

# BAC Grading Online Submissions



## 1. Access the BAC Grading Submission Portal:

- Go to [BACgrading.com](http://BACgrading.com) and click on “**SUBMIT**” from the menu at the top of the page, click on “**Sign In**” and enter the information below.
- User Name: Upon approval in the BAC Stacker Club, your User Name was sent to you via email from BAC Grading. If you do not remember your User Name, please reach out to us by email at [info@bacgrading.com](mailto:info@bacgrading.com) or call us at (520) 635-5640.
- Password: Upon joining the BAC Stacker Club, you received an email to create your password. If you do not have your password, please click on “Forgot Password” and an email will generate with instructions to change your password.
- Click on “Log In”

## 2. Begin Entering Your Submission:

- Click on “New Submission”:
- Click on “Add” (in the bottom left):
- Enter your bullion information (up to 12 entries per form):

*Note: If you have 10 identical pieces of bullion, this is considered 1 entry.*

1. Mint
  2. Weight (in ounces)
  3. Composition (gold, silver, copper, etc.)
  4. Qty (quantity)
  5. Description
  6. Holder Size
  7. Declared Value
  8. Special Instructions
- Select “Add” to enter another line item or “Next” to complete your order
  - Once you have entered “Next”, verify or change your shipping address

- Indicate your Return Shipping Preferences (we will add shipping to your invoice if you do not have a shipping service on file).
- Indicate if you'd like expedited processing (25% charge)
- Click on "NEXT"

5. Review your Submission Information (to change information, click on "Previous" in lower right)

6. Check the box (bottom left) to indicate you have read and understand the Terms & Conditions and then click "NEXT"

7. Thank you for your submission!

- You will receive an email with your Submission Number and Instructions to mail your bullion to BAC Grading\*.
- Package your bullion securely, using bubble wrap or other wrapping material and send your **insured** package (**\*along with your Submission Number or a copy of your email confirmation**) to:

BAC Grading  
Attn: M. Greenwood  
1377 E. Florence Blvd., Suite 151-77  
Casa Grande, AZ 85122

### **Important Notes:**

- You can track your submission status and grading results 24/7 in the BAC Grading Submission Portal.
- To update your tracking information, click on the Order in the BAC Grading Submission Portal and click on "Update Your Shipping Info":
- The current turn-around time is 45 business days