

10

EASY STEPS to register your coins

1. Visit www.collectors-society.com to begin.



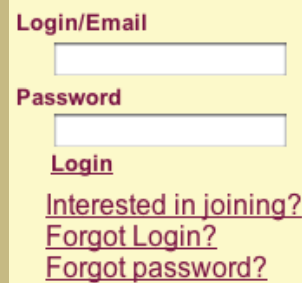
2. From the menu, click on "Registry."



3. Click on The NGC Registry logo in the middle of the page.



4. Login. If you are not already a member, choose a paid or free membership and sign up. The process takes about 3 minutes.

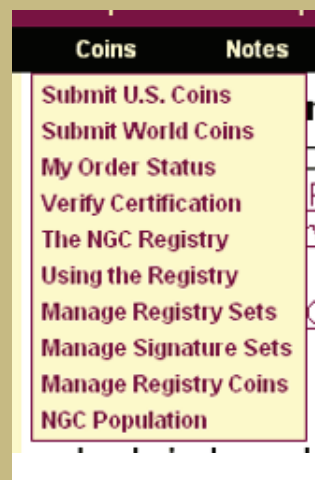


Login/Email

Password

[Login](#)
[Interested in joining?](#)
[Forgot Login?](#)
[Forgot password?](#)

5. Once you've logged in, go to the "Coins" menu item and select "Manage Registry Sets" from the drop down menu. (there is no charge to add coins to the registry)



6. Select a category from the drop down box and then click on "Add set to Registry."

COINS SET MANAGER

Select Category:

• **ADD** set to Registry

Registry Set ID	Set Description	Set Name	Score	Rank
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7. Select a set type.

COINS SET MANAGER EDIT SET

Category: Dollars

Set Type ✓ --Select--

- Early Silver Dollars 1794-1804
- Gobrecht Dollars 1836-1839
- Seated Liberty Silver Dollars, 1840-1873
- Seated Liberty Silver Dollars 1840-1873, Proofs
- Seated Liberty Silver Dollars 1859-1873, Proofs
- Trade Dollars 1873-1878
- Trade Dollars 1873-1878, One-Per-Date
- Trade Dollars 1873-1883, Proofs
- Morgan Silver Dollars 1878-1921**
- Morgan Silver Dollars 1878-1921, PL and DPL

• **CANCEL**

8. Create a unique set name and provide a set description. Then click on "Save Set Configuration."

COINS SET MANAGER EDIT SET

Category: Dollars

Set Type: Carson City Morgans 1878-1893

Set Name:


Set Description:

Obscure Set:

• **SAVE** Set Configuration

• **CANCEL**

9. Enter your coin certification numbers* and enter details about each coin in the Coin Description field.

Slot	Current Coin	Points	Clear	Switch to Cert #	What makes this coin special?	Lookup
1878-CC	No Coin entered.			<input type="text"/> <input type="radio"/> NGC <input type="radio"/> PCGS	<input type="text"/>	

10. Enjoy the community, compare your set to others in your category and type, enrich your presence with images of your coins, personal journals, etc.
It's that easy!

* the certification number is a string of numbers found on the label:

- The NGC certification number consists of six or seven digits followed by a dash and three more digits. example:123456-001. When submitting NGC coins for the Registry, please provide the complete number.
- The PCGS number is a group of numbers followed by a / then another group of numbers. For example: 7125.65/1234567 When submitting PCGS coins for the Certified Coin Registry, you only need to provide the second group of numbers (1234567).

If you are submitting NGC coins, they will be automatically verified and added to your set. You will see confirmation of the addition unless there is an error. If there is an error, the system will provide an error message. If you are submitting PCGS coins, you will be prompted to provide more information about the coins and your entries will be automatically forwarded to NGC for verification of your coins. Your PCGS coins will be verified usually within 1 business day and you will receive an email confirmation of approval.

Coins not accepted for the Registry include but are not limited to:

- Raw coins (not graded and encapsulated)
- Coins graded by any other service than NGC or PGCS
- Error coins
- Coins submitted to NGC or PCGS but returned not graded
- Coins in NGC or PCGS holders without grades

Special Notes:

You can always see a complete list of coins registered to you by clicking on MANAGE COINS from the COINS menu. For example enter "10c" in the Denomination field if you want to see all of the dimes registered to you regardless of whether or not you are using them in a set. From here you may also Edit Your Coins.

Once a coin is registered to you, you can use it in any set you choose. For example, if you register a 1909VDB MS Red 1c, you can use it in both the Lincoln Cents 1909-1933 and 20th Century Type Set categories. You do not have to have the coin approved a second time if you wish to use it in another set competition.

If you no longer have ownership of a coin registered to you, please delete it from your MANAGE COINS area as it may be submitted by another Registry user in the future. Deleting the coin from the MANAGE COINS area will also delete the coin from any sets where that coin is listed.

Have questions? Need help? Please Contact Us.