

Instructions for a Zoom Teleconference hearing



**Kane County Board of Review
2021 Session**

Before you begin:

- If using a computer, you will need a camera, monitor, Zoom software, and a stable internet connection;
- If using a smartphone, you will need the Zoom app installed and a stable WiFi or data connection; and
- Download the Assessor Evidence from the portal described in your *Notice of Hearing*.

Get the log-in information

Visit

[www.KaneCountyAssessments.org/pages/
hearings.aspx](http://www.KaneCountyAssessments.org/pages/hearings.aspx)



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[Contact Us](#)

Board of Review Assessment Complaint Hearings

All Kane County Board of Review hearings will be conducted by either teleconference or video conference. The Board of Review will use the Zoom platform to conduct the hearing.

- For a Zoom teleconference,** you will need to have a telephone; the quality of the connection will affect the quality of the complainant.
- Select the date and time of the hearing from your Notice of Hearing to find the telephone number, meeting ID, and passcode for your hearing;
 - At the date and time of your hearing, call the telephone number and enter the meeting ID and passcode to enter the Zoom teleconference; and
 - Once you are admitted to the waiting room, wait for the Board of Review to admit you to the hearing.

- For a Zoom video conference,** you will need the following:
- Desktop/laptop computer, smartphone or tablet with a camera and microphone
 - Stable internet connection
 - Zoom software (you may download it from <https://www.zoom.us>)

- Once the Zoom software is installed:
- Select the date and time of the hearing from your Notice of Hearing to link for your hearing;
 - At the date and time of your hearing, click on the link to enter the Zoom video teleconference; and
 - Once you are in the waiting room, wait for the Board of Review to admit you to the hearing.

September 7, 2021



Select the Date of your hearing

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Select the link to enter the Zoom meeting

<https://zoom.us/j/92510809590?pwd=Zm82TTFCSEFwa2hkaUxkS2ZibZlXpxdz09>

Meeting ID: 925 1080 9590

Passcode: 125563

Select the Date

For a Zoom video conference,

- Desktop/laptop computer, smartphone or tablet with a camera and microphone
- Stable internet connection
- Zoom software (you may download it from <https://www.zoom.us>)

Once the Zoom software is installed,

- Select the date and time from your Notice of Hearing to link for your hearing;
- At the date and time, click on the link to enter the Zoom video teleconference; and
- Once you are in the waiting room, wait for the Board of Review to admit you to the hearing.

September 7, 2021

Joining the Video Conference

- Log in no more than 5 minutes prior to your hearing's scheduled start time.
- Make sure your camera and microphone are on and your full name is showing.
- The Board will have reviewed the evidence before the hearing starts.
- The Clerk will admit you to the hearing when it begins.

Participating in the Hearing

- The chairman will let you know when it is your time to talk about your evidence.
- There may be questions about your evidence after you have finished.
- You may ask questions about the Assessor's evidence.
- The entire hearing is scheduled for 15 minutes.

The Board's Decision

- After evidence is presented, the Board will deliberate and make a preliminary decision.
- The final decision will be issued after all hearings for the 2021 year have been completed.

Questions?



Visit

www.KaneCountyAssessments.org

or call (630) 208-3818.