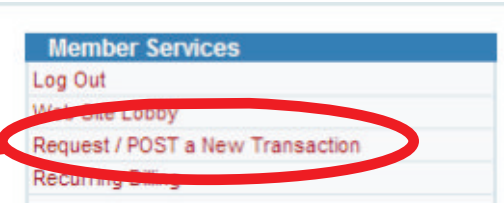
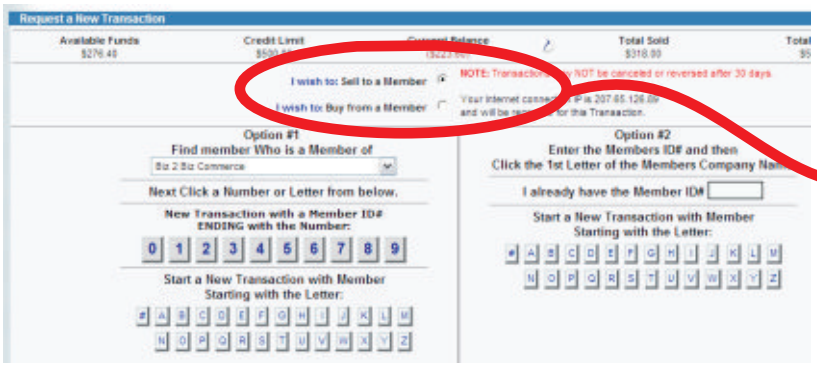
How To Post a Transaction On-line

To post a transaction on-line, you will need to be logged into your on-line account. Once you are in the account, if the menu is on the left side of the page lokk under the "Member Services" box. If the menu is at the top- You will click on the link at the top menu "My Account" this will bring up another page with the "Member Services" box.

Under the "Member Services" heading, is a link that says "Request/ POST a New Transaction"
Another window will open that looks like the one below.



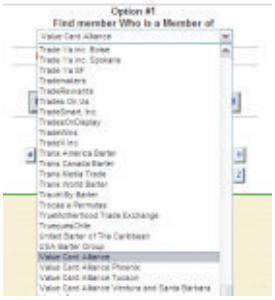


Step 1

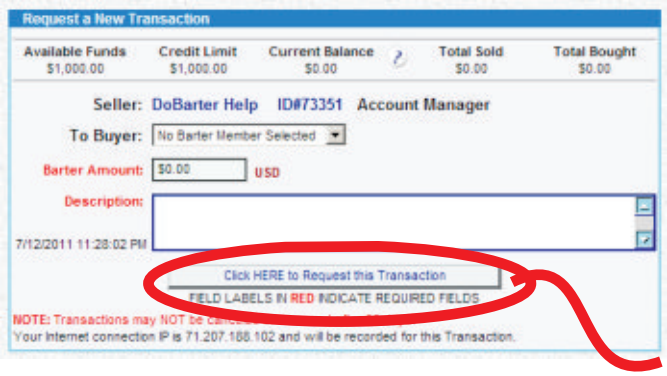
First, verify if you are the buyer or seller. The Default is normally set to seller, and it is normally the sellers responsibility to see that a transaction is posted. But either party can post.

Step 2

Under Option #1 you will see "Find Member Who is Member of" with a drop down menu box under it. If the person you are trading with is a member of your own exchange you need to do nothing here. If they are a member of another trade exchange outside of yours, you will need to know which exchange. You can then click on the down arrow and an alphabetical list of additional exchanges in the system will appear. You can choose any exchange by clicking on the name and it will then appear in the exchange box.



Once the correct exchange is selected, you need only click on the last number of the members account number or the first letter of their business name to proceed to the next screen. For instance, if the company is A1 Plumbing - you would click on the letter A.



Step 3

In the next window that appears you would then use the drop down menu by clicking on the down arrow next to where it says **To Buyer** and locating the company name for the person you are selling to. Fill in the barter amount in the box provided and a brief description of what the service was or an invoice number in the box that asks for a description. Once all of this is filled in, click the button that says "Click Here to Request a Transaction"

Another page will appear with a transaction number and all the information about the transaction. You and the member you are doing business with will receive a notification of the transaction via e-mail for each of your records. If you should need help with this or have any questions, do not hesitate to call your local broker or the Do Barter Help Desk for assistance.