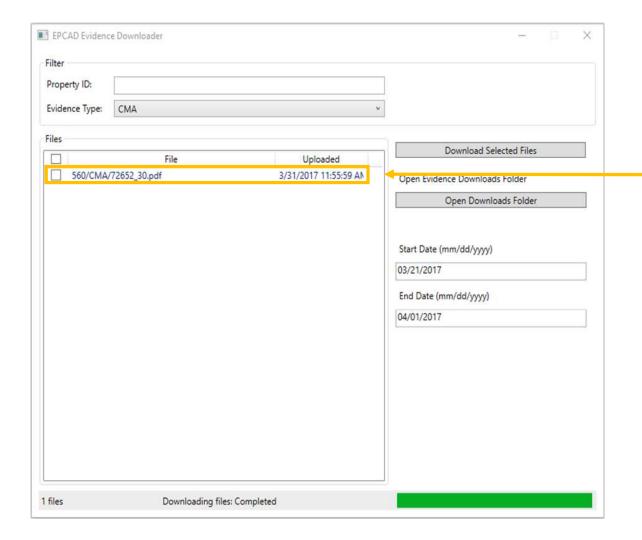
## \*New For 2017\*

Added date filter to Agent Evidence Downloader. When start date and end date are both entered only files within that time frame will be shown.

Date formats are mm/dd/yyyy: 01/01/2017

If the format is entered incorrectly the files will not be filtered to the date.

Example: '1/1/2017' will not work



Will return only files within the given date range