

[www.itex.com](http://www.itex.com)

Enter your username (lowercase) and password ( all lowercase and no spaces)  
You should see your name and business info and your logo in the center of the page  
You will need to click on the search tab.

**ITEX MARKETPLACE** the main page of the market place will list all the items currently for sale by category. You can then select the **Search** option to select the keyword, city, state or area.

**Featured listings** will show you the top listings of the site.

**Recent listing** will show you all the listing by the length of time they have been listed for sale.

**Want Ads** will show you the items that are being looked for.

**Local Directory** will show you the members that are within 50 miles of you.

**Our Members** will show you all of the members that are associated with your office.

**Visitor's Guide** will show you members that will be of interest when you visit that area.

\*When you first login the keyword and location are set up for a local search. To switch to national you must first select the category then the keyword. You can also use the advanced search to narrow your results by area, date and price.

The screenshot shows the ITEX website interface. At the top, there is a navigation bar with links for Home, Search, My Account, About Us, and Contact Us. Below this, there is a sidebar with sections for My Balance, Questions?, and a contact number. The main content area displays account information for MARY JOHNSON, including her name, address, phone, fax, and web. There is also a section for Broker Information with the ITEX logo and contact details for Matt Ring. At the bottom, there are several menu sections: Manage (Add a new Listing, My Listings, My Want Ads, etc.), History (Statement, Balances, etc.), Transactions (Pending Sales, Pending Purchases, etc.), About Me (User Information, Address Information, etc.), Pay Online (Credit Card Payment, Bank Account Payment, etc.), and Marketing (ITEX System Guide, Co-op Advertising Program, etc.).

**ITEX** The Membership Trading Community  
Hello MARY JOHNSON! Log Off

Home Search My Account About Us Contact Us

Brokers

**My Balance**  
Today's Selections  
Post a Want Ad  
View My Account

**Questions?**  
Your Trade Director:  
Jen Ring  
952.898.5156  
Contact Us  
Website  
Refer a Business

**Account Information**

**MARY JOHNSON**  
PO Box 892  
PRIOR LAKE, MN 55372  
Phone: 952.232.9637  
Fax: N/A  
Web:  
Edit

**Broker Information**

**ITEX**  
Member of  
**The Membership Trading Community**  
952.898.5156  
www.itex.com  
Matt Ring  
http://952898.itex.com/

Account #: 309309100  
Account Balance:  
**Balance Available:**

**Manage**

- Add a new Listing
- My Listings (0)
- My Want Ads (0)
- Flagged Listings (0)
- My Business Description

**History**

- Statement
- Balances
- Transaction History
- 1099B Tax Summary
- My Fee Plan

**Transactions**

- Pending Sales (0)
- Pending Purchases (0)
- Authorize a Sale
- Make a Purchase
- Return a Transaction

**About Me**

- User Information
- Address Information
- Change Password
- Tax Information
- My Profile and Blogs
- My ITEX Rolodex

**Pay Online**

- Credit Card Payment
- Bank Account Payment
- Update AutoPay Information

**Marketing**

- ITEX System Guide (PDF - 1,708 KB)
- Co-op Advertising Program
- Hotline (03-Jun-2010 - PDF - 303 KB)
- ITEX Checks
- ITEX Forms