

# HOW TO BID ONLINE FOR A BURNS & CO AUCTION

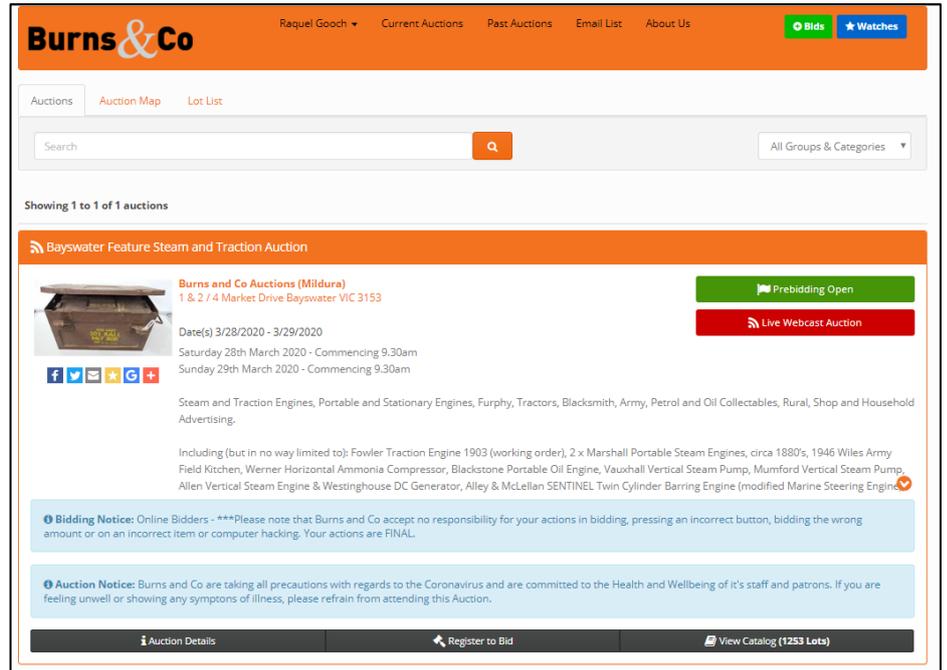
[www.burnsandco.hibid.com/auctions/](http://www.burnsandco.hibid.com/auctions/)

## STEP 1

Open a new web browser page. Go to <https://burnsandco.hibid.com/auctions/>

## STEP 2

Once you have found the Auction you are intending to bid on select 'Register to Bid'



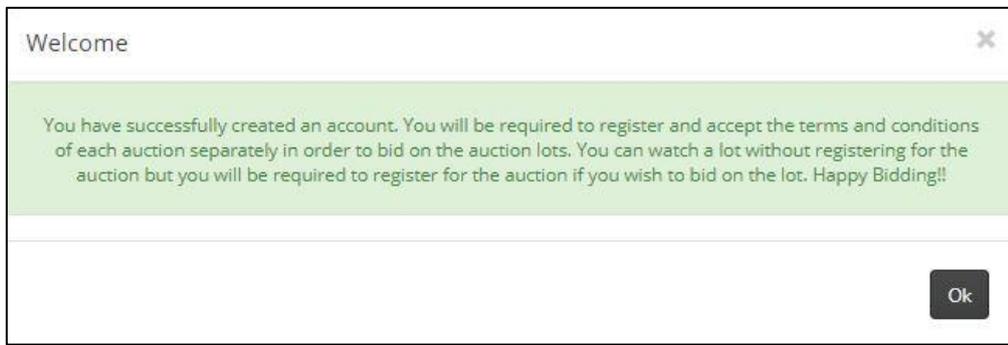
## STEP 3

You will be asked to create an account using a current email address and your contact details. Please fill in all required fields. If you already have an account, you can select Log On.

A screenshot of the 'Login / New Bidder' form. It includes fields for 'User Name or Email' and 'Password', a 'Forgot your password?' link, a 'Keep me signed in' checkbox, and 'Log On' and 'New Bidder? Click Here' buttons. The form is powered by HiBid.A screenshot of the 'Step 1: Check Email Address...' form. It includes fields for 'Email address' and 'Confirm Email address', a 'Check Email' button, and links for 'Click Here to Logon' and 'Click Here to Reset Password'. The form is powered by HiBid.A screenshot of the 'Step 2: Complete Account Info...' form. It is divided into three sections: 'Tell us about yourself' with fields for Company, First Name, Last Name, Country, Address, City, Postal Code (Zip), Phone 1, Phone 2, and Fax; 'Choose your user ID and password' with fields for User Name, Password, Confirm Password, Email, and Confirm Email; and 'Select your account options' with checkboxes for 'Hide Username From Public' and 'Send email notifications and newsletter', and a 'Create New Account' button.

**STEP 4**

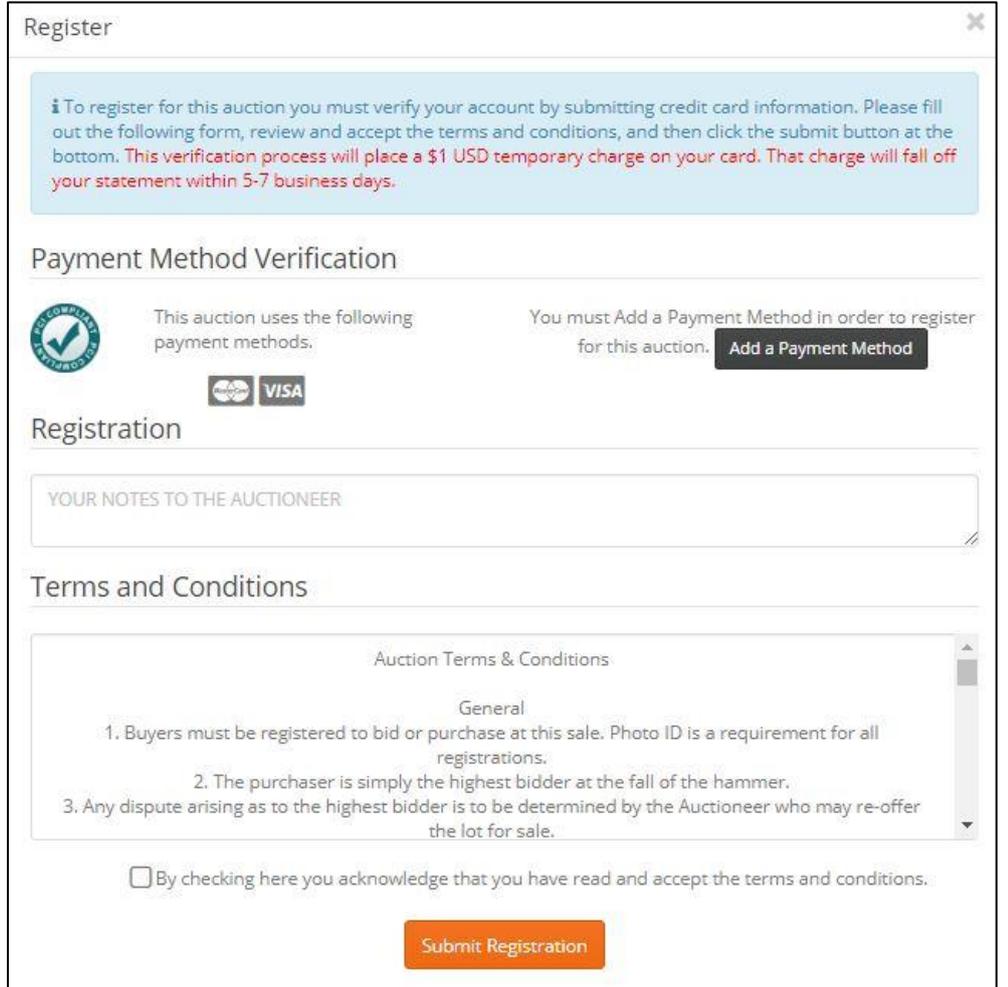
Select OK



**STEP 5**

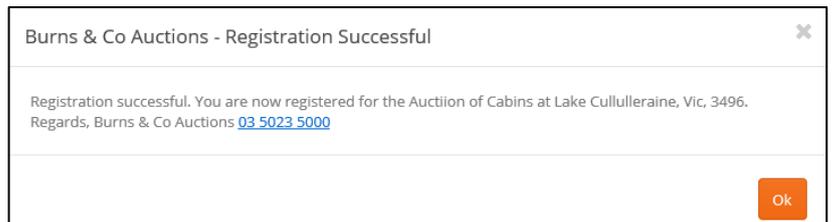
You will need to enter details of a current either Visa or Mastercard by selecting Add Payment Method.

READ carefully and accept the Terms & Conditions of sale by checking the box. And select 'Submit Registration'



**STEP 6**

Select 'Ok'



**STEP 7**

You can now select the orange 'Bid' button on the items you wish to buy. You will need to confirm your bid, the item will then turn green when winning the maximum bid or red when you have been out bid.

