

## How to Register for our Online Auction

If bidders wish to bid online you will need to register on our online platform first.

To do so:

1. Visit [paulfoshauctions.com](http://paulfoshauctions.com)
2. Select 'online' in the menu bar
3. Select 'Log In/Register' in the menu bar. If you have previously registered for a legal pack, you can use the same email address and password to log in.
4. If not, select 'Click here to sign up for free'.
5. Enter emails, password, title, first name, surname, telephone number.
6. An email will then be sent asking you to confirm email verification.
7. Select the big blue button in the email that says 'Activate Account'.
8. Select green button 'Confirm Activation'.
9. Select 'Profile' or, if you land back on the list of properties, select 'My Account' then 'Account Details'
10. Complete further details including address and solicitors details if you have (although these are not essential at this stage).
11. Select 'Add/Edit' under Identification Documents section. Here you will need to upload a form of ID (passport/drivers licence) and confirmation of address (utility bill/bank statement). You will not be able to bid without uploading these documents.
12. Once your documents have been uploaded, select 'Save' at the bottom of the page.
13. You will then be redirected back to our property page where you can now bid on lots that you are interested in.

If you would like any support in registering or have any further questions, please email us at [online@paulfoshauctions.com](mailto:online@paulfoshauctions.com) or call **01633 254044**.

***Happy bidding!***