

ONLINE BIDDING INSTRUCTIONS
Shelby Oaks Executive Building



1. Go to jpkng.com
2. Click the **Properties** tab and click – **Shelby Oaks Executive Building**
3. Click the **“Register to Bid”** button.

Continue these steps to create an account on the J. P. King Bidding Platform. If you have an account and would like to login to “Register to Bid” at an auction skip to #8.

4. To create an account Click **“LOGIN/REGISTER”** in top right of your screen.
5. Click **“REGISTER”**
6. Complete all required fields, selecting **“Next Step”** at the bottom of each page.
7. Select Terms, READ COMPLETELY and check **“I Agree”** at the bottom of the page, then click the **“Complete Registration”** button. You will then receive an email confirming your account has been successfully registered.
8. Click **“LOGIN/REGISTER”** in top right of your screen.
9. Enter your User ID and Password that you just created.
10. Click the **Shelby Oaks Executive Building**.
11. Click the **Shelby Oaks Executive Building** Lot Details
12. If bidding **HAS NOT** opened, you will only be allowed to view the listing and select **“Request Bidding Approval.”**
13. If bidding **HAS** opened, you will need to **“Request Bidding Approval”**. Once approved, you will see a **“Register for Auction”** button
**Please note. If you are not approved, you will see an error message. Click on that message and complete the requested process. Your status will remain “PENDING” until you have been approved by the J. P. King Administrator.*
14. Click **“Register for Auction”** A pop up window will appear with your credit card info from the registration. This is only a validation step. Click **“Submit Card Deposit”** or you may enter a new card.

You are now ready to start bidding!

15. Click the **“Bid Now”** button and place your bid!

Note: To place a bid, you will need to enter your bid and select the **“Bid”** button, you will then be asked to confirm your bid by selecting the **“Place Bid”** button. You will be able to follow along with the bids throughout the process. If a bid is placed immediately before closing on Thursday, Sept 4th, the bidding will be extended for an additional 5 minutes. Once the bidding has closed, you will be notified if you are the winner.

**If you are not the winning bidder your bid deposit will be returned in a timely manner.*

**If you are declared the winning bidder, a J. P. King representative will contact you immediately. Upon receipt of the Real Estate Sales Contract, you will have 2 hours to complete the process and return the signed contract to J.P. King. You will then have 24 hours to wire 10% of the Total Contract Price as your Earnest Money Deposit. Your bid deposit will be applied to your down payment.*

Questions? Call (800) 558-5464

BIDDING CLOSING ON THIS PROPERTY ON Thursday, September 4, 2025 at 2 PM (CST)*

*Closing will be automatically extended by 5 minutes should a bid on the property come in at the final minute. This will continue until bidding has surpassed the 5-minute extension. At that time, all bidding will cease.