


GUIDE TO LIVE BIDDING ONLINE

I. REGISTRATION AT MyLempertz

To register for live bidding, you must first set up a **MyLempertz** account:

1. On our new internet page, you will find the symbol  in the upper right corner.
2. If you have not yet registered, please complete all fields marked with *. When you have done this, "Next" will take you to the next page and finally to "Registration".
3. You will immediately be sent a confirmation email from Lempertz to your given email address.
4. Now confirm your registration in the confirmation email.
5. You can now easily log in to MyLempertz with your given email address and your password.

II. REGISTRATION FOR AUCTION

Registration for an auction can be done via the catalogue page or one of the lot detail pages.

REGISTRATION FOR AUCTION

1. Go to the auction catalogue or the auction in which you wish to bid and click on the blue button "Registration for live bidding".
2. A new window will open. Please confirm the Terms and Conditions and click finally on the blue button "Registration for live bidding".
3. We will process your registration and inform you of the approval by email. We will contact you should we require further documents from you.
4. Following your registration, the blue button on the auction catalogue will now read "To the live auction".

REGISTRATION VIA A LOT DETAIL PAGE

1. When you are on the lot detail page, click on the blue button "Bid".
2. A new window will open. Register through "Registration for live bidding". Please confirm the Terms and Conditions and click finally on the blue button "Registration for live bidding".
3. We will process your registration and inform you of the approval by email. We will contact you should we require further documents from you.
4. Following your registration, the blue button on the auction catalogue will now read "To the live auction".

III. YOUR LIVE BID

- 5./5. When you click on the blue button "To the live auction", you will be transferred to the "Live Auction" page from where you can follow the auction live. If you would like to bid, you must first log in again with your user details by clicking on the blue button "Log in to bid" on the right.
- 6./6. A new window will open. You can now register for the auction with your Lempertz user details. Good luck!