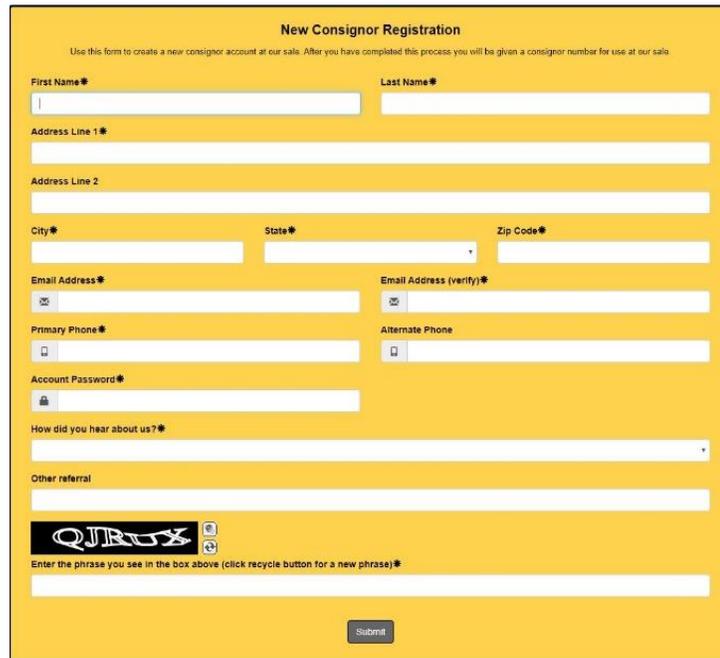


New Consignor (Seller) Instructions

How to Register for a seller number

***You will need a valid email address that you can access in order to register.**

1. From the LOCS webpage (www.locsofrichmond.com), click on the New Consignor (seller) link. This will take you to LOCS New Consignor Registration Page on MySaleManager.
2. Use the form to enter your seller information to create an account. It will ask you for name, address, email address, phone number, and to create a password.



New Consignor Registration

Use this form to create a new consignor account at our sale. After you have completed this process you will be given a consignor number for use at our sale.

First Name* Last Name*

Address Line 1*

Address Line 2

City* State* Zip Code*

Email Address* Email Address (verify)*

Primary Phone* Alternate Phone

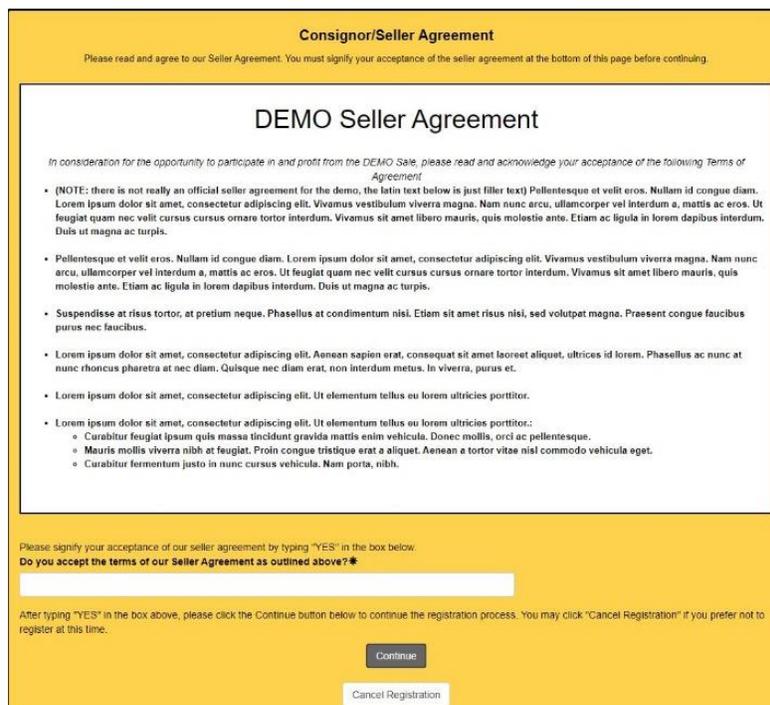
Account Password*

How did you hear about us?*

Other referral

 Enter the phrase you see in the box above (click recycle button for a new phrase)*

3. After submitting your information, you will be taken to the Consignor/Seller Agreement. **PLEASE READ THE AGREEMENT!** After reading, you accept the agreement by typing YES in the box at the bottom of the page. Click Continue.



Consignor/Seller Agreement

Please read and agree to our Seller Agreement. You must signify your acceptance of the seller agreement at the bottom of this page before continuing.

DEMO Seller Agreement

In consideration for the opportunity to participate in and profit from the DEMO Sale, please read and acknowledge your acceptance of the following Terms of Agreement.

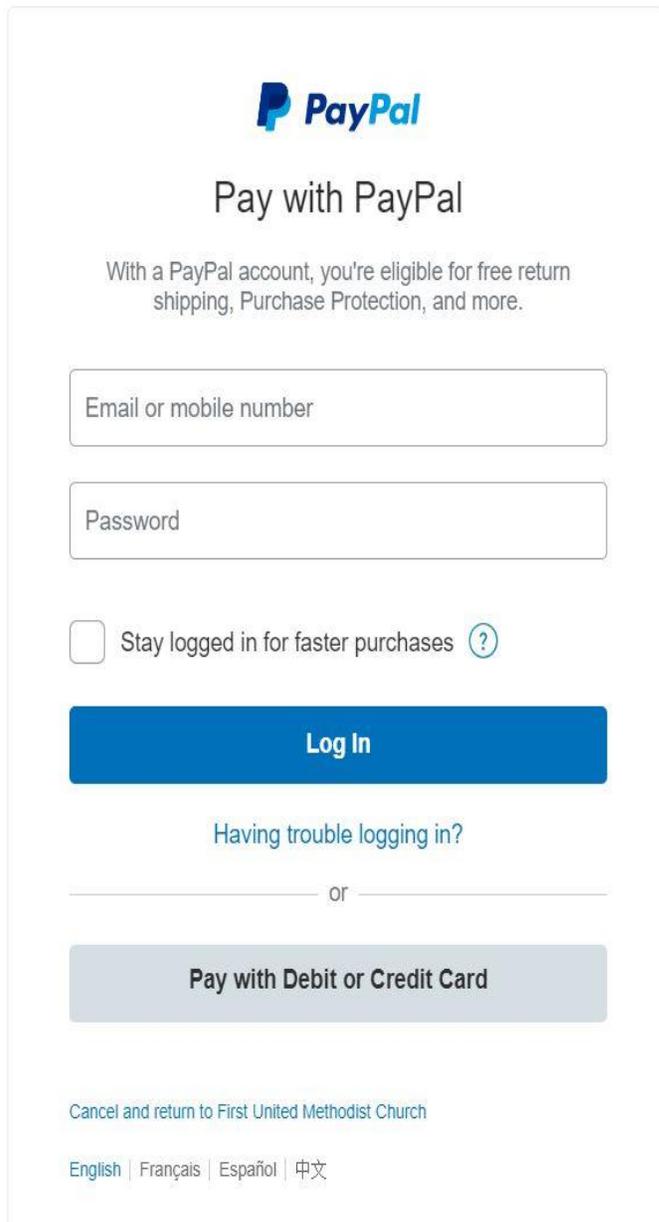
- (NOTE: there is not really an official seller agreement for the demo, the latin text below is just filler text) Pellentesque et velit eros. Nullam id congue diam. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus vestibulum viverra magna. Nam nunc arcu, ullamcorper vel interdum a, mattis ac eros. Ut feugiat quam nec velit cursus cursus ornare tortor interdum. Vivamus sit amet libero mauris, quis molestie ante. Etiam ac ligula in lorem dapibus interdum. Duis ut magna ac turpis.
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Please signify your acceptance of our seller agreement by typing "YES" in the box below.

Do you accept the terms of our Seller Agreement as outlined above? *

After typing "YES" in the box above, please click the Continue button below to continue the registration process. You may click "Cancel Registration" if you prefer not to register at this time.

4. You will then be directed to PayPal to pay your seller fee. The payment will be to First United Methodist Church (FUMC) because LOCS' checking account is affiliated with FUMC.



If you have a PayPal account, you can log in and pay as usual. If you do not have a PayPal account, choose Pay with Debit or Credit Card and continue as a guest. Enter the information as requested and Continue. You can also choose to set up a PayPal account if you would like.

- After paying, you will immediately receive your seller number (assigned by MSM) and a link that will take you to the LOCS Consignor Login Page. You will use your seller number and the password you created during registration to login. This information will also be emailed to you. Please check your spam/junk mail if you do not see the email. You will receive 2 emails from sellerinfo@locsofrichmond.com – one thanking you for registering and one with your seller number.

Message

Thank you for registering as a consignor with our sale! Your consignor number is 1011. You should also receive an email with this information in the next few minutes. You will now be taken to the consignor login screen where you can sign in to your consignor account.

[Continue](#)

Selecting Seller Drop off time (For the most options, please do this immediately)

- Select Menu button on your consignor homepage after logging in.

Consignor Homepage

Welcome to the consignor homepage for
Amy Eades (#1011)

[Activities Menu](#) ▾

Your Account Information:

Amy Eades (Consignor #1011)
[REDACTED]
Richmond KY 40475
[REDACTED]

Registration Status:

✔ REGISTERED

Seller Agreement Status:

✔ SIGNED

Active Inventory Status:

Items in inventory: 5
Inventory value: \$61.00
Items with un-printed tags: 0

Drop-off Appointments:

🕒 Friday, December 27, 2019 8:00:00 AM 🇺🇸

Worker Shifts:

🕒 Thursday, December 26, 2019 8:00:00 AM 🇺🇸
🕒 Friday, December 27, 2019 8:00:00 AM 🇺🇸

Pick Up Appointments:

You are not signed up for a pick up appt.

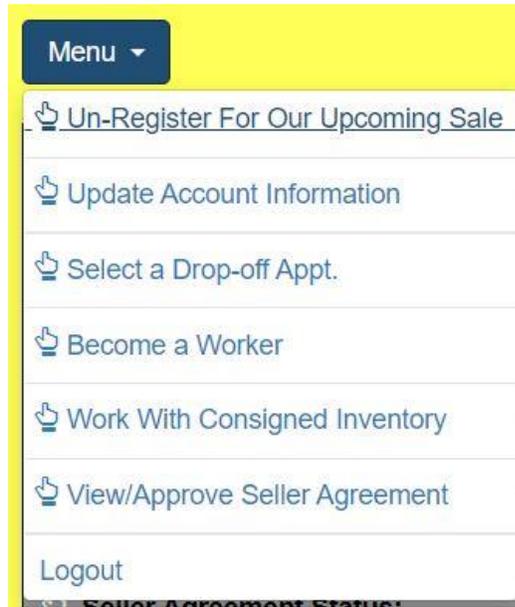
Estimated Earnings

\$ 00
(as of 8/4/2017 11:25:22 AM CST)
Note: an estimate based on our default consignment percentage.

[View Your Sold Items](#)

[Logout](#)

2. Click on Select a Drop-off appt. In the drop-down menu.



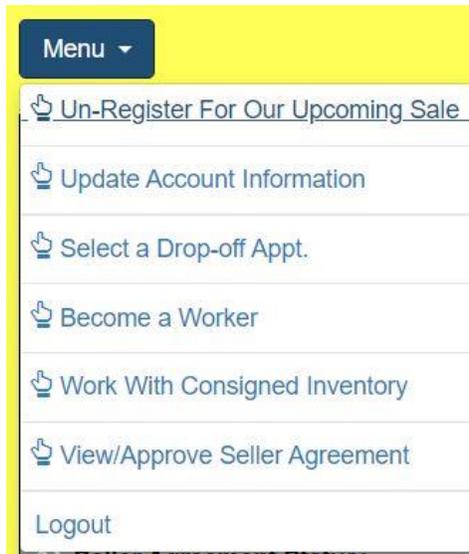
3. You will be given a list of all available drop off times to select from.

A screenshot of a web interface showing two sections. The top section is titled "Your Assigned Drop-off Appointments:" and contains one appointment for Friday, December 27, 2019, from 8:00 AM to 8:30 AM, with a "Leave" button. The bottom section is titled "Available Drop-off Appointments:" and contains seven appointments for Friday, December 27, 2019, each with a "Sign-Up" button. The appointments are: 8:30 AM - 9:00 AM, 9:00 AM - 9:30 AM, 9:30 AM - 10:00 AM, 10:00 AM - 10:30 AM, 10:30 AM - 11:00 AM, 11:00 AM - 11:30 AM, and 11:30 AM - 12:00 PM. Each appointment also shows "Shift Description:" and "Current Shift Status: OPEN".

4. To select a time, click the Sign-Up button for the time you would like to drop off your items for sale.
5. You will see a message stating that you have successfully signed up for the drop-off appointment. You will also receive a confirmation email with your time.
6. Click on continue and you will be returned to the drop off appointment page.
7. To return to the consignors homepage click on Return to Consignor Homepage button at the top of the page.

Selecting Worker (Volunteer) time

1. Select Menu button on your consignor log in page.



2. Select Become A Worker.
3. You will be given a list of all available work times to select from.
4. To select a time, click the Sign-Up button for the time you would like to volunteer. You can sign up for multiple work times if you would like.

Shifts You Are Signed Up For:

Shift Information	
Thursday, December 26, 2019 8:00 AM - 12:00 PM Shift Description: Sale setup - assembling racks, etc. Heavy Lifting Required!	Leave
Friday, December 27, 2019 8:00 AM - 12:00 PM Shift Description: inspecting items, placing items on sale floor	Leave

Available Shifts:

Shift Information	
Thursday, December 26, 2019 11:30 AM - 3:30 PM Shift Description: Sale Setup - assembling racks etc. Heavy lifting required! Current Shift Status: OPEN	Sign-Up
Thursday, December 26, 2019 3:00 PM - 7:00 PM Shift Description: sale setup - hanging signs, misc tasks Current Shift Status: OPEN	Sign-Up
Friday, December 27, 2019 1:00 PM - 5:00 PM Shift Description: straightening up sales floor, misc Current Shift Status: OPEN	Sign-Up
Saturday, December 28, 2019 8:00 AM - 12:00 PM Shift Description: 4 hour shift - untagging Current Shift Status: OPEN	Sign-Up
Saturday, December 28, 2019 8:00 AM - 4:00 PM Shift Description: this is an 8 hour shift Current Shift Status: OPEN	Sign-Up

5. You will see a message stating that you have successfully signed up for the volunteer time. You will also receive a confirmation email with your time.
6. Click on continue and you will be returned to the worker sign-up page.
7. To return to the consignor homepage click on [Return to Consignor Homepage](#) button at the top of the page.