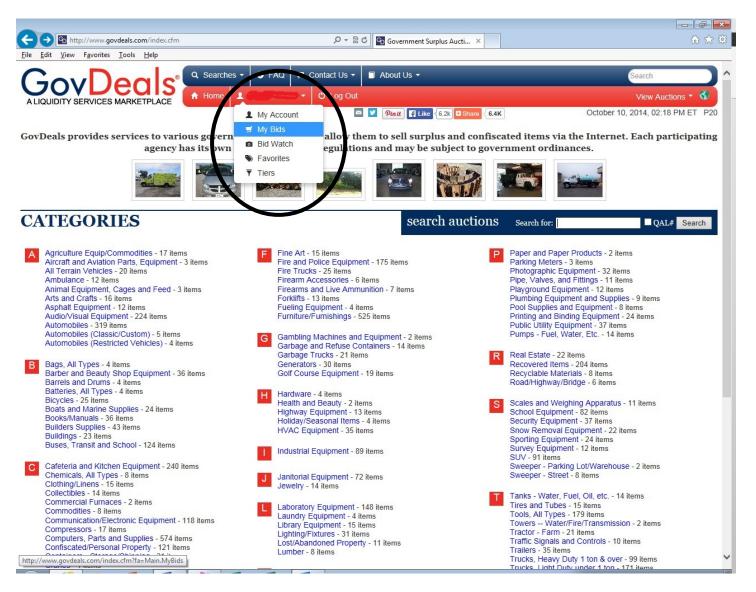# Bidder on line payment instructions
(GovDeals)

When a bidder wins an item or items on "GovDeals, they have the option of paying for those items through the state of Oregon's payment portal, after submitting information through GovDeals. This tutorial details that payment process.
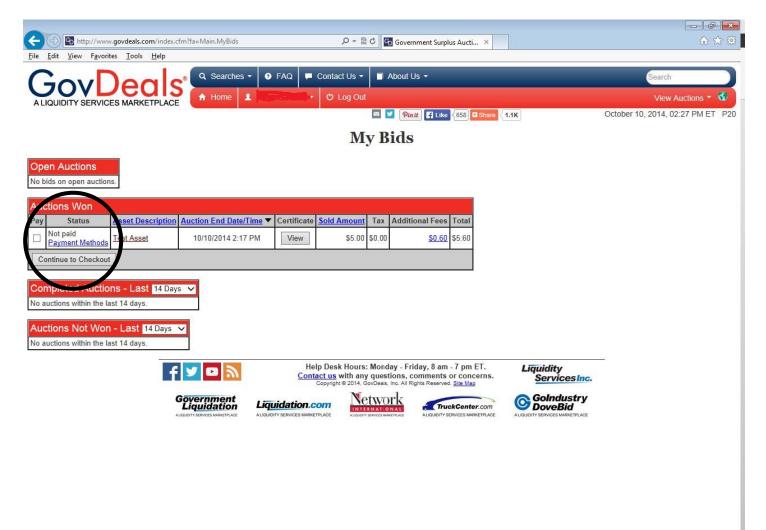
This process has been designed to be easily navigated and user friendly. If you have any questions or concerns regarding the following steps, please call our cashier's office at 503-378-6037.

When a bidder wins an item or items on GovDeals, their respective "won" items will be automatically placed into a queue, so that those items can be paid for on line. If you win the bid while still logged in to Govdeals, you will be automatically taken to the "My Bids" section. If you are not logged in at the time of winning the bid, you will need to navigate to the "My Bids" section to view items won (see below).
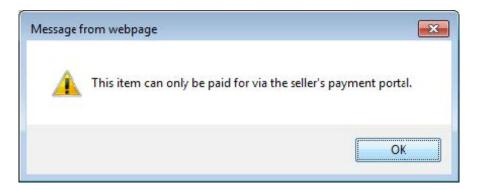

When you arrive at the "My Bids" page, it will show a bidders bid history. The second area down is the "Auctions Won" space. This will list the payment status of all auctions won. This area also includes the Asset Description, Auction End Date/Time, a link to view the award certificate, the Sold Amount, additional fees

(Buyer's Premium), and the "Total" amount for that line item. To proceed to pay for an item, mark the "Pay" check box to the far left, and click on the "Continue to Checkout" button.

A pop up box will appear, stating "This item can only be paid for via the seller's payment portal". This indicates that the bidder will eventually be redirected to the state of Oregon payment portal, rather than the GovDeals payment portal.

You will proceed to an "Invoice Review" screen that details the item(s) to be paid for. There are also options for deleting the invoice, or simply cancelling it. To proceed, press the "Checkout" button. At this point, you will be redirected to the state of Oregon payment portal.

This is what the state of Oregon payment portal looks like. All information from the previous GovDeals screens should appear in this area. Complete this form in its entirety, especially those marked by an asterisk (*). You will not be able to proceed if these fields are not complete. If needed, you can confirm the security of this page by looking for the "http**s**" in the address browser. This indicates that this is a "Secure Socket Layer" portal.

Again, please fill this form out as completely as possible. If you would like to have a copy of the receipt emailed to you, please include a valid email address. Complete the credit card information (all fields are required), and press "Continue".

You will then be taken to the "Payment Verification" page. This is where you will review all of the information entered on the previous page. If you are satisfied that all of the information is correct and accurate, enter the verification code at the bottom of the page (you also have the option to "refresh" this image, or listen to the contents of the verification code). You can also edit the information submitted, or cancel the payment process all together. Press the "Make Payment" button.

You will then be taken to the "Payment Receipt Confirmation" page. Please review that all the information submitted is correct. This document will serve as your receipt for payment. At this time, you can print a copy (Print button in the upper right hand corner), and you will receive a copy to the email address previously entered. If you are satisfied with the invoice, press the "Continue" button in the lower right hand corner.

You will then be taken back to GovDeals. The "Completed Auctions" area should show that your item(s) have been paid for, as well as the date and all other pertinent information. You can now bring your copy of the invoice to the item location, and retrieve your item.

If your item is located at the Salem Oregon Surplus warehouse, the hours for pickup are 1:00-4:00 Monday-Friday, excluding holidays. If the item won is **not** at the Salem warehouse, please contact the property custodian mentioned in the item listing, and arrange a time to retrieve your items. Again, if any problems or questions, please call the Salem Surplus warehouse at 503-378-6020, or the cashier's office direct at 503-378-6037.

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