




## How to Register to bid at Woody Auction's bidding platform

1. Go to <https://bid.woodyauction.com>.
2. Click **"Register"** in the top-right corner of the homepage.
3. Enter a valid email address and click **"Create My Account."**
4. Complete the **"About You"** section with accurate information, then click **"Next Step."**
5. Enter your primary address.
  - If your shipping address is different, add it here as well.
  - Be sure to indicate whether the address is **Residential** or **Commercial**. Click **"Next Step."**
6. Add a payment card if you would like to bid online, then click **"Next Step."**
  - Online bidding is not available until payment information is added.
  - Woody Auction will not charge your card before sending an invoice.
7. Choose your notification preferences and click **"Next Step."**
8. Create a password and store it in a secure location.
9. Read and accept the User Agreement, complete the security verification, and click **"Register to Bid."**
10. Check your email for an account activation link.
  - Your account will not be active until you click the link. The link is active for 24 hours.
  - If you do not see the email, check your spam or junk folder.
11. After activating your account, you will be redirected back to the website to view auctions.
12. For future access, visit <https://bid.woodyauction.com>, click **"Login,"** and enter the email address and password you used during registration. Alternatively, you can go to <https://woodyauction.com> and click the link to go to our bidding site (bid.woodyauction.com)
13. If you are a sales tax exempt reseller, please follow these instructions to upload your sales tax certificate immediately after creating your account:
  - Go to My Account
  - Click the Reseller button  in the top menu bar
  - Click the Add new certificate button
  - Fill in your Certificate Number, Certificate Expiration, State/Country and then upload your certificate.
  - Click Submit.

