AutoCommercial.co.uk – Sellers 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 *General*

5. Create a password – at least 6 characters including a number, lower case and upper case letter*s.*

6. Check box to agree our terms and conditions

7. Select: *Create Account*

8. 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 confidential 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 details on a website which include contact details.

- Listing Summary

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

  If you want to include a link to the Business or Property details on 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.

3. The listing will be visible to all users and if you selected Confidential to go through the AutoCommercial confidential process, Buyers registered with the AutoCommercial website will be able to request more information. Alternatively, if you provided contact details in the listing or via a link, Buyers will make direct contact.