



# THE TAX ASSESSOR-COLLECTORS ASSOCIATION OF TEXAS

An Association to secure the benefits of organized ideas and discussion of mutual problems  
that will advance and maintain proper efficiency and dignity of the County Tax Office.

[www.tacaoftexas.org](http://www.tacaoftexas.org)

## Online Registration for TACA Sponsored PTEC Courses

### **Step 1:**

Visit [www.tacaoftexas.org](http://www.tacaoftexas.org) – Education Resources page.

### **Step 2:**

Select the PTEC course you'd like to take by clicking on the course name.

### **Step 3:**

You will be directed to the online registration hosted by TAC. You may be familiar with this TAC registration process as it is also used for conference and event registrations sponsored by TAC.

### **Step 4:**

Sign in to the system. If you don't have a sign in or don't remember if you have one, simply follow the prompts for first-time users or returning users who have forgotten their password.

### **Step 5:**

Complete the course registration. Proceed to Checkout. *Note: There are multiple dates and/or locations for each course, please verify you have "Added" the correct date and location you desire.*

### **Step 6:**

Review your course selections. Select "Pay Now" to pay using a credit card or select "Invoice" for an invoice to be sent to you for the course. Submit Order. Your confirmation will be emailed to you. *Note: If you receive an invoice, it should be paid prior to the course date.*

### **Step 7:**

Hotel and travel arrangements are made individually and not part of this process. Should you need hotel suggestions, they are listed on the TACA PTEC Calendar on the TACA website Education Resources page.

### **Step 8:**

Please review the TACA Class Policies and Procedures prior to arriving in class. Those procedures are located on the TACA website Education Resources page.