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## **Agra Digital Auctions: How-To guide**

This document will briefly explain the steps that need to be followed in order to register for the Agra digital auctions and how to log into the Agra digital auctions system.

Videos are also available on YouTube that shows you how to register and login. Copy and paste the respective links below into a browser to view the videos:

How to register:

[https://www.youtube.com/watch?v=bQeQXmD\\_F8s](https://www.youtube.com/watch?v=bQeQXmD_F8s)

How to log in:

<https://www.youtube.com/watch?v=OElAs5BfvA>

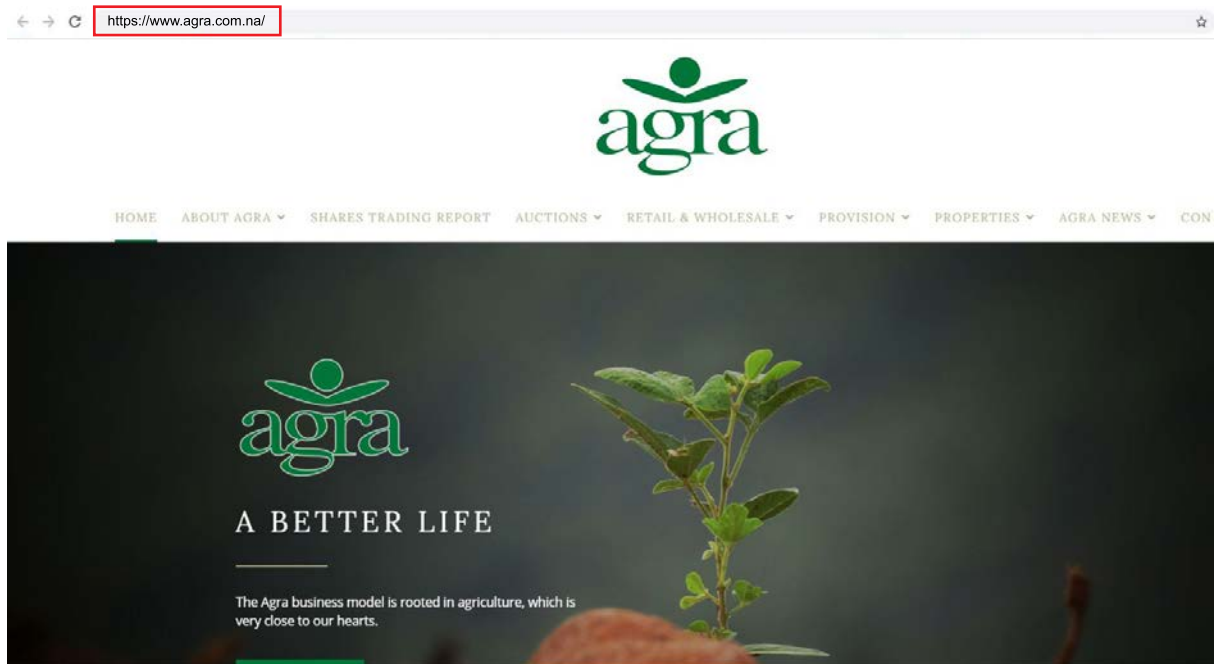
You will need to open a web browser in order to register and access the Agra digital auction system. Preferably use Google Chrome, as other web browsers may not be fully compatible and this could result in the digital auction system not functioning properly. The icon for Google Chrome normally looks like the following:



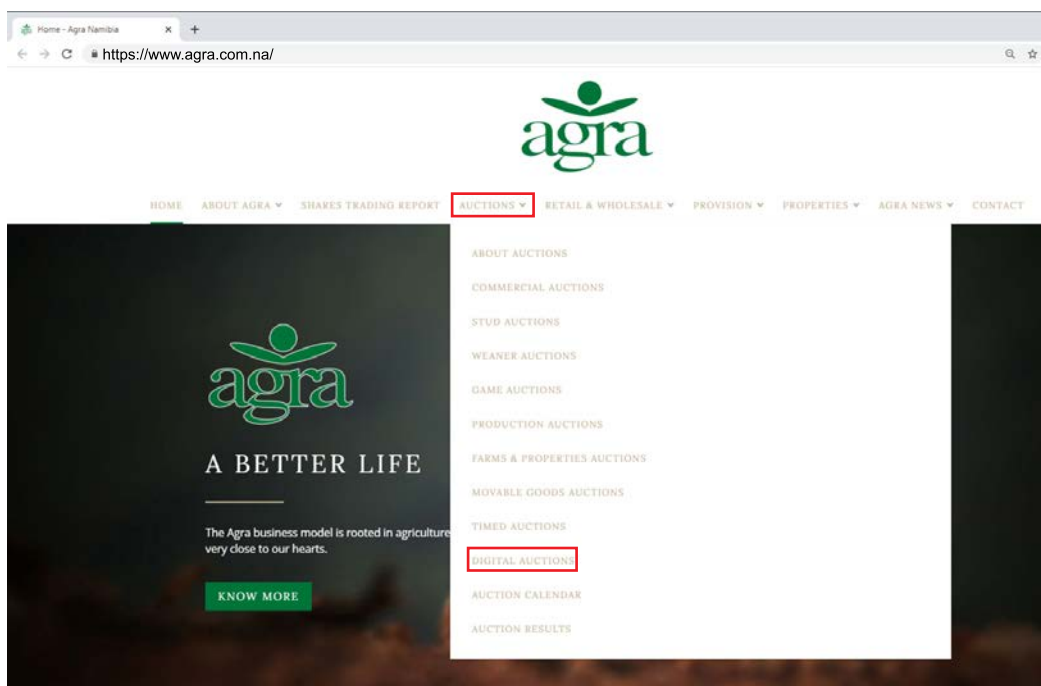
## 1: How to register for the Agra digital auction system

If you have previously registered for an Agra digital auction, you can skip to the second section of the document and follow the instructions to log into the Agra digital auction system.

1. Please open your browser and go to the Agra website: <https://www.agra.com.na/>



2. Once the Agra website has loaded, move your mouse cursor to the 'Auctions' menu item toward the top of the website and then click on 'Digital Auctions'.



3. You are now on the Digital Auctions page. The first section of the page is the 'Digital Auction Application Form'. You will be required to enter your information into the fields. All fields marked with an asterisk (\*) are mandatory and needs to be completed.

After you have completed the form, please read the terms and conditions by clicking on 'Terms and Conditions'.

To complete the registration process you need to agree to the 'Terms and Conditions' by clicking on the check box. Then click on 'SUBMIT FORM'.

### DIGITAL AUCTION APPLICATION FORM

Complete the form below to register on our Digital Auctions Platform. Once completed a member of the Agra team will be in contact to finalise your application.

Name
Business Name
Address
State/Province
Post Code
Contact Number
Work Number
ID/Passport Number
Select the Auction you want to Register for
Email Address
Confirm Email Address
Password
Confirm Password

I agree that I have read and agree to the [Terms and Conditions](#)



**SUBMIT**

### ALREADY REGISTERED?

Username:	<input type="text"/>
Password:	<input type="password"/>

<b>LOGIN TO AUCTION</b>
<b>VIEW AUCTION AS GUEST</b>

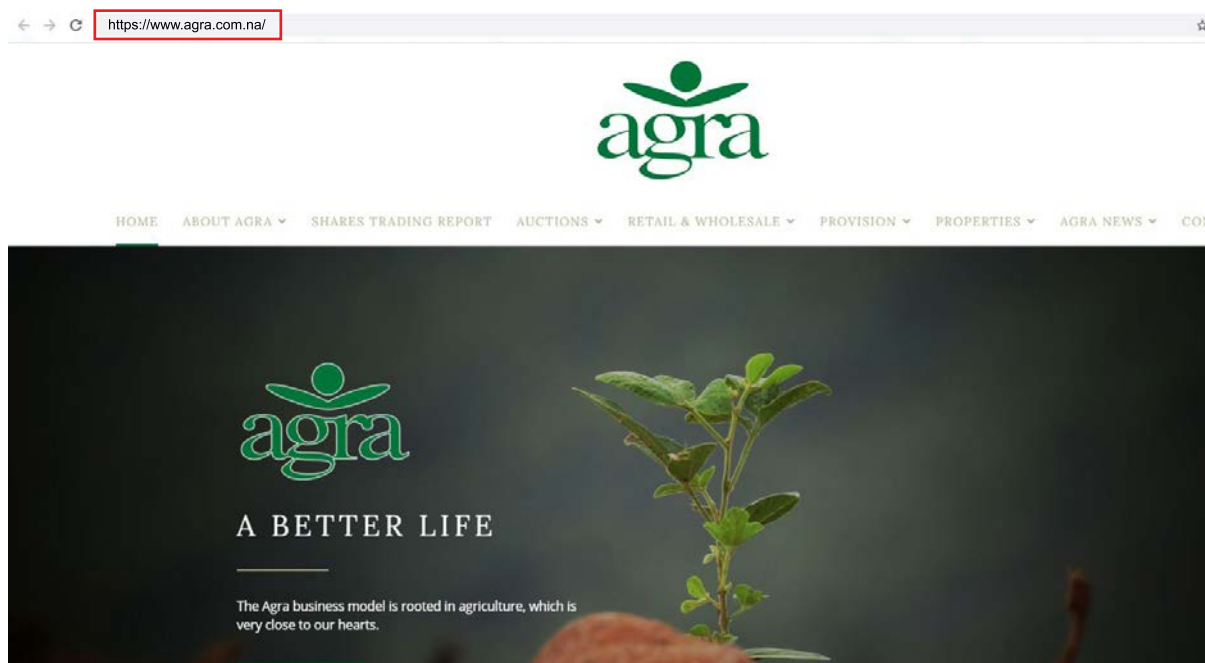


4. Agra will now verify your details as entered on the form. Once this process has been completed you will receive a confirmation email from Agra.
5. You are now registered on the Agra digital auction system. The next section will explain the steps required to log into the digital auction system.

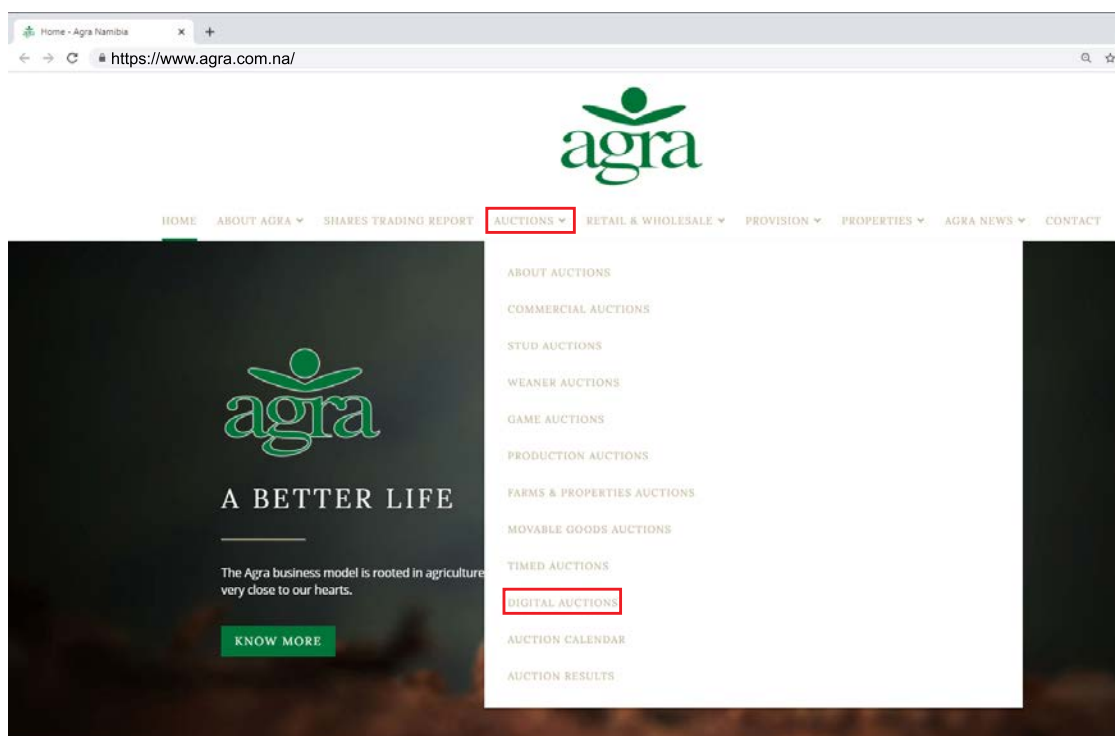


## 2: How to log into the Agra digital auction system

1. Please open your browser and go to the Agra website: <https://www.agra.com.na/>



2. Once the Agra website has loaded, move your mouse cursor to the 'Auctions' menu item toward the top of the website and then click on 'Digital Auctions'.



3. You are now on the Digital Auctions page. Scroll to the bottom of the Digital auctions page. You will see two fields where you can enter your username and password.

After entering the above, click on 'LOGIN TO AUCTION'. Clicking on this button will open the digital auction system and you are now ready to make bids during the auction.

If you wish to only view the auction and not make any bids, please click on 'VIEW AUCTION AS GUEST'. Please note that you will not be able to make any bids during the entirety of the auction if you click on this button.

**ALREADY REGISTERED?**

Username:

Password:

**LOGIN TO AUCTION**

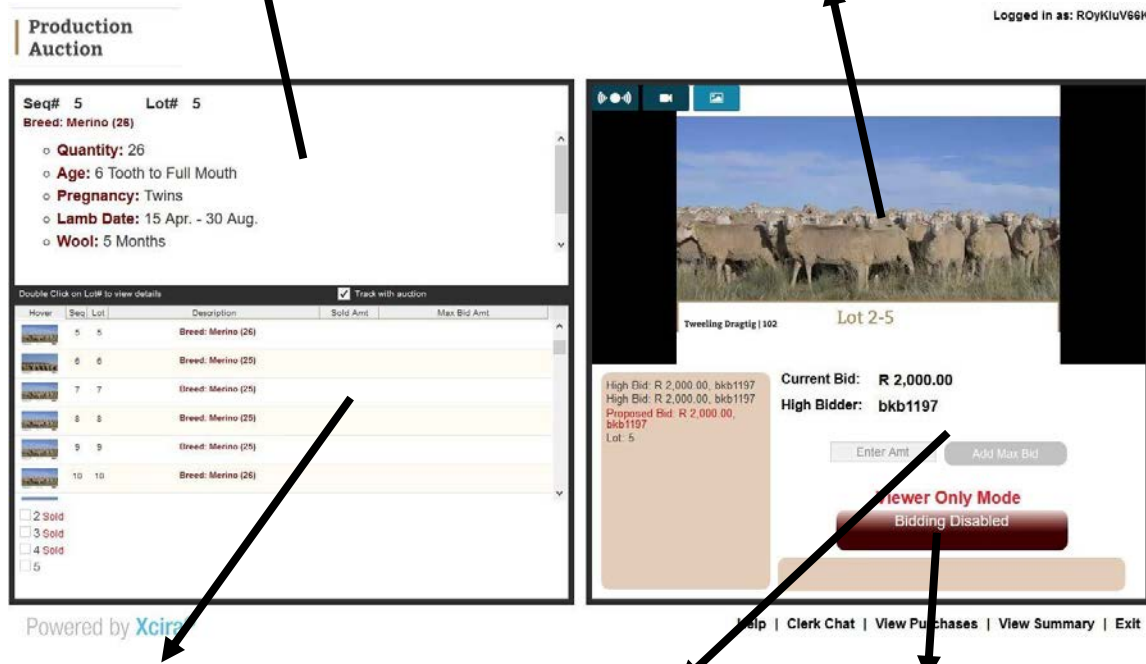
**VIEW AUCTION AS GUEST**



- The image below explains the four main sections of the auction screen. The red button on the lower right section of the image is the bid button. Click this button to make a bid during the auction.

*Detail of the lot currently being auctioned*

*Photo, video or live stream of the lot currently being auctioned.*

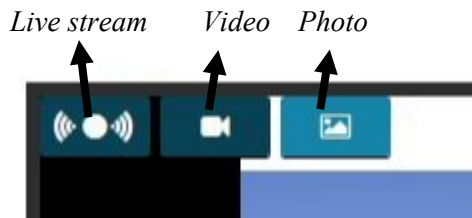


*Auction roll*

*Bidding screen*

*Bid button*

- The live stream, photo or video can be selected by clicking on each of the three buttons at the top. Please note that all three options might not be available for each lot and/or auction.



- If you are experiencing any technical difficulties, please click on the 'Clerk Chat' text in the lower left section under the bid button. Clicking on this text will open a chat box. Please write a short description of your problem into the chat box and a digital auction system expert will be in contact with you to assist you.



Please contact the Agra auctions department at [eauctions@agra.com.na](mailto:eauctions@agra.com.na) if you need any other help or information.

