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| **Register to Bid instructions** |
| **Click on Auction** |
| **Register to Bid** |
| **Fill in your information.** |
| **Check your email for verification code.** |
| **Enter verification code.** |
| **Enter payment information.** |
| **IMPORTANT: be sure to keep the blue icon selected (cover service fee)** |
| **Congratulations, you are registered to bid, you can now view the auction and place your bids.** |

Step 1: **Click on Auction**

Graphical user interface, text, application

Description automatically generated

Step 2: **Register to Bid**

Graphical user interface, application, chat or text message

Description automatically generated

Step 3: **Fill in your information.**

Graphical user interface, application

Description automatically generated

Step 4: **Check your email for verification code.**

**Enter verification code.**

Diagram, timeline

Description automatically generated

Step 5: **Enter payment information, must be filled out, however:**

**(You do not have to use this method when you check out with the bankers)**

**You can ask the bankers to pay with cash or check.**

Graphical user interface, application

Description automatically generated

Step 6: **IMPORTANT: be sure to keep the blue icon selected (cover service fee)**

Graphical user interface, application

Description automatically generated

Step 7: **Congratulations, you are registered to bid, you can now view the auction and place your bids.**

Logo

Description automatically generated