



# How to Successfully Create Account & Bid Online

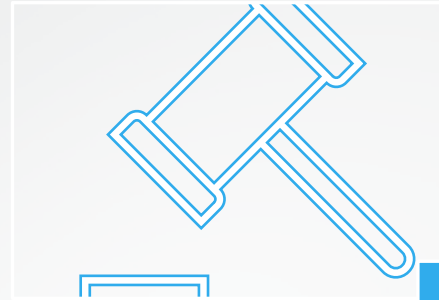
Can't make it in person to our auction?

This predicament is made simple with  
online bidding!



## Level

- 3. Creating Account
- 9. Bidding
- 11. Notifications
- 12. My Account



## Proxibid

- 15. Creating Account
- 24. Notifications
- 24. Bidding
- 25. My Account

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# Live Online Bidding by




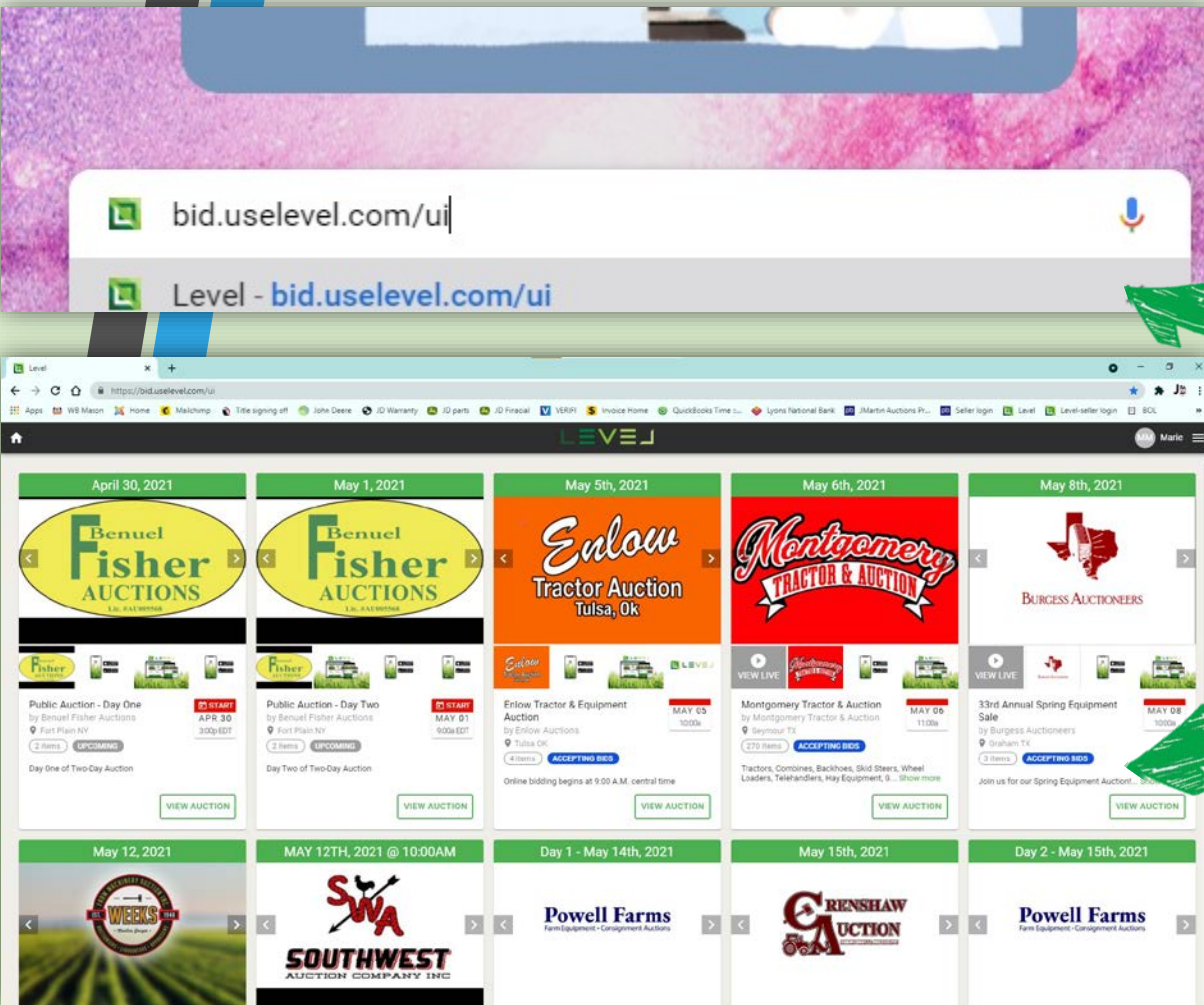
# LEVEL

[www.uselevel.com](http://www.uselevel.com)

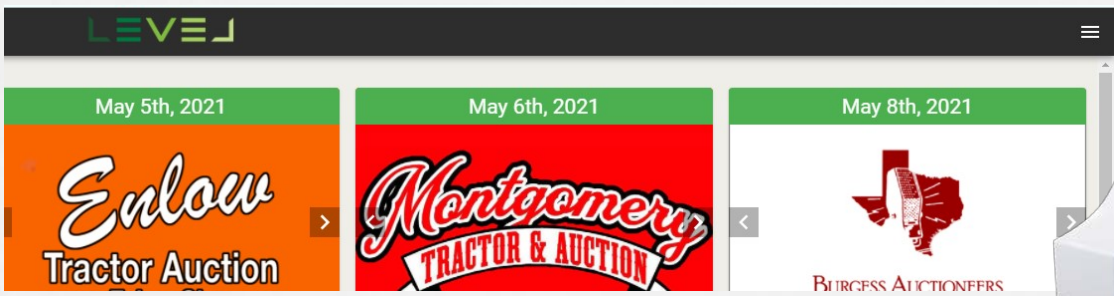
✓ **Online bidding powered by**  
**Level**

# Online bidding by Level

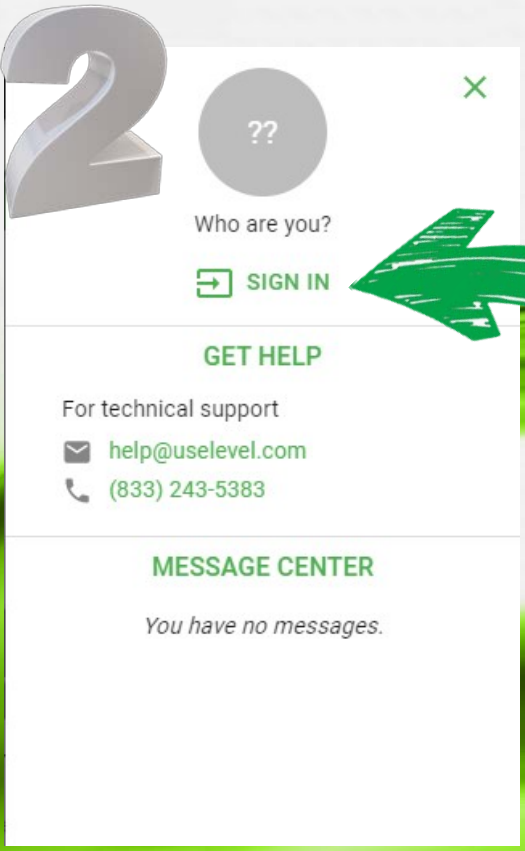
1. Open your browser on your computer or tablet (preferably Google Chrome). The Chrome icon will look like this: 
2. In the search bar, type in: [bid.uselevel.com/ui](https://bid.uselevel.com/ui), & *press enter*, or scan the barcode below with your smartphone camera, & follow the instructions for bidding on your smartphone.
3. It should open somewhat like the second picture.



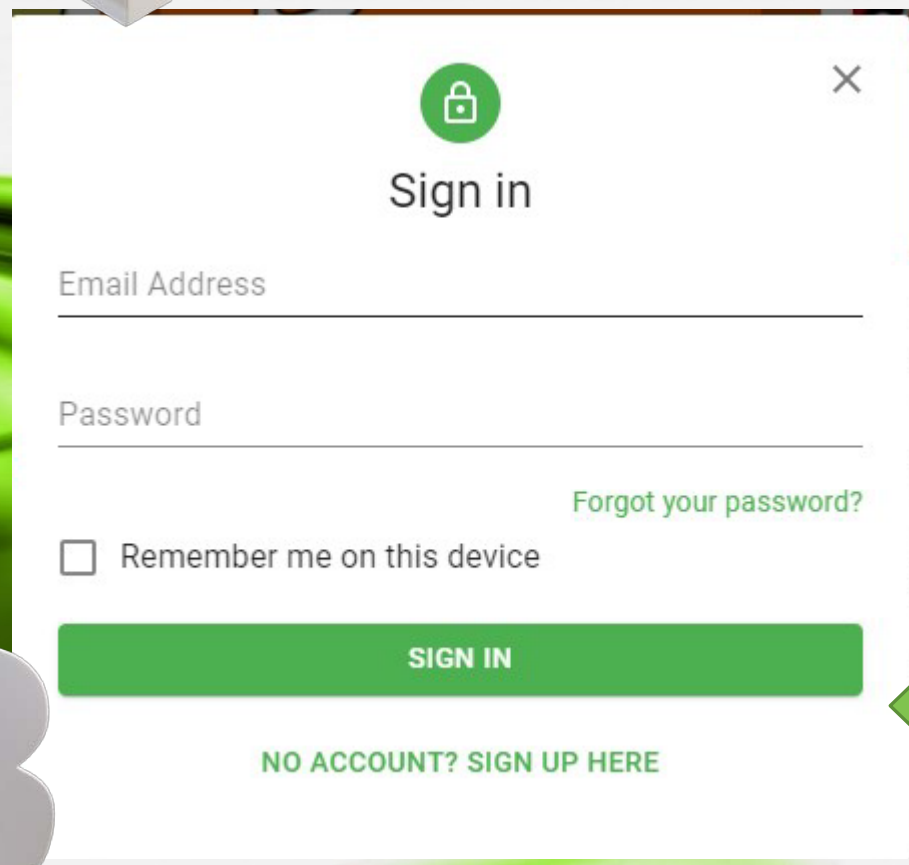




Click on the "hamburger" (3 lines) in the top right of the screen.




It will open a dialog like this. Click on the "sign in".



Click on "No Account? Sign Up Here"



 Sign up

First name

Last name

Email Address

Password

☐ Receive bidding notifications via email


CONTINUE

BACK TO SIGN IN

1

Enter your  
information  
as shown



 Sign up

First name  
John

Last name  
Doe

Email Address  
johndoe@example.com

**Password**  
Your input is required

☒ Receive bidding notifications via email

At least 8 characters  
At most 100 characters

CONTINUE

BACK TO SIGN IN

2

3

After your  
information is  
correctly entered,  
press "continue"



## Terms of Use

Level LLC Bidding Software Application License Agreement for Auction Bidders

1. The Level LLC Bidding Software Application ("App") is licensed, not sold, to you for use in placing bids at auctions where Level LLC ("Auction Company") elects to accept bids placed through the "App". "Auction Company" or "Auction Company's" licensor retain ownership of the "App" and they reserve all rights not expressly granted to you. The terms of this License Agreement will govern any software upgrades that replace and/or supplement the "App", unless such upgrade is accompanied by a separate license agreement, in which case the terms of that license agreement will govern such upgrade. Subject to the terms and conditions of this License Agreement, you are granted a limited non-exclusive license to install and use the "App" on a mobile device owned or controlled by you. You may not rent, lease, lend, sell, redistribute or sublicense the "App".

2. By using the "App" to place a bid: (i) you acknowledge that you have read and understand all of the written terms, conditions, and disclaimers set forth herein; (ii) you agree to all such terms, conditions, and disclaimers; (iii) you acknowledge that you have read and understand all of the written terms, conditions, and disclaimers of the auction company that is responsible for the auction in which you are bidding (such terms, conditions, and

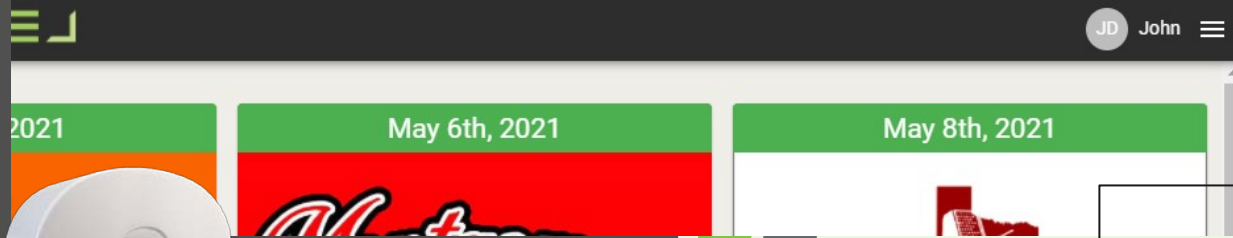
☒ I agree with the Terms of Use

☒ Remember me on this device

SIGN UP

Agree to the terms,  
then press "sign up"

Now, go to the auction you  
want to bid on. Click on  
"View Auction".



Congrats!

Your account is now  
created! You will see  
your first name beside  
the hamburger on the  
home page.

Day 1- May 21st @ 5:00 PM



Day 1-May 2021 Ag &  
Construction Auction  
by J Martin Auctions

Waterloo NY

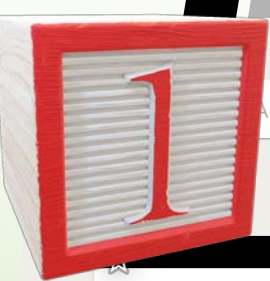
23 items

UPCOMING

START  
MAY 17  
10:00a EDT


Day 1 of a 2-day auction. This ring is time... [Show more](#)

VIEW AUCTION



Active


23 items found in Active • [Show all items](#)

**Register to Bid**

START 20d 18h 12min


#1 • NEED HELP REGISTERING TO BID???? CLICK ON THIS LOT FOR THE STEPS  
This item is currently being created. please check back at a later date.  
Starting at \$1

REGISTER TO BID



#10 • Ford truck bank  
Ford truck bank  
Starting at \$1

REGISTER TO BID



#11 • Ford 8630 Power shift tractor w/ loader  
Ford 8630 Power shi  
Starting at \$1

REGISTER TO BID

When you click on “view auction” this is how the catalog will look. Any where is says “register to bid” click on it.



Register to Bid

Please complete the information below in order to bid this auction

First name  
John

Last name  
Doe

Company / Organization  
My Business Name

Tax ID

Phone  
123-456-7890

Street  
123 Main Street

City  
Any Town

State/Prov.  
Any State

Postal/Zip  
12345

Country  
USA

CONTINUE

CANCEL

When done, press “continue”



Enter your info as shown

Register to Bid

Please complete the information below in order to bid this auction

First name  
John

Last name  
Doe

Company / Organization

Tax ID

Phone

Street

City

State/Prov.

Postal/Zip

Country

CONTINUE

CANCEL





## Terms of Use

As a bidder in this auction you will be bound to the following terms and conditions.

**Internet Premium:** 3%

**Buyers Premium:** 10% \$1,000 & under.

**Participation Requirements:** Valid Credit Card required for bidding approval

**Payment Options:** Visa, MasterCard, Discover, American Express, Check, Money Order, Wire Transfer, and Cash

**Payment Instructions:** All purchases must be paid in full within 5 business days after the auction. After an item has been sold, it becomes the sole responsibility of the purchaser. Purchases will not be released until invoice is paid in full. All items must be removed by date specified for this auction. Accepting cash, check, credit card, & wire transfer as payment. 3% Credit card convenience fee. \$25 wire transfer fee. Out-of-state checks must have a bank letter of guarantee if over \$5,000. \$50 title handling fee for all titled vehicles. 10% Buyers premium \$1,000 & under. 3% Online bidding fee. All items must be paid for within 5 business days of the auction, w/ a 30 day removal. After 30 days, a \$25 a-day storage fee will be charged. 8% Sales tax will be charged on invoice total unless an acceptable sales tax exemption form is filed.

Currency Type: USD

☒ I agree with the Terms of Use

CONTINUE



Agree to the terms of the auction, then press continue

It will put you back into the front screen of the auction, & this notification will be in the top right.



Day 1-May 2021 Ag & Construction Auction

Congratulations! J Martin Auctions has approved your registration for Day 1-May 2021 Ag & Construction Auction!

15 seconds ago



## Verify deposit funds

The card below will **not** be charged. It will be used to verify a credit limit sufficient to cover the required deposit amount of: \$100.

If you are the **high** bidder and you fail to satisfy the terms and conditions you just agreed to, J Martin Auctions will be authorized to charge your card for the deposit amount.

Credit Card

Card number

MM / YY CVC

Payment form secured by Stripe

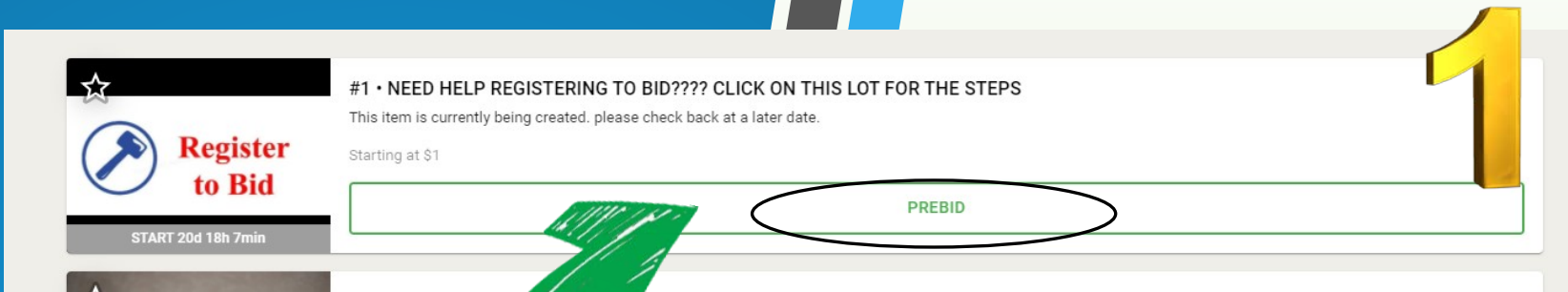
REGISTER

BACK

Enter a credit card for bidding approval.

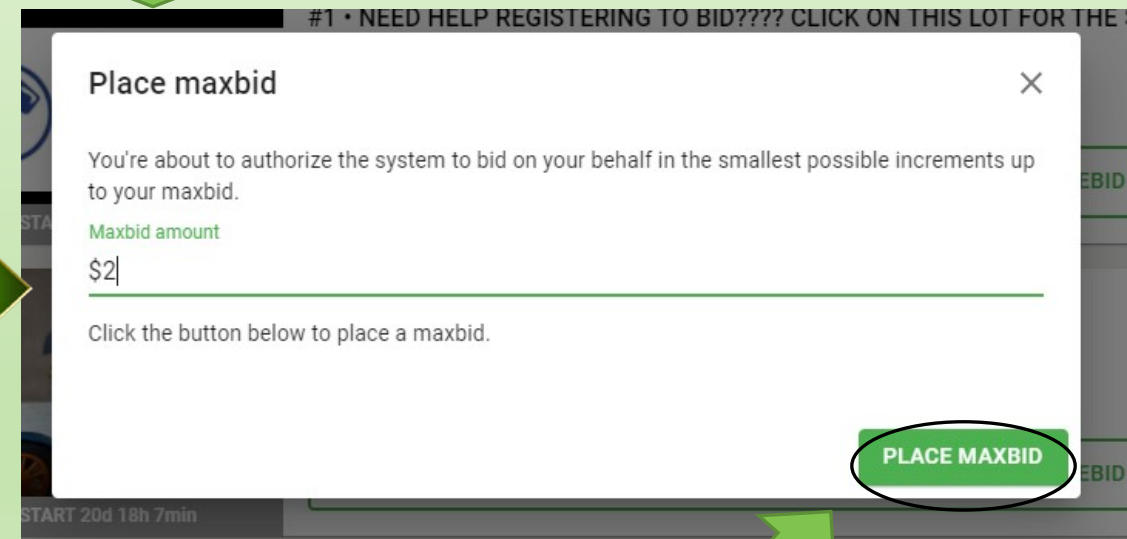
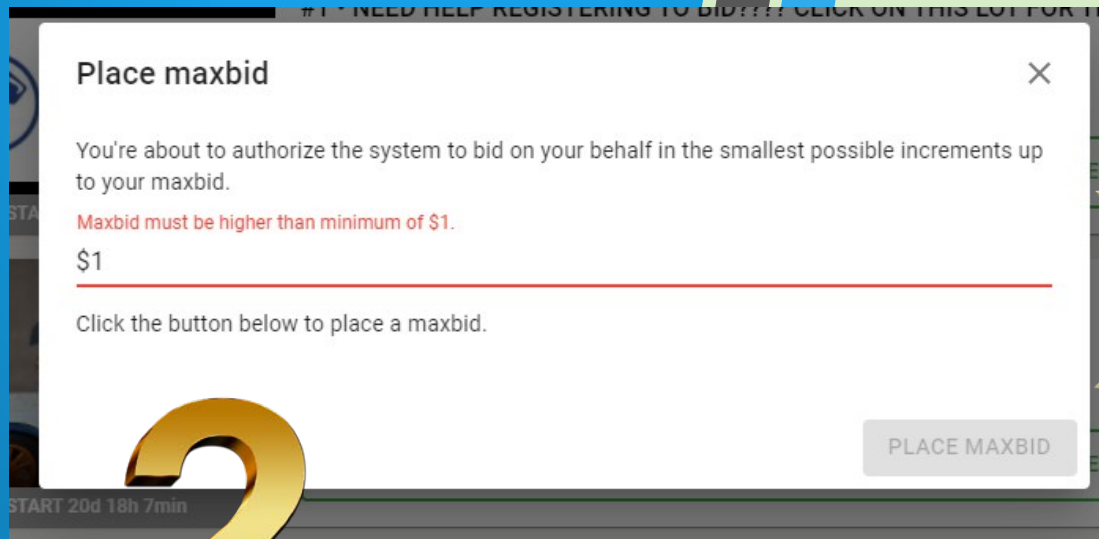


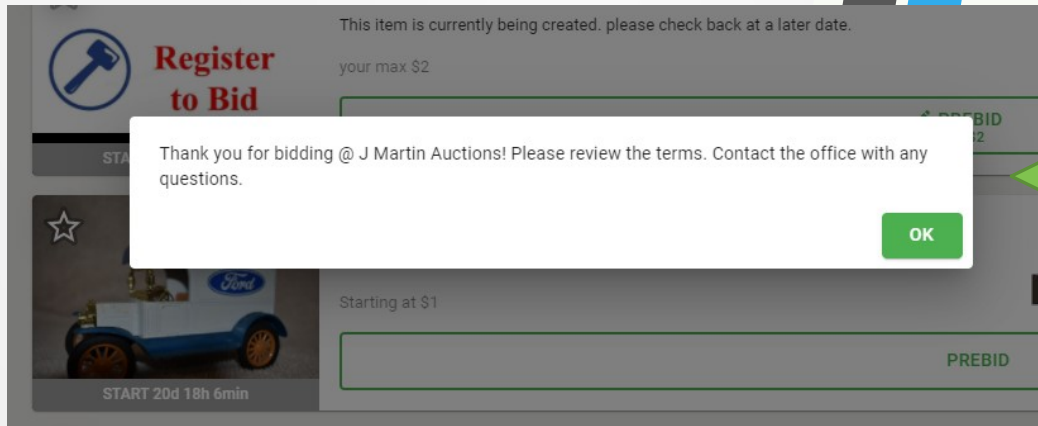
# ❖ Bidding



Go to the item you want to bid on & click on "Prebid".

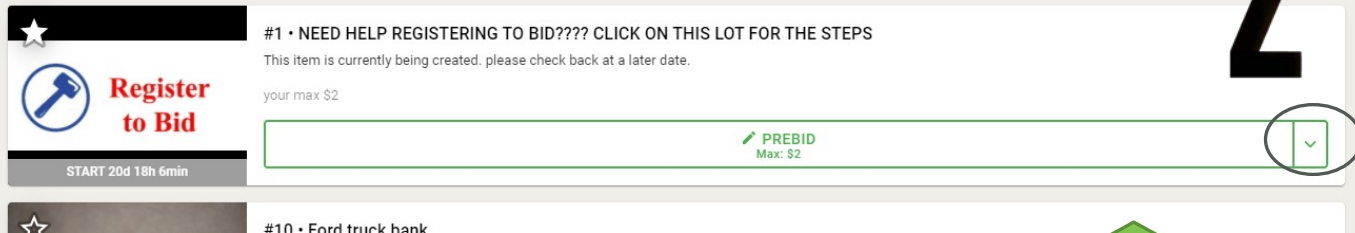
Enter desired prebid amount





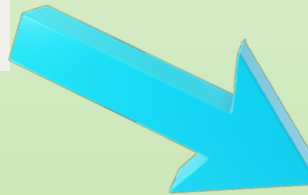
First bidding message

1

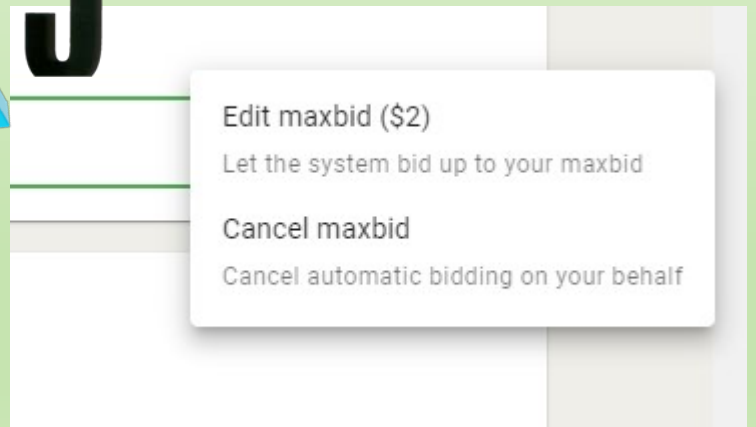


2

This is how the item will look after you placed a prebid.

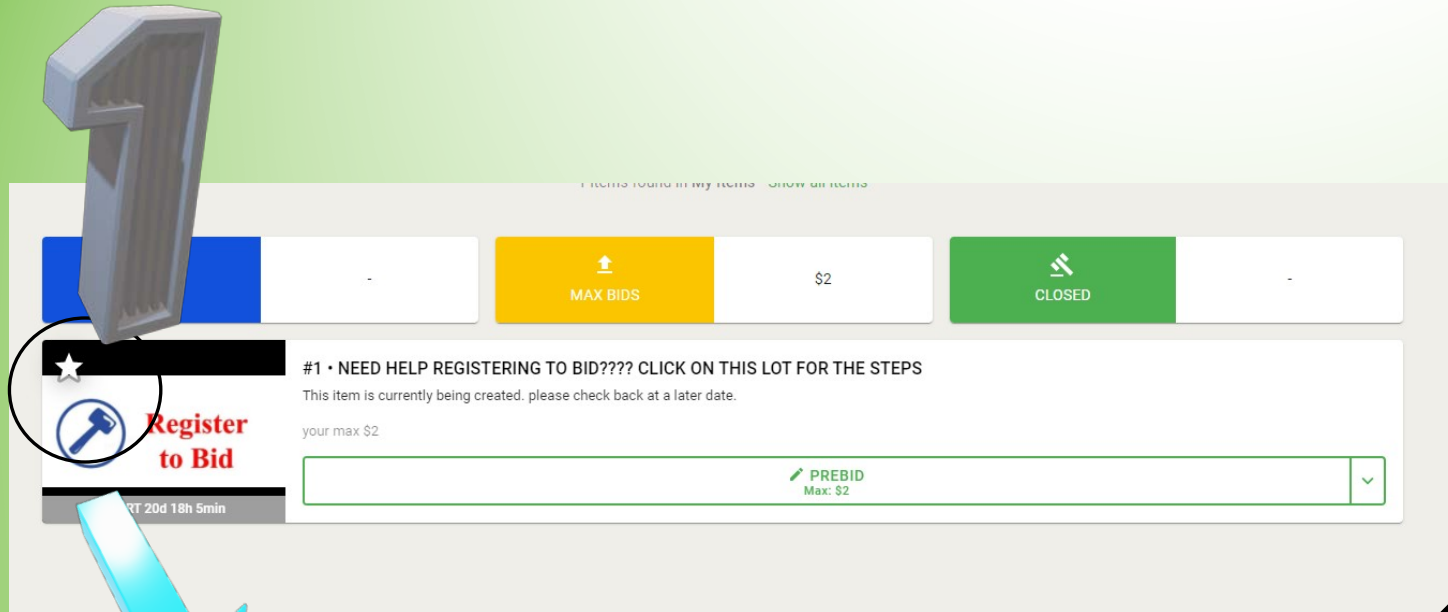


3

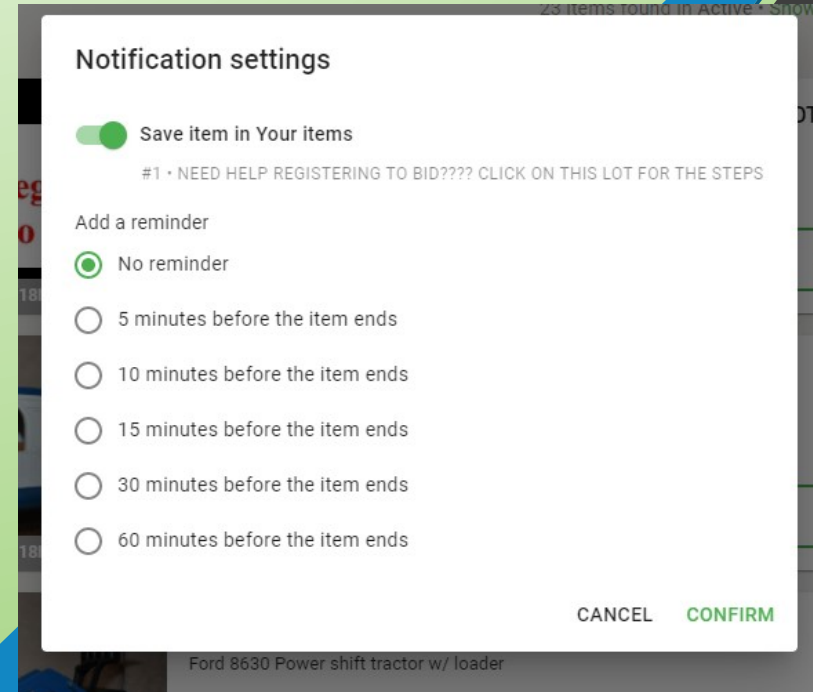
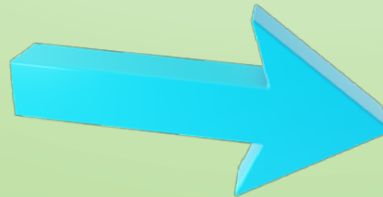


# ❖ Creating Notifications for lots.

## ❖ My account.

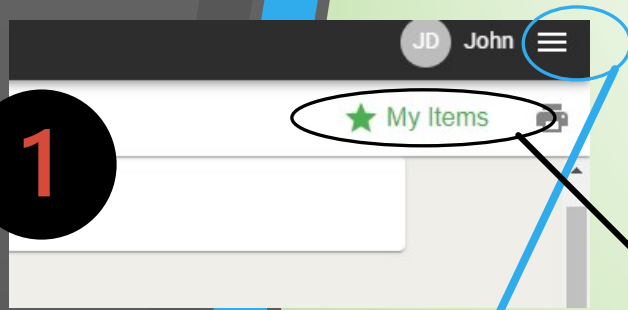


Double click  
on the star  
@ a lot you  
want to be  
notified  
when it sells



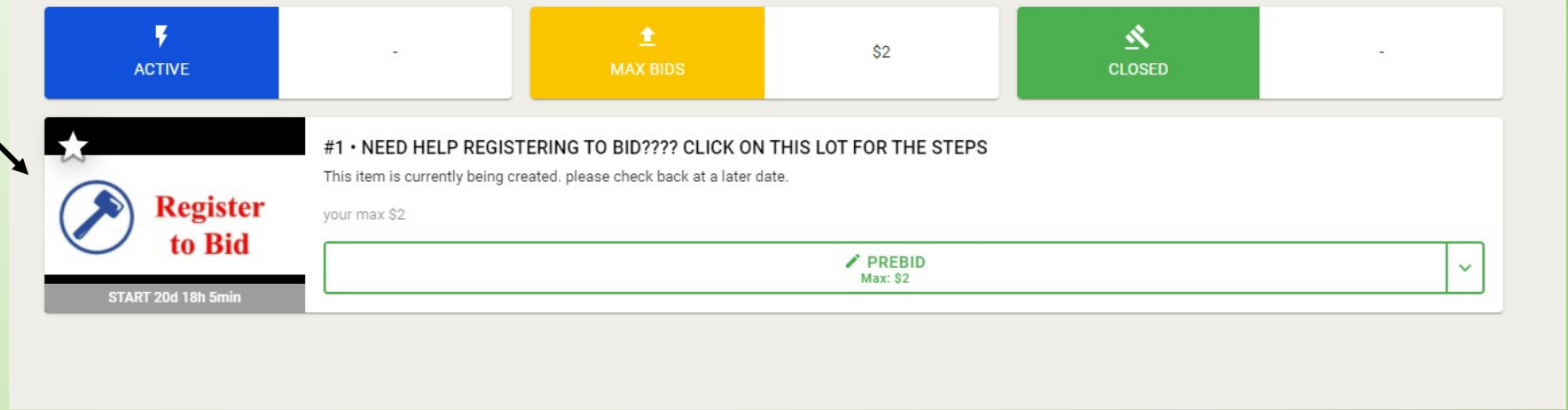


1

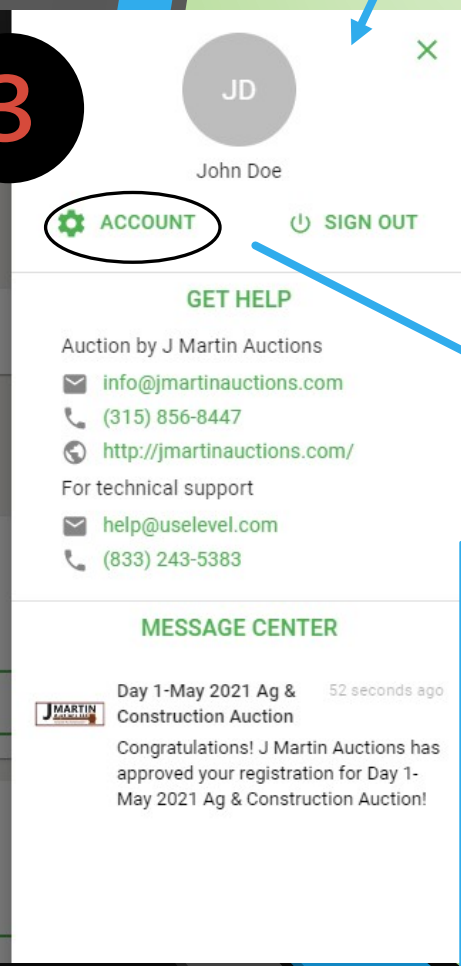


2

Following the black arrow will take you to any item you bid on @ the auction you are on & any item you starred.



3



Following the blue arrow will take you to your account information where you can edit it.

Notifications

☒ Receive bidding notifications via email

Account at J Martin Auctions ▾

Company / Organization  
My Business Name

Tax ID

Phone  
123-456-7890

Street  
123 Main Street

City  
Any Town

State/Prov.  
AN

Postal/Zip  
12345

Country  
US

Credit Card

Card number

MM / YY CVC

Payment form secured by Stripe

CANCEL SAVE

Sign-in details

JD

First name  
John

Last name  
Doe

Email  
johndoe@example.com

Password

New password

Password confirmation

Notifications

☒ Receive bidding notifications via email

Account at J Martin Auctions ▾

Company / Organization  
My Business Name

Tax ID

Phone

Editable account information

# More help for online bidding @ Level



AUCTION HELP:



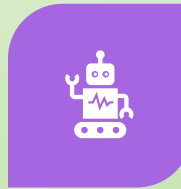
[MARIE@JMARTINAUCTIONS.COM](mailto:MARIE@JMARTINAUCTIONS.COM)



315-856-8447



[WWW.JMARTINAUCTIONS.COM](http://WWW.JMARTINAUCTIONS.COM)



TECHNICAL HELP:



[HELP@USELEVEL.COM](mailto:HELP@USELEVEL.COM)



833-243-5383




Live Online Bidding By  
**proxibid.**

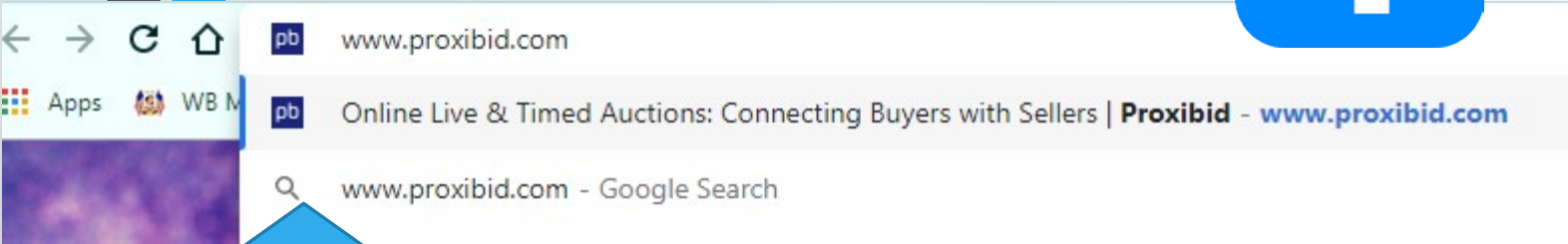
It's all in the Marketplace™

✓ **Online bidding powered by**  
**Proxibid**

# Online bidding by Proxibid

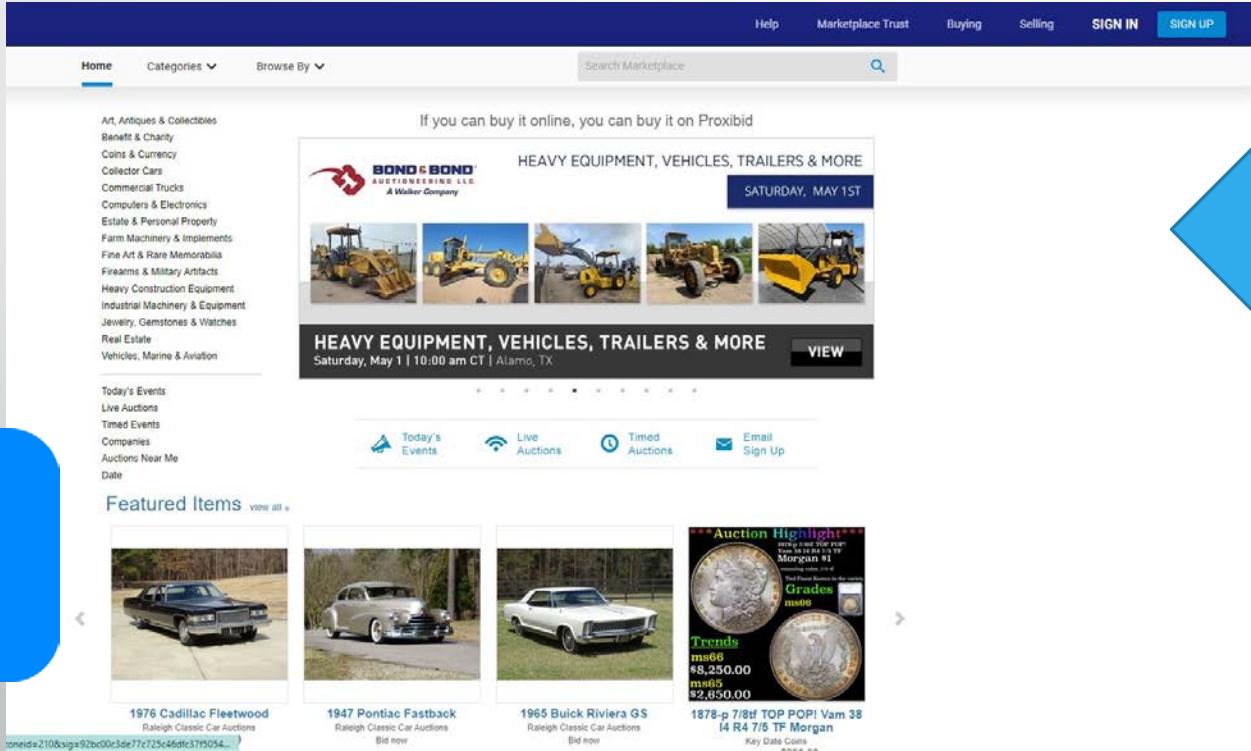
1

Use Goggle Chrome for best experience. Icon looks like this: 



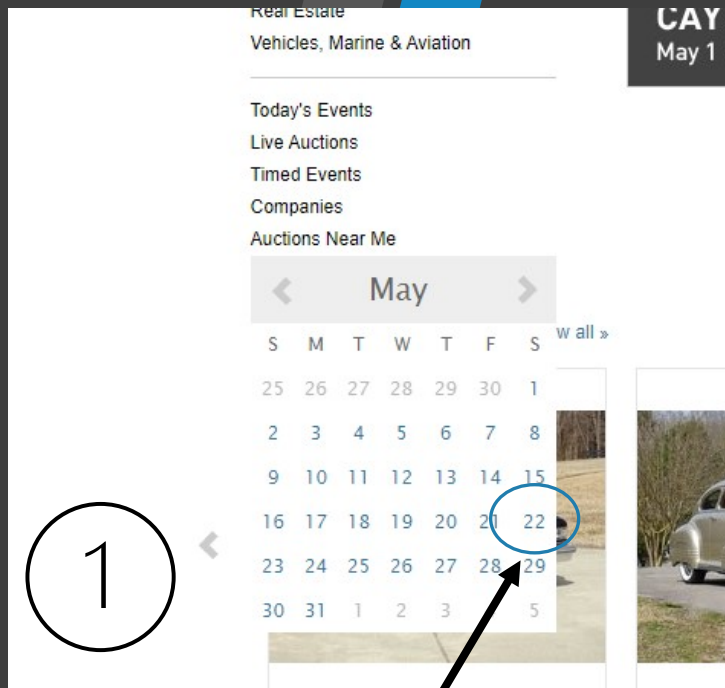
In your browser, type in [www.proxibid.com](http://www.proxibid.com)

2



It will open up like this





At the bottom left of the page, there is a date option. Click on "date" & choose the date of the auction.

Timed Events

May

S M T W T F S

25 26 27 28 29 30 1  
2 3 4 5 6 7 8  
9 10 11 12 13 14 15  
16 17 18 19 20 21 22  
23 24 25 26 27 28 29  
30 31 1 2 3 4 5

Location

United States  
Canada  
Australia  
United Kingdom  
[View Map](#)

proxibid

FIND EVERYTHING YOU'RE LOOKING FOR

Stay up-to-date on our latest inventory

Ring 1 - Ground Implements, Trailers, Tractors...  
by Lane Brothers Auctions  
★★★★★ (319)

22 Days 18 Hours

Catalog coming soon!

[VIEW EVENT](#)

[Participate in this event](#)  
[Add a reminder for this event](#)  
Instant Financing | Low Payments

Ring 1- May 2021 Large Machinery Auction  
by JMartin Auctions  
★★★★★ (109)

22 Days 18 Hours

Catalog coming soon!

[VIEW EVENT](#)

[Participate in this event](#)  
[Add a reminder for this event](#)  
Instant Financing | Low Payments

2

After clicking on the date, it will bring up all the auctions that are for that day. When you find the auction you are looking for, on the right hand side under the "view event" button, there is a "participate in this event". Click on that.

## Buyer Sign In



Username or Email \*

Password \*

**SIGN IN**

[Forgot Password?](#)

[Don't have an account? Sign up!](#)

[Seller Login](#)

1

This is the dialog that will come up. Click on "don't have an account? Sign up!"

2

Enter in the required information that it asks for. Be sure that the username follows their requirements.

Username Requirements:

- Must be unique
- Must have at least 5 characters
- May use alphanumeric characters, period, hyphen, underscore

## Buyer account signup

Email \*

Email address is not a valid format

New Username \*

Checking username...

New Password \*



☐ I have read and agree to the Proxibid Unified User Agreement.

☐ I have read and agree to the Proxibid Privacy Policy.

☐ Yes, I want to receive Proxibid's weekly newsletter and sale alerts based on my recent purchases. (optional)

**CREATE ACCOUNT**

## Buyer account signup

Email \*

New Username \*

New Password \*

☒ I have read and agree to the Proxibid Unified User Agreement.

☒ I have read and agree to the Proxibid Privacy Policy.

☐ Yes, I want to receive Proxibid's weekly newsletter and sale alerts based on my recent purchases. (optional)

CREATE ACCOUNT

Account Created Shipping Info Ready to Bid

### If a Proxibid Account is free, why do you need my billing information?

Proxibid is the most trusted online Marketplace. Our platform requires more information than other ecommerce sites you may frequently visit. This information is used to validate your identity and keep you safe when buying in our Marketplace. All your personal information is protected and credit card data is encrypted and never shared.

#### Credit Card

CARD TYPE Choose One

CARD NUMBER

EXPIRATION DATE

SECURITY CODE

CARD NICKNAME

ex: "Business Visa" or "Citibank Platinum"

CARDHOLDER NAME

#### Credit Card Billing Address

ADDRESS

MUST MATCH CREDIT CARD STATEMENT

CITY

COUNTRY

STATE

ZIP CODE

SAVE CARD

X Cancel

Next, enter in a valid credit card for bidding approval

Your card was successfully added!

Okay

STATE New York

ZIP CODE 13165

SAVE CARD

X Cancel

Save Card

1

## Welcome to Proxibid!

The account creation process was successful.  
Now you are ready to bid or buy in our diverse Marketplace.

View [Today's Events](#).

To [edit your profile](#) at any time, visit MyProxibid.

Congrats! Your account has been created!

2

proxibid

Home Categories Browse By Search Marketplace

Help Marketplace Trust Buying Selling marie\_2004

Your account is not yet activated. Please check your email (marie@martinauctions.com) and click the link within to activate your account. RE-SEND EMAIL

Your profile is not complete. Please update your profile to begin bidding.

Help us protect your account. For a higher level of security, please verify your mobile phone number. VERIFY PHONE NUMBER

### Buyer account signup

Account Created Shipping Info Ready to Bid

First Name \* Last Name \*

Date of Birth

Year \* Month \* Day \*

Please provide your date of birth to be approved to bid. This information will be used to protect you and to verify your identity. You must be at least 18 years old to participate in auctions on Proxibid.

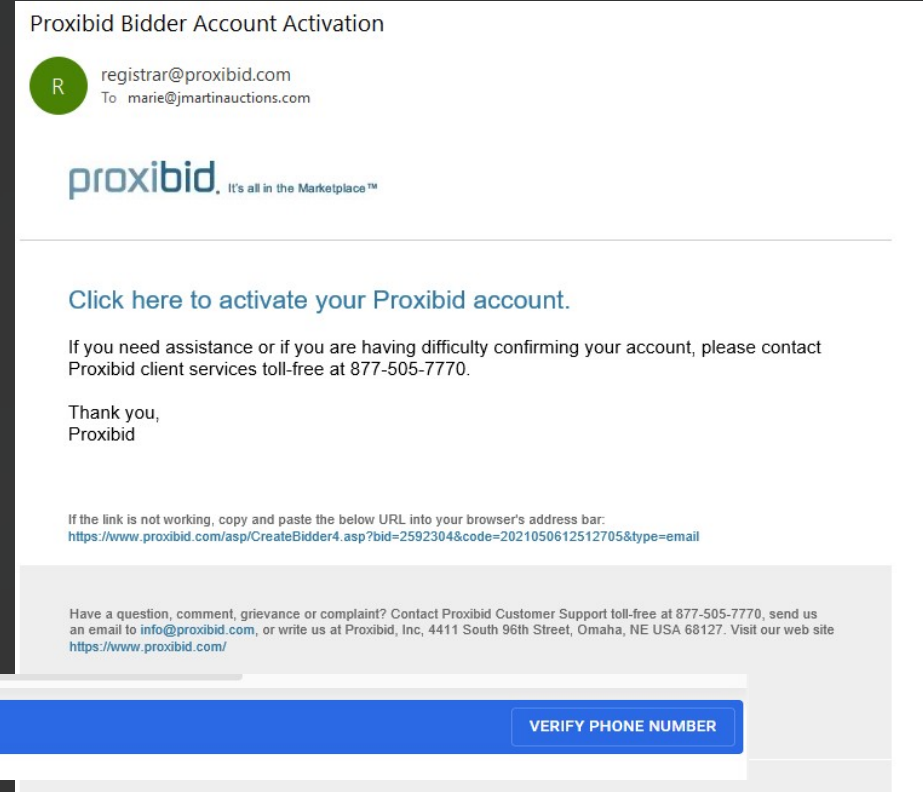
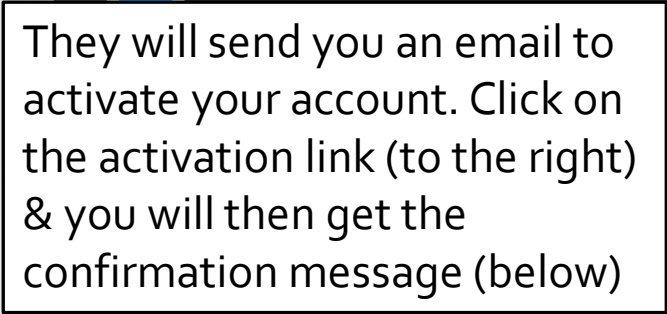
Phone Number \* Phone Type

Security Question

Security Answer \*

Finish filling out your personal information for your account.





Next, activate your phone by going back to your web page & @ the bar @ the top, click “verify phone number”.

Enter your phone number in the "mobile" & press send to get a code sent to you. Enter the code, then press "submit" & your phone will be verified.

## Phone Verification

Select a number to receive text verification code.

Country  
United States ▼


mobile: +1 ( )

other: +1 Phone Number

SEND

SEND

# Phone Verification

 Code sent to +1 (315) 226-2977.

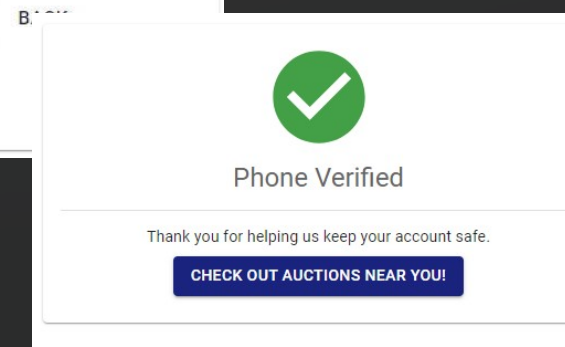
RESEND CODE

Enter Code

0000000000

SUBMIT

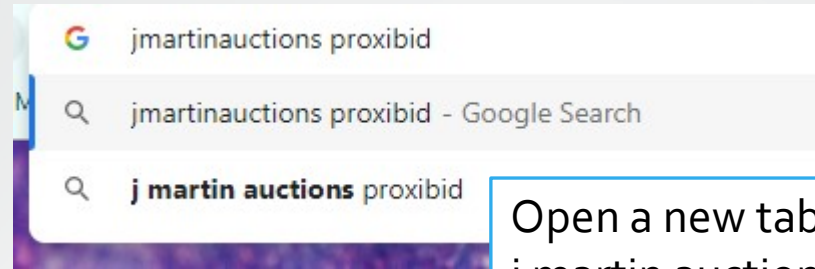
B...



# ❖ Bidding

This is what should come up.  
Select it by click on the purple text.

1



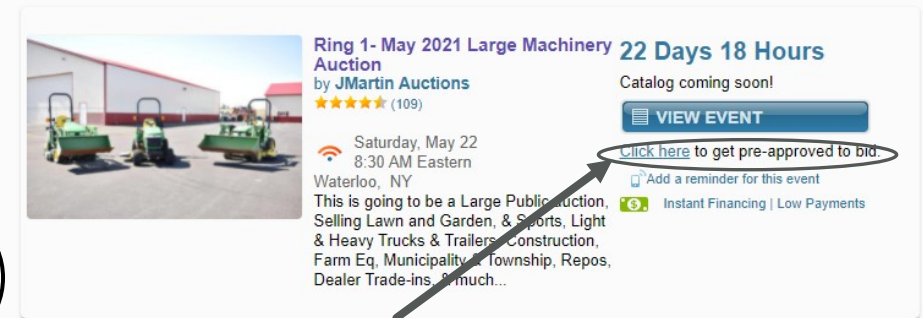
Open a new tab in your browser & type in  
j martin auctions powered by proxibid

2

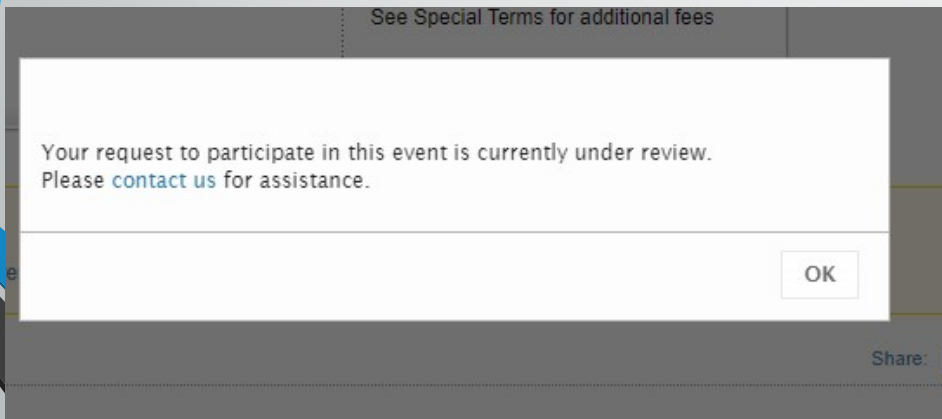


3

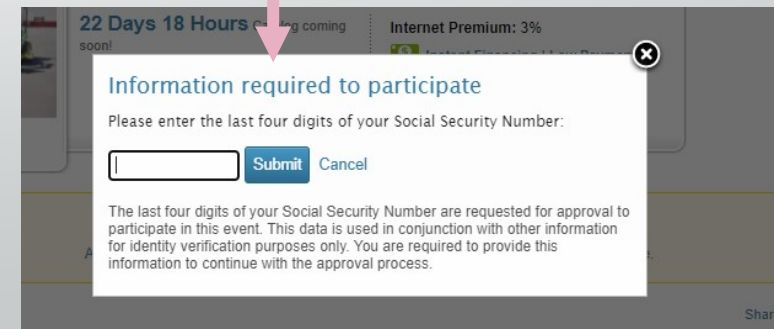
Select the auction  
you want to bid on

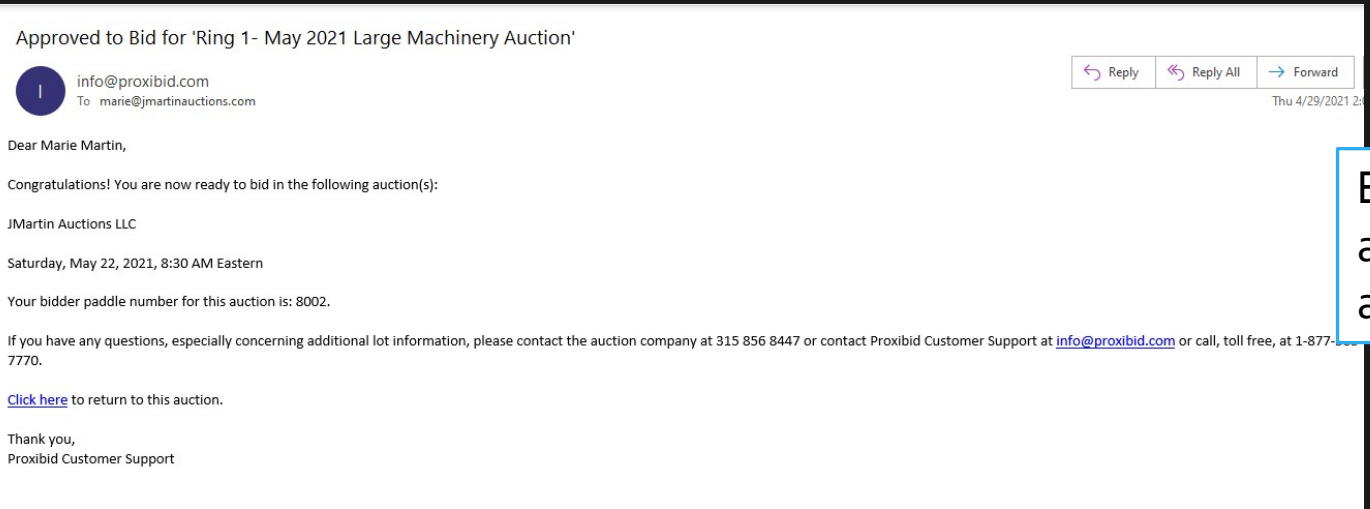


Click on "click here to  
get preapproved to  
bid"



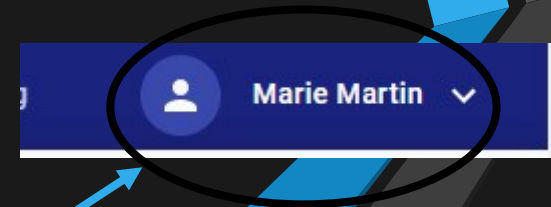
Enter the last 4 of  
your SSN.





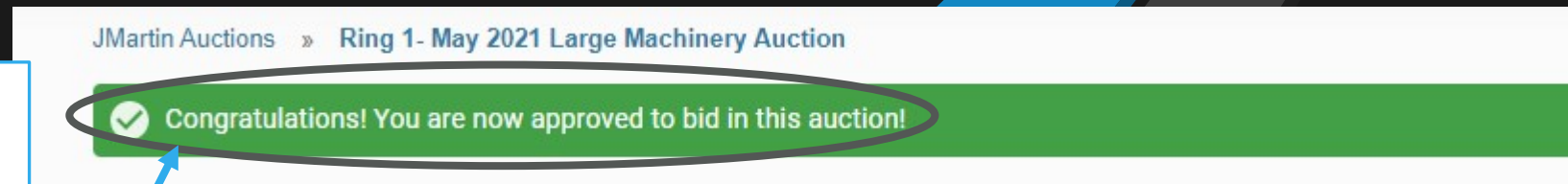
Bidding approval is fast. You will get an email saying you have been approved to bid.

Open Proxibid up again & enter in your email & password.



When you are signed in, this will be in the top right of your screen

This message should be at the top after you signed in



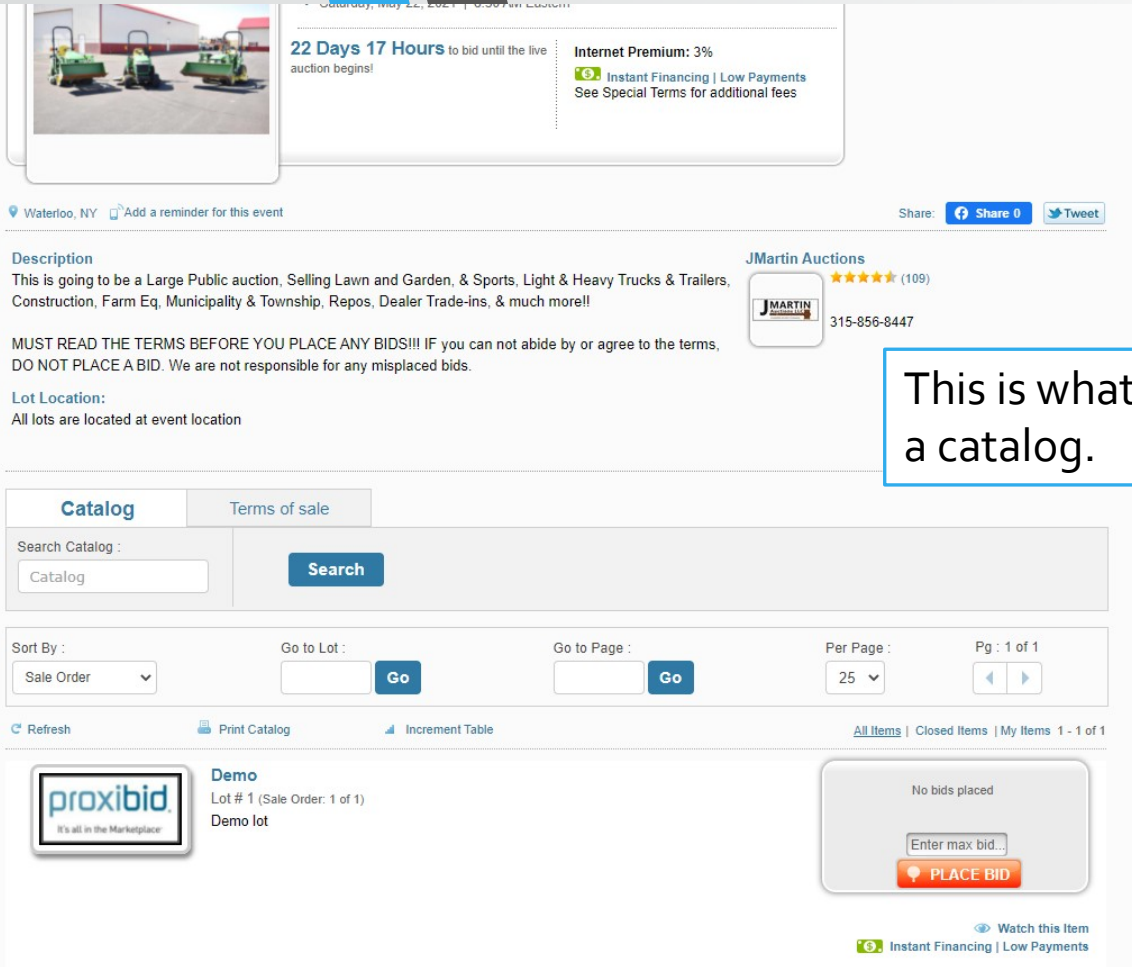
If there is no catalog to the auction, you can set a reminder for when the catalog comes live.

# ❖ Notifications

# ❖ Bidding

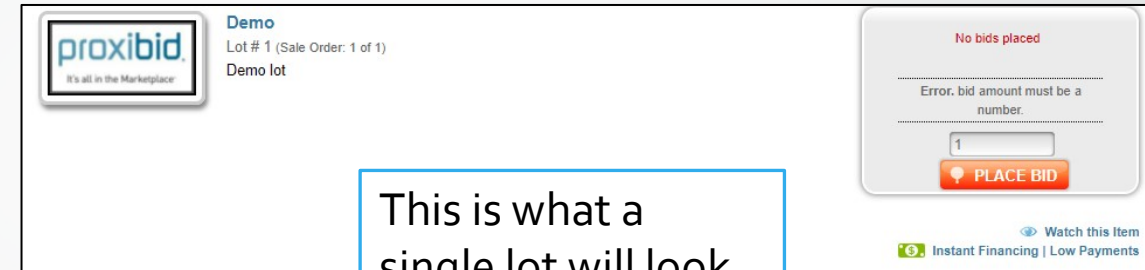
Catalog coming soon!

Add a reminder for this event, so you can be sure to see the catalog when it's available.



This screenshot shows the proxibid auction page in catalog mode. At the top, a banner indicates "Catalog coming soon!" and prompts the user to "Add a reminder for this event". Below this, a large image of a green tractor is displayed. To the right of the image, text states "22 Days 17 Hours to bid until the live auction begins!" and "Internet Premium: 3%". Below the image, a description of the auction is provided, along with a "Lot Location" section. The page also features a "Search Catalog" bar, sorting options, and a "Go" button. At the bottom, a "proxibid" logo is visible, along with a "Demo" lot and a "PLACE BID" button.

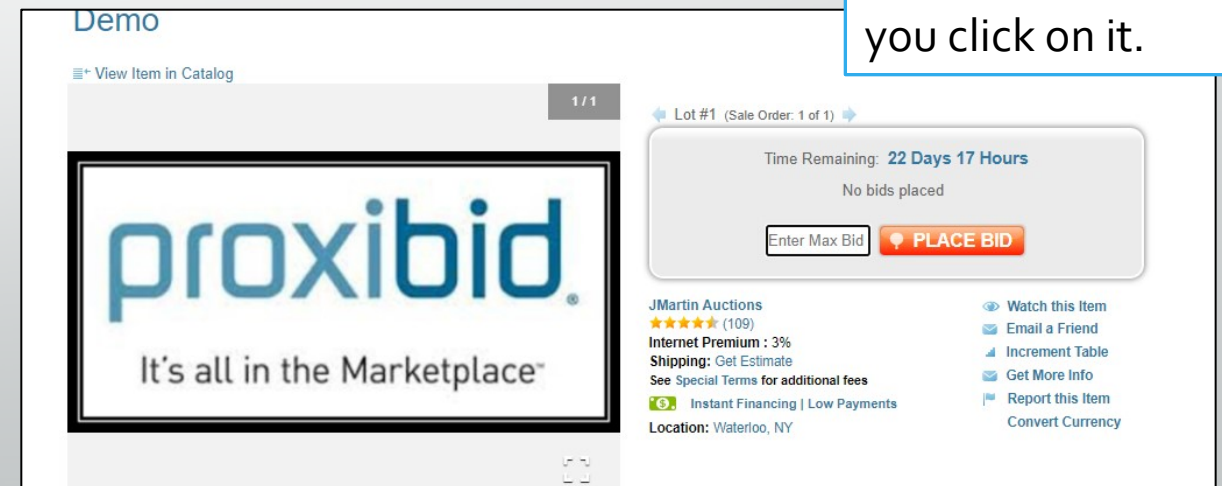
This is what it will look with a catalog.



This screenshot shows the proxibid auction page in single lot view. The "proxibid" logo is at the top left. The main content area displays "Demo Lot # 1 (Sale Order: 1 of 1)" and "Demo lot". On the right, a "No bids placed" message is shown, along with an error message "Error: bid amount must be a number." and a "PLACE BID" button. Below the button, there is a "Watch this Item" link and a "Instant Financing | Low Payments" option.

This is what a single lot will look like

This is what a lot will look like when you click on it.



This screenshot shows the proxibid auction page in lot view with a catalog. The "proxibid" logo is at the top left. The main content area displays "Demo Lot # 1 (Sale Order: 1 of 1)" and "Demo lot". On the right, a "Time Remaining: 22 Days 17 Hours" is shown, along with a "No bids placed" message and a "PLACE BID" button. Below the button, there is a "Watch this Item" link and a "Instant Financing | Low Payments" option. The bottom of the page features a "proxibid" logo and a "Demo" lot.



Lot #1 (Sale Order: 1 of 1)

Time Remaining: **22 Days 17 Hours**

No bids placed

5.00

PLACE BID

Enter the amount you want to bid

Lot #1 (Sale Order: 1 of 1)

Time Remaining: **22 Days 17 Hours**

No bids placed

You Entered: \$4.00 **CONFIRM BID** x Cancel

By clicking the Confirm Bid button, you are agreeing to the [terms of sale](#).

Confirm bid. NOTE: AFTER A BID IS PLACED, YOU CAN NOT REMOVE IT

High Bid: **USD 0.25**

by YOU!

BID NOW \$0.30

or Enter a maximum bid

Watching

Instant Financing | Low Payments

This is what it will look lift after your bid is placed

## ❖ My Account

Go back into the catalog & click on "My items."

Refresh

Print Catalog

Increment Table

[All Items](#) | [Closed Items](#) | [My Items](#) 1 - 1 of 1

Anything that you placed a bid on will come up in your items & a "eye" will be placed on those items. When you are outbid, you will be emailed to let you know

Refresh

Print Catalog

Increment Table

[All Items](#) | [Closed Items](#) | [My Items](#) 1 - 1 of 1



Demo

Lot # 1 (Sale Order: 1 of 1)

Demo lot

High Bid: **USD 0.25**

by YOU!

BID NOW \$0.30

or Enter a maximum bid

Watching

Instant Financing | Low Payments

When logged in, click on the down icon beside your name. Choose My Proxibid

Marie Martin

Account: Active

→ Dashboard

Watching

Saved Searches

Buying

Purchased

Events

Invoices

Account

## Dashboard

## Event Tracking:

Approved:	1
Pending:	0
Declined:	0

[View Events](#)

## Pre-Bidding:

Leading:	0
Outbid:	0

[View Bids](#)

## Items I'm Watching:

Items:	0
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[View items](#)

## Items I've Purchased:

Items:	0
Awaiting feedback:	0

[View items](#)

## Invoices:

You have:	0
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[View Invoices](#)

## Account:

[Manage Contact Info](#)  
[Manage Credit Cards](#)

This will allow you to edit your account, see your bought, bidding, & watched items.

## More help for online bidding by Proxibid

- <https://support.proxibid.com/hc/en-gb>
- <https://support.proxibid.com/hc/en-gb/categories/360002389638-Getting-Started>
- 1-877-505-7770