

# How To Register on Proxibid:

*(It is recommended that you use the Google Chrome\* browser)*

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

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 top or bottom of your screen.  
(This link will be below the “Location” box on our website).
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 website platform.
7. You must have an Account with Proxibid. 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 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 funds available on your credit card to complete the transaction if you are the winning Bidder.***

***\*Contact your financial institution prior to the auction to inform them of a possible large transaction and give permission to release the funds to the Auctioneer. (Brzostek’s Real Estate Auction Co., Inc.)***

***\*If your CC is declined, you will be called and emailed once. Keep your phones with you in case the Auction House needs to contact you.***

***\*Do not leave the Proxibid platform until you hear the Auctioneer say that the Auction is over. If we cannot contact the Runner-up, we may re-bid the LOT.***