

## Instructions for Bidding at CPCS Virtual Auction

To begin bidding, you first need to register for a HiBid account.

- Click our [auction link](#) to be directed to Kraft Auction Services website. This site lists all our auction items and once registered, allows you to begin bidding right away.
- Click the **Login / New Bidder** link at the top of the page.
- If you've used HiBid before, enter your existing user name/email and password.
- If you have NOT used HiBid before, click the **REGISTER HERE** button:


Login / New Bidder ✕

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[Forgot your password?](#)

Keep me signed in (Uncheck if you're on a shared computer)

**Log On**

This website is powered by 

**Don't have a HiBid account?** [REGISTER HERE](#)

Step 1: Enter your email address twice as prompted

Step 2: Complete your account info. Once entered, you will see a Welcome message:

Welcome ✕


You have successfully created an account. You will be required to register and accept the terms and conditions of each auction separately in order to bid on the auction lots. You can watch a lot without registering for the auction but you will be required to register for the auction if you wish to bid on the lot. Happy Bidding!!

**Ok**





Step 3: On the next screen click **Add a Payment Method** :

**i** To register for this auction you must verify your account by submitting credit card information. Please fill out the following form, review and accept the terms and conditions, and then click the submit button at the bottom. **This verification process will place a \$1 USD temporary charge on your card. That charge will fall off your statement within 5-7 business days.**

Payment Method Verification



This auction uses the following payment methods.



You must Add a Payment Method in order to register for this auction.

**Add a Payment Method**

Finally, check the box to acknowledge that you've read and accept the Terms and Conditions then Submit Registration.

Once logged in, you can click the Bid button on any item to place your bid.