# Florida On-Line Tax Sale

Manual

D&T Ventures
VisualGov Solutions Inc.

Introduction

Welcome to D&T Ventures/VisualGov On-Line Florida Tax Sale Training Manual, your definitive training source for Florida On-Line Tax Sale processing.   This guide is divided into sections which correspond to the different functions on the website. The three main sections of this manual are: Registration and Bidding.

To access the On-Line Florida Tax Sale processing system, click on the <On-Line Tax Sale> from each participating county Tax Collectors Web Site.

Once you click on the <On-Line Tax Sale> link from their home page, the following "Welcome" page will be displayed.   This Welcome page contains the Scheduled On-Line Training dates available for you to sign up for.   It also contains brief instructions to help you get started.
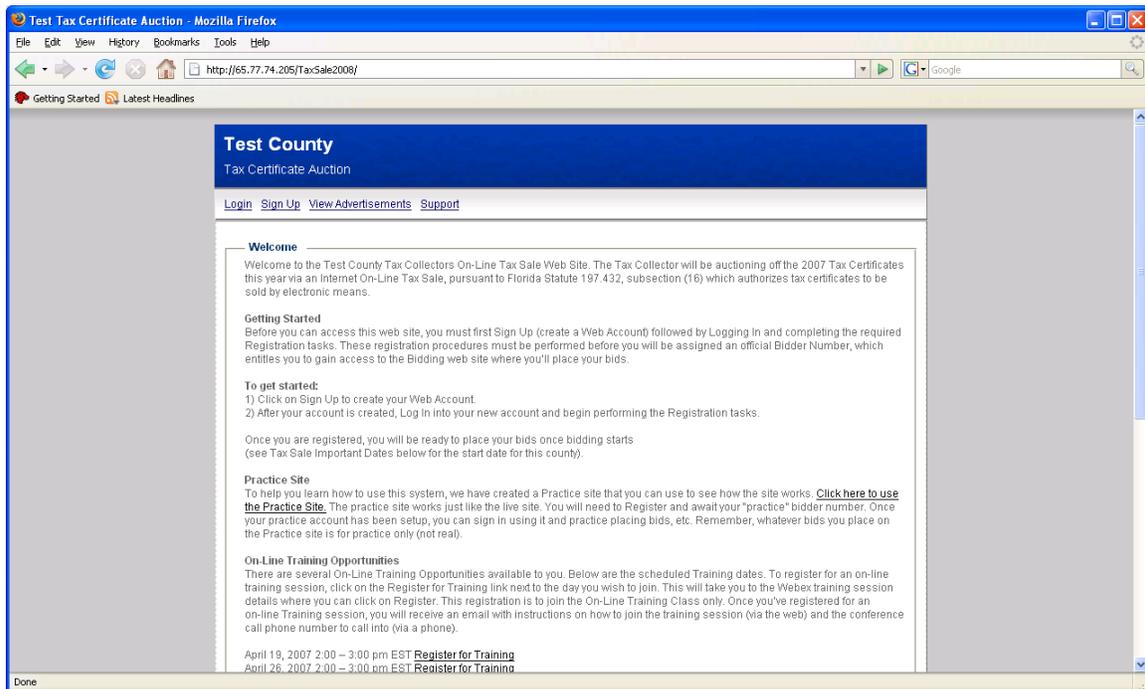
From this page, you can also view the Advertisement List (list of Delinquent parcels that are included on the On-Line Tax Sale).   To do so, click on the View Advertisements link on the top menu.

Signing Up

Before you can access the On-Line Tax Sale site, you need to Sign Up to create a Userid and Password.   Click on the Sign Up link on the top menu.   The following page will be displayed
.

Input your user information and click <Next>.   If you missed a required field, the system will notify you.

The next page is displayed:
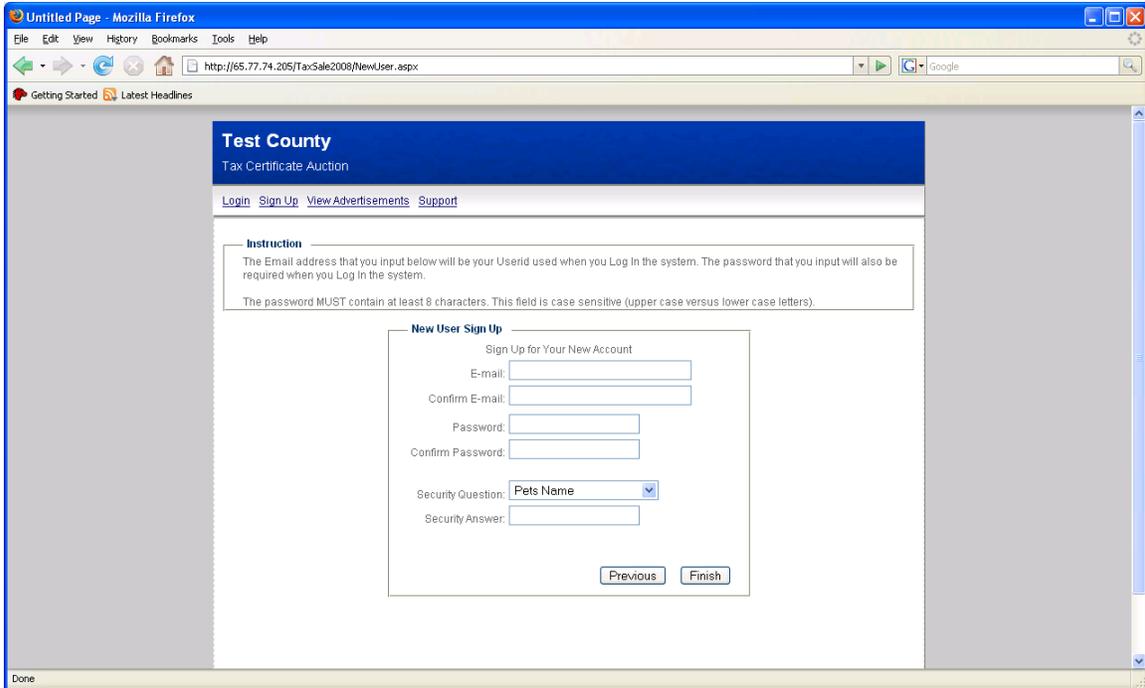
Input the information on this screen.   All of the fields are required.

The Email Address that you input will become your Userid, so make sure you remember it or write it down.   This field is case sensitive (upper case versus lower case letters).

The Password that you input (you choose a password to use) will become your Password associated with this Userid, which is required when you Log into the system.   The Password MUST contain 7 characters (letters or numbers).   This field is case sensitive (upper case versus lower case letters).

The Security question and answer is a piece of information that only you should know. It is used if you forget your password.   If this happens, the application will ask you to input the answer to your Security question for authentication purposes.   If it matches, the system will email you your password.

After completing this page, click <Finish>.   **Make sure you remember this Email (Userid) and Password.   It is your keys to access the system.**

If you are successful, you will receive a page that indicates so, along with a link to Log In.   Click on the Log In link to access the system.

Logging In

Once you've created a Userid and Password (performed the Sign In procedures), you are ready to access the system.   Click on the Login link at the top menu.   This brings you to the following page:
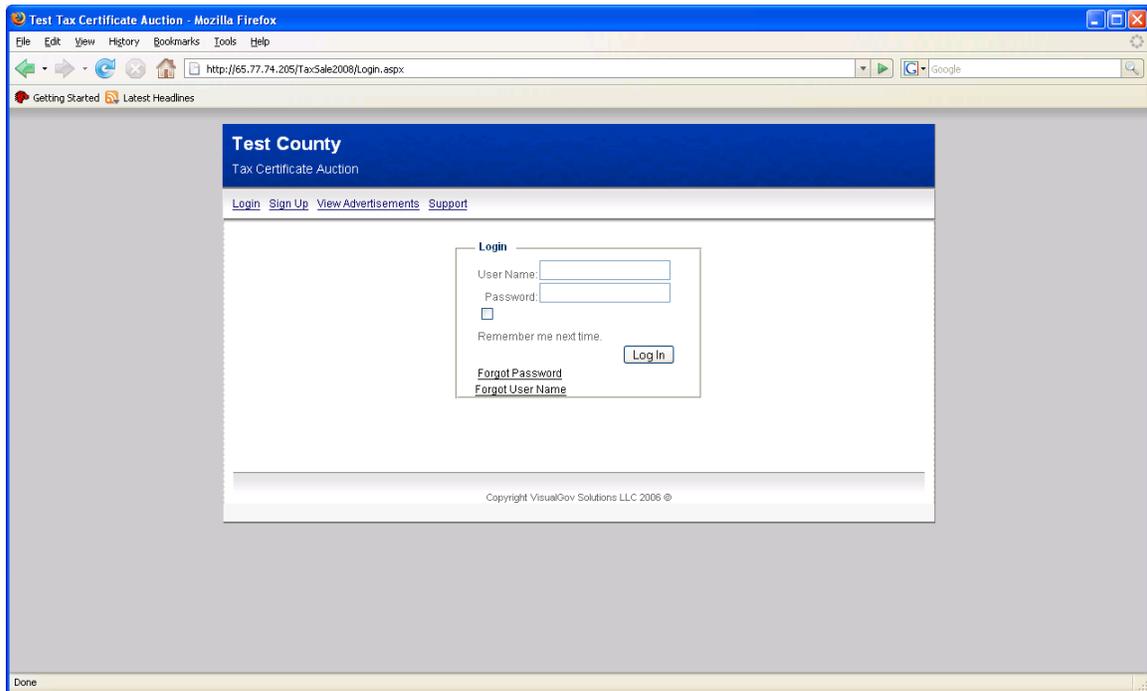
Input your Userid and password setup in the Sign Up process.   These fields are case sensitive, to be aware of the use of Upper Case versus Lower Case characters.   If you have forgotten your password, click on the Forgot Password link and it will prompt you for your Email Address and your Security Question/Answer.   Your password will be emailed to you.

Click Log In to continue.

The following Registration Requirements page will be displayed.

Bidder Registration

Registration Requirements

Before you can begin bidding on tax certificates, you must perform a series of Registration tasks.   These registration tasks are needed to ensure the required paper work is completed and received by the Tax Collector as well as ensuring that the minimum deposit is made.   These registration requirement tasks need only be performed once, after which you won't need to perform these procedures again, with the exception of making additional deposit payments when necessary.

The following Registration Requirements page will automatically come up when you sign in until you have completed all of your required tasks.
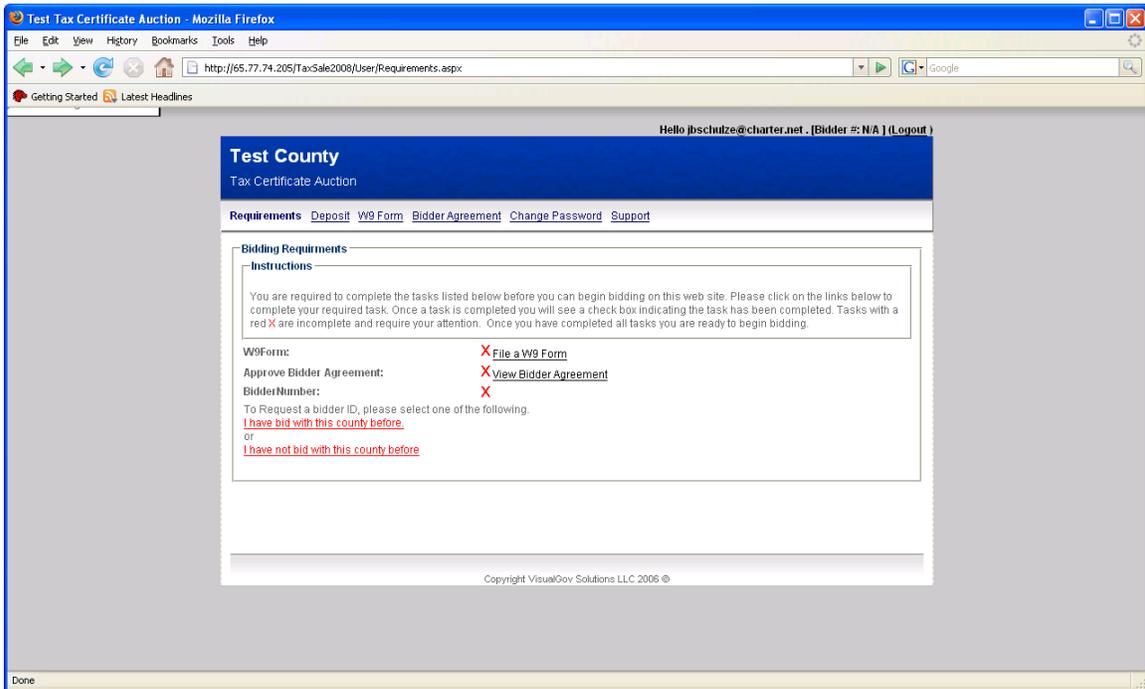
You are required to complete the tasks listed above before you can begin bidding on this web site. Click on the links next to the requirement to complete your required tasks. Once a task is completed you will see a check box indicating the task has been completed.

Tasks with a red X are incomplete. Once you have completed all tasks you are ready to begin bidding.

Registration Requirements

Summary

File a W9 form OR W8   For each bidder (individual with a Userid and Password), you must file a W9 or W8 for Foreign Bidders.   You will complete this W9 on-line, electronically sign, date, and file it with the Tax Collector. The W8 should be printed, completed, signed, and the paper form sent (faxed or emailed or mailed) to the Tax Collector.

Approve the Bidder Agreement.   The bidder agreement is between you and the Tax Collector.   It contains the rules and terms of the On-Line Tax Sale that you must agree to before you are allowed to Bid in this On-Line Tax Sale.

Request a Bidder Number.   Requesting an official bidder number is the final registration task required before you can begin bidding.   This number is assigned by the Tax Collector after ensuring that all other Requirements are met.

File a W9 Form.

Click on the <File a W9 Form>.   The following page is displayed.

This online W9 form contains the same information as a standard paper W9 form and should be completed in the same way.   The Name at the top of the W9 is the name that will be used on any awarded Certificates.   If there are questions that you have regarding the name that will be included on your certificates, you should contact the Tax Collectors office. Complete the form. If you have questions on what should be included in a field(s) you should refer to the IRS web site for instructions or answers.   This program does edit the fields to ensure that you have completed the required fields.   You must input either a Social Security Number or an EIN number, but not both.

At the bottom of the W9 form page, you'll see fields that you'll input your Userid and your Password.   These fields are your Electronic Signature.   Input your User Id and Password that you have signed up with, and click   <Submit W9 Form>.

If you are successful, a web page will be displayed indicating so.   Click the continue link to proceed to the Registration Requirements page.

Deposit Requirements

By Florida Statute, you must have a deposit recorded with the Tax Collector for 10% of the total amount of the Certificate Face amount (the auctioned item amount) before it can be awarded to you.   Since the Tax Sale is being conducted online and the awarding process is based on Proxy Bidding, you are required to pay the Tax Collector what you anticipate winning.   If you anticipate winning ALL of your bids, it is recommended you pay 10% of the total amount that you are bidding.   If you don't anticipate winning all bids, then you need to determine the level of deposit that your comfortable with, knowing that a certificate (auctioned item) cannot (will not) be awarded to you IF your available deposit at the time of the awarding does not cover 10% of the face amount of that certificate (that auctioned item).   The amount of the deposit is completely your responsibility.   This deposit must be received by the Tax Collector prior to Certificate awarding.   You can make your required deposits by using the Deposit link found on the web site and pay using an electronic check (eCheck).

To ensure that all money collected via an eCheck is received by the Tax Collector before Certificates are Awarded, the on-line deposit function will be disabled 7 business days prior to the date the Certificates are Awarded.   This gives enough time for the check to clear the bank and the Tax Collector to receive it.

This page also shows you the total Deposits made.

Any low bid that does not have the required deposit to cover it (10% of it's face amount), the low bid will be removed by the system just prior to the Awarding of the Certificate.   The program award certificates based on Sequence Number order, starting with the lowest sequence number and continuing until all items have been awarded or struck off (no bids) to the county.

Make a Deposit

You can make a deposit on-line using what is commonly referred to as an Electronic Check (eCheck). An eCheck is essentially a normal checking account check.   You'll be asked to input your Bank Information (e.g. Bank name, Routing number, and Account number) on-line.   This is a safe and secure method of making a deposit payment on-line. Credit Cards are not allowed.

To ensure that all money collected via an eCheck is received by the Tax Collector before Certificates are Awarded, the on-line deposit function will be disabled 7 business days prior to the date the Certificates are Awarded.   This gives enough time for the check to clear the bank and the Tax Collector to receive it.

To make an eCheck deposit, click on the Make a Deposit link. The following page will be displayed:

Input the deposit information in the fields provided. All fields on this screen are required.

Amount: Input the amount of your deposit. Enter your dollar amount with 2 decimal places. Example: to deposit $1200 dollars, input in 1200.00

The maximum eCheck amount for each deposit transaction is $50,000. If you wish to make deposits greater than $50,000, make multiple eCheck transactions.

Account Holders Name: Input the name on the Bank Account.

Routing (ABA) Number: Enter the 9 digit Routing Number found at the bottom of your check. See below for the typical position of a routing number.

Account Number: Input your bank account number.   This is typically a 6-17 character number at the bottom of your check.   Don't include the check number (which some times is appended to the end of your account number).   See below for the typically position of an account number.

You will need to input your Account number in twice to confirm that you've input it in correctly.

Transaction Type: Select Deposit

Type of Account: Select Checking.   Only Checking account checks can be used.

To complete the On-Line Transaction, click on the <Charge> button at the bottom of this page.

If you are successful, a web page will be displayed indicated so.   Click the continue link to proceed to the Registration Requirements page.

Approve Bidder Agreement

The bidder agreement is between you and the Tax Collector. It contains the rules and terms of the On-Line Tax Sale that you must agree to before you are allowed to Bid in this On-Line Tax Sale.

To review and approve the Bidder Agreement, click on the <View Bidder Agreement> link. The following page is displayed.

Read thru the Bidder Agreement carefully, if you have questions or concerns you should contact the Tax Collectors office. At the bottom of the page, are fields for you to sign (electronic signature). If you accept this agreement, input your Full Name. If you want to print a copy of this agreement, click on the Print Agreement button.

Full Name [   ]

[I ACCEPT AND AGREE TO THIS AGREEMENT]   [PRINT AGREEMENT]

Click on the "I Accept and Agree to this Agreement" button. This signed agreement will be electronically submitted to the Tax Collector.

To complete the Bidder Agreement Approval process, click on the <Continue> button at the bottom of this page.

If you are successful, a web page will displayed indicated so. Click the continue link to proceed to the Registration Requirements page.

Request a Bidder Number.

Requesting an official bidder number is the final registration task required before you can begin bidding.   If you have bid last year on the county's On-Line Tax Sale solution and if you do not have any changes to your W9 for the new year, then you will retain your existing bidder number that you used last year.   If there are changes to your W9 this year, you will be assigned a NEW bidder number.   This number is assigned by the Tax Collector.   Once you Request a bidder number, your request will be reviewed by the Tax Collector within 2 business days.   Once the Tax Collector verifies that all requirements are met (e.g. W9 on file, Bidder Agreement signed), a official Bidder Number will be assigned.   You will receive an Email from the system with this Bidder Number.   Once you receive your bidder number, you will be ready to make bids on the On-Line Tax Sale site.

To request a Bidder Number, click on one of the two options (statements) that appear on the screen:

<p style="color:red; text-align:center">< I have bid with this county before></p>
<p style="text-align:center">or</p>
<p style="color:red; text-align:center"><I have not bid with this county before></p>

This helps the County re-assign your existing bidder number in the case where you've bid in this county before.   If not, they will assign you a new number.

Once you click on one of these options the status for this Requirement will show as "Pending".   You must now wait until the Tax Collector reviews your request and assigns a bidder number.   Watch for an email in a day or two that alerts you that your request has been processed and a Bidder Number has been assigned.

Once you have your Bidder Number, you will have successfully completed the Registration process !

On all future Log In attempts, you will be directed to the Live Auction Site, where you can begin making bids.

Bidding

Once you have successfully Registered and <u>once the On-Line Bidding Start date is reached</u>, you can Log In and begin placing your bids.

On-Line County Tax Certificate Sales in the State of Florida follow a sealed bid format in the form of Proxy Bidding.   These auctions are conducted in a format in which bidders are encouraged to submit the lowest percentage rate bid they are willing to accept on their investment in order to win a particular tax certificate.   This minimum bid is held in confidence in the system until the end of the bidding (until the Certificates are Awarded). The system, on behalf of the bidder will bid only the percentage rate necessary to maintain your position as the low bidder.

By placing a bid at any time prior to the Bid Ending Date, you are only reserving the bid amount entered.   Bids are not officially submitted until the schedule Bid End Date and Time for each Queue.   Bids can be changed or removed anytime prior to this scheduled Bid Ending Date.

Proxy Bidding

Any bids submitted on this web site are treated as Proxy Bids.   Proxy Bidding permits users to enter the minimum interest rates they are willing to accept for each tax certificate they would like to purchase. The Web Site will serve as the Users' agent for submitting Proxy Bids. When the bidding for certificates ends (bidding stops at mid night the night before the day of the Tax Sale), the software running the Web Site will compare your minimum acceptable rate for a particular certificate with the best bid submitted for that same certificate by all other bidders. If your minimum acceptable rate is lower than the best rate submitted by all other bidders for the same certificate and if you have enough available deposit to cover 10% of the face amount of this item, then the Web Site will automatically generate a bid on your behalf that is 0.25% less than the best rate submitted by all other bidders. Other users will similarly have their minimum acceptable rates reviewed by the software, and if their minimum acceptable rates are below the best rate submitted by all other bidders for the same certificate, and they have met the deposit requirements, then the Web Site will generate a bid for such user(s) that is 0.25% below the best rate submitted by all other bidders.

If there is a tie at the winning bid rate, the certificate will be awarded by the software to one of the tie bidders, that have met the deposit requirements, through a random selection process using random selection software.   In the case of a tie, the winning percentage (the percentage recorded on that certificate) will be the percentage that was bid. Example, if two people bid 2%.   One of these two will be awarded the certificate

(awarded thru the random awarding process) and the winning percentage used on the certificate will be the bid percentage of 2%

If there is only one bidder who placed a bid on a certificate, that bidder will be awarded the certificate, as long as they have met the minimum deposit requirements, and the percentage used on the certificate will be 18%.

If a bidder bids 0% and is awarded the certificate, the percentage used on the certificate will be 0%.

Bids will be accepted in increments of .25% and be no higher than 18% and no lower than 0.00%.

You must be sure that you want a tax certificate before you bid.   <u>All Sales are final and there are no refunds.</u>   If as a winning bidder you fail to complete the purchase of a tax certificate, you forfeit your deposit and a County may choose to take legal action.

There are several screens that have important information and features available to you. Each has their unique purpose and will be described in the following pages.

Auction Summary

Purpose of this screen: To show you a summary of the On-Line Auction.

The initial page that you will get when logging in is the Auction Summary page, see below.
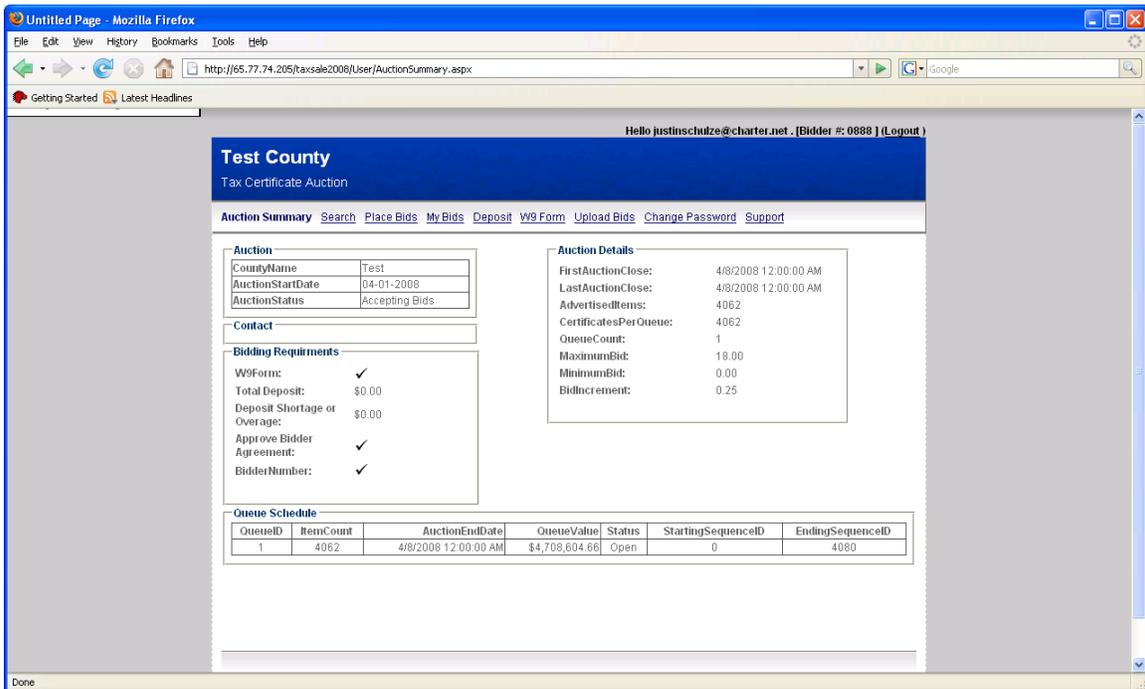
This page shows you important information requiring this sale.   The main areas of this page are:

Auction: In this box, you will see the county who's Auction you have accessed, the Bidding Start Date, which is the first date that you can begin placing your bids, and the Auction Status.

Bidding Requirements: In this box, you will see the Registration Requirements that you recently completed.   You would have had to complete these requirements before getting to this page, so all should be checked off.

Within the Bidding Requirements, you will see the Total Amount of Deposit you have on file with the Tax Collector, along with either a Shortage or Overage of

the deposit.   This Shortage / Overage is the difference between 10% of the total amount of your bids and the actual deposit you have paid.

Auction Details: In this box, you'll see the Start and End dates for bidding, the number of Advertised Items within this auction.   It will show you the number of Queues setup along with the number of certificates in each Queue.
A Queue is a "batch" of parcels.   The reason we break the tax sale down into "batches" (Queues) is for better control on our end, as well as yours.

The Auction Detail box also includes the Minimum, Maximum bid percentages and the Increment percentage. The increment percentage is .25.

Queue Schedule: In this box is the list of the Queues (batches) of Certificates, how many certificates are in each queue the total dollar value of each queue, and the Ending date for bidding in this queue.

Place Bids

The purpose of this page is for placing Bids.

> Individually - One bid (one parcel) at a time.   In summary, the steps are:
> > 1) find the parcel(s) that you wish to bid on, input the bid %, and click BID on each individual parcel.

> By Group – Placing the same bid on all parcels within the List shown at the bottom of the page, all at the same time. Keep in mind, the list may include multiple pages of items.   In summary, the steps are:
> > 1)   Input the bid % in the field provided and click on the Place Bid.   The application will apply this bid % to all parcels in the list.

> By Downloading/Uploading Bids - For bulk bidding.   This involves:
> > 1) downloading of a comma separate file (CSV) file to your PC
> > 2)   inputting your bids in a spreadsheet
> > 3)   uploading the same CSV file containing your bids back into the web site and updating the bids in bulk (in mass).

The following is the Place Bids page.
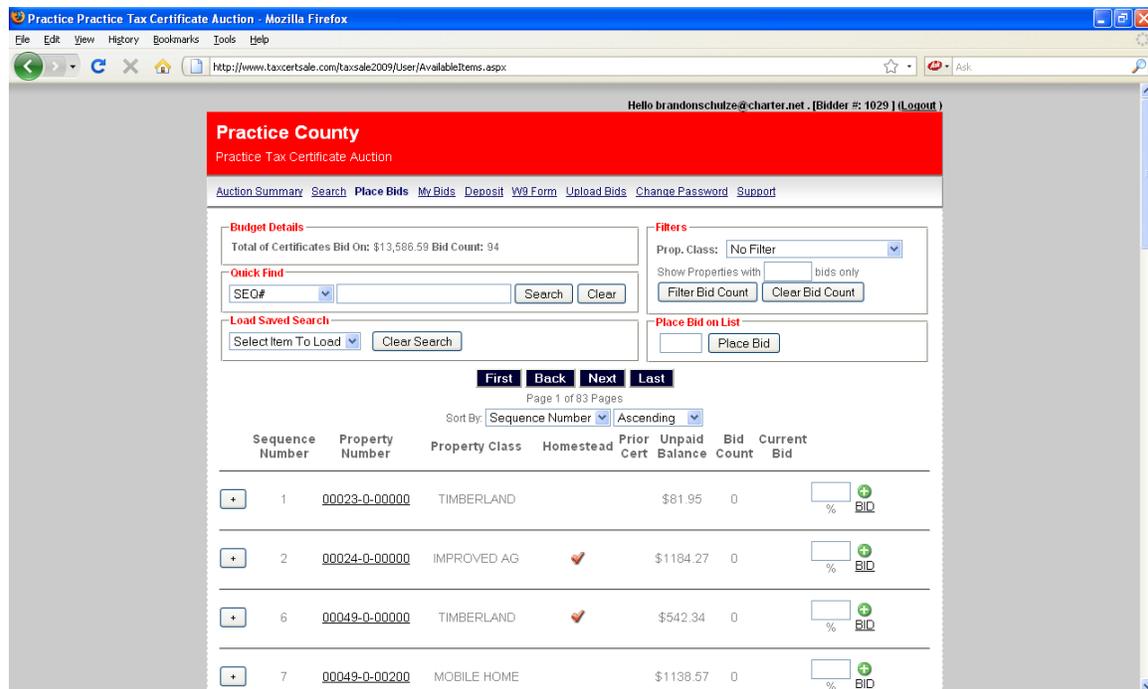
First, let's examine the different functions on this screen.   We've created boxes around the different information types and different functions.   The following describes the information or functions available to you.

Budget Details: This box of information contains the Total Amount and Count of the items you've bid on.   This is important, since you need to place (pay) a deposit to the Tax Collector based on 10% of what you Anticipate Winning.   If you anticipate winning all of the items, then it is recommended that you deposit 10% of the total amount that you've bid (the Total Amount within this box).   If you don't anticipate winning everything, then you'll need to determine at what level (amount) of deposit you are comfortable with.

Filter: This box contains a great tools to help "filter" the list of parcels.

The first filter, the **Prop. Class filter.**   It allows you to filter the list, only including those items that meet the Property Classification selected from the drop down list.
Example, if all you are interested in bidding on are Single Family Residential Parcels, click the drop down arrow in this box and select Single Family.   Then click <APPLY> to apply your filter to the list of available parcels.   You'll see that the list now only contains the parcels that met your filter selection.

Filter
Prop. Class: | No Filter ▾ |

Apply

Be aware, you can only pick one Property Classification from the drop down list. There may appear to be duplicate classifications in the list (e.g. multiple Vacant classifications).   The classifications are assign/used by the County Property Appraiser and we are only displaying a short description of the Classification.

The second filter, the **Bid Count filter**, allows you to filter the list based on how many Bids are current on the item.   This is not only your bids, but ALL bids from all bidders.   This would be especially useful if you would like to filter the list to only show those items that may not have any bids on them…   To use, input the number of bids in the box provided.. and click Filter Bid Count.   The application will display only those items that have that number of bids.   To clear the filter, click the Clear Bid Count.

Show Properties with [   ] bids only
[Filter Bid Count]   [Clear Bid Count]

Load Saved Search: This box enables you to run pre-setup Queries (Searches) that you previously had setup within the Search page of the web site.   A Search is a list of parcels that met your search criteria, as setup in the Search page.   Example, maybe all you are interested in bidding on are parcels with 100 or more acres. What you would do is setup this query within the Search screen, name your query appropriately (e.g. Parcels over 100 acres) and then when you're ready to bid on them, you would pick this Search labeled "Parcel over 100 acres" from the drop down list and your available parcels to bid on will be limited to only those that have over 100 acres.   Refer to the section of this manual labeled: Search page for more details on setting up a query.

Load Saved Search

| No Saved Searches | ▼ |

Place Bid on Entire List: This box enables you to place the same bid % on all parcels listed.   Be careful, when you do this, it will replace all existing bids that you may have input on parcels within this entire list and the list may extend onto multiple pages.   There is no way of "reversing your actions" (going back to previously input bids) without manually re-inputting them individually.   If you utilize this feature, you will be warned of this fact before you can continue.

Place Bid on Entire Batch

| | Place Bid |

Quick Find: Within this box you'll be able to perform a quick search for a specific Sequence Number or Parcel Number.   This quick search searches across all queues (batches) to find the desired parcel.   To do so, select whether to search for a specific Sequence # or for a specific Parcel Number (pick from the drop down list).   Then input either the Seq # or Parcel # in the field provided, and click Search.   If the application finds the parcel you are searching on, it will be displayed as the first item on the list.   The Clear button within this box clears your selection and reverts back to the "entire" list of parcels.

Quick Find

| SEQ# | ▼ | 518 | Search | Clear |

Page Control

The buttons | First | Back | Next | Last | on the right side of the screen enable
you to   advance from page to page by clicking

the appropriate button.   The Last jumps to the last page, the first jumps to the first page.

Sort Options

The [Sort By: Sequence Number ▼] [Ascending ▼]   options allow you to sort by Sequence Number, Bid Count (all bidders), Current Bid (your bids only), Homestead flag, Prior Certificates exist, Property Class, Property Number, Sequence Number, Unpaid Balance.   You can choose any of these to sort on (click on the drop down arrow and pick from the list).   You can then choose whether to sort in Ascending or Descending order.

The columns across the top of the list are as follows:

Seq # -   This is the Advertised Sequence Number.   Each parcel advertised is assigned a Sequence number and the sequence number is the order in which parcels appear within the list.   This SEQ # matches the sequence number of the actual printed advertising list that you would find in the local newspaper.
To sort by this column, click on the column header.   Initially, all entries are sorted in Sequence Number order.

Parcel # -   This is the parcel (property) number.   It is the unique number that identifies the property and is used by the Tax Collector and the Property Appraiser.   By clicking on the Column Header, you can re-sort the list in Parcel Number order.

Prop. Class - This is the Primary Property Classification (use) of the parcel.   Be careful with this description, there may be multi use properties included but only the Primary Property Classification is displayed for the parcel.

Homestead - Parcels with a ✔ indicate a homesteaded parcel.

Prior Cert. - Parcels with a ✔ indicate a parcel with prior year delinquent certificates outstanding (prior year taxes due)

UnPaid Balance -   This amount is the unpaid balance including taxes, assessments, fees, and interest/penalty for this parcel.   This is the amount that you will be responsible for paying if you are awarded the bid on this parcel.   This is the amount that the system accumulates and displays at the top within the Bid Budget box.
This is the amount that is will become the Certificate Face Amount once the certificate has been awarded to a bidder.
Typically, this UnPaid Balance does not change (this amount reflects the amount as of the date of the Bid Awarding). However, if the Tax Collector performs an

E&I on this parcel (an adjustment to tax or asmt), this UnPaid Balance amount will change. If you have a bid placed on this item and the amount changes, you will be notified via an email, giving you a chance to adjust or remove your bid if necessary.

Also, by clicking on this Column Header, the list will be sorted in UnPaid Balance order, lowest to highest unpaid balance. Clicking on this Column Header again re-sorts the list, highest to lowest unpaid balance.

Bid Count - This is the number of bids (from all bidders) that have been made on this item.

Current Bid - This column shows you your current bid on this property.   It only shows your bid, no one else's.   When you place a bid on a parcel, the bid % will show up in this box.   Once it's in this box, you have successfully bid on this parcel.   It will stay on this parcel unless you remove (click on Cancel button) or change it (input a different bid).

Bid % - This column is where you'll input your individual Bids for each parcel.   <u>You may **place** a bid, **change** a bid, or **cancel** a bid anytime from the date Bidding is open until the Bidding is closed just prior to the awarding of the Certificates.</u> Bids are not officially submitted until the scheduled Awarding date.

Bids will be accepted in increments of 0.25% and can be no higher than 18.00% and no lower than 0.00%.   If you attempt to place a bid outside of these limitations, you will receive an error message.

Bid button -   Click on the ⊕<u>BID</u>   button when you are ready to submit your bid. It takes the bid that you keyed into the Bid% field and moves it into your Current Bid %.

Cancel button - Click on the ⊗<u>CANCEL</u>   button if you want to cancel (remove) your bid. It removes the bid % from the Current Bid % column.

* Warning * - using the Cancel Button is the correct way of removing/canceling a bid. Don't think by putting a zero bid that you are canceling a bid. Zero bids are valid bids and may actually result in you winning the bid (versus canceling it).

Plus ⊞ symbol - Click on the   ⊞   in front of each parcel to expand the information available on the parcel.   When you do, the following information is displayed:

Owner Name, Location address, Total Acres, Legal Description

Owner Name:	SMITH GERALD & DOROTHY L	**Legal Desc**	10 1N 15E 373
Location:			SE/4 OF SE/4 LESS NORTH OF ROAD ORB 56-15 ORB 115-115
Total Acres:	12.00		AND DESC IN ORB 154-260 ORB 56-9 LESS ORB 399-345

Minus ⊟ symbol – Click on the   ⊟   to close the expanded view.

To view More Information on a Parcel, click on the Parcel Number itself.   1390-001
The following page will be displayed:

This page shows the current year Certified Values, Prior Year Delinquent Tax if any, and additional Advertising information.

Click on the   View Property Appraiser Info   link in the top left to access the Property Appraiser's web site for this specific parcel.

Step by Step instructions for Bidding

Placing Individual Bids

Purpose: Input bids one parcel at a time.

1. From the Place Bids page, select the appropriate Queue (batch) that you want to work in.

2. Input the individual bid percentage next to the desired parcel and click BID.
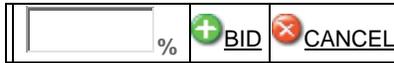
_____ %	⊕ BID	⊗ CANCEL

3. Repeat for each parcel you want to bid on.

4. To cancel (remove) a bid, click on the Cancel button next for that parcel.

Placing bids on Entire List

Purpose: Mass apply the same bid on all parcels within the List.

1. Apply any filters or run any Searches that narrow down the list to what you wish to bid on.

2. Input the Bid % in the field provided, and click the Place Bid.   Be careful, when you do this, it will replace all existing bids that you may have input on parcels within this List.   There is no way of "reversing your actions" (going back to previously input bids) without manually re-inputting them individually.   If you utilize this feature, you will be warned of this fact before you can continue.

Place Bid on Entire Batch

[_____] [Place Bid]

Placing bids by using the Download / Upload CSV File features.

Purpose: Enable the bidder to download the available items to the bidders PC. The Bidder can place bids on these parcels outside of the system. When the bidder is ready, they can upload the CSV file back to the On-Line Tax Sale site and post the bids in mass into the On-Line Tax Sale database.

Be careful, when you do this, it will replace all existing bids that you may have input on parcels within this entire Auction (all Queues). There is no way of "reversing your actions" (going back to previously input bids) without manually re-inputting them individually.

1. Click on the Upload Bids link at the top. The following page is displayed:

2. You must first download a CSV (Comma Separated file) containing all parcels. Click on the <Export to CSV> button. You will be prompted whether to open it or save the file. Save it onto your PC.

3.	Once you save it to your PC, you can open file in a spreadsheet (e.g. MS Excel). There will be a column in the spreadsheet where you'll input your bid percent. Make sure you adhere to the standard rules, nothing higher than 18%, nothing lower than 0%, increments of .25%.	You should input the decimal place position. Example, to bid 5%.. input it as 5.00

4.	When you are ready to update these bids into the On-Line Tax Sale site, you first must save it from MS Excel as a CSV file (Save As, picking CSV as the File type). Once it has been saved as a CSV file, click the Browse and select the CSV file on your PC, then click Upload File.

5.	A page will display the results of your Upload process, with any bids that didn't follow the minimum, maximum, or increment rules.	At this point, you have the option to Update your bids (Place these bids).

	Whatever parcels are included in your CSV file will be updated on the web site. It's not just the parcels that you've input a bid for, it will update all (parcels with bids and parcels with no bids).

My Bids

The purpose of the My Bids page is to display a complete list of parcels that you've bid on along with their current status.   All bids, regardless of Queue (batch) are included in this list.   For each, the Parcel number, date/time bid, and bid percent are displayed. This is also the page that you'll see the status of your bids.   From the Bidding Start Date to the Bidding End Date, the bid status will be Bid Pending.   After the Bidding End Date, the certificates will be awarded.   This Bid Status will then reflect whether you won or lost the bid on each item.

To change your bid for a specific item or to delete it, click on the appropriate button to the left.   Remember, you can change or delete your bids anytime between when the Bidding Start date and the Bidding End date, which is just prior to the awarding of the certificates to the winning bid.

Practice County
Practice Tax Certificate Auction

Auction Summary   Search   Place Bids   **My Bids**   Deposit   W9 Form   Upload Bids   Change Password   Support

[Select Page]   [Deselect Page]   [Delete Selected]

		Sequence No	Property No	Tax Year	Unpaid Balance	Bid Percent	Bid Time	Bid Source	Bid Status
Edit	Delete	☐	2	00024-0-00000	2008	$1,184.27	16.00%	4/8/2009 2:32:33 PM	Online	Bid Pending
Edit	Delete	☐	6	00049-0-00000	2008	$542.34	15.00%	4/8/2009 2:32:33 PM	Online	Bid Pending
Edit	Delete	☐	9	00050-0-00100	2008	$682.02	6.00%	4/8/2009 2:32:33 PM	Online	Bid Pending
Edit	Delete	☐	11	00060-0-00301	2008	$786.70	0.00%	4/8/2009 2:32:33 PM	Online	Bid Pending
Edit	Delete	☐	18	00063-0-00405	2008	$190.47	15.75%	4/8/2009 2:32:33 PM	Online	Bid Pending
Edit	Delete	☐	21	00070-0-00100	2008	$486.21	16.25%	4/8/2009 2:32:33 PM	Online	Bid Pending
Edit	Delete	☐	23	00072-0-00400	2008	$1,133.51	12.50%	4/8/2009 2:32:33 PM	Online	Bid Pending
Edit	Delete	☐	30	00077-0-00402	2008	$601.11	5.00%	4/8/2009 2:32:33 PM	Online	Bid Pending
Edit	Delete	☐	31	00077-0-00404	2008	$205.38	5.00%	4/8/2009 2:32:33 PM	Online	Bid Pending
Edit	Delete	☐	34	00081-0-00000	2008	$56.16	5.00%	4/8/2009 2:32:33 PM	Online	Bid Pending
Edit	Delete	☐	35	00083-A-01400	2008	$1,880.63	5.00%	4/8/2009 2:32:33 PM	Online	Bid Pending
Edit	Delete	☐	36	00083-A-03200	2008	$414.28	5.00%	4/8/2009 2:32:33 PM	Online	Bid Pending
Edit	Delete	☐	37	00083-A-03400	2008	$414.28	5.00%	4/8/2009 2:32:33 PM	Online	Bid Pending
Edit	Delete	☐	38	00083-A-04000	2008	$414.28	5.00%	4/8/2009 2:32:33 PM	Online	Bid Pending
Edit	Delete	☐	39	00084-0-00000	2008	$1,239.65	5.00%	4/8/2009 2:32:33 PM	Online	Bid Pending
Edit	Delete	☐	41	00091-0-00000	2008	$1,365.56	5.00%	4/8/2009 2:32:33 PM	Online	Bid Pending
Edit	Delete	☐	42	00103-0-00300	2008	$413.51	5.00%	4/8/2009 2:32:33 PM	Online	Bid Pending
Edit	Delete	☐	44	00103-0-01600	2008	$2,354.90	5.00%	4/8/2009 2:32:33 PM	Online	Bid Pending
Edit	Delete	☐	45	00106-0-00400	2008	$251.06	5.00%	4/8/2009 2:32:33 PM	Online	Bid Pending
Edit	Delete	☐	46	00106-0-00401	2008	$365.41	5.00%	4/8/2009 2:32:33 PM	Online	Bid Pending

Your list of parcels may extend for multiple pages.   To advance from page to page, click on the appropriate page numbers   1 2 3 4 5 6 7 8 9 10 ...   at the lower left corner of the screen.

Searching / Querying the database

The purpose of the Search page is to enable you to setup queries (searches) to be used to narrow down your list of parcels to bid on.   Example, maybe all you are interested in bidding on are parcels with 100 or more acres.   You can use this Search setup function to setup a query that narrows down your list to only those that have 100 or more acres.

Below is the Search screen.

To setup/add a new Query (Search) definition, perform the steps below:
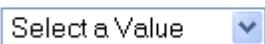
1.   Click on drop down box to choose from a list of available fields to query on.   Click one from this list

Example: Acres

2.   Click on drop down box to pick the   appropriate action

(e.g. Equal To, Greater than, etc..).   Example: Greater Than.

Search Criteria
3.   Input your value in the blank box provided. | 200 |

4.   Click on the | Test Search | to initiate your search.   The query will run and if it
finds any records that match your search criteria, a sampling of these records will appear
in the Results box at the bottom of the page.   This is only a sampling for you, to
determine if the query that you setup does work.

Results

SequenceID	ParcelDisp	Acres
2008	1-28-34-33-0A00-00024-A000	150
1676	1-26-34-33-0A00-00003-M000	125
1514	1-24-34-33-0A00-00030-B000	125
80	1-08-34-33-0A00-00029-N000	125
332	1-11-34-33-0A00-00030-E000	250
454	1-13-34-33-0A00-00016-M000	125
5269	1-10-37-36-0A00-00004-0000	156
1846	1-27-34-33-0A00-00010-N000	125
1361	1-23-34-33-0A00-00023-D000	125

5.   Finally, input a Name for your Search in | Parcels over 200 Save Search | field and
click Save Search.

Once you have your Query / Search Definition created, you can run your new search on
the Place Bids page.   See next page.

Load Search Results on your Place Bids

Once you've created a Search (Query) definition, you can use it to narrow down the list of parcels on your Place Bids page.   To do so,   Click on the drop down arrow in the Load Saved Search box.   It will list your saved Searches / Queries.   Select the appropriate one and the application will automatically run your Search/Query and will show the resulting list of parcels that met your Search criteria on this page.