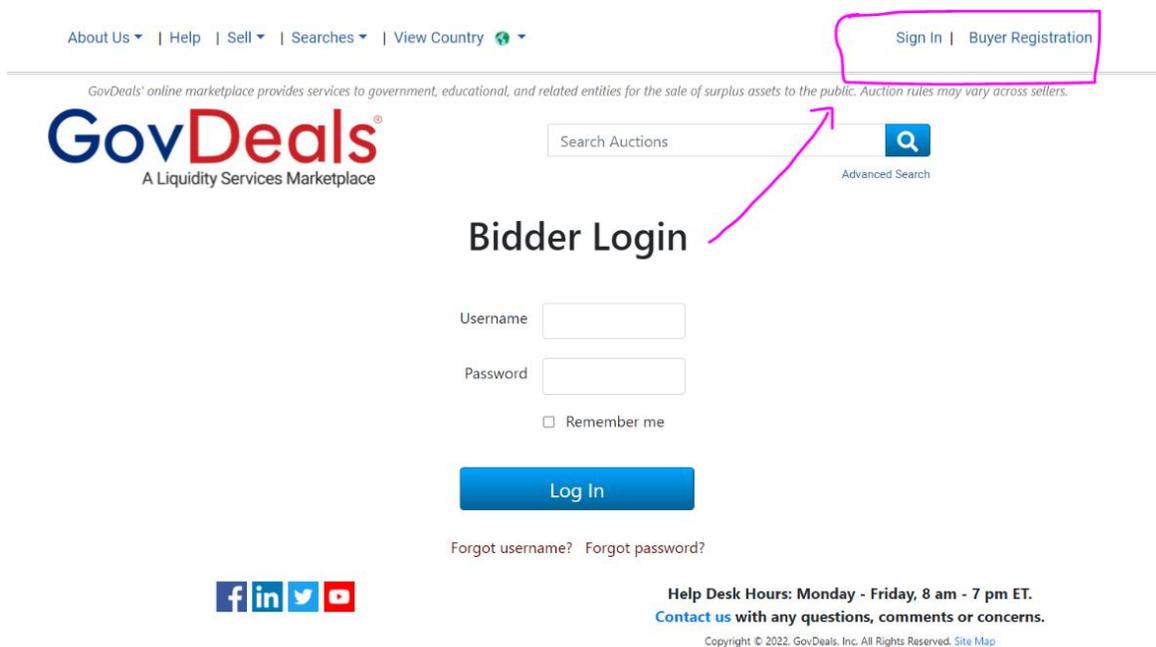


Instructions for Govdeals.com Customer Registration and Subscribing to Community Partner Tier

The County of San Mateo Surplus Property Program offers free surplus equipment to San Mateo County departments, nonprofit organizations, local government agencies, and schools. To request an item for your organization, register for an account with our partnering auction company [Govdeals.com](https://www.govdeals.com) and subscribe to [San Mateo County's](#) Community Partner Tier. Please note that San Mateo County holds the right to remove this asset at any given time for the duration of the auction.

Step 1: Instructions to register for an account:

1. Click on the [GovDeals](https://www.govdeals.com) link and go to the "Buyer Registration" in the upper right corner.



The screenshot shows the GovDeals website interface. At the top, there are navigation links: "About Us", "Help", "Sell", "Searches", and "View Country". In the top right corner, a pink box highlights the "Sign In | Buyer Registration" link. Below the navigation is a search bar with the text "Search Auctions" and a magnifying glass icon. The GovDeals logo is on the left, with the tagline "A Liquidity Services Marketplace". The main heading is "Bidder Login". Below this are input fields for "Username" and "Password", a "Remember me" checkbox, and a blue "Log In" button. At the bottom, there are links for "Forgot username?" and "Forgot password?". Social media icons for Facebook, LinkedIn, Twitter, and YouTube are on the left. On the right, there are "Help Desk Hours: Monday - Friday, 8 am - 7 pm ET." and "Contact us with any questions, comments or concerns." A copyright notice "Copyright © 2022, GovDeals, Inc. All Rights Reserved. Site Map" is at the bottom right.

2. Complete the Account Information and Business Information sections.
3. A temporary password will be sent via email or SMS, with a link to the activation page. Please use the temporary password provided, and you will then be asked to set your preferred password.
 - Note: if you receive an "Error Processing Registration" message during registration, please contact the GovDeals Customer Service team at 1-800-613-0156 option 1, or email them at customerservice@govdeals.com. Request the customer service representative to send you an account verification email to complete the registration.

Step 2: Instructions to subscribe to [San Mateo County's](#) Community Partners Tier:

1. Click on the [link](#) to get the county's auction page
2. Once you are on the page, click on the item you would like to request for reuse. Or click on any item that listed for \$0.00
 - Note: Items listed for \$0.00 are regularly under our Community Partners Tier, and the items listed for \$1.00 or more are under General Public Tier.
3. Once on the page, click on the "Sign In to Place Bid."

**This is a free item.
Login to request this item!**

[Terms and Conditions](#)

Sign In to Place Bid

4. Once you are signed in, if you are under a Community Tier listing, it should take you to the page with the information below on the right half of the page.

**This is a free item.
To accept, please click Request this Item!**

[Terms and Conditions](#)

**This item is located in a tier which requires a
subscription.
This tier requires approval to join.**

Subscribe

5. Click on "Subscribe"
6. To confirm the status of your nonprofit, we require a copy of your organization's W9. Please email it to OOS_surplus@smcgov.org.

San Mateo County Surplus Management program staff will review your application and get back to you via email. Once approved, the system will automatically allow you to request items listed under Community Partner Tier for free.