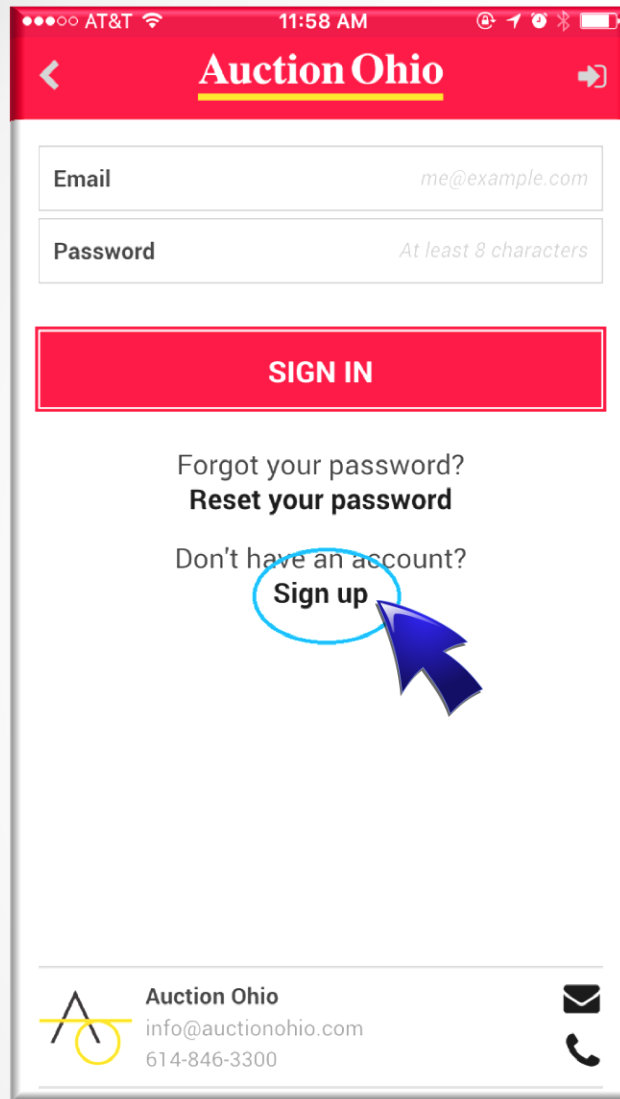# STEP ONE

Once the app is downloaded from your app store,

Click on the icon in the upper right hand corner.

STEP TWO

If they do not have an account with the app.

Click on the text "Sign Up".

*Some people may be familiar with Auction Ohio and have an online bidding number with our website AOauctions.com **This app is SEPARATE from our website and they will need to create an account with the app.**
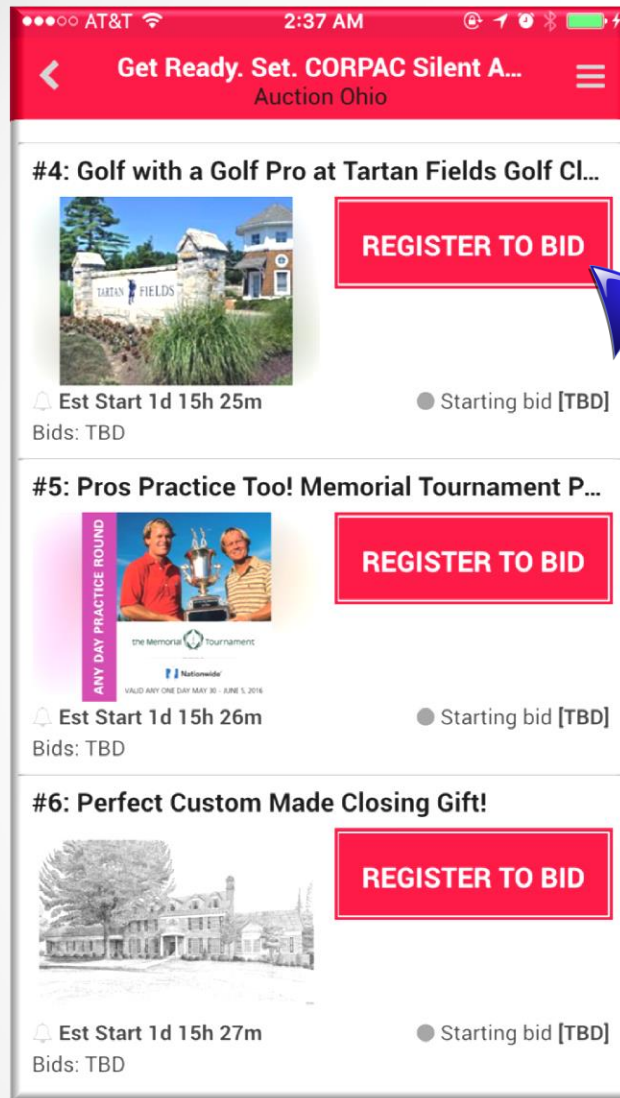
STEP THREE

To create an account with the app,

Fill Out the required fields of first & last name, email, create a password, then click "CONTINUE".

*They can choose to click the "email notification box. If the do they will receive emails when they are outbid in addition to the in app notifications.

STEP FOUR

After they click into an auction, they need to REGISTER,

Click "Register to Bid" button on any of the lots.

*Because terms vary from each auction listed on the app, bidders will need to register for each auction they participate in.

STEP FIVE

Registration will require more bidder information,

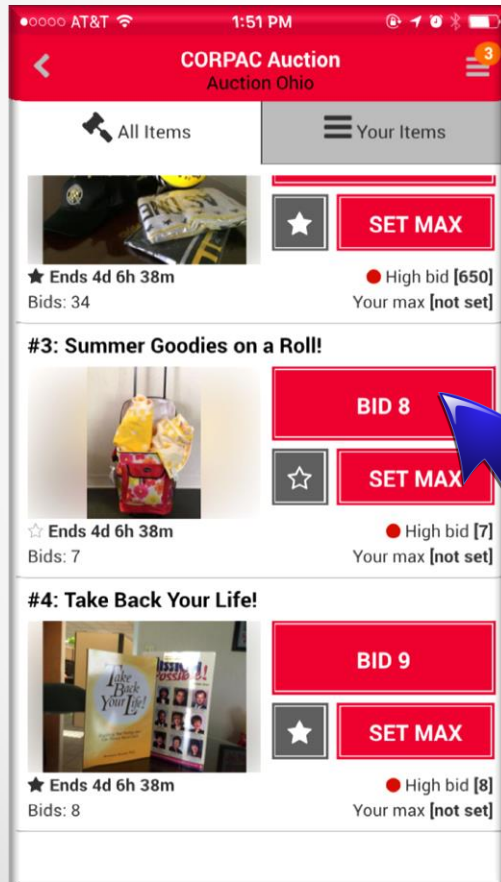Fill Out the required fields of phone, street, city, state, postal code, then click "Continue".

STEP SIX

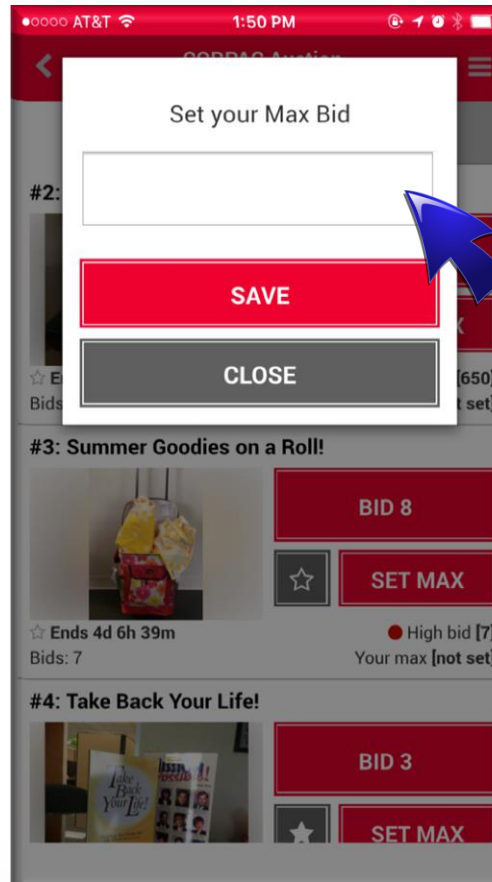Agree to the terms of the auctions,

Check the box to agree to the terms, then click "Continue".
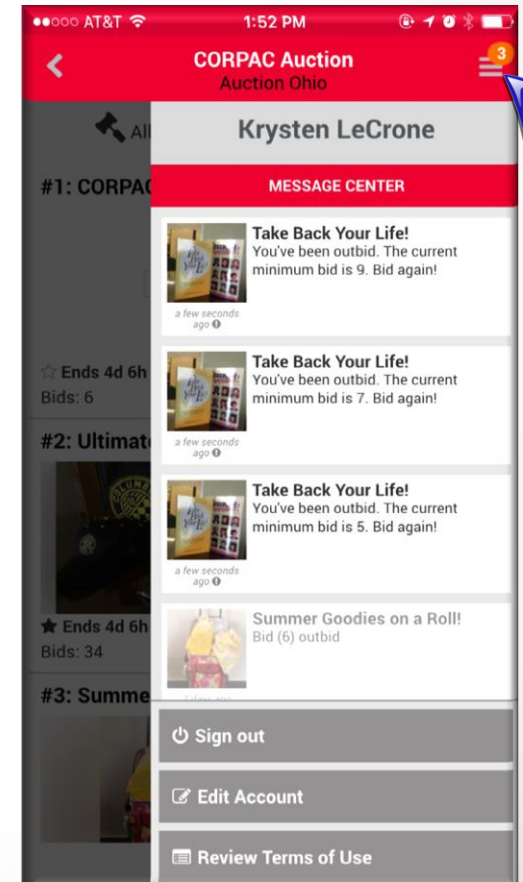
BIDDING INSTRUCTIONS

Scroll through the list of items and double tap **"Bid __"** to place the next required bid for the item(s).

Tap **"Set Max"** set type a maximum price that you are willing to spend on an item. *No decimal needed.

Tap the ☰ (3 bars symbol) to see important **notifications**, like outbid alerts.

BIDDING INSTRUCTIONS

If you tap on a lot, you will see the **full description** and scroll through the **multiple photos**.
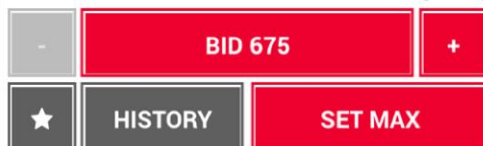
Tap on the **"Your Items"** tab to see ONLY items that you are bidding on and your "star/watchlist" item(s).

When you are currently a **"High Bidder"** the bid button will turn white. Also note what "your max" is set at below.