

# HI-BID ONLINE BIDDING INSTRUCTIONS

## Create an Account:

- Go to [metzgerauction.hibid.com](http://metzgerauction.hibid.com) - *This will take you to all Metzger Online Auctions that are open for bidding*
- Click on Login/New Bidder at the top of the page
  - Click the orange “New Bidder?” button
  - Enter your email address, twice
  - Click “Check Email”
  - Fill in your Name, Address, City, State, Zip Code and Phone Number
  - Choose username
  - Enter your password
  - Click on Create New Account
  - A Welcome screen should appear – Click OK
  - Once you are finished making your account, your name will replace the Login/New Bidder button at the top of the screen

***You are now ready to choose the Auction you want to bid in!***

## To be approved to bid in a specific auction, follow these easy steps:

- Click the orange “Register to Bid” button under the auction you want to bid in
- This will ask you to enter a payment method. You **MUST** enter a debit/charge card in order to bid.
  - **This card will be charged \$1.00 to make sure it is a valid card; this fee will fall off your account after a couple days.**
  - **We WILL NOT charge your card if you are the winning bidder**
  - **IF YOU ARE THE WINNING BIDDER YOU MUST CALL THE OFFICE IMMEDIATELY: 260.982.0238 TO ARRANGE SIGNING PURCHASE DOCS & SUBMITTING EARNEST MONEY**
- Once you have entered your payment information you can add an optional message to the Auctioneer
- Then click the empty box to Acknowledge the Terms and Conditions
- Click the green “Submit Registration” button
- A message should pop up telling you that you have been registered!

***You are now ready to Bid in that specific auction!***

***If You Are the Winning Bidder You Must Call The Office Immediately: 260.982.0238 To Arrange Signing Purchase Docs & Submitting Earnest Money***

*Once you complete the payment information, you won't need to enter it again to register for other auctions, you will just have to click the empty box to Acknowledge the Terms and Conditions and the green “Submit Registration” button!*

If you are dormant, Hi-Bid will log you out for your protection. If this happens, Click on Login/New Bidder at the top of the page, enter your email and password and click the green “Log On” button and enter your information.

***Happy Bidding!***

**Please let us know if you have any questions that we can help with  
260.982.0238 or [info@metzgerauction.com](mailto:info@metzgerauction.com)**