

## **How to Bid Register & bid with Integrity - 2023.07.28 Version**

Read this and bid on the 2<sup>nd</sup> lot with no charge! Read the terms and conditions!

If you have not registered with Integrity Auctioneers for online bidding, you need to do so, otherwise skip down to Register for Auction.

To register an account, scroll to the top and click "Login/Register" in the upper-righthand corner of the top black bar. If you have an account put in your username and password and click login. Otherwise click the "Register" button on the bottom of the window. You will need to put in a username, password, first and last name, email address, phone and mailing address. Next it will ask you for credit or debit card information. Your card will be authorized for \$5, but refunded immediately. Sometimes however, the charge shows up on your bank/card account but will not disappear for up to 10 days. You will also need to verify your email when prompted, you should go to your email account, and see an email from Integrity Auctioneers. If you don't see it, check your spam folder. In it should be a black or Blue "Verify Email" Button. Click the button.

### **Register for Auction:**

On the auction catalog page you will see a button on each lot that says "Login" or "Register for Auction." Click on that and you will be prompted to enter your username and password or confirm your information and credit card. Your card will be authorized for \$5, but refunded immediately. Sometimes however, the charge shows up on your bank/card account but will not disappear for up to 10 days. If you just registered an account with integrity, it may seem redundant. The purpose is so that it is easier for future auctions. You will also need to agree to the terms and conditions. After you have confirmed your information, you can go back to the bidding page and you will be able to see "Bidding not started yet" or "Bid Here" on each lot. You are now set to bid. You may bid the next amount or leave a higher "Max Bid" and the system will bid for you. We encourage you to use the "max bid feature." Enter the highest amount you wish to bid. The system will bid for you up to the amount you enter, but you will only pay the increment above the previous bidder. After you have entered the amount you wish to bid, click "Confirm Bid" Congratulations, you have bid on the item!

### **For Timed Online Auctions:**

You will need to read the terms and description to know if it is a hard or soft close. Hard close auctions end at the exact time showing on each lot. Soft close will add time to each or all lots if a bid is placed in the final moments of the auction for that lot.

### **For a Simulcast/Virtual Auction:**

For online bidding when there will be an auctioneer (live auction with online bidding or simulcast/virtual auction) the following will happen at the appointed time: At the top of

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the bidding page a link will appear that says "Click here to watch the livestream auction. You will be able to see and hear the auctioneer/item, bid and see the upcoming lots. When bidding transitions to a virtual/simulcast auction at the appointed time, and the auctioneer is calling bids, please bid quick, as there can be a slight lag time in the internet. The auctioneer will begin with lot 1, and go in order, asking for any advance bid. When the auctioneer says "sold," the item is sold and he will move on to the next lot, just like a traditional auction. There is no timer countdown when there is a real, live bid calling auctioneer. If a "fair warning banner" is showing, your bid is not guaranteed to be accepted so be sure to bid fast.

### **For Everyone:**

Refresh the web page often and use the "Max Bid" feature if you do not have a good internet connection. Integrity Auctioneers takes no responsibility for any failures or glitches in the internet. For any questions, call Ben at [605-850-1330](tel:605-850-1330).