

Consignor Procedures

Step 1: Obtain the documents to set up your account

- Where to Get It: You can obtain the necessary documents from our store, any of our sister stores or download it from our website DontTossIt.net.

Step 2: Provide Your Information

- Contact us via email at customer_service@donttossit.net to provide your first and last name and email address.
- We will enter these details into our consignment software and reply to you via email when completed. Please allow 24 hours before proceeding to Step 3.

Step 3: Agree to the Terms and Execute the Agreement

- Review the terms of the agreement carefully. Sign the document to indicate your acceptance. Please bring the consignment agreement and your items to the store when you are ready. Please have your items entered into your portal before dropping them off.

Step 4: Access the Ricochet Consignor Portal

- Go to the Ricochet Consignor Portal at <https://donttossit.ricoconsign.com/login>
- Login and finish setting up your account. Your user name is your email address. Your password is Qwertyuiop12*
- The password is generic. Please change it ASAP! Passwords are case sensitive.
- PASSWORD REQUIREMENTS:
- Minimum length: 12 Characters
- At least one of each:
- Capital letters: A-Z
- Lowercase letters: a-z
- Numbers: 0-9
- Special characters +*#@#\$%
- Finish by clicking UPDATE

Step 5: Set up your ACH direct deposit

- All consignor payments will be sent via ACH direct deposit ONLY.
- After step 4 continue to the bottom of the page in your Ricochet Consignor Portal. Under the heading Ricochet ACH, fill in the necessary information and click on Signup for ACH and follow the instructions.

Step 6: Enter Your Item Information

- Click on INVENTORY and then ADD NEW.
- Under ITEM DETAILS, enter the brand of the item as the PRODUCT NAME. Enter a short description (type of item (like shorts, coat, shoes, handbag, etc.) color and size). Select a CATEGORY. Skip brand. Enter product notes and photos if you want but it is not necessary. Enter the price (the full price: not your 50%). Enter quantity. Skip all remaining fields. Click on SAVE.
- Repeat step 5 for additional items.

Step 7: Submit Items

- Bring the signed Consignment Agreement and your items to the store for processing.

Ricochet does **not provide consignor support because **each store that we support has its own policies and procedures that vary** for how they manage their consignors. Any consignor calls to Ricochet Support will be redirected to their store for assistance.*

Store phone # [\(706\) 432-9237](tel:7064329237)

email address customer_service@donttossit.net