



## HOW TO REGISTER & BID

### STEP 1: JOIN BIDSQUARE

- 1) Go to <https://www.bidsquare.com>
- 2) Click "Sign Up" in the top right-hand corner
- 3) Fill out your user information and click "Register Now"
- 4) You will then receive an email verifying that you are registered. Follow the email instructions to verify your email address and input your credit card information. This is an added security measure and is used for verification purposes only.
- 5) Once you have completed those two steps, you are ready to go to the auction!

### STEP 2: REGISTER FOR THE AUCTION

- 1) Go to the auction homepage <https://www.bidsquare.com/auction-house/albuquerque-museum-foundation>
- 2) Click on the green "Register to Bid" button (NOTE: You will be directed to the Bidsquare login screen if you are not already logged in)
- 3) You will be directed to the Auction Registration pop-up window, agree to the Auction Terms and Conditions and click "Complete Registration"
- 4) You will then receive a pop-up message and an email that says your registration is approved (or pending), and you are now ready to place a bid!

#### About your Credit Card Information

Bidsquare believes in building a trusted platform for both buyers and sellers. As part of this, Bidsquare requires credit card information upon registration for an auction. Please note the information is for verification purposes only, and your credit card will not be charged. For credit card processing, a fully PCI compliant 3rd party service is used. Bidsquare does not have the ability to see or store your credit card information.