

# HOW TO: ACCESS/NAVIGATE THE BIDDING PLATFORM

## HOW TO ACCESS THE BIDDING PLATFORM:


- From an internet browser\* or the Hertz Real Estate App (Skip to #4), go to [www.Hertz.ag](http://www.Hertz.ag)  
\*Do not use Internet Explorer.
- Go to the Real Estate Menu and select **Auctions**. (Fig. 1-1)
- If you have NOT REGISTERED, please see our “How to Register” instructions. Otherwise, proceed to Step 4.
- Navigate to the auction you wish to bid on and click on it. On the next screen, click on the **VIEW AUCTION!** button.
  - If you see **REGISTER TO BID** buttons, you are not signed into your account. Correct this by clicking the stacked-line icon  in the upper left-hand portion of the screen and sign-in.
  - If you see a **PREBID** button, you are already signed in.  
NOTE: Once the auction goes LIVE, the buttons will change to **BID**.
- On the day of the auction, after you have signed-in, make sure you click on the **VIEW LIVE** button, to stream video and audio. **Important auction-day information will be relayed here!** (Fig. 1-2)

Fig. 1-1

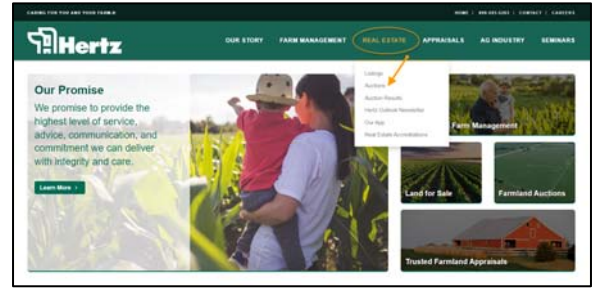
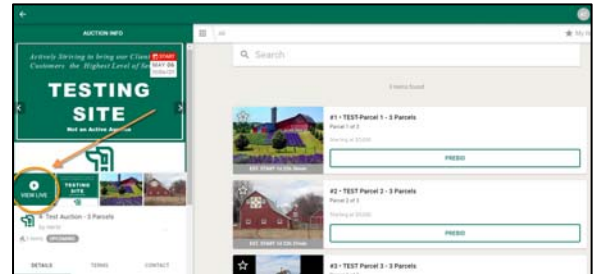


Fig. 1-2



## HOW TO NAVIGATE THE BIDDING PLATFORM


- The auction will open up on-screen in bidding format with **PREBID** buttons. Once the auction goes LIVE, the buttons will change to **BID**.
- From this screen there are several things you **should**/can do:
  - You **should click the** **VIEW LIVE** icon to begin watching the livestream. **You will need to activate the livestream to hear the auctioneer calling the auction.**
  - You **should make note of the important phone numbers**  provided in the photo section. You can also view other photos here.
  - You can click into the various parcels by clicking as noted in Fig. 2-1.
- (Figs. 2-2 and 2-3) Once you've opened a single parcel, you can now see **Details, Contact Info., and Documents**.
  - Details:** This will be information specific to the Parcel.
  - Contact:** This is the listing agent familiar with the Parcel.
  - Documents:** This includes the **Terms & Conditions, Bidding Instructions, Auction Brochure, Sales agreements**, and any other details pertinent to the auction. **You will want to make yourself familiar with this information.**

Fig. 2-1

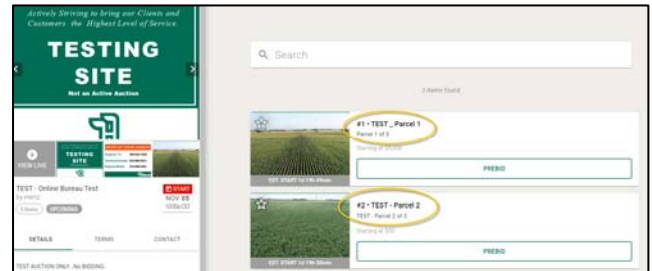


Fig. 2-2

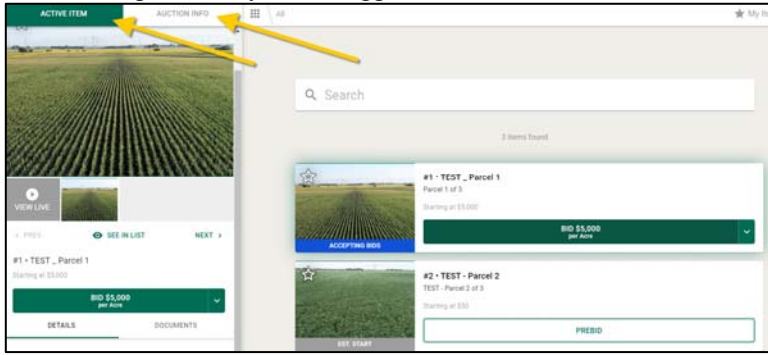


Fig. 2-3

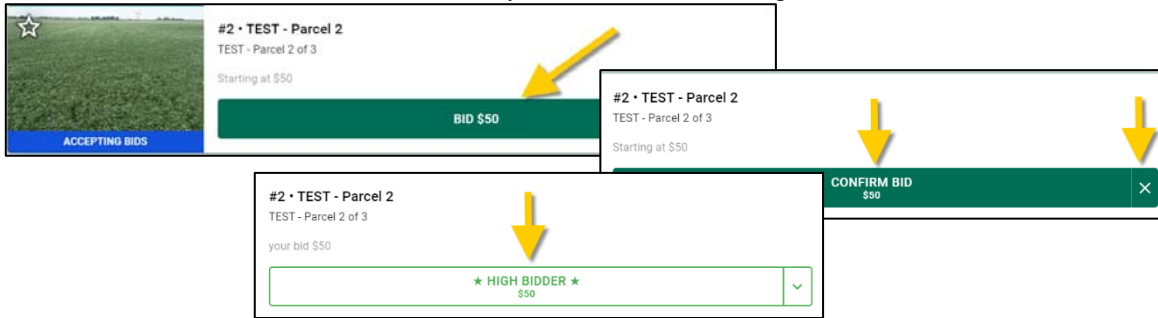


\*Internet Explorer is not supported. Please use Chrome, Edge, Firefox or Safari.


4. Once bidding is active you can toggle between the Active Item and the full auction information here:

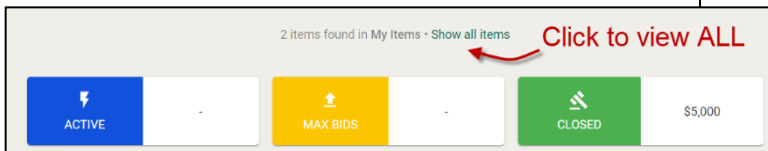
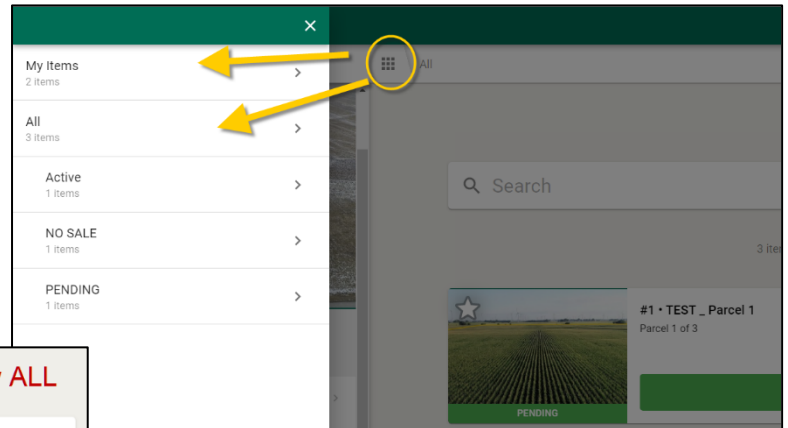


5. Parcels accepting bids will have an **ACCEPTING BIDS** bar below them. To bid, click the green action bar once, and then a second time to **CONFIRM BID**. The status of your bid will also show up on the action bar.



If multiple bids are being placed at the same time, or if your bid is rejected, your action bar will return to the original dark green color with the next available bid amount shown.

6. At any time you may click on the  icon to see a secondary menu. From that menu you can select the **My Items** link and you will see a summary of any parcels you have bid on. It will show where you have **Active Bids**, **Bids you have placed a Max Bid on**, and any **items you have bid on that have closed**.



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