



Guidance Document for Repak ELT Login

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Introduction

Welcome to Repak ELT's reference guide to logging into the reporting portal. The aim of this document is to assist users to log in. If you have any questions that are not addressed within this document please get in touch with Repak ELT via the contact details below:

Repak ELT contact details:

P: (01) 4618 600

E: info@repakelt.ie

W: www.repakelt.ie

New 4 Digit PIN

Once the login page is displayed you will be asked to input your Username and Password. Remember, this password is case-sensitive. If you forget or misplace your password you can reset by clicking on **Forgot Password or PIN? Click here**. See [page 7](#) for more details. You can also create a new Password and PIN see [page 5](#).

Once you have logged in, the following page will appear. Enter in a 4 digit PIN and click Continue. You will now be logged in to your member account.

New PIN

Members must create a 4 digit PIN code for additional security.

This PIN is encrypted before being stored and will only be known to the person creating it.

If you forget your PIN, you will need to contact RepakELT to allow you to create a new PIN.


If you want to change your PIN at any time, just enter the new one and it will overwrite the existing PIN.

Enter PIN

Continue

This PIN code is known only to the user so it is important to take note and keep it somewhere safe and accessible. Repak ELT have no record of your PIN. Should any difficulties arise and you cannot reset the PIN yourself we can reset it back to blank, so you will be asked to re-create a new PIN code the next time you attempt to log in.

On returning to your member account and after entering your Username and Password, the following page will appear (in place of the old PIN login page). Enter the selected digits from the four digit PIN you created and click Continue on the bottom right hand side of the page.

REPAK  ELT

End of life tyres

Welcome to RELT
RepakELT's online data submission facility

LOGOUT

Enter PIN

Please enter the selected digits from your four digit PIN

Digit 1

Digit 2

Digit 3

Clear

Continue

4 | Page

Password Reset - when logged in

Members can also change the Password and PIN when logged in.

Click on the **Security** tab on the grey toolbar, this will open the following page. Select **GO** for either **Change Password** or **Change PIN**.

The screenshot shows the REPAK ELT website header with the logo and the text "End of life tyres" and "Welcome to RELT RepakELT's online data submission facility". Below the header is a grey toolbar with navigation tabs: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, SECURITY (highlighted with a red circle), STOCK, LOGOUT, and HELP. Below the toolbar is a "Security" button with a green arrow. To the right of the button are two rows of buttons: "Change Password" with a yellow arrow and "Go", and "Change PIN" with a green arrow and "Go".

Change Password:

The new password is required to be a minimum of 6 characters in length. Enter the old password, the new password and then confirm the new password. Save on the bottom right hand side.

The screenshot shows the "Change Password" form. At the top left is a "Change Password" button with a green arrow, circled in red. Below it is a message: "Use the form below to change your password. New passwords are required to be a minimum of 6 characters in length." The form has three input fields: "Old Password", "New Password", and "Confirm New Password". At the bottom are two rows of buttons: "Change Password" with a green arrow and "Save", and "Cancel" with a green arrow and "Cancel". The "Save" button is circled in red.

The following page will open, click Continue and you will be returned to the Security page. Your Password is now reset.

The screenshot shows the "Change Password Complete" page. At the top left is a "Change Password" button with a green arrow. Below it is a message: "Use the form below to change your password. New passwords are required to be a minimum of 6 characters in length." The form has two input fields: "Change Password Complete" and "Your password has been changed". At the bottom is a "Continue" button with a green arrow, circled in red.

Change PIN:

Back on the Security page select **GO, Change PIN**. Enter in a 4 digit PIN and click Continue on the bottom right hand side of the page. You will then be returned to the Security page. Your PIN is now reset.

New PIN

Members must create a 4 digit PIN code for additional security.

This PIN is encrypted before being stored and will only be known to the person creating it.
If you forget your PIN, you will need to contact RepakELT to allow you to create a new PIN.
If you want to change your PIN at any time, just enter the new one and it will overwrite the existing PIN.

Enter PIN

Continue

Password Reset - when locked out

If you forget or misplace your password you can reset on the login page by clicking on **Forgot Password or PIN?** [Click here.](#)

Welcome to RELT, Repak ELT's Online Returns facility
You can get a help document for this site [here](#)

REPAK ELT

Username

Password * [Forgot Password or PIN? Click here](#)

Log in

Please note you need a user name and password to enter this site.
If you have not registered and wish to do so now, please log on to [RepakELT.ie](#).

After clicking **Forgot Password or PIN?** [Click here](#). The Password Reset page will open, enter in your Username and then click Continue on the bottom right hand side.

REPAK ELT
End of life tyres

Welcome to RELT
RepakELT's online data submission facility

➔ Password Reset

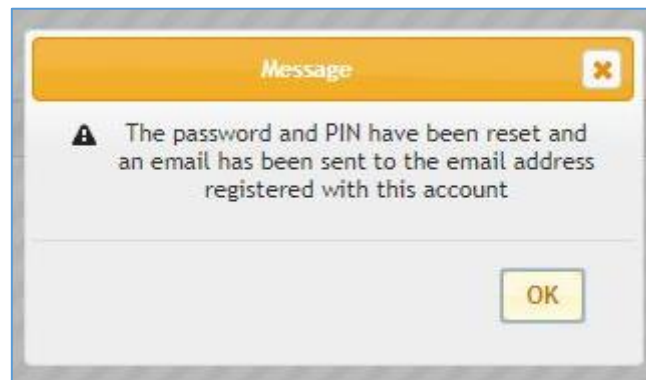
➔ Return to Login Page Back to Login

Enter the username for the account below. We will reset the password and PIN and send the new password to the email address associated with this user account.

Username

➔ Reset Password Continue

The below message will appear.



The following is an example of the message sent to member's main contact email address:

The password for your RepakELT account has been reset.

The new password is wx1AzWLNcRc*pK

[You can now login to the RepakELT site by clicking here](#)

If you have any trouble logging in with this new password, please telephone the Repak ELT team on (01) 4618 600 or email us at info@repakelt.ie

If you are not the main contact make sure you can access that email account before resetting. If you require the main contact email to be changed please contact Repak ELT. The new password is provided in the email and can be changed see [page 5](#).

Click on the link '[You can now login to the RepakELT site by clicking here](#)'. This will bring you back to the Login page. Enter your Username and new Password. When the Password is reset this will automatically reset the PIN. Please follow the instruction from [page 5](#) for re-entering PIN code.