



**ANN HARRIS BENNETT**

Tax Assessor-Collector

www.hctx.net

## How to Renew your Tax Sale Bidder Registration Online

### Login to Your Account

If you used the Tax Office website to record your original Tax Sale bidder registration information, you can renew your registration in a few easy steps.

1. Log on to [www.hctx.net](http://www.hctx.net).
2. Select **Property Tax**, then **Delinquent Property Tax Sales**.
3. Click on the blue **Registration of Bidders** bar.
4. When the page displays, scroll to the bottom and click on the **Log-In** button.
5. Enter your **User ID** and **password** on the **Login** screen and click **Continue**.
6. The **Registrant** tab opens, displaying your **name and address** information.

A screenshot of a web application interface for a registrant. At the top right is a "Sign Out" button. Below it are two tabs: "Registrant" (selected) and "Owner Info". The main content area is titled "taxSaleTest1" and contains a radio button selection for "TX Driver License Number" (selected) with the value "12345678" and "Other form of ID" with an empty field. Below this is a section titled "Name and Address" with several input fields: "First Name" (Megan), "Middle Name" (empty), "Last Name" (Blanks), "Address" (1001 Preston), "Address Cont." (empty), "City" (Houston), "State" (TX with a dropdown arrow), "Zip Code" (77210), "Country" (USA with a dropdown arrow), "Email" (suchita.pant1@tax.hctx.net), and "Phone" ((713) 274-8027). At the bottom of this section are radio buttons for "Preferred Method of Contact": "Email", "Phone", and "Mail" (selected). A large blue button labeled "Save and Continue" is at the bottom of the form.

7. Click on **Save and Continue**.

# Renew Your Registration

1. **Step 1:** Click on the **Owner Information** tab, click on

Renew Bidder

Registrant Owner Info

taxSaleTest1 Add Bidder

Continue Adding Bidder: MeganB Blanks Delete

Owner Number - 31304 | Megan Blanks Renew Bidder Expand

Delete Bidder Add Owned Properties Print Registration Form

2. **Step 2:** When your **name and address** information displays, verify the information is correct or make any necessary changes, then click on

Save and Continue

Step 1 Step 2 Step 3 Step 4 Step 5

Please verify the information below. Click [Go Back] to make changes, or choose another selection to continue the registration process.

First Name Megan

Middle Name

Last Name Blanks

Preferred Deed Name Megan Blanks

Address 1001 Preston

Address Cont.

City Houston

State TX

Zip Code 77210

Country USA

Email suchita.pant1@tax.hctx.net

Phone (713) 274-8027

Save and Continue

Save and Finish Later

3. **Step 3:** Click **Yes** to verify your **property information** (if any) is correct, add any new properties obtained since you last registered or delete any that are no longer owned. If you do not own any properties, click **No**.

The screenshot shows a progress bar at the top with five steps: Step 1, Step 2, Step 3 (highlighted in blue), Step 4, and Step 5. Below the progress bar, the text reads: "Do you own any property in Harris County? This property may be classified as real property or business personal property registered in your name." There are four large blue buttons stacked vertically: "Yes", "No", "Save and Finish Later", and "Go Back". A small "close" button is located in the bottom right corner of the form area.

4. **Step 4:** Use the **Browse** button to select any file with additional information required to support your registration and click **Upload**. Then, click **Continue**.

The screenshot shows a progress bar at the top with five steps: Step 1, Step 2, Step 3, Step 4 (highlighted in blue), and Step 5. Below the progress bar, the text reads: "Add Documents. Attach and upload all supporting documents relating to your registration, such as tax payment receipts, partnership agreements, company charters, and/or letters of authorization. Please note the document must be in one of the following formats: GIF, JPEG, PDF, PNG, TIFF." There is a "Browse..." button next to a text input field. Below the input field, there are four large blue buttons stacked vertically: "Upload", "Continue", "Save and Finish Later", and "Go Back". A small "close" button is located in the bottom right corner of the form area.

