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- Download the BidHub Auction Suite App in the Apple App Store

  Or visit www.bidhub.us and click the "log in" at the top right hand corner of the page
  From this menu, or from within the app, select "CREATE NEW ACCOUNT"

- before you can log in to BidHub\* Select your state, and then your livestock market

  Enter a good email \*You will receive a verification email to this email address that must be verified by clicking the link in your email
- Enter your account number (located at the top left of your seller's checks or buyer's invoices)
  Enter your last name or ranch name EXACTLY as it appears on your checks or invoices. If you have problems with this, ask your livestock market how they have your last name in their computer system. Pay attention to special characters, "LLC", or "Ranch". Often time these are included in how they have your last name in their computer system. Pay attention to special characters, the last name field of your seller profile within your livestock market.
- a good password

## Inding Multiple Sellers/Buyers Names

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This feature is most often used for husbands and wives who both sell under their own names, people who have sold/purchase history under their ranch name and their personal name, or customers who have purchased/sold under children or grandchildren's names. They often want all of their information in one log in. This feature allows them to toggle between "names" but still have all of their history within one BidHub log in.

- Once logged into your BidHub Account within the app, click the account gear at the bottom right of the screen. Scroll down to "Add New Client to your account"
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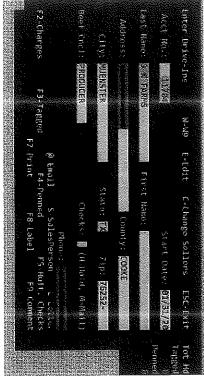
- Enter your state, market, and the account number of the additional name you wish to add (get this account number from the livestock market, or at the top left of your seller's checks or buyer 's invoices)
- last name field of your seller profile within your livestock market. Click "add client" Enter your last name or ranch name EXACTLY as it appears on your checks or invoices. If you have problems with this, ask your livestock market how they have your last name in their computer system. Pay attention to special characters, "LLC", or "Ranch". Often time these are included in the

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You can now toggle between accounts to review sales records and buyer's purchases

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- Below you will find a word document to update with your market's phone number or ow you will find a word document to update with your market's phone number or contact information. We suggest printing this document and attaching copy to each check or invoice you distribute to your customers and buyers. These simple steps will allow them to create a username and password on
- If you have an active Facebook or business website, making regular posts or sharing information from our Facebook also seems to to your business page also engage your customers and buyers on our features
- Another suggestion that has been found to be helpful is adding a message at the bottom of your checks and invoices (done so in utilities≯defaults≯sale defaults) that encourages seller's and buyer's to ask you about BidHub's online portal for seller's and buyer's records.
- customers Another suggestion that has been found to be helpful is highlighting the customer ID and the "last name" field on checks/invoices for easy discovery for
- 0 It is important to note that when creating an account on BidHub, it will request a "last name or ranch name." In order for customers to have access they must put in the last name/ranch name exactly as you have it input in the Dhrystone last name field. See attached screen shots below. This customer would input 11704 for his Customer ID and "3 K Farms" for his last name/ranch name. Pay special attention to those customers you have with an "LLC" or "Ranch" or any other special characters at the end of their last name. Those will also have to be included in their last name/ranch name entry to create an account.



- In the BidHub platform, you will notice an "email option" in the history tab and the purchases tab of each invoice. When you select "email" the program will instantly email this report to the email that is associated with the account.
- 9 If a customer wants to add more than one customer ID to their BidHub log in, they can do so easily. In the settings menu there is an option to add a new client to their account. All they will need is the customer ID from Dhrystone, and the last name/ranch name. This is most often used for individuals who have history in your Dhystone system under more than one name, a ranch name, a spouse's name, a child's name etc.
- Remember, that with the admin tool, only the admin log in will have access to ALL records in your Dhrystone database. easily pull reports, view their sales information from any sale, or review a buyer's invoice for any day without having to be day without having to be in the office to do so You can use this tool to quickly and

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