

CREATING A HIBID ACCOUNT – STEP ONE

1. Visit www.woodsiantiques.com
2. Find the brown button that says “**go to online auction**”. Click it. It will take you to our auction page.
3. Once you are there, look at the very top of the page. You will see “Current Auctions”, “Login/new bidder”, “Past Auctions”, “Email”. You need to click on “**Login/new bidder**”.
4. You will then see a white pop up box. Look towards the bottom of the pop up box. There will be a brown button labeled “Register”. Click **Register**.
5. You will then see two long rectangular boxes that say email address. Enter your email address in both of these boxes. Make sure it’s the address you want to receive bidding notifications to. Below, you will see a brown box that says “**Check Email**”. Click it.
6. You will now have a larger box pop up. This is where you enter your basic information about yourself. You do not have to enter anything for company. Just from your Name down until setting a password.
7. Once you have filled out your basic information, there will be a box where you will need to create a username. This can be a simple, lowercase “alias” of sorts for your online bidding. Remember, the auction website we are using is national. If your username you choose is not available add some numbers to it (birth year, birthdate, 1, 2, etc.). For example. I enter johndoe. That is not available, because someone somewhere in America is using this on HiBid as their user name. Try making johndoe1, or johndoe2, or johndoe12. There are no rules, such as capital or symbols. Just has to be six letters.
8. You will then create a password in the next box. It can be anything. There are no rules except 6 letters.
9. The next two boxes may already be filled in with your email. If not enter your email in both of those boxes. Then press submit.
10. A green box should pop up that says you have successfully created your account. Press ok.

****THIS IS THE FIRST STEP. YOU HAVE CREATED YOUR HIBID ACCOUNT. NOW YOU CAN REGISTER FOR ANY OF OUR AUCTIONS, OR ANY AUCTION THAT IS ON WWW.HIBID.COM FROM OTHER AUCTIONEERS ACROSS THE COUNTRY.**

REGISTRATION FOR A PARTICULAR AUCTION – STEP TWO

*****THIS IS STEP TWO. YOU HAVE ALREADY CREATED YOUR HIBID ACCOUNT IN STEP ONE.**

1. If you are already logged into your new HiBid account, scroll down below our auction. You will see a light blue box that goes all of the way across that is our “Bidding Notices”. Look directly below that. You will see “Register to Bid”. Click this.
2. A pop up will come up. This is where you will enter a valid credit or debit card. This is **not** a card to pay them, it is a card to verify your identity. You **MUST** enter the **SAME** address that the card company has in their records for the registration portion of the auction. It is **VERY sensitive** to being the SAME address. If it is not, it will reject it, and you can try again, changing the address, or entering another card. For example: 123 North Main Street or 123 N. Main St. It could be as sensitive as a period in a place where there is not one on the banks form of the address.
3. Click “Add Payment Method” towards the top right of the pop up box. You will enter a card nickname. It is required, but it doesn’t matter what it is
4. Now enter the name as it appears on the card, the card number, expiration date, and the **SAME address** as the bank/card company has.
5. Click “Submit”. A green box will appear that says your card is successfully saved if the address and all other factors match the bank/card company. Once this box pops up and you click “Ok” you will enter the **3 digit security** code on the back of the card. The location of that entry box is towards the top right. If you **DO NOT WANT THIS CARD RAN FOR YOUR WINNINGS AT WOODSIDE** there is a “Notes to Auctioneer” Box in the center of the open pop up. Type “**DO NOT RUN THIS CARD**” there. I will take you off of the list of cards to run when we receive the completed auction back from HiBid.
6. Read the **terms and conditions**, and check that box. Click “Submit Registration”. It should say that you are successfully registered.

✘ **NOTE: You DO NOT have to complete all of step one ever again. Just login with the username and password.**

✘ **You DO NOT have to do most of step two again either. The card you entered stays on file as your primary source of identity validation. Each time you register for a new auction, that card is already attached to your profile. The only thing you have to enter from now on (unless your card number or address changes) is a note to us stating “DO NOT RUN MY CARD” if you do not want the card ran for that particular auction, and click that you agree to the terms and conditions.*****

✘ **After this one time major process of registering all you will need to do is login with your username/password, and register by clicking the terms and conditions agreement. That is it. You made it through the long part.**

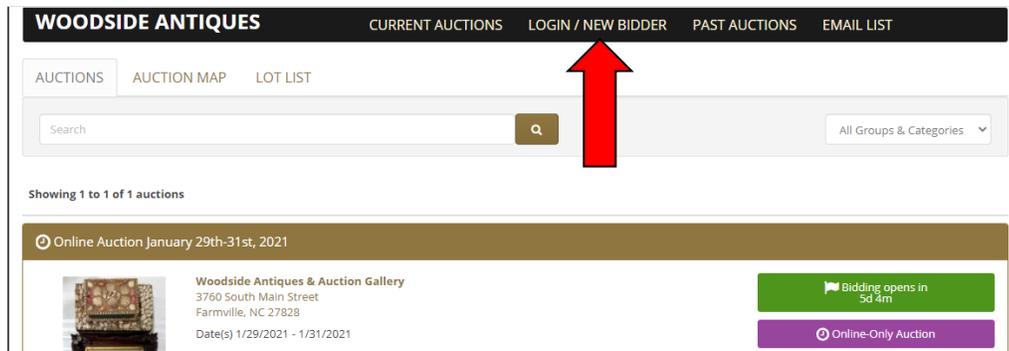
INSTRUCTIONS FOR ONLINE AUCTIONS HELD BY WOODSIDE ANTIQUES

*****You do not have to read this entire document to register, or bid. It is for a reference to certain sections you may have questions about. If there is something that you cannot answer yourself, or with the help of these detailed explanations, please feel free to call us at 252-753-9929 Wednesday through Saturday 10-4. You can also email us at mcable@woodsideantiques.com*****

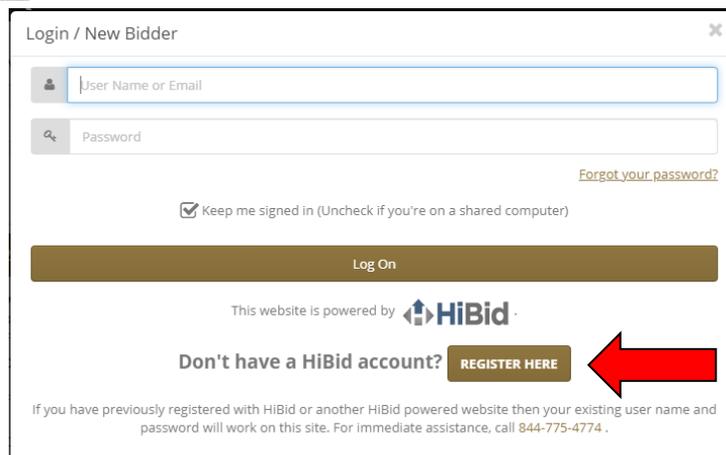
1. Click on the link for our online auction on www.woodsideantiques.com (Either below the button for this document, or the button to the right of the dates). **IT IS CLEARLY LABELED ONLINE AUCTION.** This will take you directly to our auction page. If you choose to go there in the future, without entering our website first, you may do so by visiting <https://woodsideantiques.hibid.com>. This is our online auction platform for every online auction.

*****BEFORE DOING ANY STEPS BELOW YOU WILL NEED TO CREATE A LOGIN ON OUR AUCTION SITE (OR LOGIN WITH AN ACCOUNT YOU HAVE PREVIOUSLY CREATED).**

- **CLICK ON LOGIN/NEW BIDDER**



- **IF YOU HAVE NEVER CREATED AN ACCOUNT ON HIBID, CLICK REGISTER HERE**



- **ENTER A VALID EMAIL ADDRESS TWICE AND CLICK CHECK EMAIL**

Step 1: Check Email Address... (Every account must use a unique email address) ✕

Email address

Confirm Email address

Check Email

[Click Here to Logon \(if you know your password\)](#)
[Click Here to Reset Password \(if you don't\)](#)

This website is powered by HiBid

If you have previously registered with HiBid or another HiBid powered website then your existing user name and password will work on this site.

- **FILL IN THE REQUIRED FIELDS: NAME, ADDRESS, PHONE, ETC. THEN CREATE ANY USER NAME YOU WOULD LIKE. CREATE A PASSWORD THAT YOU CAN REMEMBER. ENTER THE SAME EMAIL ADDRESS THAT YOU USED IN THE PREVIOUS STEP.**

First Name

Last Name

Country

Address

City

State / Province

Postal Code (Zip)

Phone 1

Phone 2

Fax

Choose your user ID and password

User Name

Password

Confirm Password

Email

Confirm Email

- **SUBMIT YOUR RESPONSES. IF EVERYTHING IS ENTERED CORRECTLY, YOU SHOULD SEE THIS MESSAGE:**

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!!

Ok

- **ONCE YOU CLICK OK, THE SYSTEM WILL AUTOMATICALLY LOG YOU IN, AND YOU ARE READY TO PROCEED.**
2. You are now logged in, and viewing the current auction’s home page. If the auction catalog and lot pictures are what you are interested in, simply scroll down on the page to view them. If you are ready to register, this page is also where you will read all of the important auction information first. Then you can begin registration from this page as well. This home page has a lot of information for our customers, and bidders. We will list all of the information you can find here, below. **These are headings EVERY customer should read, and understand, BEFORE going to through the registration process.**
- a. The dates, and times, the auction will take place. These dates, and times, are the **ONLY** time bidding is open. If you are before, or after, the listed dates, and times, you will **NOT** be allowed to bid. **ONLY** during this window, will bidding be allowed.
 - b. Our location
 - c. The auction description (a general overview of what will be included in this particular auction).
 - d. There is a green rectangle to the right. This gives you **EXACTLY** how long until bidding is open (in days, and minutes – a countdown of sorts).
 - e. Underneath the countdown to bidding opening, it says “online-only auction”. If we change anything (for example, adding absentee bids in a future auction), this will update. It tells you what type of auction that particular auction is.
3. There is a “bidding notice”, and “auction notice” box, underneath the basic information stated above. These are things we deem necessary for customers to know, and understand. For example, it is **VERY IMPORTANT** to send us a valid I.D. if you have never registered with us before, send us a tax exempt form if we do not have that on file, an overview of the terms and conditions, etc.
4. Under these items stated above, you will see a heading “Auction Details”. Under this heading, more specific details are outlined for our customers.

- a. The first subheading is “**Auction Information**”. Here you will find the DATES, TIMES, LOCATION, PREVIEW INFORMATION, CHECKOUT AND PICKUP DATES, WHETHER WE WILL BE SHIPPING FOR A PARTICULAR AUCTION OR NOT, THE BUYERS PREMIUM, AND AUCTION DESCRIPTION.
 - b. The next subheading is “**Terms and Conditions**”. It is imperative that **EVERY** customer reads, and understands, these conditions **BEFORE** placing any bids.
 - c. The next subheading is “**Bid Increments**”. This is pretty straightforward, but an example explanation would be: You place a bid on something for \$30. Every bid up to \$100 will be in increments of \$5. You can place \$30, but you cannot place \$26, \$29, or \$32 and so on. You can place \$25, \$30, \$35, \$40, etc. Once the bidding gets to \$100 for that item, the increment increases. So let’s say you want to place a bid for \$125. You cannot do that, because the bid increment for anything between \$100 and \$500 is \$10. So you can place a bid for \$120, or you can place a bid for \$130, but not \$125. Anything bid on between \$500 and \$1000 can only be bid on in increments of \$25, etc. So you can place \$525, \$550, \$575, and so on.
 - d. The next subheading is “**Payment Information**”. This shows what type of currency we accept, the buyer’s premium, what types of payments we accept, etc.
 - e. The last subheading is “**Shipping/Pickup**”. This is where you will find information on whether shipping will be available for this particular sale, and when the pickup times will be for it as well.
5. After you have read all of the information pertaining to this particular auction, you are ready to register. You **MUST** register on the auction website for **EVERY** online auction you want to participate in. You **MUST** enter a valid credit card with a **MATCHING** address from the card company’s records. This is a step taken to verify identity, and is a **MUST**.
- a. If you **DO NOT** want that card to be ran, and you know you will be coming in to pay with cash or card, there is a box that says “**Notes to Auctioneer**”. Leave us a message here stating “DO NOT RUN MY CREDIT CARD ON FILE, PLEASE”. We will take the necessary steps to remove you from the

credit card batching process when the auction has ended. You will need to bring payment into the store, when you arrive to pickup your items.

- b. If you have **NEVER** registered before for any in person auction with us, you will need to send us a copy of a valid government issued I.D. (passport, driver's license, identification card, etc.), and a valid phone number, to mcable@woodsideantiques.com. If you are tax exempt, you can either download and E-595E form from the NCDOR website, or we can send you one via email. That must be returned to us, along with identification **BEFORE** you will be approved to bid. This is a **ONE-TIME** process. Once you are in **OUR** system once (**NOT JUST IN HiBid's SYSTEM**), you will not be required to send us these things again. **IF YOU HAVE BEEN TO A LIVE AUCTION HERE BEFORE, YOU ARE ALREADY IN OUR SYSTEM. IF SOMETHING HAS CHANGED ON YOUR ACCOUNT**, email us or call us at 252-753-9929 and we will update your information (i.e. address, phone number, etc.).

6. Once you are registered, and bidding is open, you can bid on any lot you would like. The heading besides the registration heading states **"View Catalog"**. Once you have clicked this, scroll down, and you will see every lot, numbered in order, with descriptions, pictures, etc. If you click on the the ***i*** above each picture, a window will pop up. This window shows multiple pictures for that particular lot, detailed lot description, etc. You can make the pictures larger by clicking on them. This takes you to full screen with picture. To exit the full screen picture, simply click on the picture again. You can scroll through pictures by clicking on the arrows located on the first picture for each lot (if there are multiple pictures).

- a. Also under the ***i*** is a place to contact us if needed.
- b. A place to click for lot details
- c. A "close" button to close out the window for that lot

7. There is also a print icon, so that you can print the catalog straight from the auction website if needed.

8. Once you find the lot you would like to bid on, click on the bid button in the middle of the lot. It tells you what the bid is at now. When you click "bid" a screen pops up for you to enter how much you would like to bid.

- a. Type in the **MAXIMUM AMOUNT YOU WILL PAY FOR THE ITEM** (remember the increments from earlier. If you put in something that doesn't match the bid increment set to that amount, it will force it to the next bid that abides by the increment rules laid out in the details on the auction's home page.)
- b. The computer **AUTOMATICALLY BIDS FOR YOU UNTIL YOU REACH THE AMOUNT YOU ENTERED AS THE MAX YOU WOULD PAY. YOU DON'T HAVE TO SIT AND BID THE ENTIRE TIME.** You can put in a bid during the first second of the auction and how much you will go up to, and walk away.

For example: Lot 203 – I would pay up to \$100 for it. I click bid on the block for lot 203. I type in \$100. The bid is at \$10 right now. The next bidder would bid \$15. The system **AUTOMATICALLY** puts you as a \$20 bid next. Another bidder enters \$25. The system **AUTOMATICALLY** puts you as the next bidder at \$30. It does this all the way up to the \$100 you put in as your bid, and then walked away. If no one places another bid after the system put you in for \$30, then you win the lot for \$30. It won't charge you the whole \$100 you entered as your bid, because the lot did not go that high.

*You can click "WATCH" for any lot that you may not be quite ready to bid on, but want to know how it is doing throughout the auction. You can use that information to decide if and when you want to bid.

**You will be notified on lots that you have won.

***The bid amounts for lots you did not win will not be disclosed online.

**** IF YOU DO NOT SPECIFY DURING REGISTRATION THAT YOU DO NOT WANT US TO RUN YOUR CREDIT CARD ON FILE, IT WILL AUTOMATICALLY BE RUN SOON AFTER THE AUCTION HAS ENDED, FOR ANY ITEMS YOU HAVE WON. YOU CAN STILL BRING IN CASH OR CHECK WHEN PICKING UP YOUR WON ITEMS FROM THE STORE.