

Internet Bidding Registration Through AARBIDS

PART ONE – MEMBER ENROLLMENT (one-time process)

1. Go to www.AARauctions.com, click **Upcoming Auctions**, and locate the Internet auction listing. It is usually listed as **Antique & Estate Auction (Internet Bidding Available)**. *NOTE: If you are interested in bidding online for vehicles or any other miscellaneous items listed separately on the event calendar with the same auction date as the Estate Auction, you must register for the Estate Auction itself. They are part of the Estate Auction catalog.*
2. Click the **MORE INFO** button within the auction listing.
3. Click the **AARBIDS Internet Registration & Bidding** link in the **Online Media** box on the right side of the page.
4. The first time you register for one of our auctions, you must become a free **Member** of AARBIDS. This is a **one-time enrollment** that enables you to provide us with all of your personal information and create your unique user ID/screen name. Please note that becoming a Member is separate from registering for an auction. Members still must register for each individual auction after enrolling. However, auction registration will take less time and most of the fields will already contain the correct information originally provided to us at membership enrollment. To become a Member, click on **Get Your User Name and Password** on the menu at left.
5. Complete the New Member Enrollment form and click the **Complete Registration** button at the bottom. Once you have successfully completed the enrollment form, you will see this message: “The email address that you have entered is in our database. Your existing ID and Password have been sent to that email address.”
6. Check your **email** for a message containing the **user name and password** assigned to you. You can change the randomly assigned password at any time by logging in and clicking the **Update Contact Info/Change Password** link. Also note that your requested user name may not be the same as the one assigned to you if that name was already taken.

PART TWO – AUCTION REGISTRATION (required for each auction)

1. Once you have become a Member, you can register for each auction. Click on **AARBIDS Home** in the blue bar at the top of the page to get back to the home page. Under **Description**, click on the auction you want to register for. This takes you to a page with all of the auction information, including the catalog with photos (usually available after 6pm on the Tuesday before the auction). Click on the red and green **REGISTER FOR THIS AUCTION!** Link at the top left. Enter your user name and password (created when you enrolled as a Member).
2. Complete any empty fields in the registration form. Read the terms and conditions, making sure to follow the instructions for submitting the **required credit information**. When finished, click **I ACCEPT THESE TERMS** at the bottom of the page. You will see a message that says “Thank You for Registering” and an **email will be sent to you** confirming that your registration was sent to Absolute Auctions.

IMPORTANT NOTES:

Although your registration has been sent to Absolute Auctions, you must wait for an approval email before you can bid. Absolute Auctions approves bidders throughout the week prior to the auction and will send an approval email to the address provided in your registration. Please also note that the system will allow you to leave online absentee bid requests prior to approval, but they will NOT become active bids until your registration is approved.

The REGISTRATION DEADLINE is 3pm on auction day. Staff will not be available to process registrations received after that time, and you will not be able to bid online via either live or absentee bids.

THANK YOU FOR REGISTERING with the Absolute Auctions & Realty Team!

Are You Unable to Bid Online?

Read Through the Following Checklist to Troubleshoot:

1. Did you register before the 3pm deadline on auction day?

YES: Proceed to the next question.

NO: Unfortunately, if you did not sign up before the deadline, we cannot approve you to bid for this auction. Our staff is handling other aspects of the event and cannot continue checking for registrations beyond 3pm on the day of the auction. Please join us next time and be sure to register before 3pm.

2. Did you enroll as an AARBIDS Member?

YES: Proceed to the next question.

NO: Go to Part One of the instructions on the previous page and follow the directions for Member Enrollment. *NOTE: This only needs to be done the first time you want to register for an auction.*

3. Did you get an email containing your Member ID and password?

YES: Proceed to the next question.

NO: Go back to your email program and make sure the email is not in your “spam” folder or “bulk” folder. If you are an AOL user, this happens frequently. If it is not there, your membership enrollment may not have been completed correctly. Go to Part One of the instructions on the previous page and carefully follow the directions for Member Enrollment. *NOTE: If you attempt to enroll again and you receive a message that you are already enrolled, your enrollment did go through the first time, and you should have also received an email. If you cannot locate the email or you have deleted it, contact us at the number below.**

4. Did you use your Member ID and password to register for the auction itself?

YES: Proceed to the next question.

NO: You have become a Member of AARBIDS, but you have not yet registered for an auction. Membership is a one-time process. Registering to bid must be done for each individual auction. Go to Part Two of the instructions on the previous page and follow the directions for Auction Registration.

5. Did you complete and return a Credit Card Authorization Form?

YES: Proceed to the next question.

NO: We will not be able to approve you unless we have a credit card form on file. Unless you have already done so at a previous auction, you must send us the form to be approved to bid. This applies for both live and absentee bidding. The form is on the following page and can be faxed back to us 24 hours a day, up until 3pm on auction day. If you do not have a fax machine, you can contact us at the number below. *Note: There is a place on the form to indicate that we should retain your information for future auctions. Check this option if you do not want to complete a new authorization form each time you register.*

5. Did you receive an email from us telling you that you are approved to bid?

YES: Call the number below for further assistance. We may be experiencing technical problems.

NO: There may be a reason why you have not been approved. For instance, we may not have received the credit card form even though you attempted to send it. Please re-read all of the troubleshooting steps above, and if you have answered “YES” to every question, contact us by phone and we will assist you further.

* The number to call for assistance is (800) 243-0061, Option 0. Please do not email us after the 3pm deadline. We are unable to monitor the account during Preview and the auction, and we will not get your email in time to help you. When calling for assistance, please be aware that staff members will be occupied with other responsibilities once the deadline has passed and may need to ask you to hold momentarily. We will make every effort to assist you in a timely manner. Your patience will be greatly appreciated!



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Visit Us On The Internet At: www.AARauctions.com

INTERNET BIDDING CREDIT CARD AUTHORIZATION FORM

PLEASE COMPLETE (PRINT CLEARLY) AND FAX BACK TO (845) 635-5140:

CARDHOLDER NAME: _____

BILLING ADDRESS: _____

DAYTIME PHONE: _____ EVENING PHONE: _____

SHIPPING ADDRESS IF DIFFERENT FROM ABOVE: _____

VISA/MC/DISC #: _____ 3-DIGIT CVV#: _____ EXP: _____

PLEASE CHECK ONE OF THE FOLLOWING:

RETAIN MY CREDIT INFORMATION ON FILE FOR USE AT FUTURE AUCTIONS

I WILL PROVIDE CREDIT INFORMATION EACH TIME I REGISTER FOR YOUR AUCTIONS

SIGNATURE OF CARDHOLDER IS REQUIRED AT BOTTOM OF FORM

By signing this authorization form, I (hereafter "Buyer") agree to the following terms and conditions:

1. Every item is sold "as-is." Neither the auctioneer nor the seller makes any warranties or representations of any kind or nature with respect to said property. All sales are final. Catalog descriptions are for simple identification purposes only; no representations are made as to authenticity, age, origin or value. Buyer relies solely on his/her own inspection and judgment when bidding. Should a dispute arise after the auction, auctioneer's records shall be conclusive in all respects.
2. Buyer will be responsible for the total purchase price, including buyer's premium, all applicable taxes and shipping costs. If buyer plans to pick up purchase, all items must be paid for and removed by 4pm on the Tuesday after the auction or they will be deemed abandoned and be resold on buyer's behalf, and buyer will be responsible for all costs involved. Items to be shipped will be held until buyer has paid in full. Unless buyer pays by another method (such as PayPal) before 4pm the Tuesday after the auction, AAR will charge the above credit card the following morning.
3. Buyer agrees to pay any and all charges and expenses incurred by reason of any breach of terms & conditions of auction or in case of default, including, without limitation, reasonable attorney's fees, as well as any dollar deficiencies which may result in the resale of the property, and the cost of re-marketing said property. Additional commissions shall be due and payable.

CARDHOLDER'S SIGNATURE: _____ **DATE:** _____



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