

How to accept a buy it online

- Go the web site 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.

How to change your address

- Go the web site WWW.ITEX.com
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- Below the contact information should be 3 headers, Manage, History and Transactions.
- Under Manage you will see Address Information, click that
- Edit address you must select Billing, mailing or location #1 then press go. If you only have one address then ignore this choice and continue down to the address fields.
- Fill out the fields as directed and if you have more then one address **do not** ck the box that says Apply changes to all addresses. Then press [Save Changes](#)

How to delete a want or listing

- Go the web site 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 manage you will click my listings or my want ad
- Select the one you want to remove and click the title
- Select remove from the options at the bottom
- Enter the reason you are removing the item ie: sold or no longer needed and press continue
- The listing or want ad will be removed from the web site.

How to buy it with ITEX

- Go the web site 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.
- Off to the left you will see the heading ITEX Marketplace.
- You will see [Listings](#), click on that and you will see [Featured Listings](#) and [Recent Listings](#).
- If you find a listing you want to buy click the [Buy it with ITEX](#) button. You should see a ck with your information. If the information is correct press [Buy it](#)
- I recommend sending an e-mail with your shipping info immediately after sending the ck so that they will have all the info to ship out the item right away.

How to check your account transactions

- Go the web site 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 History is the title [Transaction History](#) click on that
- The screen that shows up will only show the transactions for the current cycle.
- Just under the title [<< Return to my Account](#) you will see the date which you can change or click on the itty bitty calendar next to it to select the starting date, you may also change the end date which is pre set to today. Press search.
- Trans Type: You can search for each type of transaction. If you click on the down arrow it will give you a drop down menu to choose from.
- You will see the names of the members you have worked with and they will be blue and underlined you can click on the name to see the contact info for that member.
- These listings can also be printed in more then one format.

How to edit your directory listing

- 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 Manage the last option is directory information, click it
- Read and edit the listing, then select the categories that fit with what you offer.
- Save changes

How to get your 1099B

- 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 History you will see 1009B Tax Summary
- Change the year to last year and hit go
- Select the tax information name if you have more then one you'll need do these steps again
- Click on Original XXXX 1099B to see the form (pdf) and print
- Below you will also see the breakdown of your sales

How to list an item for sale

- 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 Manage you will see [Add a new listing](#) click on the link
- After reading the rules and guidelines please click on **I AGREE TO COMPLY WITH THESE RULES**
- Please select a category that you feel is correct
- Location of Item is normally pre-set with your location
- Title: Enter a short description of the item
- Description: Enter in as many details as you want or can provide
- 5 pictures of the item can be added as long as they are with in the size requirements of 100kb
- Re-read what you have typed then press continue.
- Pricing: You can enter a price per item or per lot
- Tax info: This can be left blank
- Contact info: Can be changed to who ever you want to handle the calls and e-mails
- Shipping information: These can be left blank if you don't have the info
- Return Policy: Select the policy that works best for you and a time limit for the returns
- Re-read the information you have provided and then press continue
- It will ask you to pre-view your ad, you can go back and edit or press Done to send the ad to corporate for review and they will post it online.

How to Update AutoPay Info

- 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.
- Below History you will see another header called [Pay Online](#)
- Select [Credit Card Payment](#) / can use a debit card as well
- You will be asked to enter the card type, Visa, MasterCard, Discover, Diners, or American Express
- Enter the card number, CID# and the expiration date, and the name on the card.
- It should tell the current amount due. Enter amount you wish to pay.
- Please fill in the billing address info for the card you are using and the e-mail that is on file with your local ITEX office.
- Click on [Make Payment](#) and you are done, you will get an e-mail to confirm if the transaction went through.

How to pay an ITEX member 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.
- You will want to look below Transactions for the option to [perform a transaction](#), click on that and it will ask for the merchant ID: hit search and then you can enter the account # or name of the ITEX account you want to pay.
- It will then populate a list of members that match your search, make sure you ck the location to ensure it is the right member.
- Once you have located the correct member just click on the blue underlined link that is the merchant ID. Enter in the amount and the description of the service they provided.
- Hit continue and viola you have paid a member.

How to list a want ad

- 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 the listing that says Manage click on the link that says [My Want Ads](#)
- Click the link that says [List a New Want Ad](#)
- After reading the rules click the button that says [I agree to comply with these rules](#)
- Enter the correct category, location, and title
- When entering the description please put in as much detail as you can.
- Pictures must be under 100kb. If you need help I can shrink the image for you.
- Click continue
- Enter the qty and price, and make sure the contact info is correct.
- You can leave the comments blank unless you have something to add, click continue
- If the add looks good press [done](#) and once it's reviewed it will be published online.

How to re-list or remove an item that you have for sale

- 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 manage you will see [My Listings](#) click on this
- You will see your listings in order of which one is the oldest. Listings are active for 14days.
- Click on the title of the ad you which to update, re-list or remove.
- If you want to remove it click remove, make changes then hit continue or just press continue.
- You will be able to make changes to each part of your listing or just hit continue on each page until you get to [Done](#). Once you hit done the listing is active for another 14 days.
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How to look for items online

- Go the web site 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.
- To the right side of the page you will see a header called ITEX Marketplace, click it
- You will see a search box to narrow your search or you can search the featured or recent listings.
- Click on the image of the item you want more information about
You can either buy it with ITEX or contact the person listed on the ad under the Contact Information header.