AutoCommercial.co.uk – Agents User Guide

Creating an Agents Account:

1. Select: *Sign in/Create account*
2. Select: *Create Account Here*
3. Complete *Full Name, Mobile and email address*
4. Account Type: Select *Agents*
5. Complete *Company Name, website address and address*
6. Create a password – at least 6 characters including a number, lower case and upper case letters.
7. Check box to agree our terms and conditions
8. Select: *Create Account*
9. You will receive an email (if you don't, check junk) asking you to confirm your email address and once you have confirmed your address, you can sign in by entering your email address and password.

Creating a Business or Property for Sale Listing

1. From the Dashboard (ie the screen when you sign in which can also be accessed from My Account) select *Listings for Sale – Create New Listing* and then select *+Create New Listing*
2. Complete the Create New Listing form:

    - Listing Type: Select *Property or Business*
    - Property or Business Type: Select *Property or Business Type*
    - Location: Select *location*
    - Confidentiality:

      Select *Confidential* if you want to follow the AutoCommercial process where the listing is anonymous and no contact details are provided. Registered

Buyers can request more information and you will receive a Profile of the Buyer together with their contact details and confirmation that any information provided will be covered by the AutoCommercial NDA. You can then decide how to respond.

Select *Contact details provided* if you want to include your contact details in the listing or provide a link to the details on your own website which include your contact details.

- Listing Summary

  Here you can type details of the Business or Property or you can copy and paste from your own Business or Property Details. (To paste use Control V).

  If you want to include a link to the Business or Property details on your own or another website type the Text you want appear (eg More Details), highlight it and click the Insert/edit Link icon above the Summary box (second from the right), copy and paste the website address of the details into the Url box. The Text to display box fills automatically, leave Title blank and change Target from None to New Window followed by Ok.

- Payment Type

  Select: *Pay online* to pay by credit card online

  Select: *Pay Administrator* if you have already paid or wish to pay in some other way including by credit card over the phone. The Administrator will make contact with you.

- Select: *Create Listing*

- Once payment has been made and the listing has been approved by the Administrator, the listing will go live.

Requesting information on confidential listings on behalf of Clients

To request information on confidential listings which do not include any contact details an Agent must first add the Client to their account. This can be done either by disclosing the name of the Client or on the basis that the Client is confidential.

1. From the Dashboard (ie the screen when you sign in which can also be accessed from My Account) Select *Buyer Clients – Add Client* followed by *+Add New Client*

2. Complete the Add New Client Form

    - Client Company Name, Client Contact Name, Telephone Number and email address. This information is for your own records and your Client contact details are not disclosed to Sellers.

    - If you also want your Client Company Name to be withheld from Sellers Select *Confidential* rather than *Not Confidential.*

    - Select: *Next Step*

    - Complete the Add New Client form providing as much information as possible to persuade Sellers to make contact. This information will be made available to Sellers when you request more information.

    - If the Client is confidential leave the Client website blank and complete the rest of the form on an anonymous basis whilst providing as much information as possible to persuade Sellers to make contact.

    - Select: *Next Step*

    - Complete your Clients Acquisition Criteria Select *Business, Property or Business and Property.*

    - For Businesses Select *Type of Business, Location and Turnover* – multiple selections can be made.

    - For Properties Select *Type of Property and Location* - – multiple selections can be made.

    - Select *Finish*

3. Once the Client has been added you can then request more information on any of the Confidential Listings where there are no contact details. In addition, you will also receive details of any new properties or businesses meeting your Clients criteria as soon as they are added to the website.

Business or Property Required Listings

To advertise your Clients specific business or property requirements you will need to have already added the Client as described above.

1. From the Dashboard (ie the screen when you sign in which can also be accessed from My Account) Select *Client Requirements – Advertise New Requirements* followed by *Advertise New Requirement Here*

2. Complete the Create New Requirement Listing form:

- Choose from your Clients: Select *appropriate Client*

- Company Name: *Should be auto completed with your Company name*

- Requirements: Select *Business or Property*

- For Business: select *Type of Business, Location and Turnover* and for Property select *Type of Property and Location.* Multiple selections can be made.

- Listing Summary

  Here you can type details of the requirement or you can copy and paste from your own Business or Property Details. (To paste use Control V).

  If you want to include a link to the Business or Property details on your own or another website type the text you want appear (eg More Details), highlight it and click the Insert/edit Link icon above the Summary box (second from the right), copy and paste the website address of the details into the Url box. The Text to display box fills automatically, leave Title blank and change Target from None to New Window followed by Ok.

- Check the box to confirm your agreement to treat any information provided under the terms of the AutoCommercial Agents and Buyers NDAs.

- Payment Type

  Select Pay online to pay by credit card online

  Select Pay Administrator if you have already paid or wish to pay in some other way including by credit card over the phone. The Administrator will make contact with you.

- Select *Create Listing*

- Once payment has been made and the listing has been approved by the Administrator, the listing will go live.

3. The listing will be visible to all users of the website and they will see your Clients Company profile (either on a confidential or non-confidential basis depending on how you added the Client to your account) together with your contact details.