



## Instructions for Participating Remotely in the Assessment Appeals Hearings

Using the link\* below, log into the Zoom session by 8:45 a.m. if your hearing is scheduled for 9:00 a.m. or by 12:45 p.m. if your hearing is scheduled for 1:00 p.m.:

<https://sdcounty-ca-gov.zoom.us/j/84546384530>

1. Meeting ID: 845 4638 4530
2. When you log in, you will be placed in the waiting room. You will not be able to hear anything until the host allows you into the hearing. You will be placed on mute until it is your turn to speak.
3. When unmuted, you will hear or see the message “You are now unmuted.” At that time, the clerk will ask you to state your name and will ask which item you are speaking on. Please be prepared with your application number(s).
4. When you are ready to leave the meeting, please hang up the call or exit Zoom.

\*You may also call into the hearing at US: +1 888 475 4499 (Toll Free) or 877-853-5257 (Toll Free)

When calling in, you will be placed on hold until the host allows you into the meeting. You will be placed on mute upon joining. The host will ask you to unmute (\*6). The clerk will ask you to state your name and will ask which item you are speaking on. Please be prepared with your application number(s).

Meeting ID: 845 4638 4530  
Participant ID: # (pound key)

If you have any questions or need assistance, please call the Clerk of the Board at 619-531-5128.