

# How To Register on Proxibid:

*(It is recommended that you use the Google Chrome browser as the link will not work with some other browsers)*

***\*NOTE: Register early and avoid not being able to bid online!***

1. On the Brzostek home page, locate the Online Auction you want to participate in. Search under “Upcoming Auctions” (green or brown banner).
2. Click on the Auction you are interested in. The Auction details will show up for that particular Auction.
3. Click on “**Link to Online Bidding:**” to download a pdf document. Open the document at the bottom of your screen. (This link will be below the “Location” box).
4. Read through the “Terms of Sale” **COMPLETELY!**
5. After reading through the Terms, click on the link to Proxibid.
6. This link will re-direct you to the Proxibid platform.
7. You must create an Account with Proxibid, unless you have already have one. Click on the blue “Sign-up” icon on the top right-hand side of their home page to create your Proxibid account. If you already have an Account, then click on “Sign in” icon using your username and password. A \$1.00 reversible authorization fee is required in order to obtain a bid number.
8. You must follow all the steps that Proxibid requires, including reading their user agreement, privacy policy and terms.

***\*Be sure to have enough available on your credit card to complete the transaction if you are the winning Bidder.***

***\*Please contact your financial institution prior to the auction to inform them of the possible large transaction and give permission to release the funds to the Auctioneer.***