

# AUCTION REGISTRATION INSTRUCTIONS



A drop-down menu will appear with the auctions currently available. Click on the auction you wish to see.



Once you have accessed the auction you wish to view, click the red bar that says, "View Catalog, Register & Bid"



If you have not yet created a user profile or have a user profile but have not signed in, click on "Login/New Bidder". If you have signed in and wish to register to place a bid, click on "Register to bid"

Click here

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

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 already have an account, enter your user name or email and password. To create an account, click on "New Bidder? Click Here"

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)

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Enter your email address and confirm by entering it again. Click on "Check Email"

Step 2: Complete Account Info

Tell us about yourself

Company	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Country	Canada ▼
Address	<input type="text"/>
City	<input type="text"/>
State / Province	Please Select ▼
Postal Code (zip)	<input type="text"/>
Phone 1	<input type="text"/>
Phone 2	<input type="text"/>
Fax	<input type="text"/>

Choose your user ID and password

User Name	<input type="text"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>
Email	<input type="text"/>
Confirm Email	<input type="text"/>

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](#)

Complete the Account Info and click on "Create New Account"

Welcome

You have successfully created an account. You will be required to register and accept the terms and conditions of each auction separately in order to bid on the auction lots. You can watch a lot without registering for the auction but you will be required to register for the auction if you wish to bid on the lot. Happy Bidding!!

[Ok](#)

## REGISTERING TO BID

The screenshot shows a form titled "Add a Payment Method" with a close button in the top right corner. On the left, there is a blue circular icon with a white checkmark. The form fields are as follows:

- Nickname: A text input field containing "jckovane".
- Card Holder Name: A text input field containing "Card holder name".
- Credit Card #: A text input field containing "Credit card #".
- Expiration Date: A date selector with dropdown arrows and a slash separator.
- Billing Country: A dropdown menu showing "United States".
- Billing Address: A text input field.
- Billing City: A text input field.
- Billing Province / State: A dropdown menu showing "Please Select".
- Billing Postal Code (Zip): A text input field.

At the bottom of the form are two buttons: "Save & Return to Registration" (highlighted in red) and "Cancel".

To actually register for each auction, your current credit card information must be on file. Fill in the Payment Method. Make sure the address entered is **exactly** as shown on your credit card statement otherwise you will not get registered.

The screenshot shows a form titled "Register" with a close button in the top right corner. It features a yellow information banner at the top with a red exclamation mark icon. Below the banner, there is a "Payment Method Verification" section with a blue checkmark icon and text stating "This auction uses the following payment methods." with icons for American Express and VISA. To the right is a "Select Your Payment Method" section with a text input field and a "New" button. Below this is a "Registration" section with a "SUBMIT REGISTER TO THE AUCTION HERE" button. The "Terms and Conditions" section includes "Auction Terms & Conditions" text and a checkbox that is checked, with the text "By checking here you acknowledge that you have read and accept the terms and conditions." At the bottom is a "Submit Registration" button.

The last four digits of your credit card will appear in the box under "Select Your Payment Method". If you need to change any information, click on "New" and edit your payment information. Make sure the box at the bottom is checked (as shown) and click on "Submit Registration"

The screenshot shows a confirmation screen titled "SUCCESSFUL REGISTRATION" with a close button in the top right corner. The text reads: "Congratulations, you have been approved to bid in the online estate & consignment auction. If you have any questions, don't hesitate to call--519-376-8517. Happy Bidding:". At the bottom right is an "OK" button.

You are now finished with registration. Please note that this screenshot applies only to the auction it pertains to. Please read the terms and conditions for each auction at time of registering.





You are now registered!

Your account profile allows you to create watch lists for the auctions you are interested in. Having an account does not mean you are automatically registered to bid. You will need to register and confirm your credit card information on file for each auction you wish to participate in bidding.