

## instructions

- Visit paulfoshauctions.com and hover over the 'auctions' tab in the menu bar, then select 'current auctions'.
- Select 'Log In/Register'. If you have previously registered to download a legal pack, this will be the same email/password. If not, select 'Click here to sign up for free'.
- Enter email, password, title, names and telephone number.
- An email will then be sent to you asking to confirm email verification.
- Select 'Activate Account' in the email and then select 'Confirm Activation'.
- Select 'Profile' or, if you land back on the list of properties, select 'My Account' then 'Account Details'.
- Complete any further details if necessary. You DO NOT need to add in your passport or driver's licence number.
- Select 'Add/Edit' under Identification Documents section. Here you will need to upload a form of ID (passport/driver's licence) and confirmation of address (utility bill/bank statement).
- Once your documents have been uploaded, select 'Save' at the bottom of the page.
- Go back to the list of properties for the auction. Scroll to the lot that you are interested in and select 'View/Bid'. Then select 'Authorise To Bid'.
- You will have to accept our T's and C's, as well as your details, before then entering your card details.
- Once the active card check is completed, you are then fully registered to bid when bidding opens.