



**HOW TO REGISTER TO BID OR
MAKE AN OFFER
ON THE DUNQUIP
AUCTION / MARKET PLACE**
www.dunquip.com

STEP 1: CREATE YOUR ACCOUNT

(This is a once-off step that allows you access to the website)

1	Go to www.dunquip.com
2	Navigate to "Create Account"
3	Fill in your details and click on the tab at the bottom in orange that says "Create Account"
4	You will receive an email prompting you to click on the link provided (this is a security check so that your email address is verified)

Don't forget your username and password that you have created as you will need this for future visits to the DUNQUIP website
Whenever you visit the DUNQUIP website www.dunquip.com you will click on "LOGIN" (top right) and use your secure username and password

STEP 2: REGISTER FOR THE CURRENT AUCTION / MARKET PLACE

(You have to do this for every Auction)

1	Go to www.dunquip.com
2	Click on the heading of the Auction that you wish to register for; <i>OR</i> Click on Market Place if you want to make an offer on an advertised item
3	Click on the "Register" button found on any item within the Auction / Market Place
4	Complete the required fields and tick the box to confirm that you have read and accept the Terms and Conditions
5	Click the "Register" button to submit the form to us
6	You will receive an email requesting your FICA documents and payment of your refundable auction deposit. The email will tell you exactly what you need to know. For Market Place registrants you will be approved without FICA or deposit requirements. Once a Market Place offer is accepted, FICA documents will be requested.

Once you have paid your deposit and emailed us your FICA documents you will be approved to bid.
When you have been approved you will receive a confirmatory email from us on the email address that you signed up with.

**Congratulations you should now be registered to Bid or
make an offer!**

*Helpful tip: use CHROME browser instead of Internet Explorer