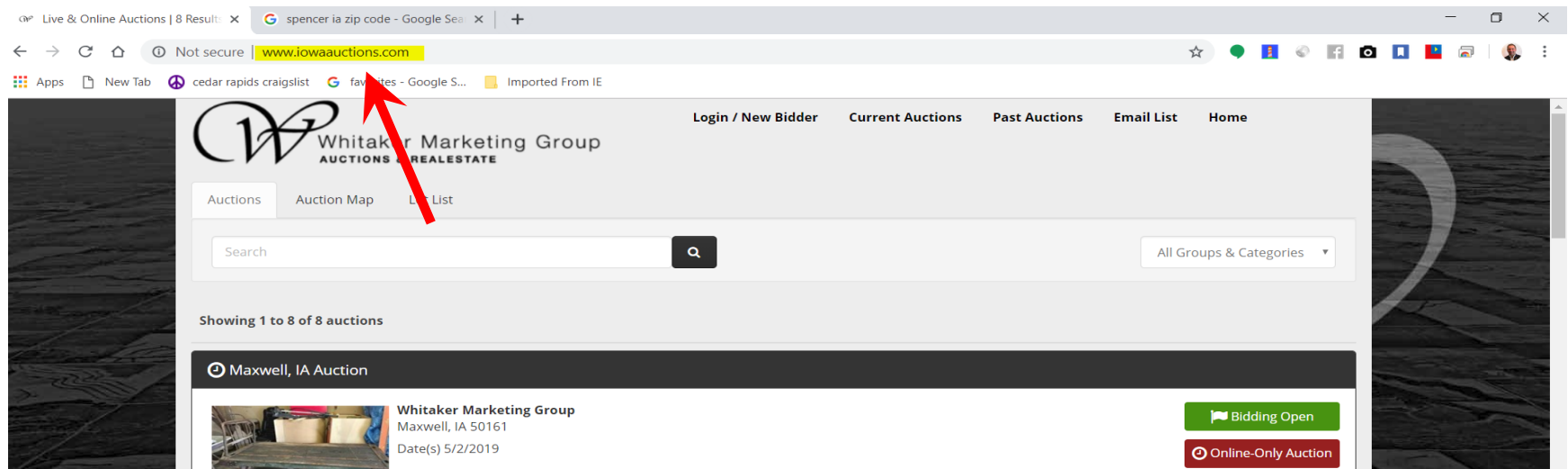




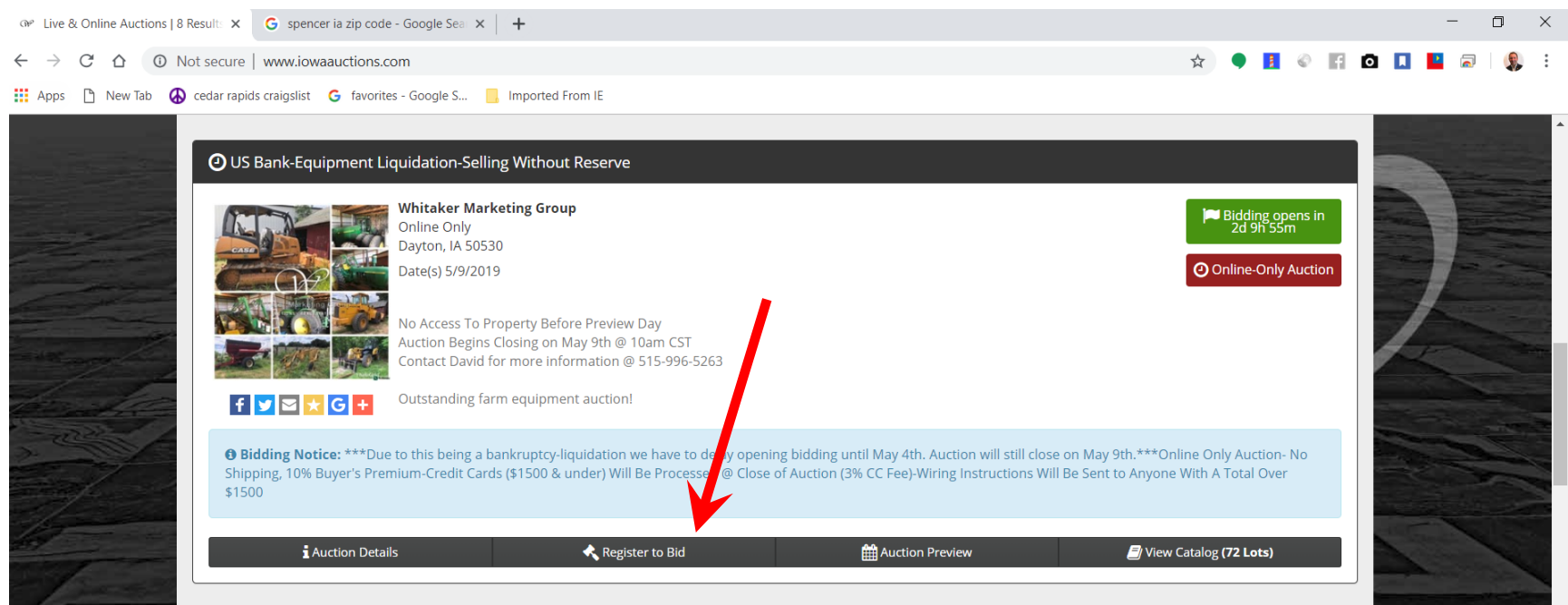
Call or email with questions:  
515-460-8585 / Info@wmgauction.com

## How to register to bid for our online/ online simulcast auctions:

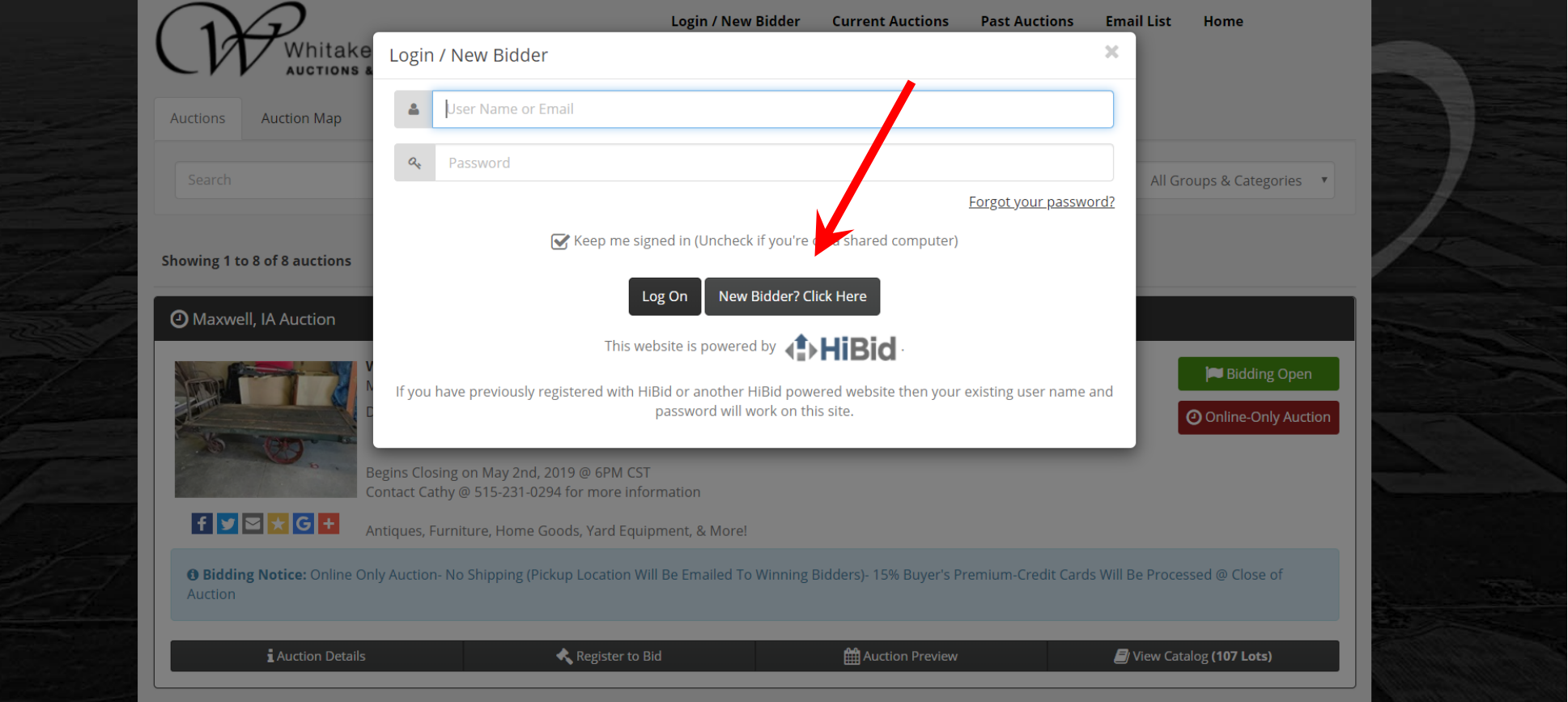
**Step 1:** On a computer, go our website [www.iowaauctions.com](http://www.iowaauctions.com)



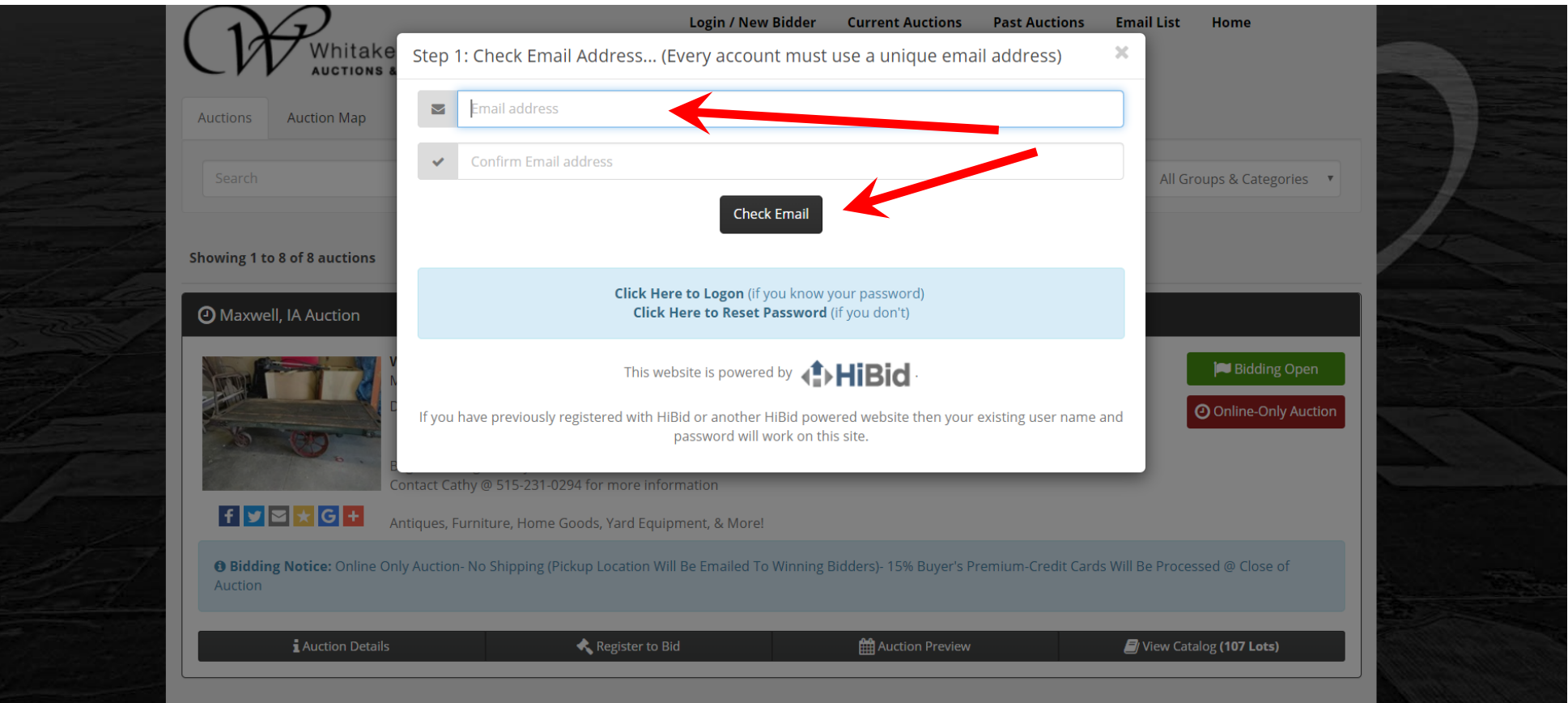
**Step 2:** Scroll down the page of auctions and choose the auction you want to attend. Click "**Register to Bid**" (This will only appear if the auction is online or simulcast )



**Step 3:** A pop-up window will appear. Click **"New Bidder Button"**



**Step 4:** Enter your email address, and then enter it again in the box below to confirm. Click on **"Check Email"**



### Step 5:

Now you will complete your Account Info – Enter Your Information in the Tell us about yourself section:

Then, you will choose a User ID and password. The system will tell you if your user name is already taken by another user. Choose something unique and easy to remember – it can even be your name to make it very simple.

Make sure to click on your account options if you want your Username hidden from the public when bidding, if you want a confirmation email sent to you for every bid placed and if you want the system to send you an email when you’ve been outbid on an item. Click on **“Create New Account”** once you have entered all information.

The screenshot shows the 'Tell us about yourself' registration form. Red arrows point to the following fields and elements:

- Company:** The first text input field.
- User Name:** The first text input field in the 'Choose your user ID and password' section.
- Email:** The text input field containing 'dwhitaker@city.ames.ia.us'.
- Create New Account:** The button at the bottom of the form.

The form includes sections for personal information (First Name, Last Name, Country, Address, City, State/Province, Postal Code, Phone 1, Phone 2, Fax), account creation (User Name, Password, Confirm Password, Email, Confirm Email), and account options (checkboxes for 'Hide Username From Public', 'Send Email Confirmation for Every Bid Placed', 'Send Email when Outbid on an Item', and 'Send Email Reminders for Auction Events').

**Step 6:** This screen will pop-up once your Account has been created! Click on “Ok”

The screenshot shows a confirmation pop-up window with the following text:

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!!

A red arrow points to the **Ok** button at the bottom right of the pop-up.

The background shows the auction website interface with a list of auctions, including 'Maxwell, IA Auction' and 'Farm Equipment Auction-AuctionTime 5/08/2019'.



### Step 7:

Now you need to Register with your credit card for our auctions, you will need a Visa or MasterCard in order to register with us. There is no charge to register for our auctions, this is just for our security and to verify your account. Click on “**Add/Edit Payment Methods**”.

The screenshot shows the 'Register' modal form. At the top, a blue box contains a warning: "To register for this auction you must verify your account by submitting credit card information. Please fill out the following form, review and accept the terms and conditions, and then click the submit button at the bottom. This verification process will place a \$1 USD temporary charge on your card. That charge will fall off your statement within 5-7 business days." Below this is the 'Payment Method Verification' section, which states "This auction uses the following payment methods." and lists American Express, Discover, Mastercard, and Visa. To the right, it says "You must Add a Payment Method in order to register for this auction." with a button labeled "Add a Payment Method". A red arrow points from this button to the 'Payment Method Verification' section. Below this is the 'Registration' section with a text area for "YOUR NOTES TO THE AUCTIONEER". At the bottom is the 'Terms and Conditions' section, which includes "Auction Terms & Conditions" and "ONLINE ONLY AUCTION TERMS AND CONDITIONS: No Shipping". It also has a checkbox for "By checking here you acknowledge that you have read and accept the terms and conditions." and a "Submit Registration" button.

### Step 8:

This screen is where you will enter your credit card information. In the Credit Card # part, don't put any spaces between numbers. Click on “**Save & Return to Registration**”.

The screenshot shows the 'Add a Payment Method' modal form. It contains the following fields: Nickname, Card Holder Name, Credit Card #, Expiration Date (with a dropdown for the month and a field for the year), Billing Country (with a dropdown menu), Billing Address, Billing City, Billing Province / State (with a dropdown menu), and Billing Postal Code (Zip). At the bottom, there are two buttons: "Save & Return to Registration" and "Cancel". A red arrow points from the "Save & Return to Registration" button to the "Credit Card #" field.

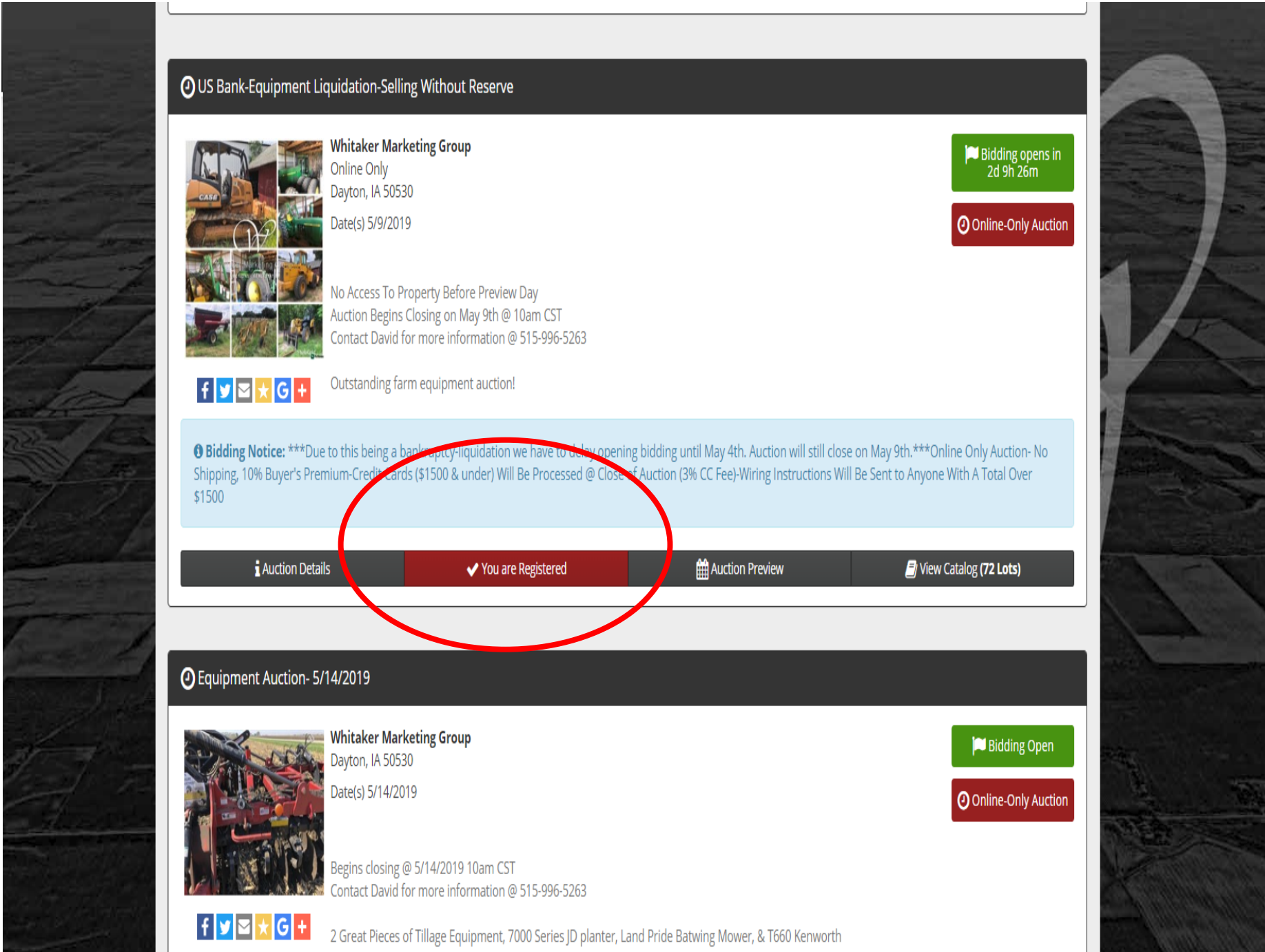
**Step 9:**  
This will take you back to finish your registration, Check the box to accept the terms and conditions and then Click on “**Submit Registration**”.

The screenshot shows a web browser with the Whitaker Auctions website. A modal window titled "Register" is open in the center. At the top of the modal, a blue box contains a message: "To register for this auction you must verify your account by submitting credit card information. Please fill out the following form, review and accept the terms and conditions, and then click the submit button at the bottom. This verification process will place a \$1 USD temporary charge on your card. That charge will fall off your statement within 5-7 business days." Below this is the "Payment Method Verification" section, which includes a "Select Your Payment Method" dropdown menu currently set to "Discover (DS - 4346)" and a "New" button. Underneath are logos for American Express, Discover, Mastercard, and Visa. The "Registration" section features a text area labeled "YOUR NOTES TO THE AUCTIONEER". The "Terms and Conditions" section is highlighted with two red arrows pointing to the "ONLINE ONLY AUCTION TERMS AND CONDITIONS: No Shipping" and "GENERAL INFORMATION:" headings. Below these, a checkbox is checked, with the text "By checking here you acknowledge that you have read and accept the terms and conditions." A "Submit Registration" button is at the bottom of the modal. The background website shows a sidebar with "Auctions" and "Auction Map" tabs, a search bar, and a list of auctions including "Maxwell, IA Auction" and "Farm Equipment Auction-A".

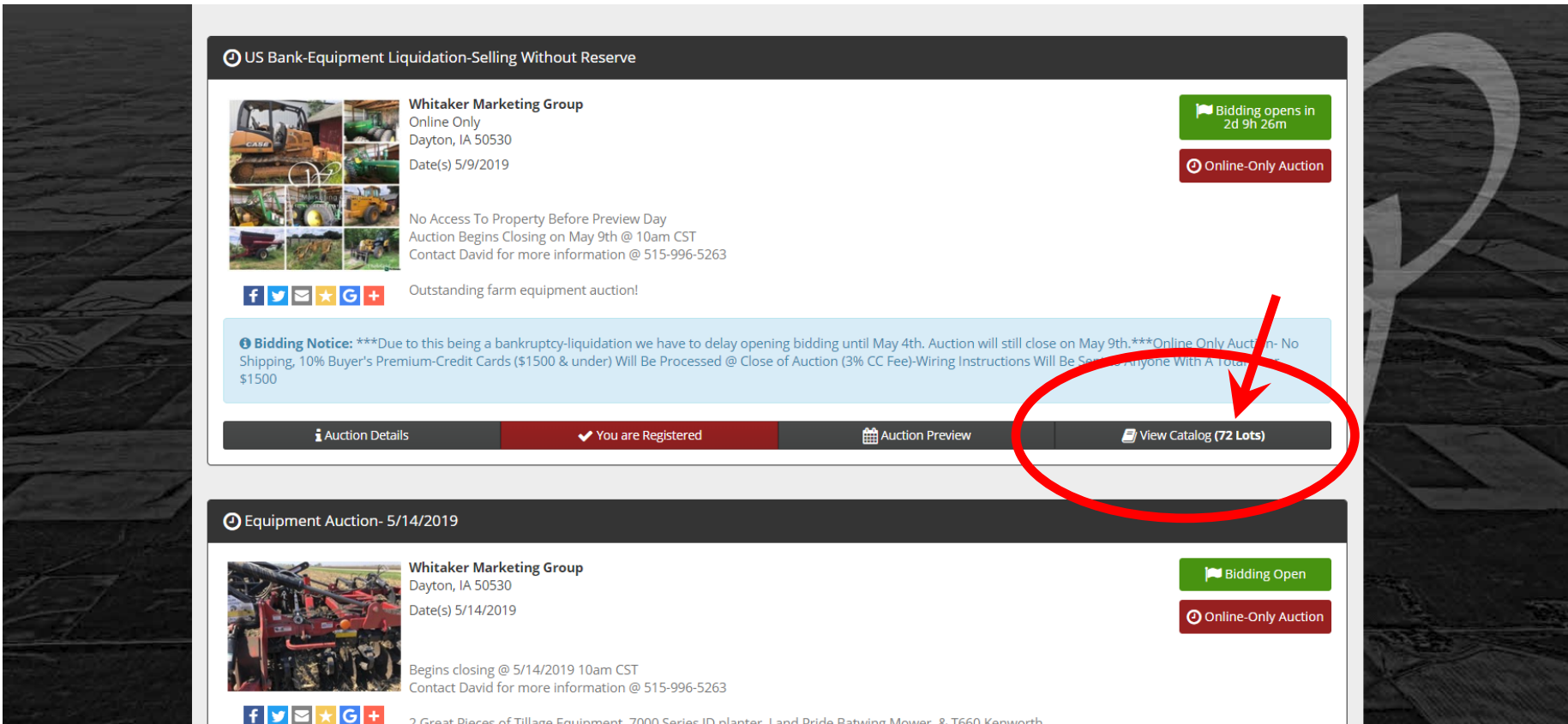
**Step 10:**  
You will now see this screen – Thank you for registering for our auction! Congratulations! You will also get an email confirmation that you are registered to bid. Click on “**Ok**”.

The screenshot shows the same Whitaker Auctions website. A modal window is open in the center, displaying a thank you message. The text inside the modal reads: "Important Auction Info. (MOST READ!!!) \*No Access To Property Prior To Preview Day. \*There is a 10% buyer's premium on this auction, no shipping is available, you are responsible for lining up hauling/trucking, Pickup is Saturday & Sunday, 05/11/2019 - 05/12/2019 from 9am-5pm, Pickup Location:2921 330th St., Dayton, Iowa 50530, and we will process credit cards (3% CC Fee) for any totals under \$1500...if over \$1500 wiring instructions will be emailed at the close of the auction. Reminder: You are responsible for lining up trucking/hauling. If you are unable to pick up your items at the set pickup time you MUST have someone else come to pick them up or you will forfeit your items and your money. Thank you for registering to bid on the US Bank - Equipment Liquidation auction and happy bidding! Whitaker Marketing Group!". At the bottom right of the modal is an "Ok" button, which is pointed to by a red arrow. The background website shows the same sidebar and auction listings as in the previous screenshot.

**Step 11:** When you see this window saying you are registered, Now you are ready to go and start placing bids!

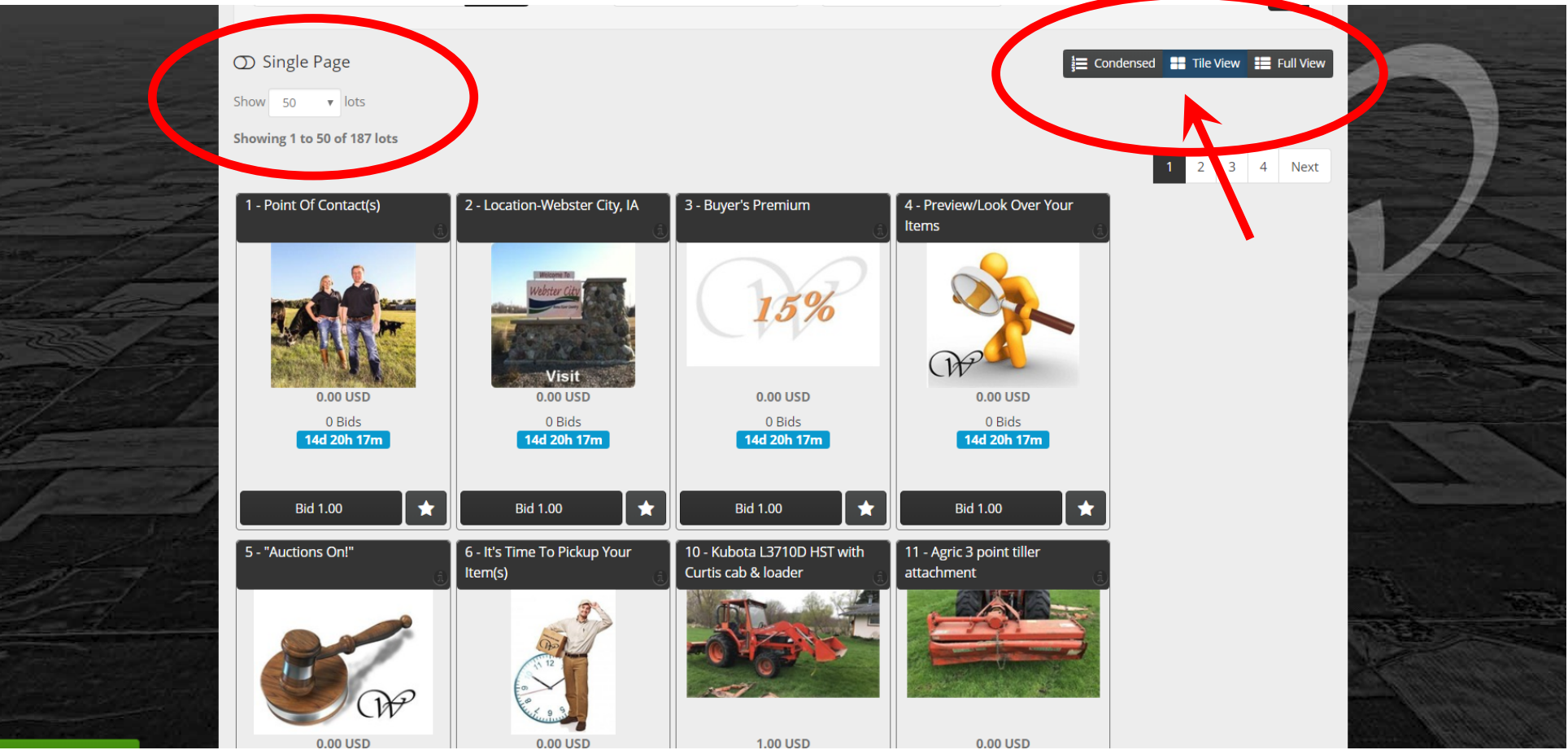


**Step 12:** Click the View Catalog button to see items included on the auction.

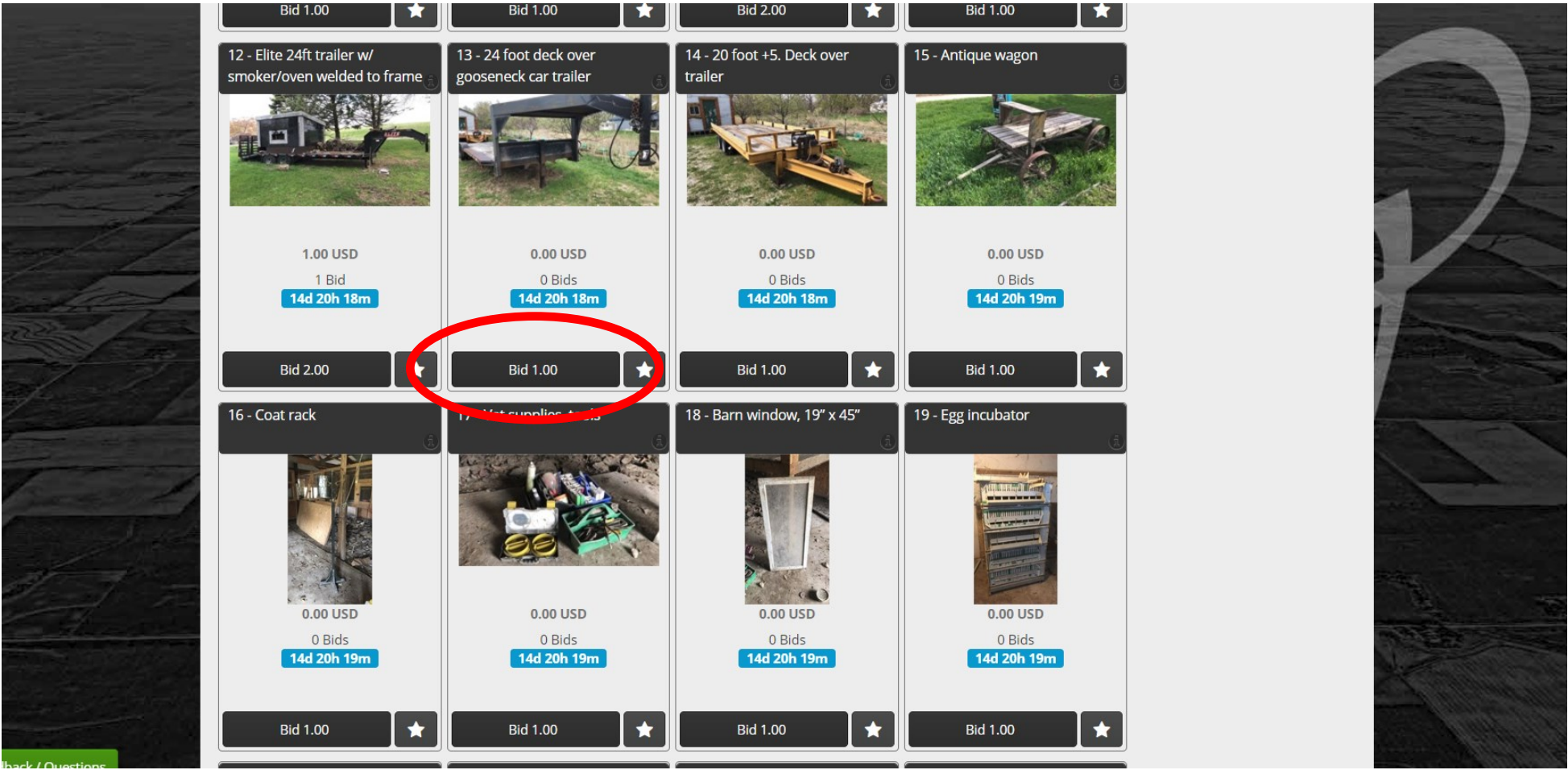




**Step 13:** You can select Condensed, Tile, or Full view on the right side. You can select to view all on one page on the left.

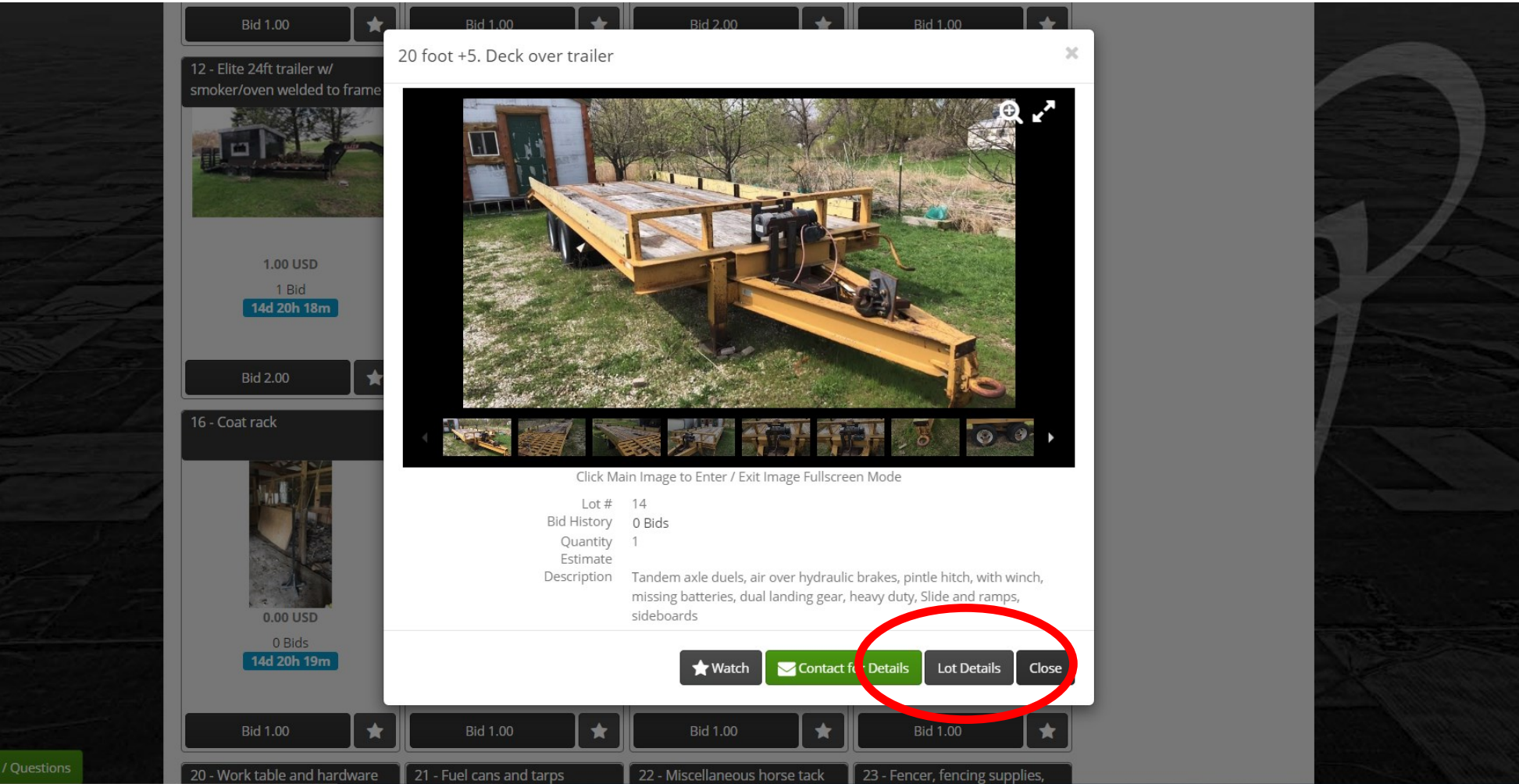


**Step 14:** You can click here to bid on an the item.

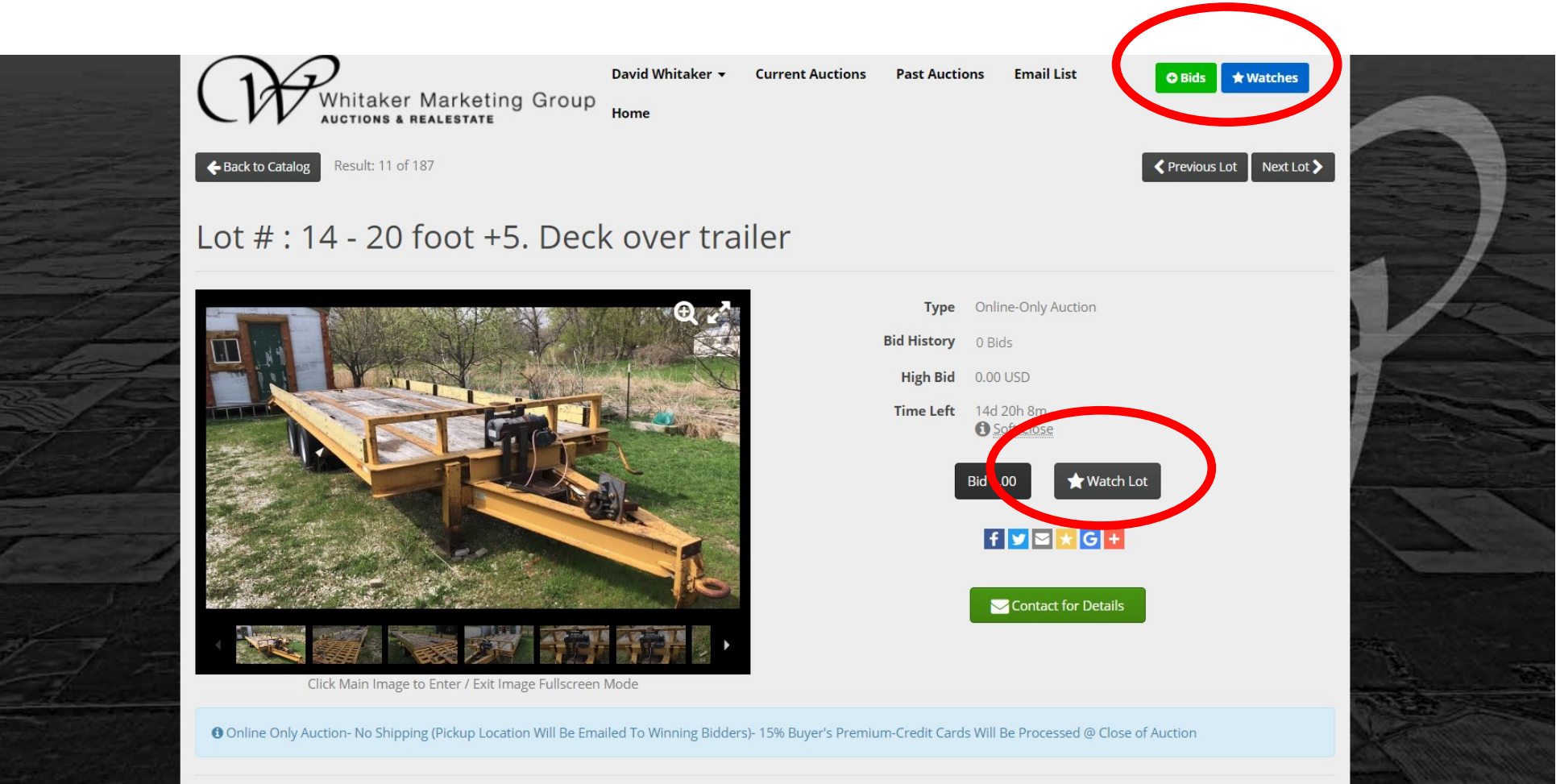




Step 15: You click here to see more details about the item.



Step 16: You click here to watch the item, and click the top to see all of your items.





**Step 16:** When you bid on an item it will ask you to click “Confirm bid” as well as remind you about our conditions of the sale (i.e. buyers premium).  
Note: You can place your highest bid amount when entering your bid. The system will bid on your behalf. You won’t need to watch your items throughout the auction – the system takes care of your bids for you! Please note that the system bids as if you were bidding – for example: If an item has a bid of \$100 and you enter your maxi-mum bid of \$300 – the system will only go up to your next bid increment and bid \$110 for you. If someone else enters a bid of \$120 on that item the system will then bid again for you at \$130, and so on up to your highest or maximum bid. It doesn’t automatically bid your highest bid first thing.

