How do I add a new user?

To add a user, perform the following steps:

1. Go to www.bidsync.com and click My Account in the upper right hand corner of the page.

2. When the BidSync login page is displayed, enter your Username and Password, then click Login.

3. When the Home page is displayed, click on the Manage users icon.

4. The Manage users page will display a list of users associated with your account. You have two options for adding a new user.
   a. To set up a user from scratch, click on the New User button located on the right side of the page.
   b. To use an existing user profile as the basis for the new user, locate the user name in the table and click on the Copy icon located on the right side of the page.

5. Once you've filled out the profile, enter your Password and click Save. The user will be added to the account and can log in.
6. To log out, click Logout in the upper right hand corner of the page.