

How to accept a buy it online

- Go the web sit WWW.ITEX.com
- Click Sign in
- Enter your username and password, remember that these will be all one word and in lowercase.
- You should see your logo and contact information in the center of the page.
- Below the contact information should be 3 headers, Manage, History and Transactions.
- Under [Transactions](#) you will see [Pending Sales \(1\)](#)
- Click [Pending Sales \(1\)](#)
- Make sure you still have the item and that the price is correct
- Select Accept or Deny and if you press Deny you must enter a reason in the box, ie: Sold, Wrong price, or what ever reason and then press continue.