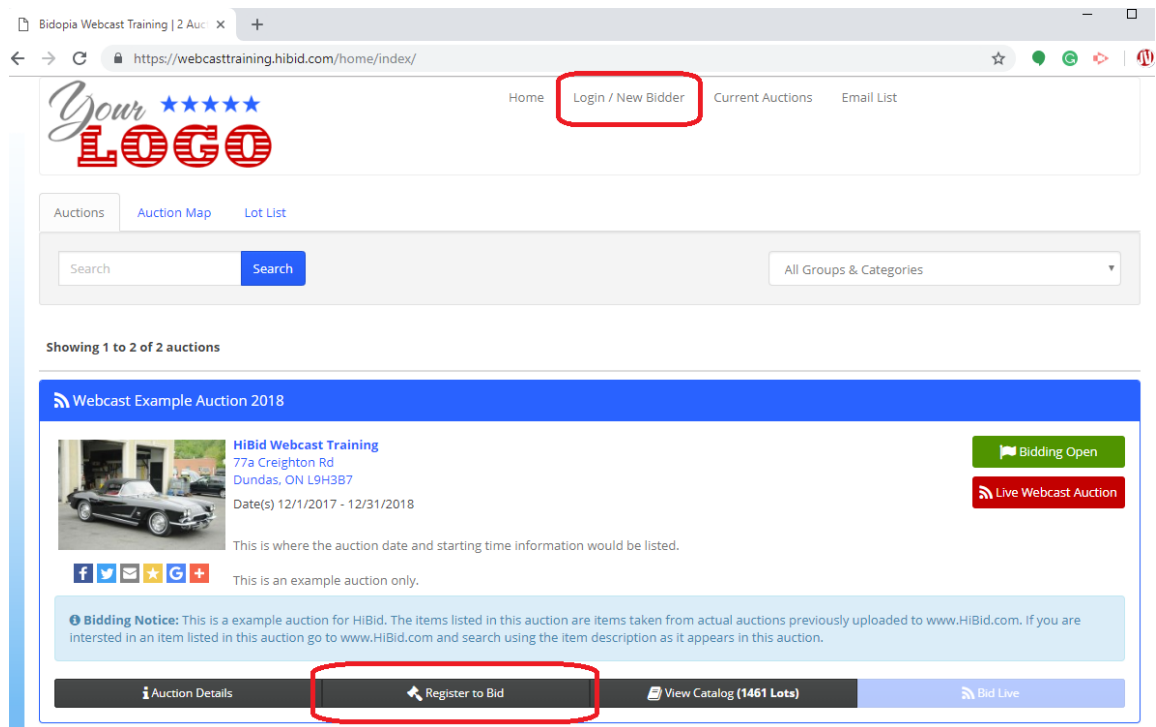


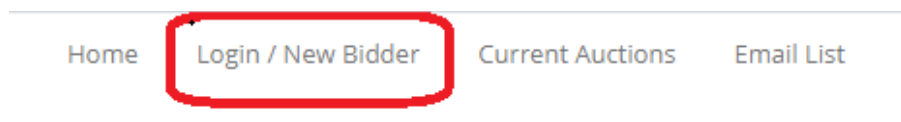
# How to Register for an Online Auction

If this is your first time registering for an online auction please use the following guide to help you create an account and register to bid.

When you first arrive to an auction page you will see a layout like this.



The first step to creating an account will be to click the Login/New Bidder button along the top of the page. You can also click the Register to Bid button.



Clicking either option will direct you the screen below.

## How to Register for an Online Auction

Login / New Bidder

User Name or Email

Password

[Forgot your password?](#)

Keep me signed in (Uncheck if you're on a shared computer)

Log On New Bidder? Click Here

This website is powered by HiBid

If you have previously registered with HiBid or another HiBid powered website then your existing user name and password will work on this site.

If you are a new bidder click the “New Bidder? Click Here” button.

You will be prompted to Check your Email Address. This is to guarantee that the email address you’re using does not already have an account associated with it. Make sure to enter your email address into both fields. Then click the “Check Email” button.

Step 1: Check Email Address... (Every account must use a unique email address)

Email address

Confirm Email address

Check Email

[Click Here to Logon \(if you know your password\)](#)  
[Click Here to Reset Password \(if you don't\)](#)

This website is powered by HiBid

If you have previously registered with HiBid or another HiBid powered website then your existing user name and password will work on this site.

If your email address already has an account associated with it a red notification will appear stating “Duplicate email: \*your email address here\* already exists.”

If your email matches and does not have an existing account you will be directed to the next screen.

## How to Register for an Online Auction

This screen allows you to create your new account by entering your general information such as name, address, and phone number.

### Tell us about yourself

Company	<input type="text" value="Company"/>
First Name	<input type="text" value="First Name"/>
Last Name	<input type="text" value="Last Name"/>
Country	<input type="text" value="United States"/>
Address	<input type="text" value="Address"/>
City	<input type="text" value="City"/>
State / Province	<input type="text" value="All Locations"/>
Postal Code (Zip)	<input type="text" value="Postal Code (Zip)"/>
Phone 1	<input type="text" value="Phone 1"/>
Phone 2	<input type="text" value="Phone 2"/>
Fax	<input type="text" value="Fax"/>

This is also where you will create the User Name and Password you will use every time you login to bid from now on. It is advisable to write this information down or save it.

### Choose your user ID and password

User Name	<input type="text" value="User Name"/>
Password	<input type="text" value="Password"/>
Confirm Password	<input type="text" value="Confirm Password"/>
Email	<input type="text" value="jerren@hibid.com"/>
Confirm Email	<input type="text" value="jerren@hibid.com"/>

## How to Register for an Online Auction

Finally you have several account options you can enable or disable. You can choose to hide your user name from the public. This means other bidders will not know your user name.

You can choose to receive an email confirmation every time you place a bid.

You can choose to receive and email every time you're been outbid on an item.

You can choose to receive email reminders for when Auctions go live or are closing soon.

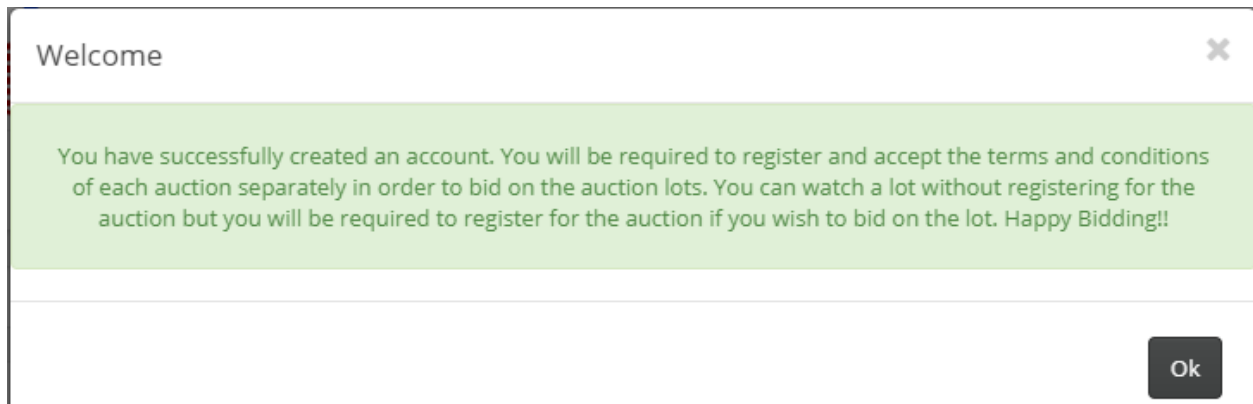
### Select your account options

- Hide Username From Public
- Send Email Confirmation for Every Bid Placed
- Send Email when Outbid on an Item
- Send Email Reminders for Auction Events

Create New Account

All of these settings can be changed later.

Once you have completed entering your information and preferences click the "Create New Account" button. You will see a confirmation message appear letting you know you were successful.

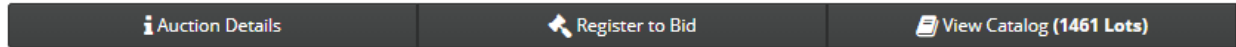


Click OK on this message and you will be directed back to the auction page. You will now see a slight difference at the top of the page. Where it once said "Register/Login" it should now display your name.

Home   John Smith ▾   Current Auctions   Email List

You can now register for the auction. It is important to note that registering is different than creating an account. You MUST register for every auction as each auction may have its own unique Terms & Conditions.

# How to Register for an Online Auction



To register for an auction click the Register to Bid button. You will receive a registration window. If the auction house hosting the auction does not require a credit card, the screen will look like this:

## Register

**i** To register for this auction please review and accept the terms and conditions, and then click the submit button at the bottom. Please click the checkbox indicating that you have read and accept the terms and conditions.

### Registration

YOUR NOTES TO THE AUCTIONEER

### Terms and Conditions

Auction Terms & Conditions

This is not a real auction. None of the items listed in this auction are available for purchase/winning through bidding. This is strictly a sample auction, no bids will be executed on any of these lots.

Terms and Conditions would be listed here. Each online bidder must agree to the terms and conditions in order to successfully register for an auction. Terms and Conditions can be specified on a per auction basis

By checking here you acknowledge that you have read and accept the terms and conditions.

**Submit Registration**

On this screen you simply need to check the box stating “By checking here you acknowledge that you have read and accept the terms and conditions” and click the “Submit Registration” button.

If the auction house is requiring a credit card in order to register the screen will look like this:

# How to Register for an Online Auction

Register



**i** To register for this auction you must verify your account by submitting credit card information. Please fill out the following form, review and accept the terms and conditions, and then click the submit button at the bottom. **This verification process will place a \$1 USD temporary charge on your card. That charge will fall off your statement within 5-7 business days.**

## Payment Method Verification



This auction uses the following payment methods.



**You must Add a Payment Method in order to register for this auction.**

**Add a Payment Method**

## Registration

YOUR NOTES TO THE AUCTIONEER

## Terms and Conditions

### Auction Terms & Conditions

**ONLINE AUCTION TERMS AND CONDITIONS**  
REFER TO LOT 1 FOR AUCTION CLOSE TIME. BIDDING ACTIVITY WILL EXTEND, 3 MINUTES, PER LOT, IF THERE IS BIDDING ACTIVITY IN THAT LOT IN THE LAST 3 MINUTES.

**By checking here you acknowledge that you have read and accept the terms and conditions.**

**Submit Registration**

If you have never registered before you will need to click the “Add a Payment Method” button. This will bring you to a window where you can enter your card information.

# How to Register for an Online Auction

Add a Payment Method



Nickname

Card Holder Name

Credit Card #

Expiration Date

 / 

Billing Country

Billing Address

Billing City

Billing Province / State

Billing Postal Code (Zip)

Save & Return to Registration

Cancel

# How to Register for an Online Auction

Once you have this information entered, click the “Save & Return to Registration” button. You will now see this screen.

Register



**i** To register for this auction you must verify your account by submitting credit card information. Please fill out the following form, review and accept the terms and conditions, and then click the submit button at the bottom. **This verification process will place a \$1 USD temporary charge on your card. That charge will fall off your statement within 5-7 business days.**

## Payment Method Verification



This auction uses the following payment methods.



Select Your Payment Method

My MasterCard (MC - 047

New

## Registration

YOUR NOTES TO THE AUCTIONEER

## Terms and Conditions

### Auction Terms & Conditions

ONLINE AUCTION TERMS AND CONDITIONS  
REFER TO LOT 1 FOR AUCTION CLOSE TIME. BIDDING ACTIVITY WILL EXTEND, 3 MINUTES, PER LOT, IF THERE IS BIDDING ACTIVITY IN THAT LOT IN THE LAST 3 MINUTES.

By checking here you acknowledge that you have read and accept the terms and conditions.

Submit Registration

Notice that instead of saying “Add a Payment Method” you have a drop down menu that allows you to select a payment method. Select the payment method you created based on the Nickname you gave it. If there is only one card on your account then the drop down menu will default to that selection.



## How to Register for an Online Auction

Check the same box indicating that you have read and accept the terms and conditions and click the “Submit Registration” button.

HiBid.com Test Webcast: Thank you for registering!





This is a example auction for HiBid. The items listed in this auction are items taken from actual auctions previously uploaded to www.HiBid.com. If you are intersted in an item listed in this auction go to www.HiBid.com and search using the item description as it appears in this auction.

Ok

If all was successful you will receive a message stating you were successful and thanking you for registering. Click Ok to this message.

You will now see the auction screen as before but where it use to read “Register to Bid” will now say, “You Are Registered.”

 Auction Details

 You are Registered

 View Catalog (1461 Lots)

You can now view the catalog and place bids on items.

Happy Bidding!