

ONLINE ENROLLMENT GUIDE



Welcome to AuctionACCESS®

This guide to online enrollment will walk you through the process of joining AuctionACCESS, **the number one dealer registration network in the world**. AuctionACCESS is your key to more than 225 wholesale auctions and online buying channels across the US and Canada.

While we want to make AuctionACCESS registration as convenient as possible, we do require all registrants to supply proper identification, a number of forms and other documentation. This ensures that only legitimate dealerships, wholesalers and individuals are admitted, thereby maintaining the security and integrity of the wholesale auction environment.

AuctionACCESS® Membership Check List

Before you begin, you'll need the following:

- Company/Dealership Information
- Government Business ID number (EIN for US companies)
- Legal name and DBA name of dealership
- Company type (sole proprietorship, partnership, corporation or LLC)
- Dealer type (automobile, motorcycle, etc.)
- Business type (new, used, lease, wholesale, etc.)
- Lot address and phone number
- All license types required by the state (dealer license, business license, sales tax certificate, etc.)*
- Liability insurance and bond information
- Authorized Signer Information
- Date of birth
- Home address and phone number
- Email address
- Photo ID (drivers license, state issued ID card or a passport)*

*Signifies scanned or electronic documents that will need to be uploaded during online enrollment or faxed to AutoTec at 888-819-5994. Otherwise, documents can be scanned at Dealer Registration at your local auction.

NOTE: State-issued dealer licensing documents must be scanned in or uploaded to the dealership record to complete AuctionACCESS enrollment. Any missing documents may affect the dealership's ability to participate in a sale.

Step-by-Step Enrollment

1. Go to **www.auctionaccess.com**.
2. Select “Enroll Dealership”.
3. **Verification:** Enter security verification word and click Next.
4. **Preparation:** Review needed documents and click Next.
5. **Identification:** Enter dealership data as prompted and click Next.

The “Government ID Type” is either government business ID (US dealership’s EIN) or government personal ID (an owner of a sole proprietorship’s social security number).

6. **Duplicate Check:** The system will verify the dealership record does not already exist in AuctionACCESS. If duplicate record is found, follow the onscreen instructions. Otherwise click Next.
7. **Additional Info:** Enter dealership data as prompted and click Next.
8. **Required Licenses:** Enter license data as prompted.

License types are determined by state requirements for the type of dealership.

9. **Insurance Info:** Liability insurance and bond data may be entered.

Clicking Next without entering any data will skip this step.

10. **Authorized Signer:** Enter personal data for the authorized signer as prompted and click Next.

The first name is the person’s legal name, not a nickname (i.e. “Joseph,” not “Joe”).

Gov’t ID for individuals are SS# (US) or passport # (Int’l).

11. **Duplicate Check:** The system will verify that the authorized signer does not already exist in AuctionACCESS. If duplicate record is found, follow the onscreen instructions and click Next.
12. **Contact Info and the Individual Authorization Letter:** Enter personal data for the authorized signer as prompted. Click the “Digital Signature for Individual Authorization Letter” check box to apply the authorized signer’s digital signature to the AuctionACCESS Individual Authorization Letter and click Next to continue.
13. **Photo ID:** Enter photo ID data as prompted and click Next.

14. **Terms and Conditions:** All the data entered to this point should be reviewed for accuracy (make corrections where appropriate). Scroll to the bottom of the screen and select the check box to apply a digital signature to the AutoTec LLC Application Agreement and the AutoTec LLC Terms and Conditions. Click Next to continue.

15. **Username:** Follow onscreen instructions to create a username, password and security question and answer. Click Next to continue.

16. **Confirmation:** Click Finish to enroll the dealership and authorized signer in AuctionACCESS.

Clicking Cancel will abandon the enrollment process.

17. **Upload Files:** Scanned images of dealership documents may be uploaded from the user’s computer at this time. Follow onscreen instructions to upload documents, or click Skip to skip this step.

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18. **Check email:** New AuctionACCESS member will receive an email with the assigned AuctionACCESS ID numbers at the email address provided during the registration process.

Digital photos of registered individuals for their AuctionACCESS card can be emailed to customerservice@autotec.com.

