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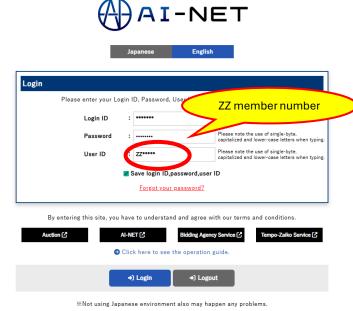
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You cannot change your registration between 26th and the end of the month



Registering a New User ID

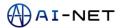


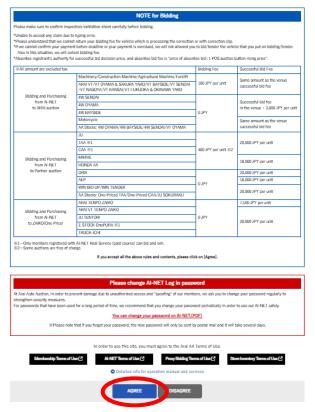
1

You must log in with your administrator ID to change your plan.

Administrator ID corresponds to your ZZ member number.

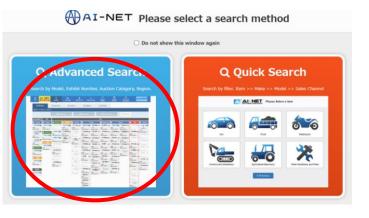
(e.g., Administrator ID is ZZ123456 if your member number is 123456.)





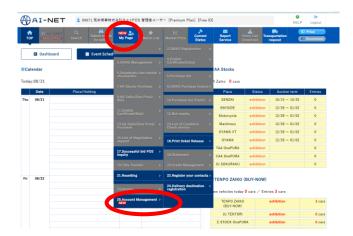


Click "AGREE".



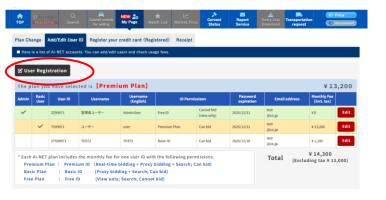


Click "Advanced Search".



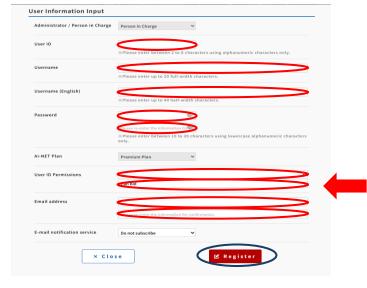


After logging in, click "Account Management" on My Page.





Click "Add/Edit User ID" and then, click "User Registration".





When the User Information Input screen appears, update the user's information as needed and then click "Register".

Select a plan and whether the user can place bids or has view-only access in the "User ID Permissions".



7

Please check that your information is correct, click **"OK"**.

Please note that if you select a higher plan, your registered credit card will be charged shortly after clicking "OK".

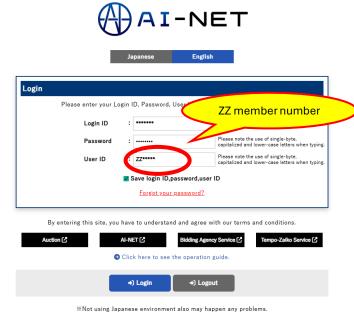




You can confirm user ID has been updated in this message.



Changing a plan for user ID

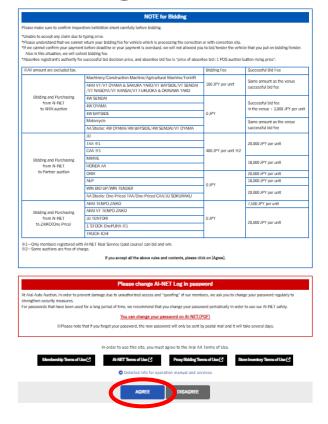


1

You must log in with your administrator ID to change your plan.

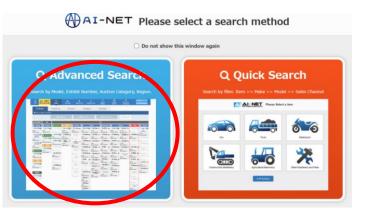
Administrator ID corresponds to your ZZ member number. (e.g., Administrator ID is ZZ123456 if your member

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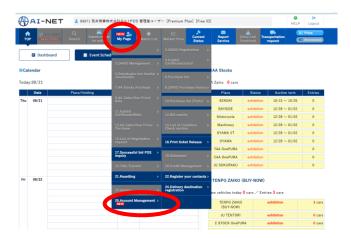


2 Click "AGREE".

number is 123456.)

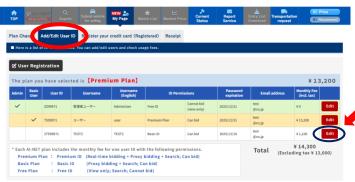


3 Click "Advanced Search".



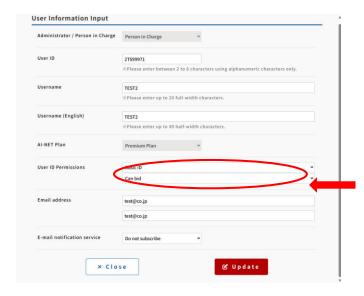


After logging in, click "Account Management" on My Page .



(5

Click "Add/Edit User ID", and then click "Edit " corresponding to the user ID for which you want to change the plan.



(6)

When the User Information Input screen appears, update the user's information as needed and then click "Update".

Select a plan and whether the user can place bids or has view-only access in the "User ID Permissions".



(7)

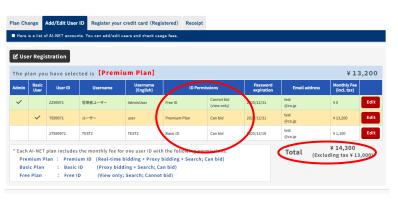
Please check that your information is correct, click "**OK**".

Please note that if you select a higher plan, your registered credit card will be charged shortly after clicking "OK".





You can confirm user ID has been updated in this message.





You can confirm user ID has been updated in this message

 \sim checkpoints \sim

- · ID Permissions
- Total

Deleting a User ID

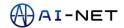


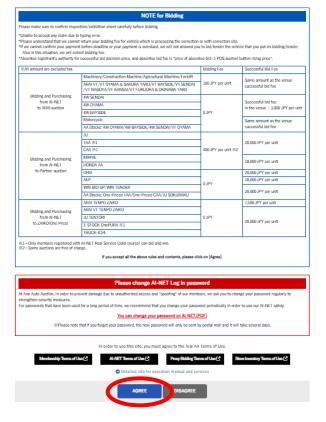
(1)

You must log in with your administrator ID to change your plan.

Administrator ID corresponds to your ZZ member number.

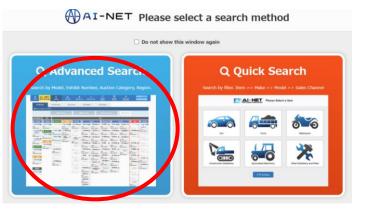
(e.g., Administrator ID is ZZ123456 if your member number is 123456.)





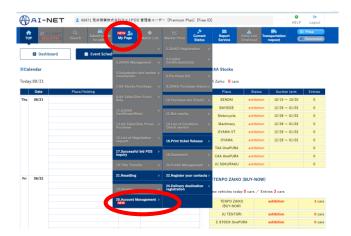


Click "AGREE".



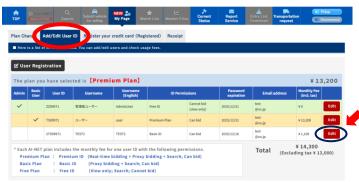


Click "Advanced Search".



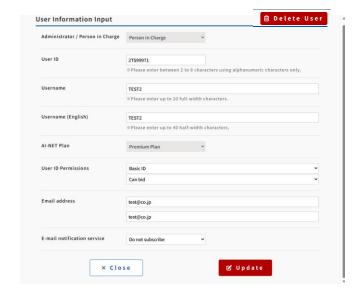


After logging in, click "Account Management" on My Page .



(5

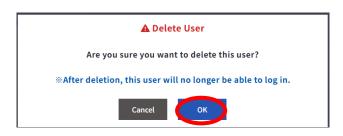
Click "Add/Edit User ID", and then click "Edit " corresponding to the user ID for which you want to change the plan.



(6)

When the User Information Input screen appears, click "**Delete User**" at the top right.

You can't delete administrator user ID and basic user ID.



 $\widehat{7}$

Please read the message, then click "**OK**".

Please note that you can't log in with the user ID after clicking "OK".



8

You can confirm that the user ID has been deleted in this message.