

User Guide: How to Register and Bid on Vehicles

Important Notes:

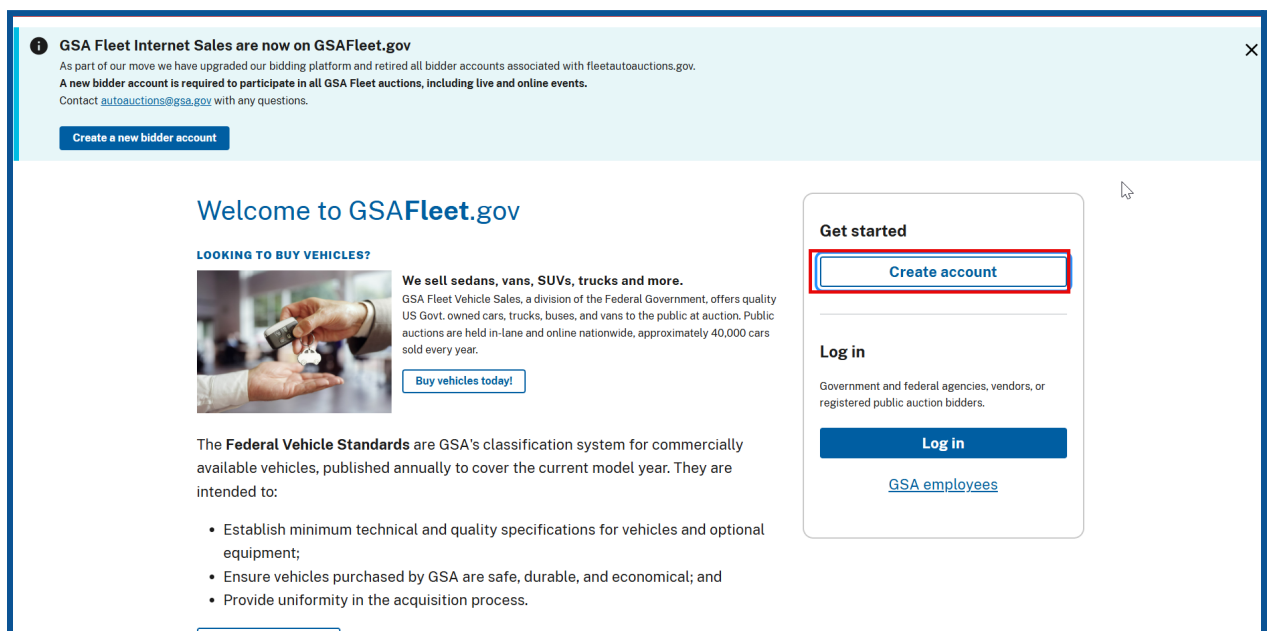
- **Registration is required for ALL GSA Fleet sales**, including in-person sales at auction houses. You'll need your GSAFleet.gov email address to check into an in-person auction.
- For payments over \$24,999, payment must be made directly at the auction house.

Registering to Bid

Before you can place any bids on vehicles, you must first register on GSAFleet.gov.

1. **Go to GSAFleet.gov:**
 - Open your browser and go to [GSAFleet.gov](https://gsafleet.gov).
2. **Create an Account:**

Click on **"Create Account"** on the homepage.



3. **Select Register to Bid:**

Create Account

Public auction bidders

GSA pre-owned vehicle auctions are open to the public. Register to bid on online auctions or at live events. Experian credit check required.

Register to bid

Government

Includes federal agencies and tribal nations; state, local, and territorial governments, and other eligible non-governmental organizations.

Create government account

GSA Fleet vendors

Please reach out to your GSA Fleet Point of Contact or email fleetsystemsmodernization@gsa.gov to create an account.

GSA employees

Use the [employee account guide](#) to create an account.

[Already have an account? Log in.](#)

[Cancel](#)

4. Select Registration Type:

- Choose whether you are registering as an **Individual** or a **Company**.
- Note:** Multiple users can be associated with the same company, but each user must have a unique email address.

Bidder registration

[Already have an account? Log in.](#)

1 of 2 Provide login information

Registration type:

☒ Individual ☐ Company

Required fields are marked with an asterisk (*)

Email *

Re-type email *

[Cancel](#) [Next step >](#)

Other account types

Government
Includes federal agencies and tribal nations; state, local, and territorial governments, and other eligible non-governmental organizations.
[Create government account](#)

GSA Fleet vendors
Please reach out to your GSA Fleet Point of Contact or email fleetsystemsmodernization@gsa.gov to create an account.

GSA employees
Use the [employee account guide](#) to create an account.

5. Provide Your Email:

- Enter your email address and confirm it by re-entering it.
- Click **Next** to continue.

6. Enter Personal Information:

- Fill in all required fields marked with an asterisk (*). These include:
 - First and Last Name
 - Phone Number
 - Birth Date

- Citizenship Status
 - Country of Residence
 - Social Security Number (SSN) and SSN Confirmation
 - Address Information
- **Note:** International bidders will have their accounts verified manually by GSA Fleet and will be notified once their account is reviewed.

Complete registration

To complete your registration, please enter your personal and address information, provide identity verification and acknowledge our Terms and Conditions.

Personal information

First name * MI

Last name *

Phone * Extension

Email

Date of birth *

Are you a citizen of the United States of America? * ☒ Yes ☐ No

Country of residence *

Social security number *

Confirm social security number *

Address information

Is your primary/mailing address a PO Box or Personal Mailbox (PMB)? * ☐ Yes ☒ No

Address line 1 *

Address line 2

City *

State *

Zip code *

7. Complete Registration Submission:

- Verify Your Identity
 - Complete any necessary identity verification steps.
- Provide Payment Information (Optional)
 - You may be asked for a credit card number, though this is optional.
- Agree to Terms and Conditions
 - Read the terms and conditions carefully.
 - Check the box to accept them.

State *

Zip code *

Identity verification

Providing a credit card is not required. However, it will improve the likelihood that your verification is successfully processed.

Credit card number

Consent for Experian verification *

☐ You understand that by checking this box you AGREE that you are providing "written instructions" to the General Services Administration (GSA) under the Fair Credit Reporting Act authorizing GSA to obtain information from your personal credit profile or other information from Experian. You authorize GSA to obtain such information solely to confirm your identity to avoid fraudulent transactions in your name.

☒ Terms of use

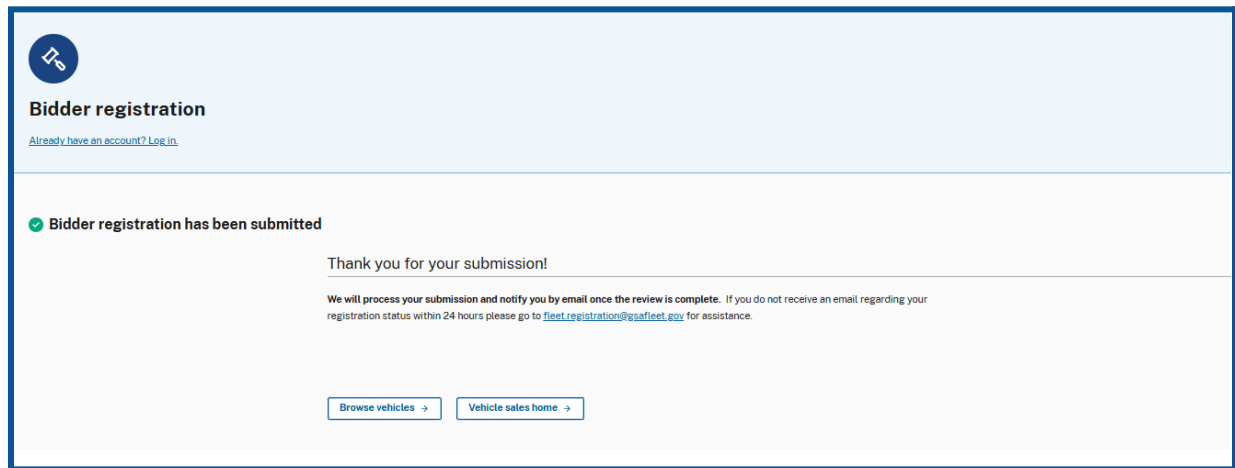
Terms and conditions

GSA reserves the right to change the online sale terms and conditions. Bidders are encouraged to periodically review these terms and conditions for possible changes.

☐ I accept the terms and conditions *

8. Submit Registration:

- Click **Submit** to complete your registration process.



Account Confirmation and Activation

After submitting your registration, you will receive an email confirming your registration submission and one of the following emails:

- **GSA Bidder Registration Denied:**
 - If GSA Fleet could not verify your identity or our verification tool determined not to approve your account, you will be sent a denial email. If you receive a denial you believe is in error, you can contact the GSAFleet.gov technical support team to conduct a secondary review.
- **International Bidders**
 - Once you submit your registration request, please submit the following:
 - One (1) photo ID that includes your country identification number (photo ID should be the equivalent to a United States driver's license or a Government-issued ID with a current address. A passport is acceptable). Company registrants must submit a photo ID of the person opening the account.
 - A utility bill or a Government issued document that includes the individual's full name and address or company's name and address.
 - Documents should be scanned and sent to GSA Central Office at fleet.registration@gsa.gov and must include the registrant's chosen user name. Documentation must be submitted in the English Language and include a certified translation if not originally in English. Validation is subject to approval by the GSA Central Office.
 - Approval of international bidder accounts will be performed manually by GSA Central Office.

-
- **GSA Bidder Account Activation and Registration Completion:**

- This email will confirm your account registration has been approved in GSAFleet.gov.

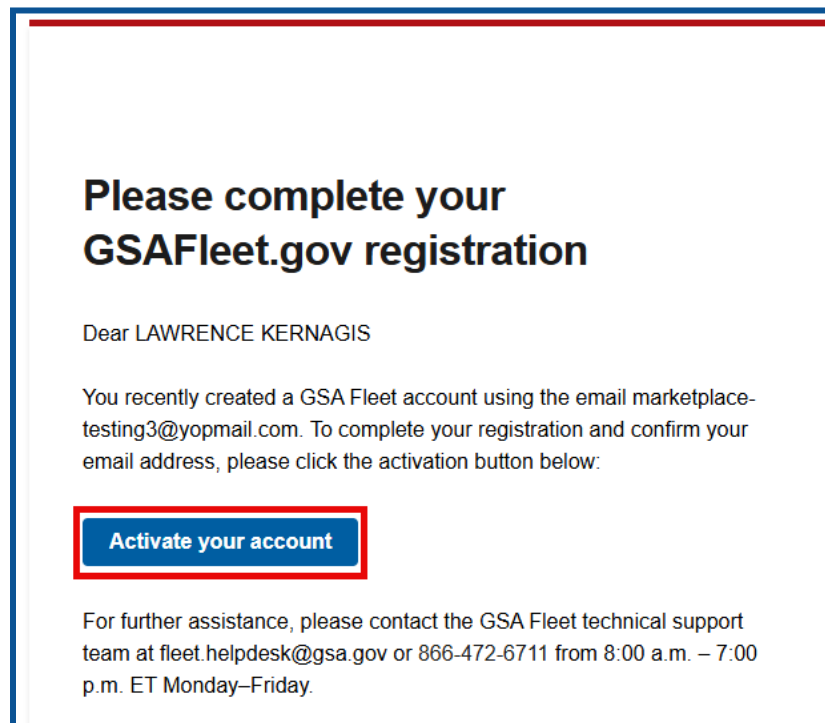
If Approved with existing Okta account:

- Log into GSAFleet.gov with your current Okta username (email address you used to register with GSAFleet.gov) and password.

If Approved without existing Okta account:

Note: GSAFleet.gov uses Okta as an account verification and management tool. All GSAFleet.gov users must have and use Okta to log into GSAFleet.gov

1. Click the **Activate your account button** in the approval email to complete your account setup.



2. This link will take you to GSAFleet.gov to complete your account by creating a password and security word.

Account setup

Please set up a new password and security question to complete your registration.

SET UP NEW PASSWORD

* indicates a required field.

Enter new password *

- Minimum 12 characters
- At least one upper case
- At least one lower case
- At least one number (0-9)
- At least one special character (e.g. !@#\$%^&*)
- No space character
- Password may not contain first name
- Password may not contain last name
- Password may not contain any parts of email address

Re-type new password *

SET UP RECOVERY QUESTION

Please enter a security question for account recovery.

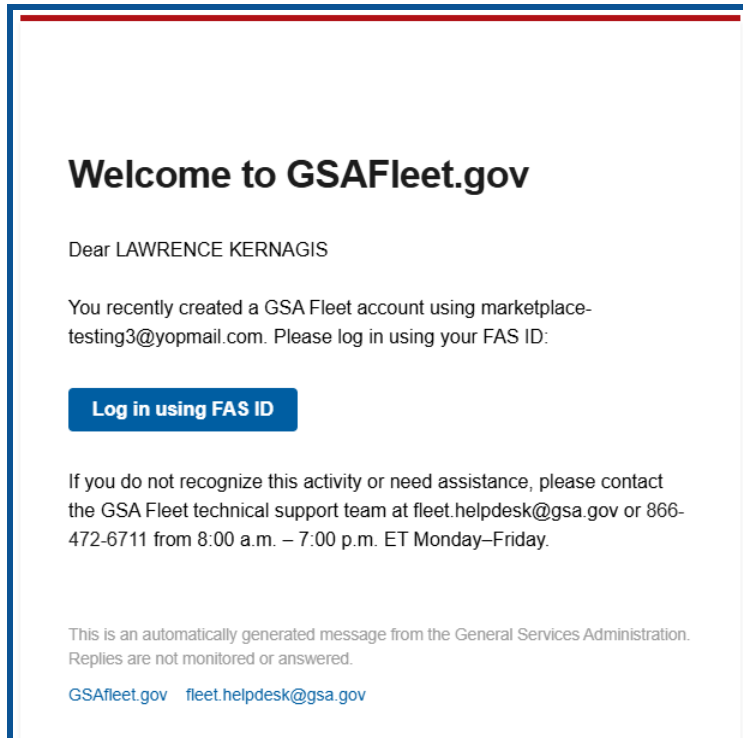
Enter security question *

A minimum of 4 characters and maximum 100 characters allowed

Enter security answer *

- Answer may not contain your password
- Answer may not contain your email address
- Answer may not be or contain part of the security question
- Minimum 4 characters
- Maximum 100 characters

3. Once done, you can use your newly created password to log into GSAFleet.gov. You will also receive a **Welcome to GSAFleet.gov** email.



Set Up Multi-Factor Authentication (MFA):

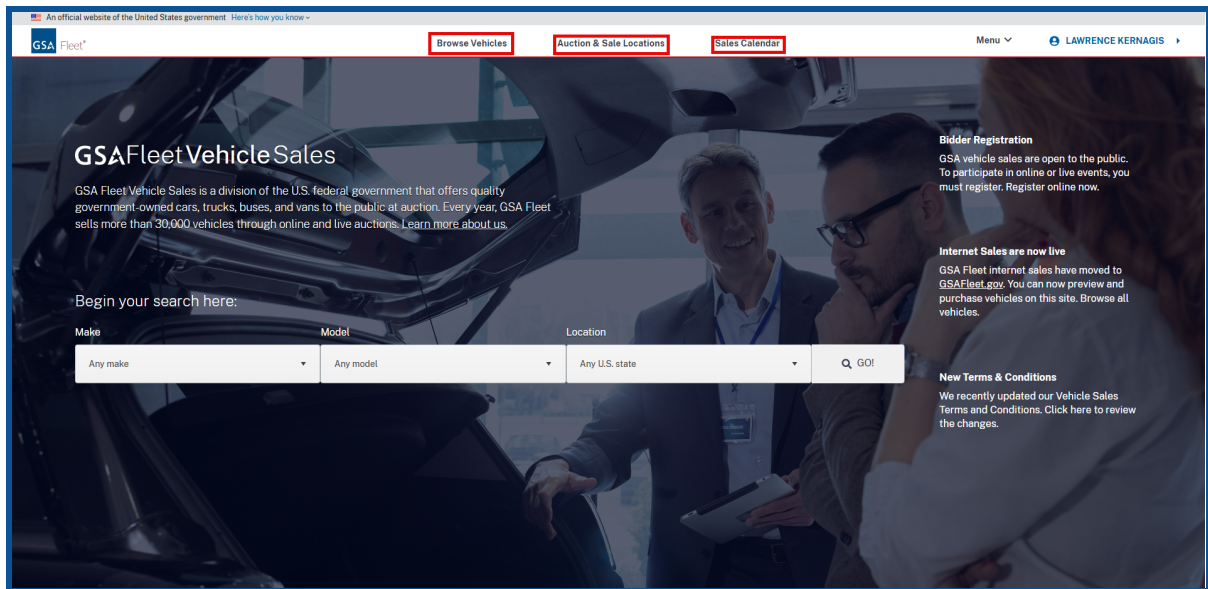
- The first time you log in, follow the prompts, and set up MFA to complete your registration.

Bidding on Vehicles

You must be registered to bid on any vehicle in GSA Fleet sales. Here's how to find and bid on vehicles:

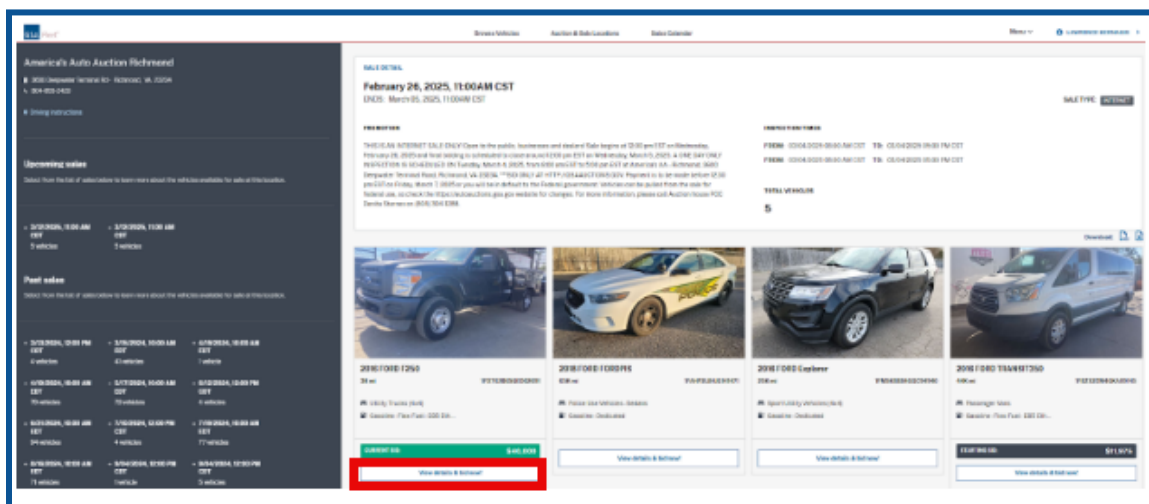
1. Browse Vehicles:

- You can find vehicles for sale through:
 - **Browse Vehicles:** View a list of available vehicles.
 - **Auction & Sales Locations:** Find locations of upcoming sales.
 - **Sales Calendar:** Check the schedule of upcoming sales.



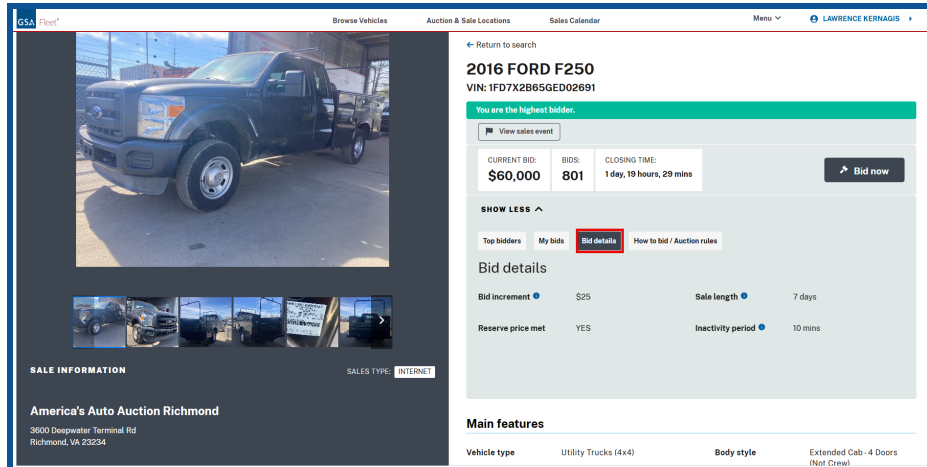
2. Place a Bid and See Sale Details for a Vehicle:

- Select **"View details and bid now!"** on the vehicle you are interested in bidding on.

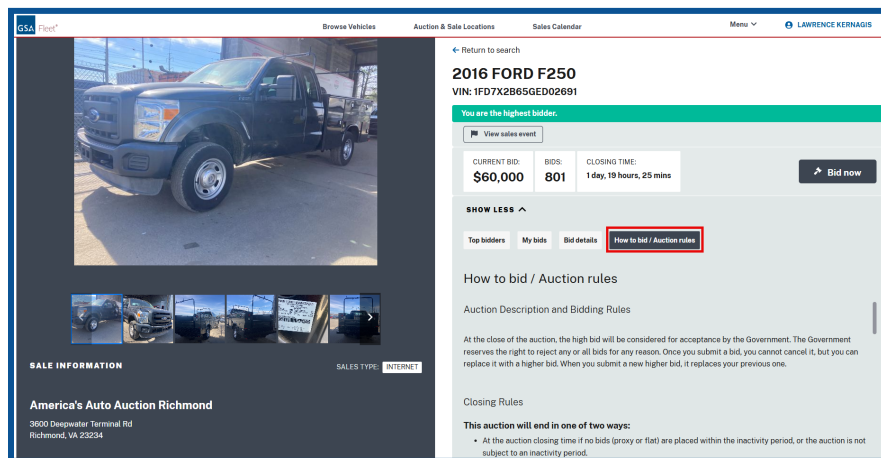


Vehicle Details & Bidding Page

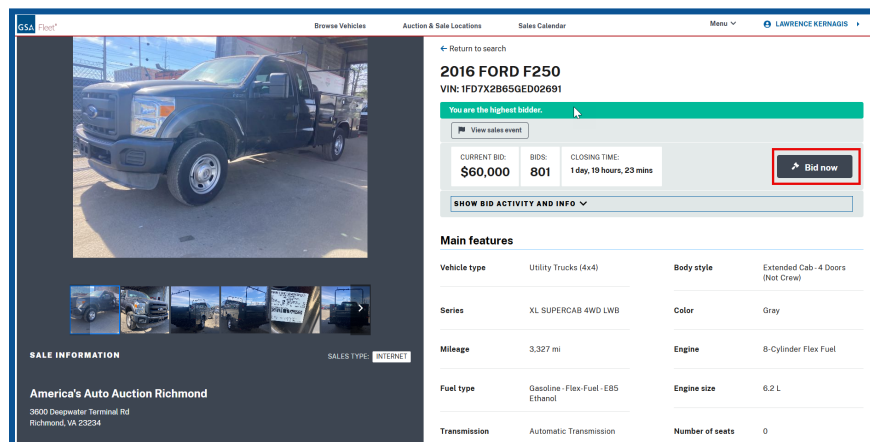
- To start bidding and see key sale details such as:
 - **Top Bidders:** Shows a list of the top bidders for the sale



- **How to Bid/Auction Rules:** General information about GSAFleet.gov's rules around bidding on the platform



- If you're interested in a vehicle, select **"Bid Now"** to enter your bid.



3. Bid Process:

- Enter a bid amount higher than the current bid

4. Bid Increments:

- Bids increase by a set amount, known as the **bid increment**.
- You can enter any amount in increments of the bid increment. For example, if the bid increment is \$25, you can only bid in increments of \$25 such as \$125, \$150, \$175, etc. The system will automatically capture your bid as a Flat or Proxy bid. If you place an amount higher than the minimum bid, your current bid will equal the lowest amount available to be the high bidder. The system will place proxy bids on your behalf until your proxy bid has been exceeded by another bidder.

5. Finalize Your Bid:

- Click **"Place Bid"** to confirm your bid.
- You will see the confirmation of your bid on the page and a banner message informing you whether your bid made you the highest bidder or if you were outbid.

PLACE YOUR BID

2016 FORD F250

PICKUP AT: RICHMOND, VA

VIN1FD7X2B65GED02691

Sale numberWCFBP125105

Run2

Closing time1 day, 19 hours, 21 mins



Current Bid

\$60,000

USD

Bid increment

\$25

USD

Minimum bid requirement

\$60,025

USD

Enter your maximum bid:

60025

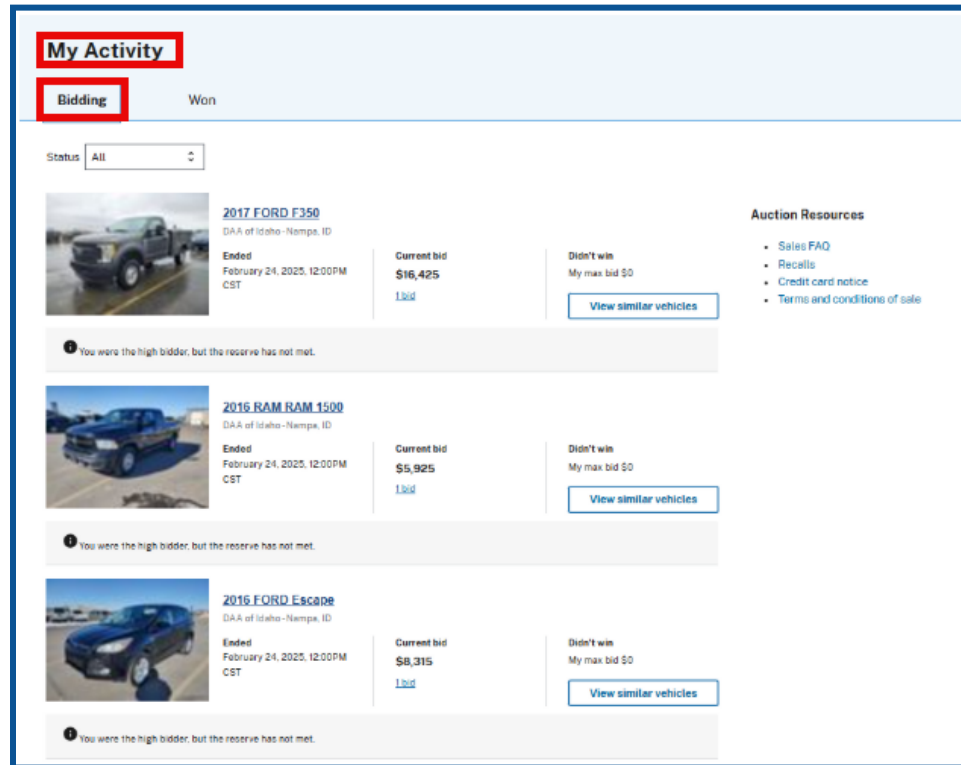
Place bid

When placing your bid:

Managing Your Bidding Activity

1. View Bidding Activity:

- Navigate to the **"My Activity"** page to see your current and past bids
- From here, you can see all bidding activity for active sales or sales where you were not the winner
- You can filter your activity by bid status.



2. Update Your Bid:

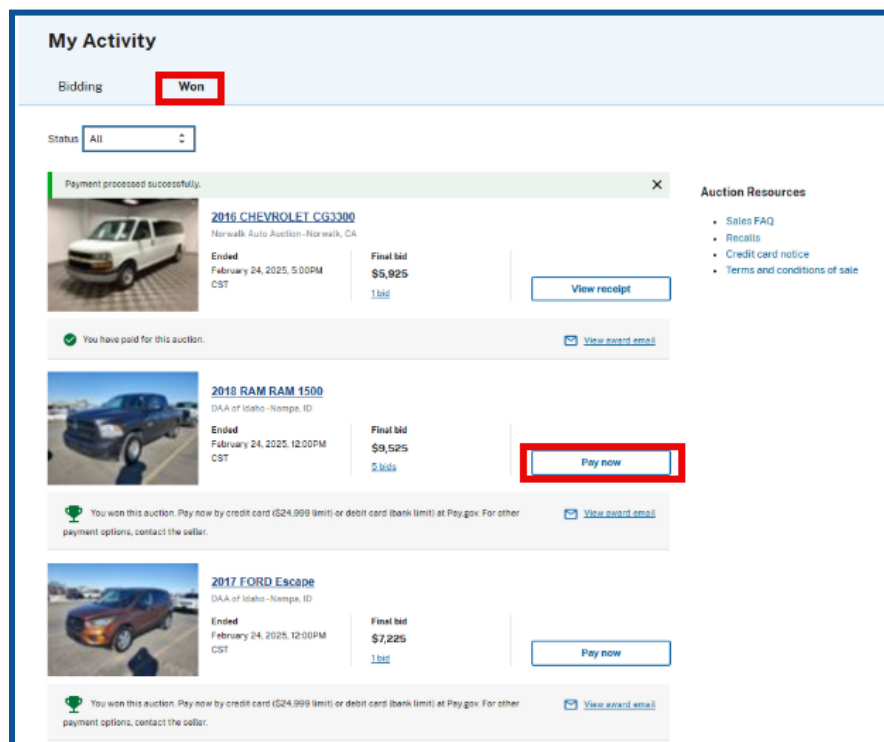
- If you wish to change your bid, click on the vehicle link and select **"Update Your Bid"**.
- This will take you to the vehicle details page where you can select **"Bid Now"** to update your bid.
- **NOTE:** You can change your proxy bid to a higher or lower amount by placing another bid following the previous steps. This will replace your current proxy bid. You cannot update your bid to an amount lower than the current bid. You cannot cancel your bid.

3. Track Winning Bids:

- On the **"Won"** tab, view all vehicles you have successfully bid on and won.
- From this tab you can view all vehicles you have been awarded.

Payment for Winning Bids

1. You can make payments directly through GSAFleet.gov OR at the vendor when you pick up the vehicle.
 - **NOTE:** Only 1 payment method is allowed through GSAFleet.gov and must be either credit card (\$24,999.99 limit) or debit card (bank limit). If you need to use an alternative payment method or use more than one payment method, you must pay with the vendor.
2. **Make Payment:**
 - To pay for a vehicle you've won, go to **"Won"** in **My Activity** and click **"Pay Now"**.
 - You can pay by credit card using **Pay.gov** for payments under \$25,000



3. Payment Details:

- Enter your **Credit Card** or **Debit Card** information.


Payment


Please provide the payment information below. Required fields are marked with an *

Agency Tracking ID
012501592H1605570_1

Payment Amount
\$5,000.00

* Cardholder Name

* Cardholder Billing Address

Billing Address 2

* City

* Country

* State/Province

* ZIP/Postal Code

* Card Number



* Expiration Date

* Security Code

[What's this?](#)

[Continue](#) [Cancel](#)

- Review your payment information and authorize the charge.


Payment


Please review the payment information. Required fields are marked with an *

Agency Tracking ID
012501592H1605570_1

Payment Amount
\$5,000.00

Payment Method
Plastic Card

Cardholder Name
Sam

Card Type
MASTERCARD

Card Number
*****5100

Cardholder Billing Address
Jones

Billing Address 2
123 ABC Street

City
Atlanta

Country
United States

State/Province
GA

ZIP/Postal Code
30303

☒ * I authorize a charge to my card account for the above amount in accordance with my card issuer agreement.

[Continue](#) [Previous](#) [Cancel](#)

4. Payment Confirmation:

- Once your payment is processed, select **"View Receipt"** to view your payment confirmation.

My Activity

BiddingWon

StatusAll



2016 CHEVROLET CG3300

Norwalk Auto Auction - Norwalk, CA

Ended
February 24, 2025, 5:00PM
CST

Final bid
\$5,925

[1 bid](#)

View receipt

Payment processed successfully.

[Sales FAQ](#)

[Recalls](#)

[Credit card notice](#)

[Terms and conditions of sale](#)

✓ You have paid for this auction.

[View award email](#)

 **Fleet**[®]

Federal Supply Service

SALES RECEIPT

CONTRACT NUMBER
GS09F25FBE1315

Thank you for the purchase. Your payment details are as below:

ITEM DETAILS		PAYMENT INFORMATION	
Sale Number	9NFBFI25907	Transaction Type	Processed Payment
VIN	1GAZGPF0G1275596	Name	Derrick Dieso
Remittance ID		Payment 1 Method	Credit Card
Transaction Date	02/25/2025	Amount Paid	\$ 5,925.00

I agree to pay the above total amount according to the Card Issuer Agreement.

NO REFUNDS EXCEPT AS PERMITTED IN ACCORDANCE WITH THE STANDARD FORM 114C AND THE GSA SALE TERMS AND CONDITIONS APPLICABLE TO SALE NUMBER: 9NFBFI25907

Issued by: GSA Fleet Sales

