

# Include Bidder Numbers on User Accounts

Last Modified on 04/29/2022 10:44 pm EDT

User accounts allow you to capture the user's full name, mobile phone, email, and mailing address. In addition to these standard fields, you can choose to include bid numbers and/or customized fields. Assigned bidder numbers are visible to the user via the **My Info** page.

## Include bidder numbers

Include a bidder number field to appear which can be **automatically or manually assigned** to user accounts or when the user is **checked in**.

1. Go to the **Admin View > Dashboard**
2. From the **Users** container, click the **More** button ("...").
3. Choose **Settings**.
4. Click the dropdown arrow below **Bidder Number** and toggle from **No** to **Yes**.
5. When you've finished, click **Save**.