## STEPS TO REGISTERING FOR OUR ONLINE AUCTIONS:

Thank you for your interest in our Online Auctions! We offer a great variety of items -

The registration process is easy, just follow these steps. Once you have registered for one of our auctions all you'll need to do is log in for that auction. Here we go!

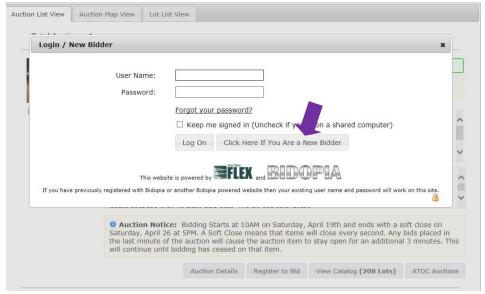
1. Go to: <a href="https://atouchofclassauctions.hibid.com/auctions/current">https://atouchofclassauctions.hibid.com/auctions/current</a>

## 2. Click on Register to Bid

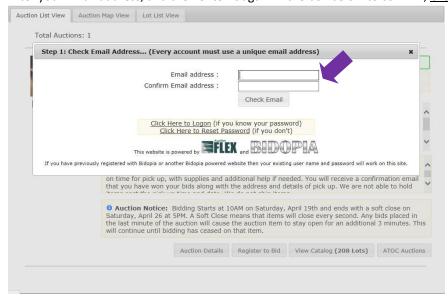
Total Auctions: 1



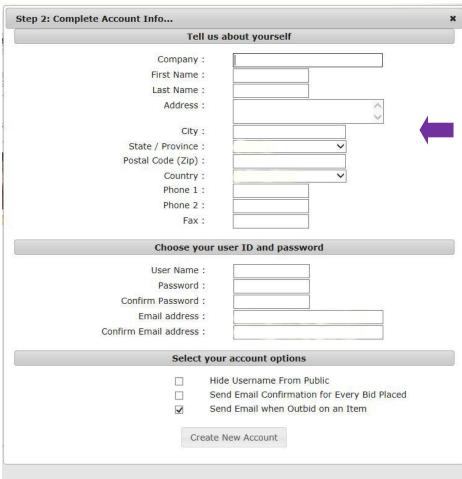
3. Click on Click Here If You Are a New Bidder



4. Enter your Email address, and then enter it again in the box below to confirm, Click on Check Email:



5. Now you will complete your Account Info – Enter Your Information in the Tell us about yourself section:

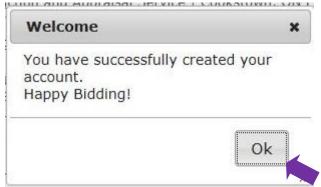


6. Then, you will choose a User ID and password. The system will tell you if your user name is already taken by another user. Choose something unique and easy to remember – it can even be your name to make it very simple.

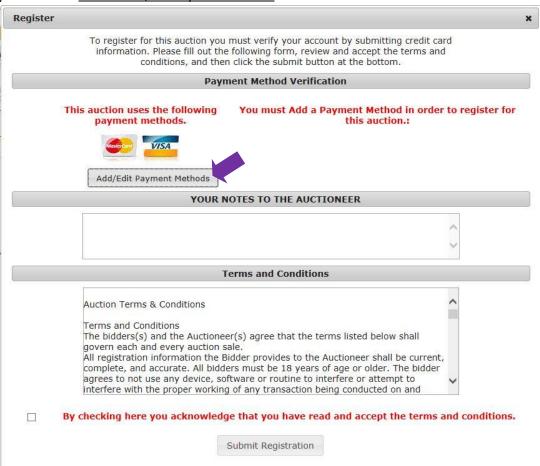
Tell	us about yourself
Tell	as about yoursen
Company :	
First Name :	7
Last Name :	
Address :	<b>\$</b>
City:	
State / Province :	~
Postal Code (Zip) :	
Country:	~
Phone 1:	
Phone 2 :	
Fax :	
1000000000	
Choose yo	ur user ID and password
User Name :	
Password :	
Confirm Password :	
Email address :	
Confirm Email address :	
Select	your account options
	Hide Username From Public
	Send Email Confirmation for Every Bid Placed
✓	Send Email when Outbid on an Item
Cre	ate New Account

Make sure to click on your account options if you want your Username hidden from the public when bidding, if you want a confirmation email sent to you for every bid placed and if you want the system to send you an email when you've been outbid on an item. Click on <u>Create New Account</u> once you have entered all information.

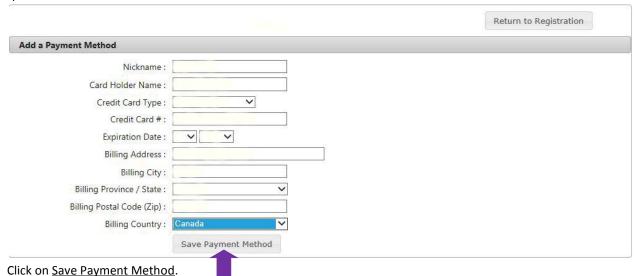
7. This screen will pop up once your Account has been created! Click on Ok.



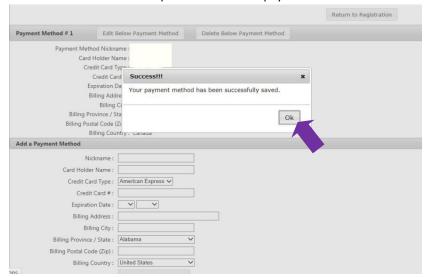
8. Now you need to Register with your credit card for our auctions, you will need a Visa or MasterCard in order to register with us. There is no charge to register for our auctions, this is just for our security and to verify your account. <u>Click on Add/Edit Payment Methods</u>.



This screen is where you will enter your credit card information. In the Credit Card # part, don't put any spaces between numbers.



10. This screen will now show up! Success!!! Your payment method has been successfully saved. Click on Ok.

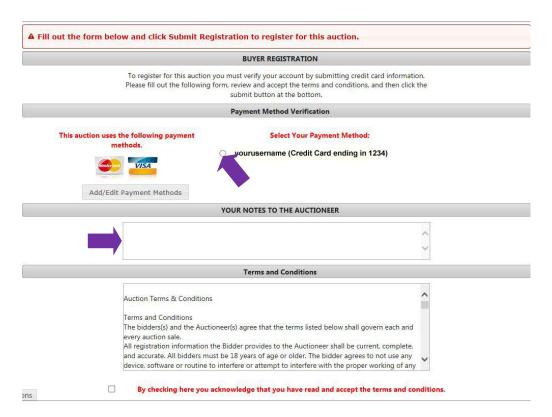


11. Click on Return to Registration:

			Return to Registration
yment Method # 1	Edit Below Payment Method	Delete Below Payment Method	•

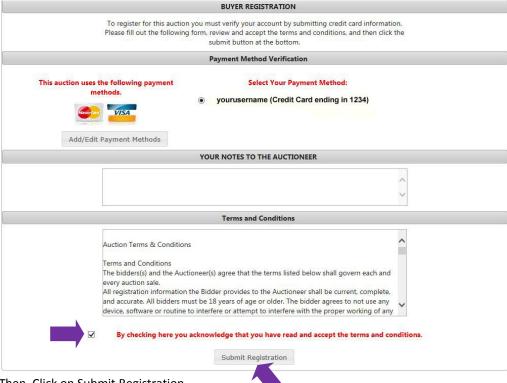
12. At this point, you will be taken to this screen...

<u>Click on the button beside your credit card information.</u>



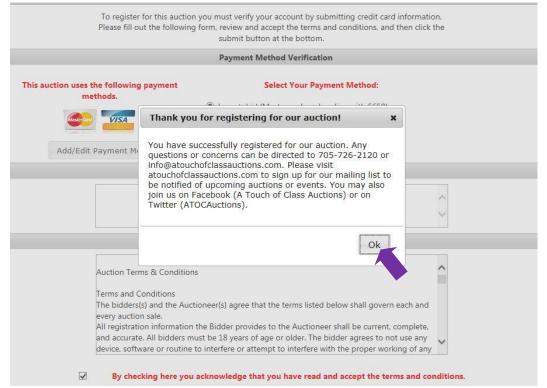
Enter any notes to the Auctioneer. This may be that you would prefer to pay with Cash when you pick up your items, or any other special notes we may need to know in advance of the auction ending. You can leave it blank.

13. Review the Terms and Conditions and Click the box beside the lettering in red to agree.



Then, Click on Submit Registration.

14. You will now see this screen - Thank you for registering for our auction! Congratulations! You will also get an email of confirmation that you are registered to bid. Click on Ok.



- 15. Review the items in the online auction, place your bids. A few things to remember when placing your bids:
  - You can place your highest bid amount when entering your bid. The system will bid on your behalf. You won't need to watch your items throughout the auction the system takes care of your bids for you! Please note that the system bids as if you were bidding for example: If an item has a bid of \$100 and you enter your maximum bid of \$300 the system will only go up to your next bid increment and bid \$110 for you. If someone else enters a bid of \$120 on that item the system will then bid again for you at \$130, and so on up to your highest or maximum bid. It doesn't automatically bid your highest bid first thing.
  - Our auctions have a Soft Close. What does Soft Close mean? Simply put, it means that the bidding ends when all bidders have quit participating. There is no last minute steal or bid sniping it's like a live auction, the auctioneer holds on until everyone has their bids in and no further bids are received. An item will not officially close until no bids have been put forth for 3 minutes.
  - Please note when the pick up date and time is we set that with very specific reasons in mind. Most of our online auctions are being held for people who may be moving and have a date that all items need to be removed from the house, etc. You must be able to attend the pick up date between the times noted, be sure of those before you place bids.
  - If you do not pick up your items during the advertised pick up date and times, we do not hold onto your item for you. You are automatically billed through our system and your item will be disposed of. A disposal fee will apply.
  - For most of our online auctions we will have an Open House/Preview. This is a night where you can attend the residence and touch and feel the items that you are interested in. If you are unsure of any item, please make sure to attend the Open House/Preview or contact the Auctioneers prior to the Open House/Preview to get further information on specific items. We are not at the location with the items throughout the day so it's very difficult for the Auctioneers to get last minute information.
  - For most auctions we will have a Cashier on site during pick up. That is when we will process your payments, you may choose to pay with Visa, MasterCard, Interac/Debit or Cash. Remember that there is a 10% buyers premium and HST (13%) applied to all items.
  - If you have any questions, we're here to help! Just contact us:

Phone: 705-726-2120 Fax: 705-726-9043

Email: info@atouchofclassauctions.com