

Auction Access - Registration Process for New Dealerships and New Buyers

Information

Article Number 000005496

Article Type Procedure

Title Auction Access - Registration Process for New Dealerships and New Buyers

Purpose & Scope

Provide the list of documents needed for a dealership and individual buyer to enroll with AuctionACCESS.

Procedure

AuctionACCESS membership is available to licensed vehicle dealerships or companies selling at wholesale auto auctions and their authorized representatives and agents only. To use AuctionACCESS, an individual must have an active AuctionACCESS membership and written authorization from their associated company. In addition, their company must also have an active AuctionACCESS membership.

All dealerships/individuals wishing to do business with Manheim must maintain an **active account** with **AuctionACCESS**. This means that all required documents must remain current. Failure to maintain up-to-date documents will result in the loss of the ability to buy/sell at Manheim auctions until the required documents are provided. Please refer to **Knowledge Base Article # 5446** for information about uploading current documents.

Required Information For The Dealership To Enroll

1. The AuctionACCESS **Registration Application** must be completed and **signed by the Owner** for the dealership to obtain a 5 MILL number. The word "**Owner**" must appear in the "Title" field located on page 2. The application may be obtained from the **Forms** area on **www.AuctionAccess.com**
2. Official Documentation (Licenses) required by the state.
3. Company Name (Legal name and Doing Business As - DBA).
4. Company Type (e.g. Sole Proprietor, LLC, Inc. etc.).
5. Dealership Type (Automobile, Motorcycle, etc.).
6. Business Type (New, Used, Lease, etc.).
7. Lot address.
8. Business Phone Number.
9. IRS W9. (For details, refer to **KB Article # 5438, Manheim W-9 Request**)

Required Information For The Individual To Enroll

1. The AuctionACCESS **Individual Authorization Form** must be completed and **signed by the Representative** for the individual to

obtain a 100 MILL number. The form may be obtained from the **Forms** area on **www.AuctionAccess.com**

2. Government ID (Copy of Social Security card).
3. One of the following forms of identification:
 1. Driver's License.
 2. Passport.
 3. State Issued ID.
 4. Mexican Voter Registration.
4. Home address.
5. Home phone number.
6. Email Address.

Optional Information For The dealership To Enroll

1. Liability Insurance Information.
2. Bond Company information.
3. Scanned files containing license document(s) (e.g. dealer license, state tax certificate).

Optional Information For The Individual To Enroll

1. Government personal ID (SSN, CURP).
2. Scanned file containing the photo ID.
3. Cell phone number.

Individuals can enroll online at SelfService.AuctionAccess.com/#Enroll. All necessary forms can be obtained by going to **www.AuctionAccess.com** > **FORMS > AuctionACCESS Forms**. Each form is available in English, Spanish, or French. Completed documents can be sent to AuctionACCESS by email at the address below.

- **Hours of operation:** M-F 7 a.m. – 8 p.m. EST.
- **Phone numbers:** 1-800-665-2133 (US) 1-205-414-2700 (Outside US).
- **Email address:** CustomerService@Autotec.com.

Adding A Rep To A 5 MILL Account

If a **dealership** needs to add a **representative**, they must download the [Dealership Authorization of an Individual](#) form, have the Owner/Officer fill it out, sign and send it to AuctionACCESS for processing.

Specifying the Role

The Owner/Office must specify the **role** the individual will have for the dealership. (To review what tasks are authorized by each category of permissions, refer to this [Excel spreadsheet](#) from Knowledge Base **Article # 5149**).

The available roles are:

- **Owner**
- **Officer**
- **Rep**
- **Driver (Transporter)**

Removing A Rep From A 5 MILL Account

If a **dealership** needs to remove a **representative**, they must download the [Dealership Removal of an Individual](#) form, have the Owner/Officer fill it out, sign

and send it to AuctionACCESS for processing. Reps are allowed to file this form on their own behalf by putting "**Self**" in the blank for the title of the person making the request.

Comments **Note: AuctionACCESS** ceased creating its **ID cards** effective **October 1, 2019**. More and more dealers have begun using the **AuctionACCESS Mobile App** to identify themselves at the auction. This has made the plastic ID cards outdated.

The move toward a digital interaction is bringing other benefits as well. The mobile app creates a new specialized code (called a "**QR**" or "**Quick Response**" code) each time a dealer logs in to the account. The QR code changes every 30 seconds. This significantly reduces the opportunity for multiple people to be using the same AuctionACCESS account number.

Buyers who don't carry a mobile phone or tablet with them can still present their plastic ID card as a form of identification, but new cards will no longer be issued anymore.

Additional Comments

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