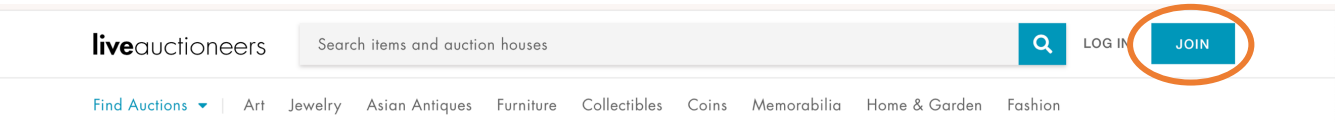
EVERARD AUCTIONS & APPRAISALS & liveauctioneers

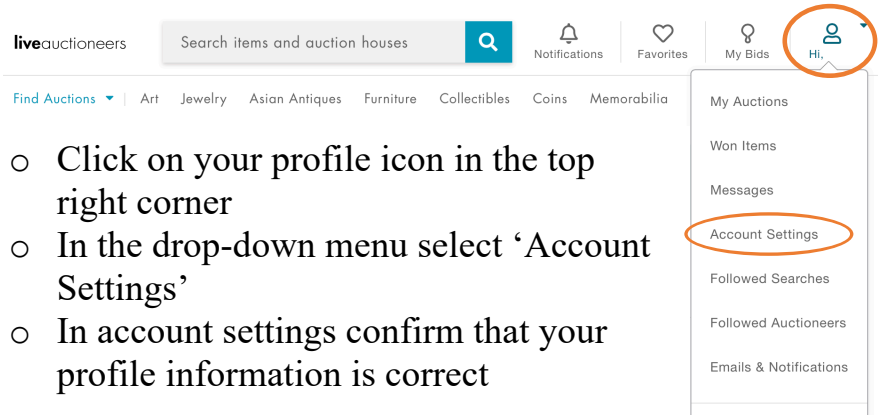
How to Sign Up for a Live Auctioneers Account

- Go to liveauctioneers.com
- Click the blue 'Join' button in the top right corner



- Enter your email address (this is where you will receive auction notifications so make sure to use one that you check regularly)
  - Accept the terms and conditions then click the red 'Start Now' button
  - Enter a secure password and click the red 'Join' button
- Next, provide your profile information
  - Don't forget to provide a mobile phone number, which can be used to receive important auction alerts, so you never miss an item.
- Once you have completed entering your information select 'Save Profile'

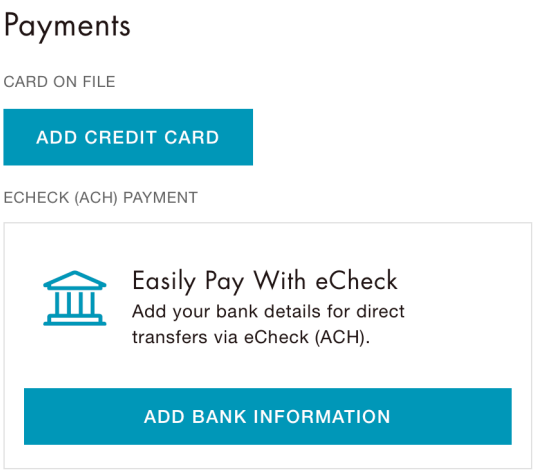
Now that you have an account, we recommend finalizing your profile…



- Click on your profile icon in the top right corner
- In the drop-down menu select 'Account Settings'
- In account settings confirm that your profile information is correct

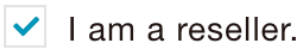
Payment

- For quicker approval for bidding and easy invoice payment we recommend providing a credit card
  - To provide a credit card select ‘Add Credit Card’
  - Enter your card information and select ‘Save Card’
- You can also pay for invoices with eChecks
  - To save information to pay with eCheck select ‘Bank Information’
  - Follow the prompts and select ‘Submit’



For Resellers…

- If you are a reseller and/or have tax exempt status make sure to check ‘I am a reseller’ when providing your profile information



- Next, provide your resale certificate in Account Settings
  - Select ‘Tax Exemption’
  - Select your state
  - Click ‘Add Certificate’ and follow the prompts to provide your information



How to Bid

- Search for the sale in the search bar on the top of the page
- Once on the sales page select ‘Register for Auction’ and then ‘Submit Registration’
  - By registering you are agreeing to Everard Auctions terms of sale
- You will receive a notification when you are approved to bid
- Once approved to bid you can:
  - Place a limit bid anytime during the sale
  - And/or bid live while the lot is closing

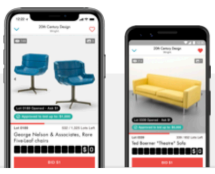
Once you are registered you can begin exploring the lots...

- If you see a lot you are interested in, select the ♡ in the top right corner of the image
  - This will add the lot to your watch list
  - You will be notified when lots on your watchlist are coming up to bid

Manage Your Notifications

- Click the profile icon in the top right corner and select ‘Emails & Notifications’ in the drop-down menu
- Select ‘Auction Alerts’
  - This is where you can manage your preferences for:
    - Outbid notifications
    - Auction reminders
    - Registration updates
    - Bids ending soon
  - For each category select where you would like to receive your notifications: SMS (text message), Browser (Live Auctioneers account mailbox), and/or Email.

Don’t forget to download the Live Auctioneers app for on-the-go access to sales and bidding, and to receive mobile notifications so you never miss an item



Get notifications from your favorite auctioneers.

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