

# Bidders Guide to the Bidding Website password

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## GDT Events operates from two separate websites

All bidding takes place on a separate bidding website <https://www.globaldairytrade.com>.

## Your bidding website password

The bidding website is open 48 hours prior to a Trading Event. Bidders should use this period to check that your password works and you are able to log in.

- Your bidder number is a 7 digit number and will be advised to you by Global Dairy Trade.
- Your bidding website password is only known by you. Take precautions to remember your password.

## If you have forgotten your password, you can reset your bidding website password.

Follow these steps:

1. Go to <https://www.globaldairytrade.com>.
2. Click on Forgot Password (Click here)?

A screenshot of the GlobalDairyTrade Login page. The page has a dark blue header with the text "GlobalDairyTrade Login" in white. Below the header, there are two input fields: "Bidder Number:" and "Password:". Below these fields is a "Login" button. At the bottom of the page, there are two links: "Forgot Password? (Click here)" with a padlock icon and "Have a New Account? (Click here)" with a plus icon. A dashed arrow points from the "Forgot Password?" link to the right.

3. The next screen will ask you to enter your **Bidder Number**, then click **Submit**.
4. When successfully submitted a confirmation message will appear at the bottom of the screen.
5. An email will be sent to the email address held on file by GDT. This email will contain a link to a secure site where your password can be reset.

## NOTE:

- Allow some time for the email to come through.
- Check your SPAM folder for the email if it has not arrived.
- The 'password reset' email will only be sent to the email address of the primary contact on file with GDT.
- Should this person or their email address change for any reason please advise GDT, as incorrect contact details may impact your ability to utilise your GDT account.

