

## INSTRUCTIONS ON HOW TO REGISTER TO BID ONLINE:

### **\*READ THIS ENTIRE DOCUMENT TO AVOID CONFUSION\***

Both sections a. & b. need to be completed if this is your first time registering with us online. If you have registered with us in the past and already have an account, you only need to complete section b.

FROM INTERNET: [www.countsauction.com](http://www.countsauction.com)

#### **a. If this is your first time registering with us:**

1. Click on the Auction you would like to register for.
2. Scroll down to under the map on the bottom left-hand side, if looking on a computer, and click the blue "View Catalog and Bid!" button. This will open the catalog of items.
3. Next to any of the items (it does not matter which item you choose at this moment) click the blue "Register to Bid" button.
4. On the bottom of the pop-up, Click "No Account? Sign Up Here" to create an account.
5. Type in Name, Email Address and create a password. Check the box that says, "Receive bidding notifications via email".
6. Click "Continue"
7. Read over the Terms of Use and Click "I agree with the Terms of Use"
8. Click "Sign Up"
9. Complete the information and then Click "Continue"; Agree with the additional Terms of Use Click Continue.
10. Enter your card information. Note: the card input here will be the card charged after the sale if you are the high bidder on any of the items.

**Your account is complete! Now you need to sign in and pick the auction you wish to register for. See instructions below.**

#### **b. If you already have an account with us or just created one with the steps above:**

1. Click on the Auction you would like to register for.
2. Scroll down to under the map on the bottom left-hand side, if looking on a computer, and click the blue "View Catalog and Bid!" button. This will open the catalog of items.
3. Next to any of the items (it does not matter which item you choose at this moment) click the blue "Register to Bid" button.
4. Type in your Email Address and password. Click the Blue "Sign In" Button.
5. Scroll down and click the lot you would like to bid on. Example: The default bid is \$1,000, click the down arrow for additional options (Bid #1,000, Bid a specific amount, or create a maxbid) Click the Blue button with your selection.
6. Click the Blue button again to confirm your bid.

\*\*\*You do not have to pre-bid, you can wait until the sale starts to start bidding. If you have any issues, please call us at 434-525-2991.