

**MONMOUTH COUNTY BOARD OF TAXATION**  
**Online Appeal Filing System – Virtual Hearing – WebEx Notice**

Virtual Hearing Instructions and Requirements

1. All participants must log in to the Webex hearing fifteen minutes prior to the scheduled time. Please ensure that your displayed name matches the name previously provided on the appeal filing system, so that you can be correctly identified by the Tax Board.
2. When you first log in, you will initially be admitted to the hearing as an “Attendee” who can see and hear the proceedings, but not speak.
3. The Tax Board will call each appeal hearing by **Town and Block, Lot and Qualifier**, and invite all participants for that hearing to use the “Raise Hand” button (located at the bottom of the screen) to identify themselves. At that time, you will be promoted to a “Panelist” and will be able to participate via video and audio.
4. Please keep your video or audio on at all times during your hearing, but leave your microphone muted when not speaking, so as to reduce background noise and interruption. Follow the same etiquette requirements when appearing remotely as you would in person.
5. Other than when a witness or party is testifying, if you need to speak with your attorney, please let the Commissioners know, mute your audio, and then briefly call your attorney. No telephonic or text communications with attorneys will be permitted during live testimony.
6. When your hearing has concluded, you may click on “Leave Meeting” to exit Webex.
7. **Please ensure that your Webex software is updated to the current version, and that your video and audio are functioning prior to your hearing.** For the limited purpose of only informing the Tax Board that you have not been promoted to “Panelist” for your hearing, please call (732) 303-2815 (1<sup>st</sup> Floor) or (732) 303-2816 (3<sup>rd</sup> Floor).

**Additional WebEx Instructions:**

Do I need to download a plug-in to join a meeting from my computer/phone/tablet?

In order for WebEx to launch properly, you will be prompted to download a browser plug-in the first time you log into a meeting or event on your computer. For example, in Chrome you will be prompted with the following:

Follow the on-screen instructions to complete the plugin installation. The installation may take a few minutes to complete, so please join your first meeting with enough time to complete the installation before your meeting begins to ensure you do not arrive late. Your browser will not need to be restarted when the installation completes, the WebEx application will automatically launch. You will only be prompted to download the plugin again if your WebEx site receives an update, which is not typical more than once or twice per calendar year. If you do not have installation rights or capabilities on your computer,

the plugin installation will fail. You will see a blue link notification on your screen indicating that you may run a temporary application in order to join your meeting without having a permanent plugin install in your browser. Click the blue link to begin the download and temporary application install. If you select this option, you will be prompted to either download the plugin or to download run the temporary application each time you join a WebEx meeting. Please allow for the time it takes to download and run this application each time you join a WebEx so you do not arrive late to your meeting. You may also download the plugin prior to any scheduled meetings.

If you plan to join your meeting from a *Smart Phone* or *Tablet*, you will need to download the WebEx application prior to your meeting. Depending on your mobile device, sign in to your Google Play, iTunes, or App Store Account. Search on the term *Cisco WebEx*. You will see the Cisco WebEx Meetings application, indicated by the trademark green and white WebEx ball. Follow the on-screen prompts to download and install your application. Once installed, launch the application and follow the on-screen prompts to sign in to your WebEx account.

Instructional video on how to join a WebEx meeting: <https://youtu.be/fE5FnEUKtaE>