

# CWS Auctions 'How To' Guide

2017



# Create an Account

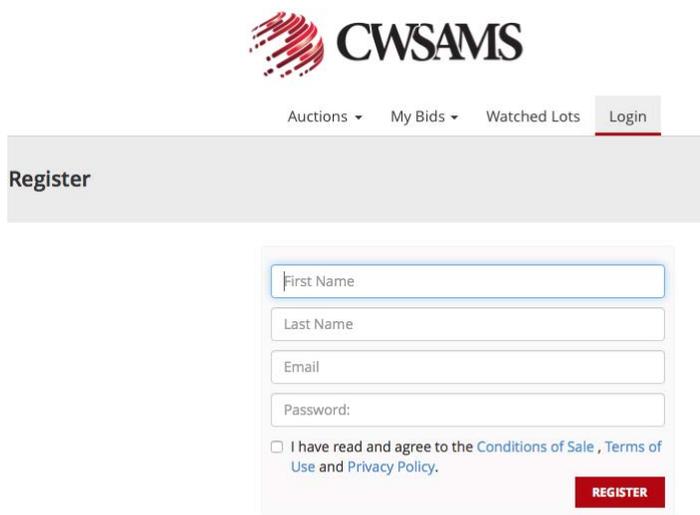
## Desktop

1. Go to "Login"
2. Click on "Not a member? Sign up now"
3. Fill out the information, click on "Register"

## Mobile Device

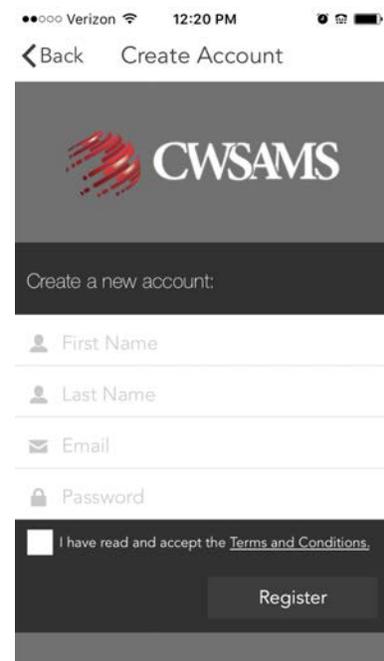
1. Go to the menu, tap on "Login"
2. Tap on "New? Create Account"

### Desktop



The desktop registration page features the CWSAMS logo at the top left. A navigation bar includes links for "Auctions", "My Bids", "Watched Lots", and "Login". A prominent "Register" button is located on the left side. The registration form contains input fields for "First Name", "Last Name", "Email", and "Password". Below these fields is a checkbox for "I have read and agree to the Conditions of Sale, Terms of Use and Privacy Policy." and a red "REGISTER" button.

### Mobile



The mobile registration page shows the CWSAMS logo at the top. The status bar at the top indicates "Verizon" and "12:20 PM". A "Back" button and "Create Account" title are visible. The form includes input fields for "First Name", "Last Name", "Email", and "Password". At the bottom, there is a checkbox for "I have read and accept the Terms and Conditions." and a "Register" button.

# Register for an Auction

1. Go to "Upcoming Sales"
2. Make sure you are logged into your account
3. Click on the "Register to Bid" for each specific auction you wish to bid
4. Fill out the proper information (must have an approved credit card) then click "Register". The credit card information is for verification purposes to ensure we have serious bidders. The credit card will be charged \$1.00 for this process. This is an authorization only and the amount is released after verification.

Note: If any of your purchases include title paperwork (vessels, aircraft...), your paperwork will be in the registered name. If you included a company name in your registration then the title will be in both your name and the company name.

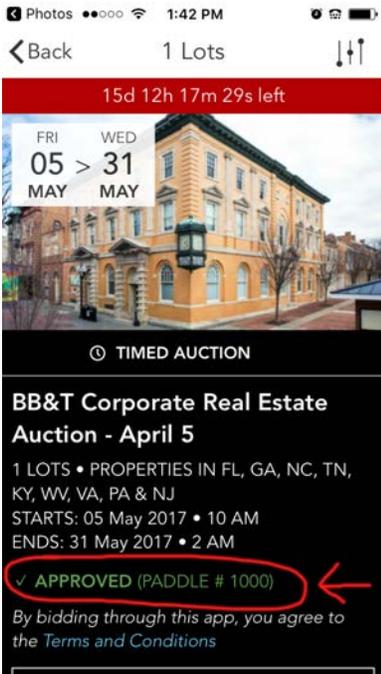
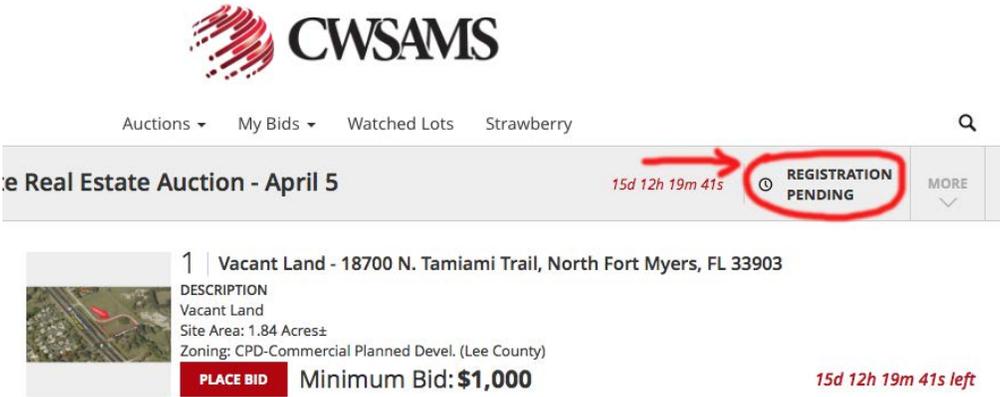
The screenshot shows the CWSAMS website interface. At the top is the CWSAMS logo and navigation links: Auctions, My Bids, Watched Lots, and Login. Below this is a search bar. The main section is titled "Upcoming Auctions" and contains two tabs: "ALL UPCOMING AUCTIONS" and "MY UPCOMING BIDS". A calendar graphic indicates the dates from Friday, May 5 to Wednesday, May 31. The featured auction is a "TIMED AUCTION" for "BB&T Corporate Real Estate Auction - April 5", ending on May 31, 2017 at 2 AM EDT. The status is "NOT REGISTERED", which is circled in red with an arrow pointing to it. Below the title are buttons for "REGISTER TO BID" and "1 LOT". The description is "23 Commercial Properties, Retail, Office & Land".

This screenshot shows the same CWSAMS website interface as above, but the user is now logged in as "Sylvia". The status for the "BB&T Corporate Real Estate Auction - April 5" is now "REGISTERED | PADDLE #: 1000", which is circled in red with an arrow pointing to it. The "REGISTER TO BID" button is now disabled, and the "1 LOT" button is updated to "0 BIDS". The rest of the page content, including the calendar and description, remains the same.

# Bid Deposit

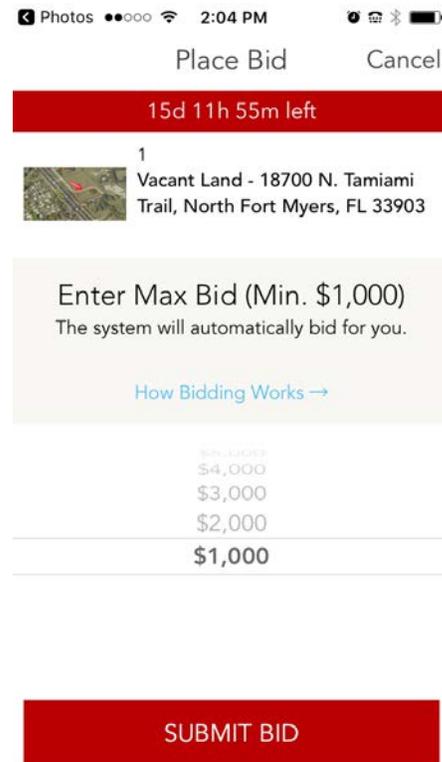
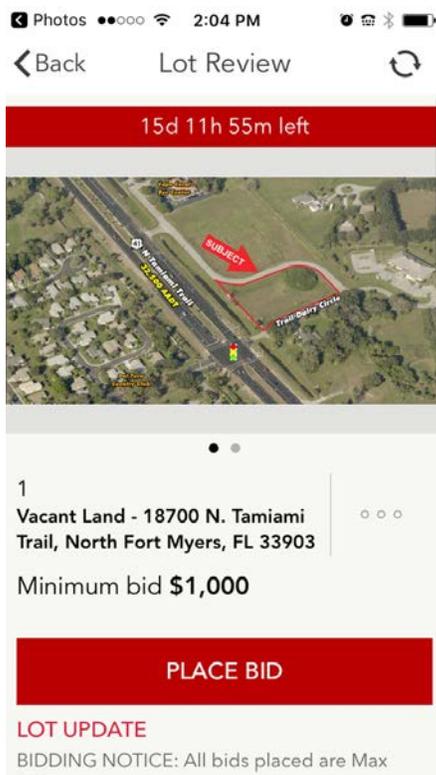
1. If a bid deposit is required to participate, you will see a "Registration Pending" message on your screen. Once your deposit is received, we will send an email letting you know you are approved. If you have downloaded the CWS Auctions App, you will also receive an approval text alert on your mobile device.

If a bid deposit is not required to participate, you will see either "Registered" or a green "Approved" (mobile device) in the auction details if you successfully registered.



# Place a Bid

1. Go to the upcoming auction and click on a lot
2. Make sure you are logged in and registered for the auction
3. Tap on the "Place Bid" button
4. Choose your bid on the picker.
5. Tap on "Submit Bid"
6. The Lot Review screen should now say "WINNING \$0" or "OUTBID \$0 | CURRENT \$0"
7. All bids placed are Max Bids. The system will enter the next bid increment and enter your bid as a maximum bid.  
Example: starting bid: \$1000, bidder enters \$5000  
- system enters \$1000 (Max \$5000)  
**EXCEPTION:** If the bidder enters a bid equal or above the reserve amount as the first bid, then the system will enter the exact bid amount.
8. You may increase your bid but not lower it.

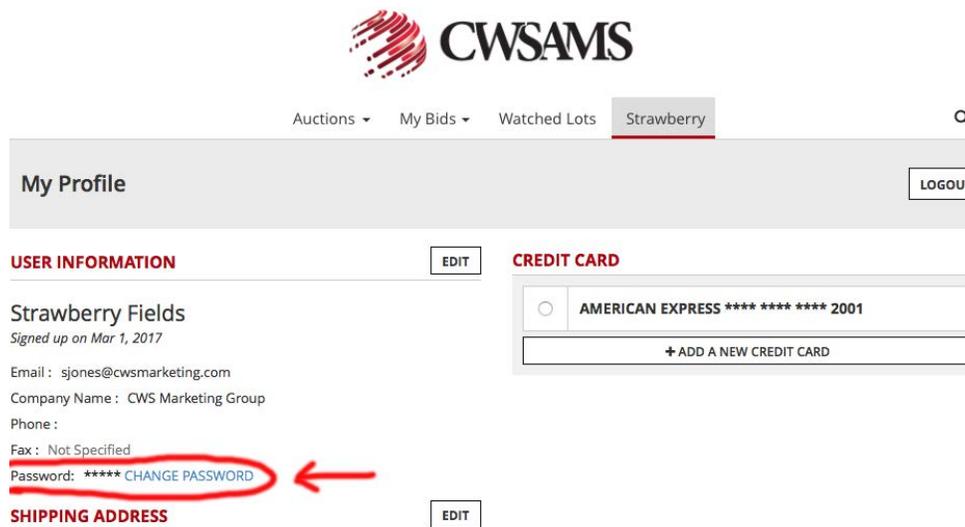


# Forgot Password

1. Go to the "Login" screen
2. Click on "Forgot Password?"
3. Enter your email address and "Submit"
4. You will receive an email to reset your password

# Change Password

1. Go to your "Profile"
2. Click on "Change Password"
3. Enter your current password, then enter your new password
4. Click on "Change Password"



The screenshot shows the CWSAMS user profile page. At the top, there is a navigation bar with 'Auctions', 'My Bids', 'Watched Lots', and 'Strawberry' (selected). Below this is a 'My Profile' header with a 'LOGOUT' button. The main content area is divided into sections: 'USER INFORMATION' (with an 'EDIT' button), 'CREDIT CARD' (with an 'EDIT' button), and 'SHIPPING ADDRESS' (with an 'EDIT' button). Under 'USER INFORMATION', the user is identified as 'Strawberry Fields', signed up on Mar 1, 2017, with email sjones@cwsmarketing.com and company CWS Marketing Group. The 'Password' field is highlighted in red and contains the text '\*\*\*\*\* CHANGE PASSWORD', with a red arrow pointing to it. The 'CREDIT CARD' section shows an 'AMERICAN EXPRESS \*\*\*\* \* 2001' card. The 'SHIPPING ADDRESS' section is currently empty.

# Watch a Lot

1. Make sure you are logged in
2. Go to an upcoming auction and click on the "star" icon, which turns red  
Click on "Watched Lots" to view your watched lots

## Mobile Device

- Tap on the "three dot" icon, which will open a menu
- Tap on "Watch Lot"
- There will now be a star next to the lot number of the lot you are watching

Vacant Land - 18700 N. Tamiami Trail, North Fort Myers, FL 33903

DESCRIPTION  
Vacant Land  
Site Area: 1.84 Acres±  
Zoning: CPD-Commercial Planned Devel. (Lee County)

**PLACE BID** Minimum Bid: **\$1,000**

14d 14h 6m 11s left

# My Bids

1. You may go to "My Bids" to track your bids

Auctions ▾ My Bids ▾ Watched Lots Strawberry

FRI 5 MAY > WED 31 MAY

**My Bids: BB&T Corporate Real Estate Auction - April 5**

14d 14h 0m 56s

**1 LOT**

VIEW MODE CATEGORY 1 PAGE LIMIT JUI

☰ ☱ All Categories ▾ < 1 Go > 36 ▾

1 ★ Vacant Land - 18700 N. Tamiami Trail, North Fort Myers, FL 33903

DESCRIPTION  
Vacant Land  
Site Area: 1.84 Acres±  
Zoning: CPD-Commercial Planned Devel. (Lee County)

**WINNING** **WINNING \$1,000 (Max: \$1,000)**

# Tied Bids

In the case of a tie bid, precedence is given to the earliest bid.

EX: If two bidders bid \$5000, the 2nd bidder will receive a message  
OUTBID | YOU BID \$5000 | CURRENT \$5000.

# Outbid Notices

If a bidder is logged into the bidding page, a message will display on screen OUTBID. If you are logged out of the system, you will receive an email with the subject "You were outbid". Within the email is a link to place another bid. If you have downloaded the CWS Auctions App on your phone, you will also receive a text alert when you've been outbid.

# Sort By

When lots begin to close the lots sort by "Time Left". Closed lots move to the end. When the auction is closed, the lots sort by "Lot Number". Bidders may sort lots by (Lot Number, Low to High, High to Low or Time Left) on the bidding screen at anytime.

# Recommended Browsers

We recommend using the latest version of Google Chrome or Mozilla Firefox for maximum compatibility.

# Auction Soft Close

If a lot receives a bid within the last 10 min. it will remain open for an additional 10 min.

- If any further bidding occurs, the extension timer will reset to 10 min.
- If no further bidding activity occurs, the lot closes when the timer runs out.

Bidders are urged and cautioned not to wait until the final seconds of the auction to place bids. Bids not recognized by the auction software when the time expires will not be accepted.

# Staggered End Times

Lots are staggered to end 2 minutes apart.

EX: Lot 1 is scheduled to close at 2:00pm then Lot 2 will close 2 minutes later or at 2:02pm.

# How do I know I have won a bid?

When the auction closes, each lot will display either SOLD or ENDED.

SOLD indicates the *reserve (if there is a reserve)* was met, a payment email will be sent to the high bidder.

ENDED indicates the final bid did not meet the reserve. In this case, CWSAMS will ask the seller if they will accept the high bid. If the seller accepts the high bid, an email notice confirming the approval will be sent to the high bidder, along with payment instructions.

**Note:** During active bidding OUTBID indicates you've been outbid by another bidder. When the auction closes, OUTBID means either another bidder outbid you or you were outbid by the reserve.