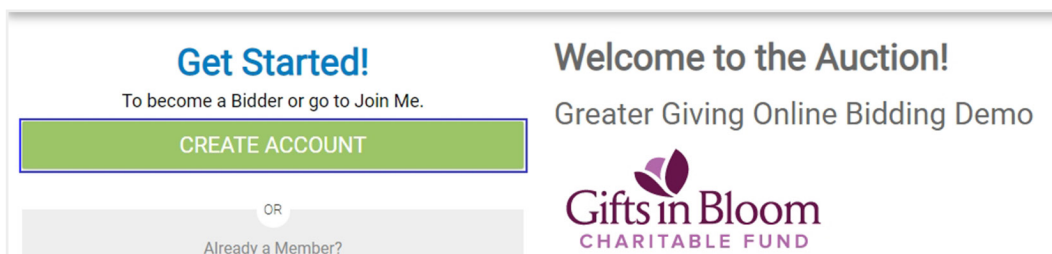


## How to Register to Bid

- 1 View the Online Bidding page by using the link provided by the organization.
- 2 Click on the "Start Bidding" button in the upper right corner of the page.



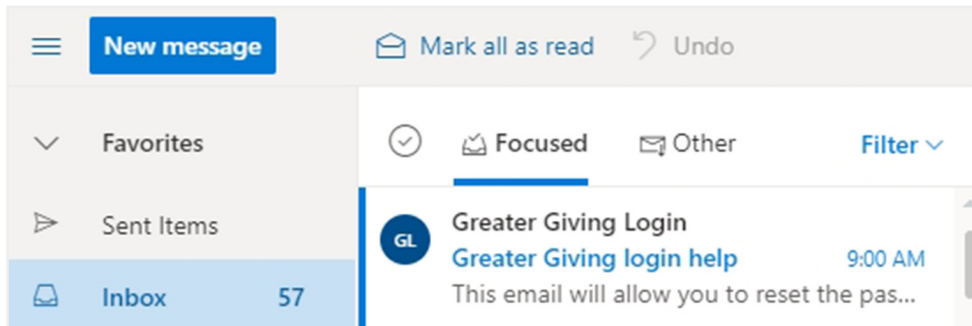
- 3 Create an account or log-in to an existing account. If you don't have an account already, click the green "Create Account" button on the left side of the page.



- 4 On the next screen, enter your email address in both fields and click the Recaptcha box confirming you are not a robot before clicking Confirm.

- 5 The next screen will ask you to verify your email to continue registering.

- 6 Check your inbox for the email address that was entered on the confirm email page. The email will be from "Greater Giving Login"



– If you don't receive an email, check your spam or promotions tab. You can also click the "Resend Email" button on the Verify Email page if needed.

- 7 Within the email you received, click the provided link to verify your account.
- 8 The link will connect you to building out your bidder account information.
- 9 Use your email address as your Username.
- 10 Create a password for your account. The password must be at least 7 characters in length and contain at least 2 non-alphabetic characters and 2 non-numeric characters.
- 11 Enter your name and address.
- 12 Enter your phone number. **In order to receive text messages from Online Bidding, please include your Mobile Phone.**

- 13 Enter your credit card information.

Address 1 ★  
1920 NE Stucki Ave

Address 2  
#140

City ★  
Hillsboro

State or Province ★  
Oregon ▼

Postal Code ★  
97006

Country  
United States

- You will only be charged if you make a donation or are the winning bidder on an auction package.
- Greater Giving is a PCI-Level 1 Compliant credit card processing company. Your card information is securely stored and then removed from our database after the event.

- 14 Confirm all information is correct and click the green “Create” button at the bottom of the page.

← Review Account Information ✓ OK

Card Number

Expire Month and Year (MM / YY)

Card Holder Name

Security Code  
(What's This?)

BILLING ADDRESS IS DIFFERENT THAN SHIPPING ADDRESS

CREATE

Unparalleled Support

Secure and Reliable

All-in-one Solution

- 15 Your account is now created! Click the green gavel to start bidding in the auction or make a donation.

