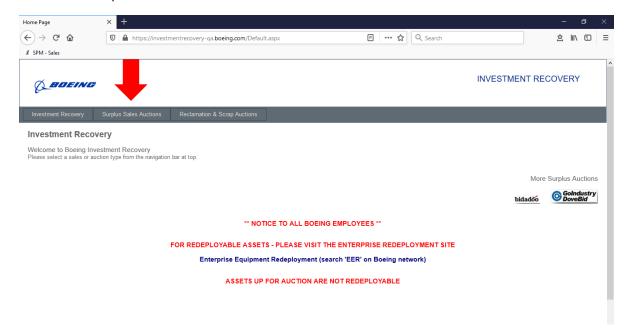
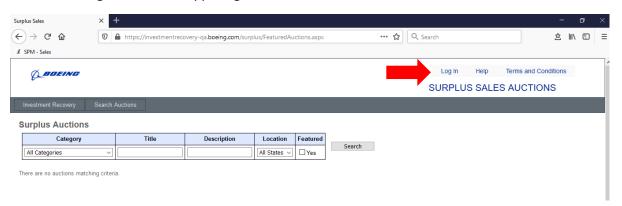
On the investment recovery website (<a href="https://investmentrecovery.boeing.com/">https://investmentrecovery.boeing.com/</a>)

### Click on the Surplus Sales Auction tab



Click on the Log in tab on the upper right corner.



The log in page will appear. From here you can set up an account or request a password reset.

Surplus Sales Log In	
Please enter your username and password. Press the login button to log	in and bid on surplus items!
Account Information	
Username: (Login credentials are case-sensitive)	Fill in these boxes if you already have an account set up.
Password:	REMEMBER: Username and Password are case sensitive!
Log In	
Please add IRDSTechSupport@boeing.com Email account to your spam	filter if you have one.
New User? Register Today! Click here to set up an ac	ccount
Forgot your password? Send my account a new password via email.	Click here to get a new password sent to your email address on file.
Forgot your login? Send my login via email.  Click here for email address	r your username to be sent to your ss on file.
Need to modify your password? Click to change your password	Click here to update your password.  Must know current password and
Help   Terms and Conditions   Privacy Notice	username.

## **Setting up your account**

Fill in your information on the left.

Clicking on the boxes on the left will sign your account email up for email notifications of any auctions listed in the identified categories.

Passwords require at least one lower case letter, one upper case letter, one numerical digit, and one special character from @#\$^+=

Investment Re	ecovery	Search Auctions					
Surplus A	ccount	Setup					
IRDSTechSup	port@boei	ng.com Email account t	to your spam	button to register for the Boeing Surplu filter if you have one. Your password m one digit, and one special character. Val	ust be at least 8 characters, must		
First Name	Heloise •		•	Last Name	Cook	-	
Login	Hcook25		•	Email Address	heloise.m.cook@boeing.com	heloise.m.cook@boeing.com	
Password	•••••	•		Confirm Password	•••••••		
Company	The Boeir	ng Company			like to receive new auction email notifica ne by adding or removing check marks.	ations. You	
Title	IR Staff A	Analyst		Aircraft	Machine Tools		
Phone	40000054	202	_	Aircraft Ground Handling	Material Handling Equipment		
Number	4802251	383		Aircraft Parts	Office Furniture And Accessories		
Address	5000 E M	cDowell Rd	•	Artwork / Prints	Office Supplies		
				Audio Visual Equipment	Office Trailers		
0.4			<b>-</b> ' ¬.	Automotive	Photo And Reproduction		
City	Mesa			Cafeteria Equipment	Plant And Process		
State	Arizona	~		Composites/Chemicals	Raw Materials		
Postal Code	85215		•	Computing	Shop Equipment		
I have read, u	nderstand,	and accept the Terms a	ind	Construction And Electrical	Test And Measurement		
Conditions 2	1			Fitness And Related Equipment			
	Submi	t					

# **Account Edit**

To make any updates to your account information or mailing lists

Investment I	Recovery	Search Auctions	Active Auctions	Won Auctions	Paid Auctions	Lost Auctions	
Surplus A			press the Submit butto	on to save your upd	ated information.		
Update your account information as needed, then press the Submit button to save your updated information.  Select categories and states below if you would like to receive new auction email notifications. You may change your selections at any time by adding or removing check marks.							
Last Name	Cook	•	Aircraft		mposites/Chemicals		ce Supplies
Email Address	heloise.m.cook@boeing.com *		Aircraft Ground		Computing  Construction And Electrical		oe Trailers o And Reproduction
Company	The Boeing	Company	Artwork / Prints		ess And Related Ed		t And Process Materials
Title	IR Staff An	alyst	Automotive		erial Handling Equip	_	Equipment
Phone Number	4802251383	3	Cafeteria Equi	ipment Off	ice Furniture And A	ccessories Test	And Measurement
Address	5000 E McI	Dowell Rd *	Alabama			South Carolina Texas	
			California	Maryland 0	Oklahoma	Utah	
City	Mesa	•	Florida  Georgia		Oregon   Pennsylvania	Washington (State)	
State	Arizona		Click to change you	•	emsyrvania		
Postal Code	85215	•	1				
	Update						
				o change you current user	•		

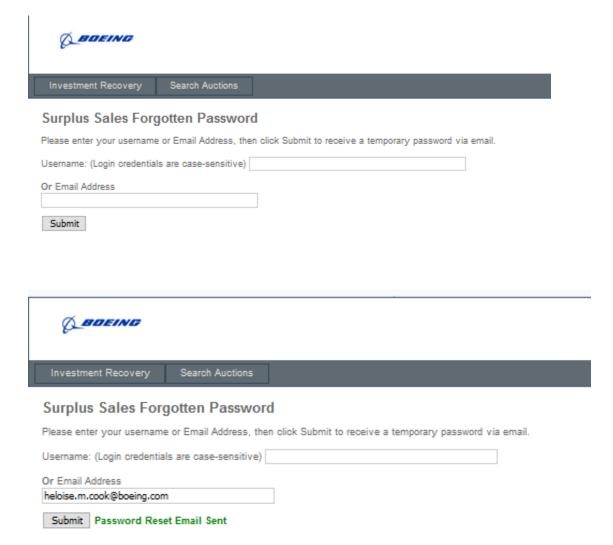
### Forgot your Password?

Click on the Forgot Password link highlighted blue as shown below.

Forgot your password? Send my account a new password via email.

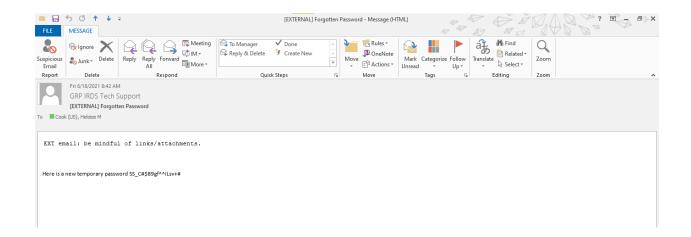


Fill in either your username (case sensitive) or email address to have a new passowrd sent to the email address associated with the account.



Check your email for an email from GRP IRDS Tech Support.

Copy the temporary password as shown (case sensitive) in the log in screen.

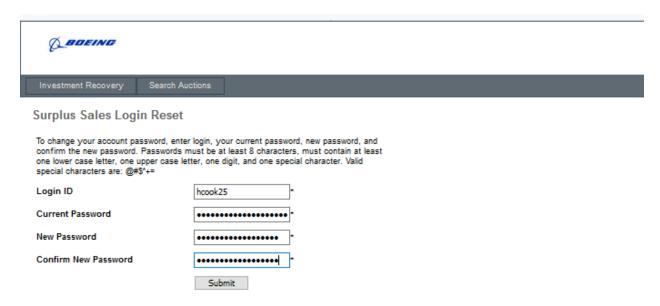


To update the password click on the "change your password" link on either the account screen, or the log in screen.

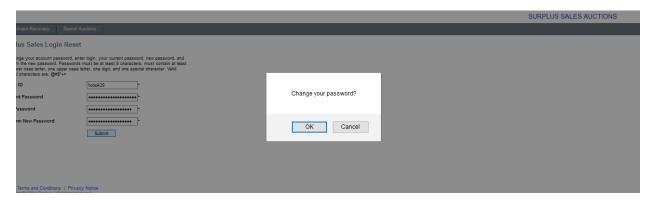
Type in your username (case sensitive), and current password (case sensitive), if a password update was requested use the email sent from GRP IRDS Tech Support email.

Type in a new password making sure to use one lower case letter, one upper case letter, one number digit, and one special character from @#\$^+=

#### Click Submit



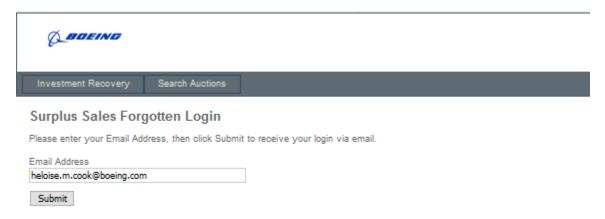
## Click Ok on the pop up box



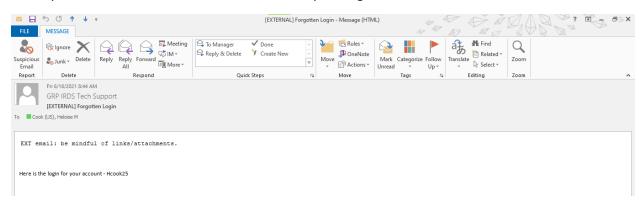
# Forgot Login Name?

Surplus Sales Log In
Please enter your username and password. Press the login button to log in and bid on surplus items!
Account Information
Username: (Login credentials are case-sensitive)
Password:
Log In
Please add IRDSTechSupport@boeing.com Email account to your spam filter if you have one.
New User? Register Today!
Forgot your password? Send my account a new password via email.
Forgot your login? Send my login via email.
Need to modify your password? Click to change your password
Help   Terms and Conditions   Privacy Notice

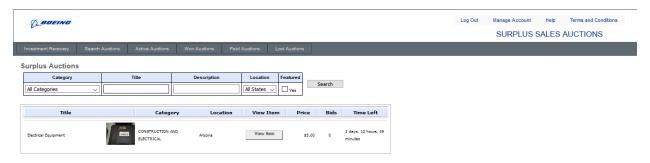
Fill in the email address used to create account. Click on Submit.



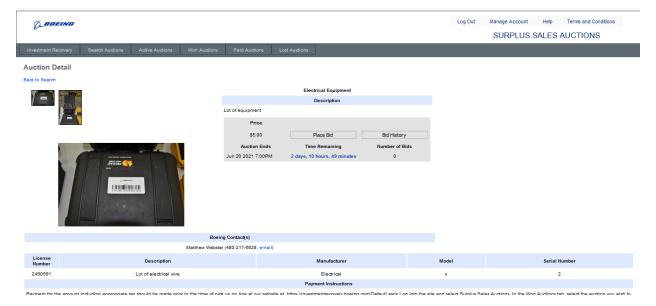
Check your email for an email from GRP IRDS with your Login information.



When logged in the auctions will appear on your screen. You can filter the auctions listed by Category or State using the drop down options in the tabs.



Click on the View Item button to see the asset information and auction details.



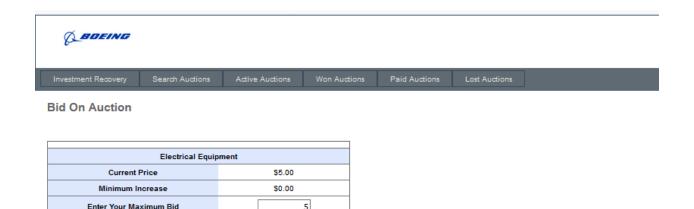
Click on bid history to view information on past bids, and current bid price.

Click on Place Bid to place a bid for an item.

Return

On the Bid on Auction page, the current price and increase price is listed.

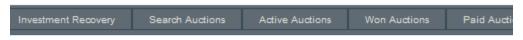
Enter the maximum amount you would like to bid in the box. The bid will automatically be entered at the minimum increase price, if the maximum bid entered is higher than the minimum increase amount the system will automatically bid for the item if another bid is higher the minimum increase amount current price, but will not exceed the maximum amount that was input.



Submit Bid

Click on the Submit Bid button. If you're bid was accepted a green bar will appear letting you know you are the highest bidder.

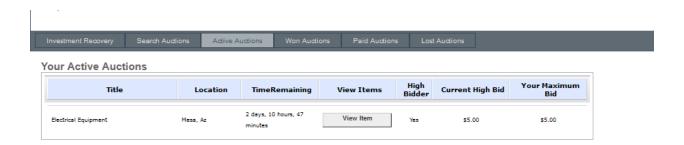




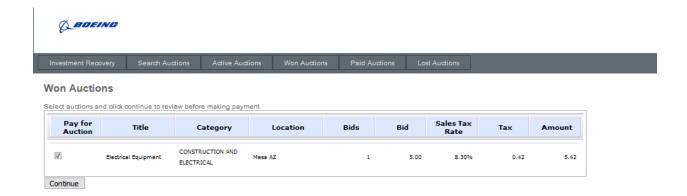
### **Bid On Auction**



The active auctions tab shows the auctions you have bids on that have not closed.



When your auction closes, and you have the highest bid the auction will appear in the Won auctions tab. If your bid was not the highest it will appear in the lost auctions tab.



To pay for your item click on the box(es) in the Pay for Auction tab, that you want to pay for. Then click on Continue.

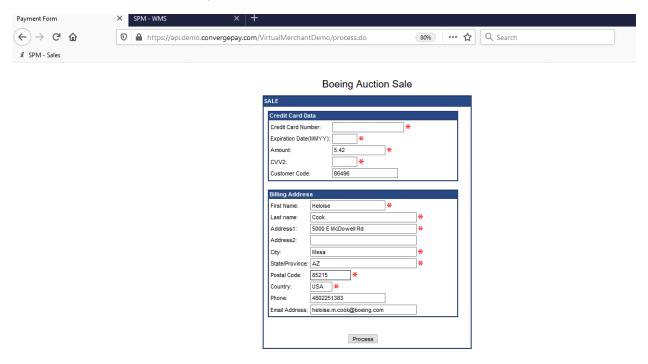
Review the items and totals on the Review page then click on the Make Payment Button.



From here you will be taken to a third party secure payment website.

Fill in the payment form, and click on Process.

You will receive an emailed reciept at the Email address listed on the form.



All past auctions that have been paid for will appear under the Paid Auctions tab.



If you have any further questions email IRDStechsupport@Boeing.com  $\,$