

Instructions for how to Place your Job:

Placing a job on The Bid Board is not only free, but takes only a few minutes to complete, and can be done in the comfort of your home or business. Once your job is on The Bid Board, you may begin receiving bids from service providers to complete your job. During the auction time, you will never be called on the phone regarding your job, and you remain anonymous throughout, unless you decide to provide information to a bidder.

- 1) From the left navigation button, click on Place your Job. This will take you to the login page. Fill out the form and select Homeowner/Consumer from the drop down menu, and click the login button.



- 2) If this is your first time to login, click on New Homeowner/Consumer. You will go to the registration page. Complete the registration form, including creating a password.



As part of the registration form, you will be asked to provide your name, address, phone number and email address. This information will never be shared with others. The email you use will be how we inform you that your auction is over and if you have any emails from bidders. Your email and all other information other than the state and county you reside in will remain confidential throughout the auction period, unless you specifically provide the information. Not until you select the service provider, will a bidder know your identity.

- 3) After you have successfully registered, login.
- 4) If you have previously registered, you will bypass this page and go directly to the Place your Job page.



- 5) Fill in Job Title. Make this short and memorable. Your job will be known by the title you enter.
- 6) Although it is not required, you may enter one or two images to help bidders understand what your job is all about.
- 7) Adding images is much like adding an attachment to typical internet email. Place your cursor in the image 1 window. Click the browse button and search for the image you want to download from your computer. Repeat in the next image window if you are including more than one image.
- 8) By using the Job Type drop down menu, select the best job type matching your job. This will help those bidding find your job more quickly, if they specialize in your job type.
- 9) In the Job Description Box, type in the information you want those bidding to be aware of. Include whether or not you have the material, or include the dimensions of an area you want painted. The more information you provide the better bids you will receive.
- 10) You will now be able to view your job on The Bid Board.



During the bid period, you may receive emails requesting additional information. Even though you can be emailed, you remain anonymous unless you give the information out.

When the bidding period ends, we will contact you via email providing all bid activity for your job. At that point, you are free to select any bidder you choose.

To assist you in managing your activity, we provide you with your own My Bid Board page. Your activities can be viewed as well as email messages you have received.

