

Bluecycle User Guides

To Register

1. Go to the Bluecycle home page www.bluecycle.com
2. Click on the **Register Now** link
3. Complete the online form
4. Once your application has been verified, you will be sent your password and asked to pay the one-off registration fee by credit/debit card
5. When your payment has cleared, log in and start bidding!

Log in Buyer

1. To log in as a Buyer you must already be registered with Bluecycle
2. Go to the Bluecycle home page www.bluecycle.com
3. Enter your username and password into the **I'm a buyer** tab on the right hand side of the page and click **Login**.

Log in Seller

1. To log in as a Seller you must already be registered with Bluecycle
2. Go to the Bluecycle home page www.bluecycle.com
3. Enter your username and password into the **I'm a seller** tab on the right hand side of the page and click **Login**.

Log in Failed

1. Check you have entered your username and password exactly as they were given to you when you registered with Bluecycle. The site is case-sensitive, please ensure capital letters are only used where required
2. If the problem persists, contact Customer Services on 0844 8227 800.

Browsing and Searching

1. Once logged in you will be taken to the **Latest Auctions** page, which displays every vehicle at auction excluding Cat B vehicles (unless you are already registered to purchase Cat Bs)
2. The Latest Auctions can be sorted in a number of ways by using the **Refine your search** options on the left hand side of the page. You can search by vehicle type, salvage category, make, model and seller, by clicking the appropriate box
3. Alternatively, the **secondary search** facility titled **Sort by**, located above the top vehicle in the list enables you to search by: closing soonest, newly listed, lowest price first, highest price first and closest to your location (your location can be set by entering your postcode using the set location button)
4. **Quick search** enables you to enter free text to search for something more specific i.e. Black Vauxhall Astra.



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Updating password or view your account details

1. **Log in** to Bluecycle as described above in **Log in Buyer**
2. Select **My Bluecycle** then **My Profile**

Creating Email Alerts

1. **Log in** to Bluecycle as described above in **Log in Buyer**
2. Select **My Bluecycle** then **My Alerts**
3. Choose your **vehicle preferences** and click the arrow to assign your preferences. If you choose **cars** you will be able to select the age range of vehicles, make and model
4. Select **salvage categories**
5. Select **geographical preferences**
6. When you have completed your preferences press **Submit**.

View vehicle details

1. **Log in** to Bluecycle
2. Once you have selected a vehicle in Latest Auctions, click on either the vehicle image or description, this will take you through to the vehicle details page
3. From here you can view images, damage descriptions, vehicle details, latest bids, add or remove the vehicle from your Bidwatch and place a bid.

How to insert vehicles into Bidwatch

Bidwatch allows you to watch and bid on a number of different vehicles from one page.

1. **Log in** to Bluecycle
2. When you have selected a vehicle in Latest Auctions, click on the **Add to Bidwatch** link, or click on the vehicle, from the **vehicle details** page click **Add to Bidwatch**
3. To remove a vehicle from **My Bidwatch**, click on **My Bluecycle** then **My Bidwatch**, select the vehicle you want to remove and click on the **Remove from Bidwatch** link.

Bidding from Latest Auctions, Vehicle details and Bidwatch

1. **Log in** to Bluecycle
2. In any of the above pages enter a bid in the **Single** bid or **Proxy** bid box. To learn more about Proxy bidding please refer to the **Important Information** pages within the **About Us** section of the site
3. Once you have entered your bid, press bid. You will then be asked to confirm your bid, if the value is correct press confirm
4. If your bid value is not recognised you will be given a warning message asking you to change your bid value, simply repeat the process with a different amount.



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Paying for a vehicle by credit/debit card (up to £6,000)

If the vehicle costs more than £6,000 you will be required to pay by Bank Transfer.
This payment process only applies to customers who are not set up to pay by Direct Debit.

1. Log in to Bluecycle
2. Select **My Bluecycle** then **Outstanding orders**
3. Identify the vehicle in your list of outstanding orders that you want to pay for
4. Using the drop down menu on the right hand side select credit/debit card
5. Click Pay
6. Complete the online form
7. To move onto the HSBC payment site click **next**
8. You will now be transferred to the HSBC payment platform, please follow the instructions.

For queries about paying by Bank Transfer or Direct Debit, please contact Customer Services on 0844 8227 800.



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