

## Welcome to the Auction House

Here you will find screen-by-screen information designed to help you easily navigate and become accustomed with the bidding process.

### Home Page



The home page directs you to the following things:

- Search for a property, using the left hand search panel search
- Log into the system, so you can bid on properties / respond to EOI
- Using the right side log in
- Register with the site, in order to bid and respond to EOI's.
- Click on "Join" top right and follow the prompts.
- All upcoming auctions for today, and soon to close Tenders/EOI are viewable in the right hand panel. After logging in, you will see this panel change to show only your selected properties of interest

## The Registration Process



### STEP ONE

This is the first step in the registration process.

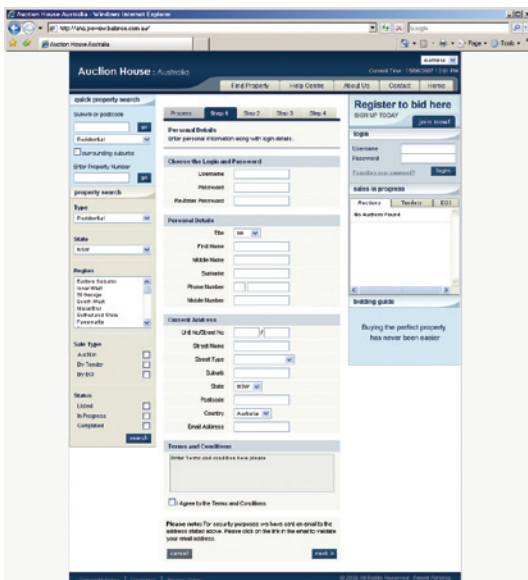
This page describes what you can expect in the registration process.

Registering is essential for being able to bid, as compliance to legislation is required for property auctions.

There are 4 easy steps to become a bidder.

The first 2 steps will allow you to view property in detail.

Whilst the remaining steps allow you to bid online



### STEP TWO

This page is to register your preferred

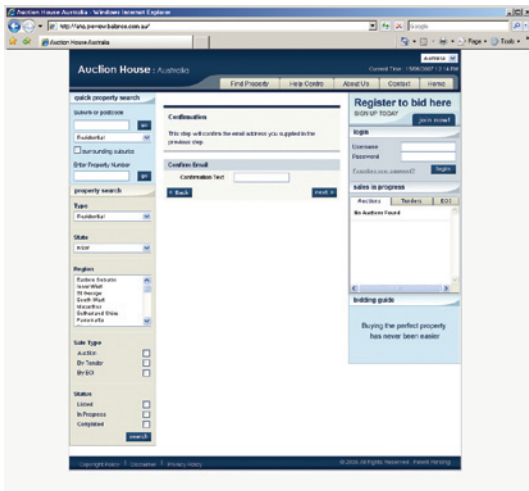
- User Name & Password
- Personal Details (AHA has a privacy policy)
- Current Address
- Terms & Conditions

These basic details are needed for the site registration, and to record your details for compliance with the Bidding legislation.

The following fields are mandatory:

- \* Please, enter a Username
- \* Please, enter a Password
- \* Please, enter a First Name
- \* Please, enter a Surname
- \* You must supply either a phone number or a mobile number
- \* Please, enter a Street number
- \* Please, enter a Street name
- \* Please, enter a Suburb
- \* Please, enter a Postcode
- \* Please, enter an Email

## The Registration Process (Continued)



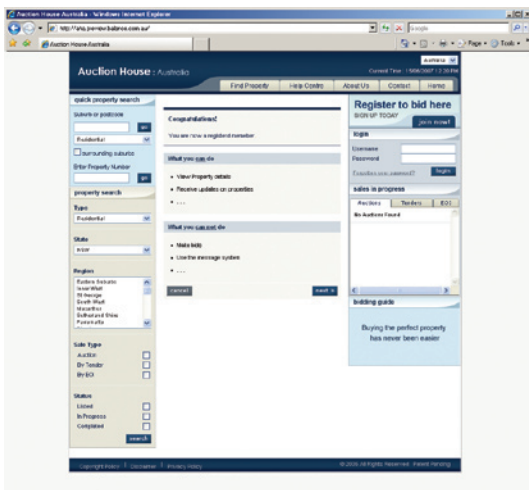
### STEP THREE

Once you have completed filling in your registration details, the system will email the address you entered in.

This email will contain a short security code, which you need to copy and paste into the field provided on this page.

The email could take up to 3 minutes to reach you, so please be patient.

Once you have entered the code, click "next" to finalise your Bidders Registration.



### STEP FOUR

Once you have entered in the code, you will be a Registered User of the site.

To become a Bidder, you must now complete the registration providing information that will be used to automatically verify your personal identity, which is necessary to comply with auction identification legislation.

## The Registration Process (Continued)

The screenshot shows the 'Auction House Australia' website interface. The main content area is titled 'Personal Details' and contains several sections for user information:

- Personal Details:** Fields for Title, First Name, Middle Name, Surname, Phone Number, and Mobile Number. There are dropdown menus for State and Postcode.
- Control Address:** A checkbox 'Do you own the property at your current address?' followed by fields for Land Holders No., Street Name, Street Type, Suburb, State, and Postcode.
- Previous Address:** A checkbox 'Do you own the property at your previous address?' followed by fields for Land Holders No., Street Name, Street Type, Suburb, State, and Postcode.
- Reference Details:** Fields for First Name, Middle Name, Surname, Phone Number, Mobile Number, Land Holders No., Street Name, Street Type, Suburb, State, and Postcode.

On the right side of the form, there is a 'Register to bid here' section with a 'SIGN UP TODAY!' button, a 'Sign In' section with 'Remember Me' and 'Sign In' buttons, and a 'Bidding guide' section with a 'Buying the perfect property has never been easier' message.

### STEP FIVE

Bidders Registration form, used to verify your ID against publicly available databases.

Please complete as much information as possible so you can be automatically validated for Bidding on properties.

If you do not complete this section, you will not be compliant with legislation and therefore unable to bid. Please contact the AHA Administrator (email) for alternative ways of being formally identified, and they will override the system once your ID has been manually confirmed.

Please note, manual ID confirmation could take 24-48 hours instead of 2-3 minutes using the automated system.

## Logging in



Once you have passed the ID verification system, you are now authorised to bid on any property within the system.

The top right panel will show your user name and status as "bidder".

Upcoming auctions can be viewed in the right hand panel, alternatively you may search for other properties using the left hand search bar.

## Searching for a Property



Searching for a property can be done in two ways:

The quick search (blue part of the left panel) enables you to search for all properties within a postcode (and surrounding postcodes) for residential, commercial, industrial, vacant land or rural properties.

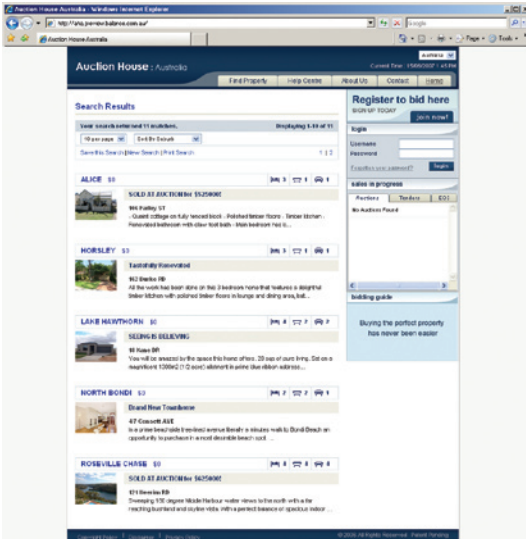
The system will show all properties up for auction in that postcode.

A more detailed search can be undertaken in the middle to bottom part of the left hand panel.

You may select the property type, specific state and suburb within that state, and chose the type of Sale (auction, tender, eoi).

The system will show all properties on the site matching your search criteria.

## Search Results



The search results page lists all the properties on the system that matched your search criteria.

Each property shows overview information about the property including the main image, address, # beds #baths #car spots, and short description information on the property.

For more detailed information on a property, simply click on the property headline.

## Viewing the Property Details



The property details page provides all the information you need about the property up for Auction.

Floor Plans, Terms of Sale and any Virtual Tours can be accessed by the buttons immediately below the imagery of the property.

Additional photographs of the property can be viewed in larger format by clicking on their thumbnails.

More images can be accessed via the arrow buttons to the left and right of the thumbnail images.

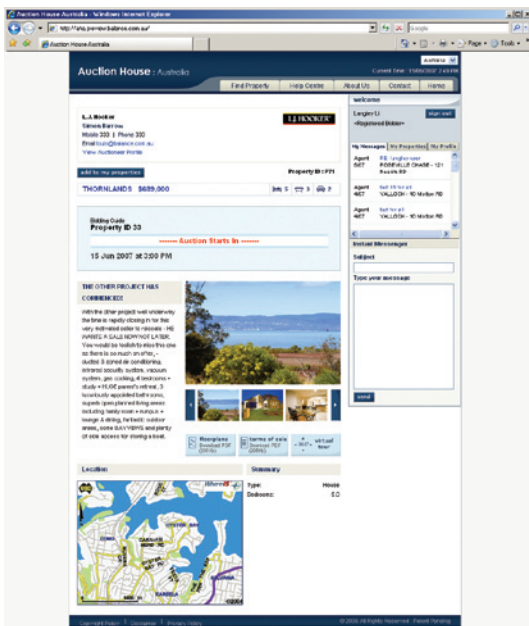
The Real Estate Agency in charge of the property auction has their contact information on the middle top of the screen - contact the agent to discuss the property in more detail, or arrange an onsite visit.

To register to bid on this property, you will need to log in and add this property to your My Properties

NB: A button will show on this page when you are logged in.

A map depicting the location of the property is at the bottom of the page.

## Bidding



Bidding is easy!

When you register to participate in a property Auction, you will get the auction date and time of the properties auction.

Simply log into the site before the time stated on the day of the auction, and in the home page click on the "my properties" tab.

The property you wish to participate in bidding on will be on the tab, and you can click on the link to go to the Property.

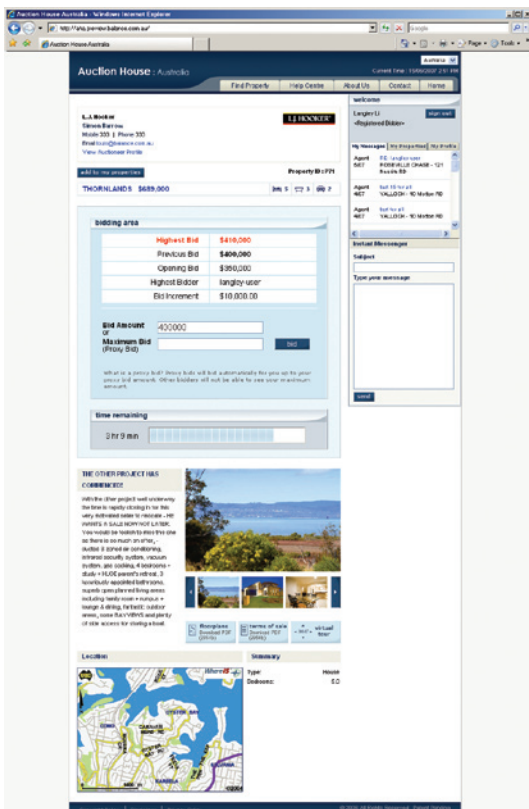
A few minutes before the auction starts, the Auctioneer will message everyone who is participating in the auction.

This message will appear in the right hand panel.

Click on the message to view the full message, respond and ask any question you have before the auction starts.

You can continue to message the Auctioneer during an auction as well.

When the auctioneer starts the Auction, the right panel will automatically change for you, loading the bidding control panel.



### BIDDER CONTROL PANEL

This panel controls all your bidding.

All the information you need is on this panel, and the panel automatically refreshes itself as bids are registered.

To enter a bid, put in a figure (no \$ or commas or cents) in the field next to the "Bid Amount". Click "Bid" to send it to the Auctioneer.

- The system records bids to the microsecond, first in wins

Proxy bid will automatically re-bid for you up to your maximum amount, using the systems pre-set "Bid Increment"

If you enter a bid below the Bid Increment, the Auctioneer can reject that bid. If the auctioneer accepts that bid increment, that becomes the new increment for all bidders.

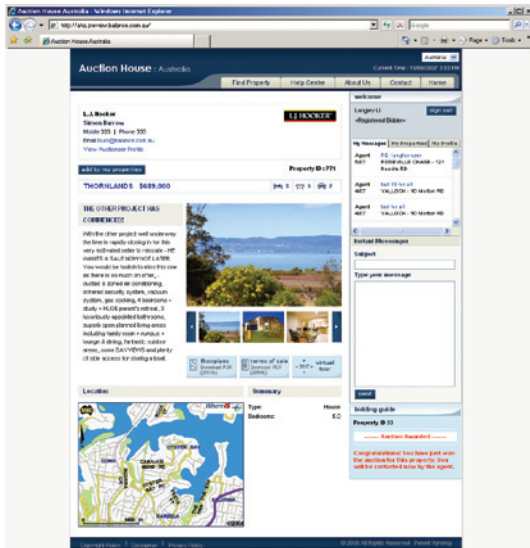
Finally, there is a count down timer at the top of the Bidding Control. This lets you know how long you have left to bid, and can be re-set or shortened by the Auctioneers depending on the Auctions status. When things are coming to a close, this will change colour.

There is anti-sniping technology in the system, so you can't just wait until the last second!

You will know if you are the highest bidder, as your user name & bid total will show in the bidder control bar.

When an Auction is finished, this panel will again change to inform you if you are the winner, if you are not, or if the property has been passed in.

## Bidding (Continued)



When an auction reaches a result, the bottom right part of the right hand panel will display a message stating the auction status:

### Auction Cancelled

- this will show immediately before any bidding starts

### Passed - In

- this will show should bidding time elapse and the reserve is not met, and the auctioneer determines the auction should be passed in.

### Auction Awarded

- this will show immediately once the auction has been won.
- the winner will have a "Congratulations" message
- all others will have a "Missed Out" message.