

Tax Sale Bid Submission Procedure

This procedure is to describe the process on how to submit the Tax Sale bidders spread sheet. Web screen examples from 2015 were done using Internet Explorer. If you are using a different browser the screens may look a little different but will be similar to the examples shown.

1. After you have downloaded your spreadsheet, open the spreadsheet using Microsoft Excel versions 2003 or newer. When the spreadsheet is open you must click on the Enable Editing button at the top of the screen. Enter your name and bidder number on lines two and three.
2. If you have chosen to use the bid amount spreadsheet, enter your bid amount in column F for each property you wish to bid on. The bid amount cannot be less than the tax sale amount. Do not edit the cells in grey.
3. If you have chosen to use the bid factor spreadsheet, enter your bid factor in column E for each property you wish to bid on. The bid factor should be entered as a percentage from .01 through .9999. The bid amount cannot be less than the tax sale amount. Do not edit the cells in grey.
4. After you have completed your bid spread sheet (either by bid amount or bid factor), save the spreadsheet to your computer.
5. When you are ready to upload your spreadsheet you will visit the site, <http://aacoprod-inter.aacounty.org/TaxSaleInternet/welcome.do>.

6. When the menu page appears, choose the Submit Tax Sale Bid Spreadsheet Link.

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Internet Tax Sale Application



Finance

Welcome to the 2015 Tax Sale Website. Please use this site to help you find information on the tax sale held on April 22, 2015.

- ▶ [Submit Tax Sale Bid Spreadsheet](#)
- ▶ [Tax Sale List of Liens Available](#)
- ▶ [Notice of Tax Sale](#)
- ▶ [Tax Sale General Questions](#)
- ▶ [Calendar of Events and Key Dates](#)
- ▶ [Tax Sale Process](#)
- ▶ [Collectors Terms](#)
- ▶ [Tax Sale Bid Submission Procedure](#)
- ▶ [Tax Sale Bid Submission Procedure](#)
- ▶ [Tax Sale Redemption](#)
- ▶ [W9 Form](#)

7. The login page will appear and prompt you for a username and password. Your username and password were sent to you in an email when you submitted your W9 form and your registration payment. If you do not remember your username and password, your username is your email address and your password is the current year plus your bidder number.

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**Tax Sale 2015
Bid Submission Login**

Enter your login information below:

Username:

Password:

8. Once you have entered the correct username and password and clicked on the login button, you will be directed to the 2016 Tax Sale Bid Submission Page. At this page you will need to enter the following information:
 - a. Type of Spreadsheet you are uploading – Amount or Factor.
 - b. Agreement to Collector's Terms – You cannot submit a bid spreadsheet unless you agree to the Collector's Terms.
 - c. Electronic Signature. This is your name and acceptance of the terms and conditions of the tax sale.

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Tax Sale 2015 Bid Submission

Bidder Number: 2578
Bidder Name: Robin Hook

Spreadsheet Type:
 Amount Factor

▶ **Collectors Terms**

I agree to the collectors terms for tax sale2015:

Agree

Please enter your name as your electronic signature for submission of this bid and agreement to collectors terms:

Upload Bid Spreadsheet

9. Once you have entered the type of bid spreadsheet, your electronic signature, agreed to the Collector's Terms, and clicked on the Upload Bid Spreadsheet button, you will be directed to the 2016 Tax Sale Bid Spreadsheet Upload Page. At this page you will need to enter or browse to select the name and location of the bid spreadsheet you wish to upload and then click on the Submit Spreadsheet Button.

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Tax Sale 2015 Upload Bid Spreadsheet

Bidder Number: 6716
Bidder Name: Robin Hook

10. Once you have successfully uploaded your bidder spreadsheet, you will be directed to a confirmation page where the date and time of your upload will be displayed. You will also receive a confirmation email that your bidder spreadsheet has been successfully uploaded. If you are not redirected to a confirmation page, your submission was not successful.

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Tax Sale 2015

Bidder Number: 6716
Bidder Name: Robin Hook

Your bid spreadsheet has been successfully submitted with timestamp Tue Apr 07 13:05:44 EDT 2015.

If you have any technical issues regarding the website, you can call the OIT Department at 410-222-2047.