

Adding your NZFL Account to your bidr Profile

Step-through guide



Registering with 1x account in your bidr Profile

- If a user has one account in their bidr profile, bidr's registration defaults to that account.
- If a user has more than one account in their bidr profile, the user is required to select their preferred livestock company to charge through for that specific auction.
- For a user with one account, it would look like this:

Register for Auction

Please select the account that you intend to register under for the Upcoming Auction

Account Name	Account No.	Account Status
My Account Name	AGENCY_ONE-12345	Approved ✓

Please Select your NAIT number as part of your auction registration

123456 ✓

Add New NAIT Number

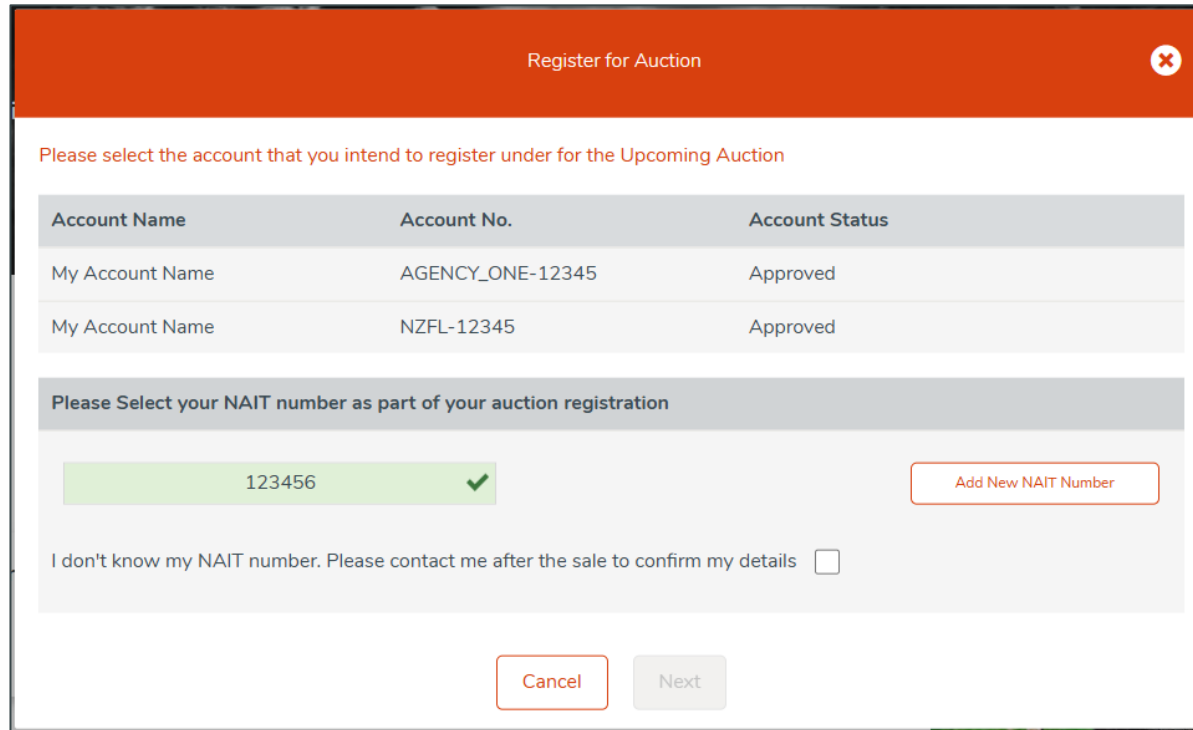
I don't know my NAIT number. Please contact me after the sale to confirm my details ☐

Cancel

Next

Registering with 2x accounts in your bidr Profile

- For a user with more than one account, it would look like this:



The screenshot shows a web form titled "Register for Auction" with a close button (X) in the top right corner. The form has a red header bar. Below the header, there is a instruction: "Please select the account that you intend to register under for the Upcoming Auction". This is followed by a table with three columns: "Account Name", "Account No.", and "Account Status". The table contains two rows of data. Below the table, there is another instruction: "Please Select your NAIT number as part of your auction registration". This is followed by a text input field containing "123456" with a green checkmark to its right. To the right of the input field is a button labeled "Add New NAIT Number". Below the input field, there is a checkbox with the text "I don't know my NAIT number. Please contact me after the sale to confirm my details". At the bottom of the form, there are two buttons: "Cancel" and "Next".

Account Name	Account No.	Account Status
My Account Name	AGENCY_ONE-12345	Approved
My Account Name	NZFL-12345	Approved

Please Select your NAIT number as part of your auction registration

123456 ✓

Add New NAIT Number

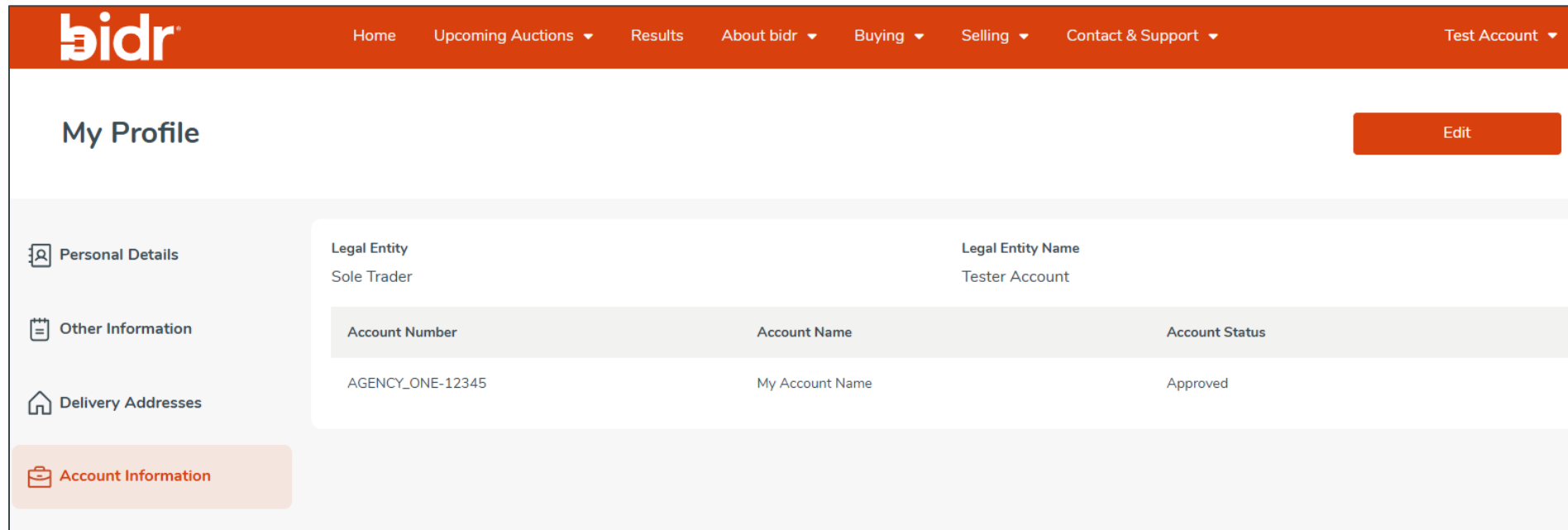
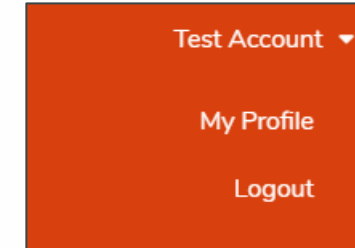
I don't know my NAIT number. Please contact me after the sale to confirm my details ☐

Cancel Next

- The account must be selected by the user before being able to progress with registration for the sale.

How to add another livestock account to your bidr profile

- **Step 1:** Login to your bidr profile
- **Step 2:** Go to “My Profile” (found in the dropdown beneath your name)
- **Step 3:** Under “Account Information”, you can view all accounts in your bidr profile. Select “Edit” to add another account:



How to add another livestock account to your bidr profile

- **Step 4:** Select “Add Another Account”

Account Details

Legal Entity*

Sole Trader

Legal Entity Name*

Tester Account

An agency account is required to register and place bids in an auction.
Approval of your trading account is completed by your agency. We will notify you when your trading account has been approved.
Please note: Your trading account number can be found on your latest invoice, or by getting in contact with your respective agency.

Agency *

Agency 1

Account Number *

12345

Account Name *

My Account Name

Remove

Add Another Account

Cancel

Save

How to add another livestock account to your bidr profile

- **Step 5:** Select “NZ Farmers Livestock” from the Dropdown of partner agencies, enter your account number and details before selecting “Save”

Account Details

Legal Entity*

Sole Trader

Legal Entity Name*

Tester Account

An agency account is required to register and place bids in an auction.
Approval of your trading account is completed by your agency. We will notify you when your trading account has been approved.
Please note: Your trading account number can be found on your latest invoice, or by getting in contact with your respective agency.

Agency *	Account Number *	Account Name *	
Agency 1	12345	My Account Name	Remove
Agency *	Account Number *	Account Name *	
NZ Farmers Livestock Ltd	12345	My Account Name	Remove

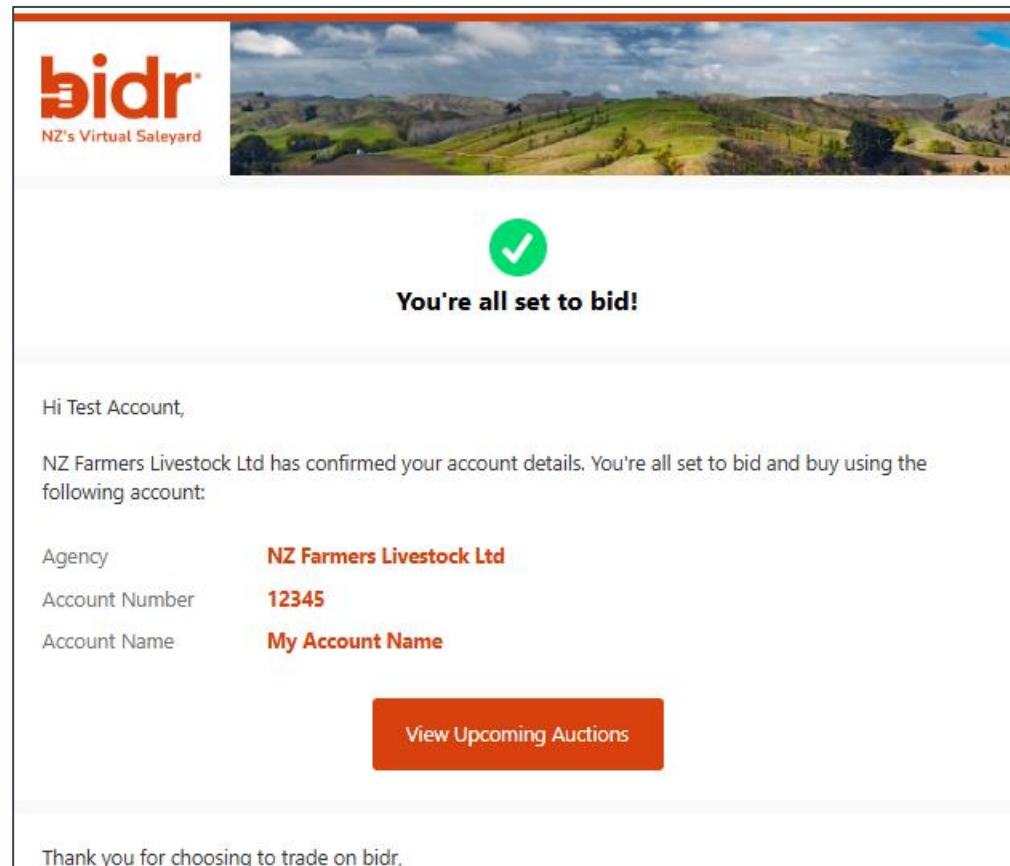
Add Another Account

Cancel

Save

How to add another livestock account to your bidr profile

- **Step 6:** NZFL will immediately be sent a notification of your account request on bidr. Once approved, you will receive an email from bidr that your account is live. (Example below)



Thank you

