



# Guidance Document for Repak ELT Retailer Reporting

eQF 081 - Version 1.0

Date 01/10/2018

# **Contents**

Introduction .....	3
Checklist.....	3
Getting Started .....	3
Logging in .....	4
PIN Code .....	4
Returning user .....	5
Home Screen.....	5
Returns .....	6
Main Menu.....	7
1. Tyres Purchased.....	7
2. Tyres Fitted .....	10
3. Tyres Sold.....	12
4. Collections .....	14
Previous Returns.....	17
Member Details.....	17
Premises .....	18
File Upload.....	18
Password Reset.....	19
Changing Password & PIN.....	21

## Introduction

Welcome to Repak ELT's reference guide to completing your retailer reporting.

The aim of this document is to assist new users to setting up their log-in details for the Returns Blackbox and to aid all users in reporting their tyre data. 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](mailto:info@repakelt.ie)
  - W: [www.repakelt.ie](http://www.repakelt.ie)
- 

## Checklist

When reporting your will need the following:

1. Username and password supplied by Repak ELT
  2. PIN code to be created by the member
  3. Number of new tyres supplied to you, by category, from each supplier within the reporting period
  4. Number of tyres sold by you, by category, to each customer (All General Public sales can be reported under the same selection within each category) within the reporting period
  5. Number of waste tyres, by category, taken away by each waste collector within the reporting period.
- 

## Getting Started

Once a new member joins Repak ELT their Blackbox login details will be emailed within 5 days. Please email us at [info@repakelt.ie](mailto:info@repakelt.ie) if you do not receive this information

Email will included:

1. Username (your member number with an 'R' at the end, e.g. 1418R)
2. Password (6 character code).

There will also be a link included which allows you to click directly from the email through to the Returns Blackbox login page. Alternatively, the login page can be accessed via a link at the top of our website ([www.repakelt.ie](http://www.repakelt.ie)) or by typing the following address:

- <https://www.reltretailer.ie/Account/Login.aspx>
-

## Logging in

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 or PIN it can be reset by clicking on [Forgot Password or PIN? Click here](#). Please see [page 19](#) for further instruction on resetting.

If you forget either or both and cannot reset either yourself contact Repak ELT to bring it back to blank.

It is easiest to use the original email which we sent containing the username and password. Select and copy both the username and password and paste to the relevant field on the log in page. Once completed click 'Log in'.

**Note:** Your Password is different to your PIN code – Please double-check that you are using the correct code if you are having trouble logging in.

## PIN Code

Once logged in for the first time a 4 digit PIN code is it to be created. Once entered select 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 we can reset it back to blank, so that you will be asked to re-create a new PIN code the next time you attempt to login.

## Returning user

If you have already previously set up a PIN code the following page will appear. You must now enter 3 of the 4 original digits created.

The screenshot shows the REPAK ELT login interface. At the top, the logo 'REPAK ELT' is displayed with the tagline 'End of life tyres'. To the right, it says 'Welcome to RELT RepakELT's online data submission facility'. A 'LOGOUT' button is in the top right corner. Below the header, there is a section titled 'Enter PIN' with a sub-instruction: 'Please enter the selected digits from your four digit PIN'. This section contains three input fields labeled 'Digit 1', 'Digit 2', and 'Digit 3'. Below these fields is a 'Clear' button. At the bottom of the form, there is a green arrow button and a green 'Continue' button, which is circled in red.

## Home Screen

Once logged-in successfully you will be directed to the Returns Home Screen.

You will be presented with the main contact details of your company. Please review and if anything needs to be amended you can click on Member Details on the grey toolbar towards the top of the screen to edit the relevant information. For more information relating to Member Details screen see the section on [page 17](#).

The screenshot shows the REPAK ELT Home Screen. At the top, the logo 'REPAK ELT' is displayed with the tagline 'End of life tyres'. To the right, it says 'Welcome to RELT RepakELT's online data submission facility'. Below the header is a grey toolbar with several buttons: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS (circled in red), PREMISES, CONTACTS, TERMS, CHANGE PIN, STOCK, LOGOUT, and HELP. Below the toolbar, there is a section titled 'Member Details' with a sub-instruction: 'Welcome to the RepakELT online facility for Retailers. Please use the tabs to record returns and maintain your details.' This section contains a table of member details.

Name	Repak ELT Test Account	Repak No.	1418
Trading As	foobarbaz	Registration No.	foobarbaz
Address	foobarbaz	Telephone	foobarbaz
	foobarbaz	Email	info@repakelt.ie
	foobarbaz	Website	foobarbaz
	foobarbaz	Main Contact	Mark Gillick
County	Wexford	VAT Number	foobarbaz
Country	United States	Local Authority	Dublin City
Eircode	foobarbaz		

## Returns

Once all your contact details have been reviewed, click on Returns from the grey toolbar to begin entering the reporting data. You will be presented with a list of reporting returns due/overdue. Select whichever Return Month you would like to begin with – there is no required order for reporting.

**REPAK ELT**  
End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS SECURITY STOCK LOGOUT HELP

Enter Returns

Welcome to the RepakELT online facility for Retailers.

Your last submitted return was :

Period October 2017  
Date 12 March 2018

Please select the return you want to complete from the following list

- November 2017
- February 2018
- March 2018
- April 2018
- May 2018

Alternatively, you can upload a return using a CSV file in the agreed format

Upload CSV

The first details required relate to the person filling in the returns data. Here you are asked for some basic contact details in case there are any follow-up questions. The first text field (*Submitted by (Name)*) is the only field which is mandatory. You may fill out the rest of the fields as you deem appropriate. Once finished click 'Save & Continue towards the bottom right. This will bring you to the Main Menu.

**REPAK ELT**  
End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN STOCK LOGOUT HELP

Enter Return Repak No.: 1418 Period: March 2016

Name: Repak ELT Test Account

\*Submitted By (Name)  Email   
Cannot be blank

Position  Telephone

Notes

Continue entering your return\*\*

Save & Continue

\* denotes mandatory fields  
\*\* Please note that by continuing you have agreed to the accept the standard terms and conditions for the site. Click [here](#) to view them.

## Main Menu

Main Menu is where the main reporting data is inputted.

You will need to progress following the number sequence line by line before eventually clicking 'Review' and then 'Submit' at which point the data becomes read-only and is submitted to Repak ELT. Up until you click on 'Submit' you are able to go in and out of the information as you need to and it will be saved from session to session. It is important to select save in each section before moving on.

The screenshot shows the Repak ELT Main Menu. At the top, there is a header with the Repak ELT logo and the text 'End of life tyres' and 'Welcome to RELT RepakELT's online data submission facility'. Below the header is a navigation bar with links: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, CHANGE PIN, STOCK, LOGOUT, and HELP. The main menu area has a 'Main Menu' button, a 'Repak No.: 1418' field, and a 'Period: September 2017' field. Below these is a 'Name: Repak ELT Test Account' field. A message says 'Please complete the steps below in sequence'. There are six numbered steps: 1. Enter the details of tyres purchased (Tyres Purchased), 2. Enter the details of tyres fitted (tick N/A if none) (Tyres Fitted N/A), 3. Enter the details of tyres sold (Tyres Sold), 4. Enter the details of tyres collected (tick N/A if none) (Collections N/A), 5. Review and Submit the details (Review), and 6. Print the submission (Print). The steps are connected by arrows, indicating a sequential process.

As you work through the reporting lines they will change from Blue to Green as you progress. These must all be completed in order for the next line to become editable (blue). All lines above will be green by the time you reach the Review stage (which will be blue) and then within this section clicking submit to send the data to Repak ELT. You will then be able to print your return for your records. All returns submitted can review in the Previous Returns section see [page 17](#).

## Inputting Data

### 1. Tyres Purchased

This is where you will record the amount of tyres supplied to your business in the given period. If you have more than one premises you will need to report for the total amount (or that premises must login and submit their own records).

The tyre information will need to be broken down by tyre category and the amount of tyres per category.

The Main Category drop down list contains all the following categories:

- Agricultural
- Construction
- Industrial
- Motorcycle
- Part Worn/ Used
- Passenger Car/ Van/ 4x4
- Retreads
- Truck/ Bus

Select the appropriate Main Category before moving onto the Sub Category list.

**REPAK ELT**  
End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN STOCK LOGOUT HELP

Return Details Repak No.: 1418 Period: September 2017

Return to main menu main menu

Proceed to next step Next

Enter tyre quantities purchased by you in the period.

Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.

Main Category Sub Category Supplier Quantity

Please Select Please Select Please Select

Save

Once all your data has been entered, click on "Next"

Supplier not on the list? Add them here. Add Supplier

Within each Main Category option there are specific Sub Categories as seen in the second drop down list. This helps better define the type of tyres being supplied to you. Select the relevant Sub Category before moving on to the Supplier drop down list.

**REPAK ELT**  
End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN STOCK LOGOUT HELP

Return Details Repak No.: 1418 Period: September 2017

Return to main menu main menu

Proceed to next step Next

Enter tyre quantities purchased by you in the period.

Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.

Main Category Sub Category Supplier Quantity

Passenger Car/Van Passenger Car/Van/4x4 Please Select

Save

Once all your data has been entered, click on "Next"

Supplier not on the list? Add them here. Add Supplier

## Adding supplier

The third drop down list relates to Suppliers from whom you received tyres.

When reporting for the first time you will need to add the suppliers into this list. To do so, click Add Supplier towards the bottom right of the page. This Unique ID number can be found on the Members List, follow the link <https://repakelt.ie/member-list/?operator=&county>. You will need to open a new web page to look up the Unique ID number on the members list as it cannot be searched for while logged into the returns. If your supplier is not listed please contact [info@repakelt.ie](mailto:info@repakelt.ie).



Should you have more than one supplier you can return and add supplier as often as required. Once added, your suppliers will be listed for future reporting. If you have a number of suppliers and this supplier submission will take you a considerable amount of time you can get in touch with Repak ELT to upload the relevant suppliers to the Blackbox on your behalf.

The screenshot shows the 'Add supplier' form in the RepakELT system. At the top, there's a header with the RepakELT logo and the text 'End of life tyres' and 'Welcome to RELT RepakELT's online data submission facility'. Below the header is a navigation bar with links: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, CHANGE PIN, STOCK, LOGOUT, and HELP. The main form area has a title 'Add supplier' and two buttons: 'Cancel' and 'Back'. Below these, there's a text prompt: 'Please enter the unique member number for the supplier. You can find this on the RepakELT Web Site'. A second line of text says: 'If the supplier is not listed on the web site, then please contact RepakELT directly to obtain the number for the supplier.' There is a text input field labeled 'Number' which is circled in red. At the bottom of the form, there are two buttons: 'Add' and 'OK', with the 'OK' button also circled in red.

Once your Suppliers have been uploaded they will become visible in the Supplier drop down list back on the Tyre Purchased page. Click on the relevant supplier and then finally add the number of tyres supplied. Once this is complete, click Save to the right of the row. Your data has now been recorded.

The screenshot shows the 'Return Details' form in the RepakELT system. At the top, there's a header with the RepakELT logo and the text 'End of life tyres' and 'Welcome to RELT RepakELT's online data submission facility'. Below the header is a navigation bar with links: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, CHANGE PIN, STOCK, LOGOUT, and HELP. The main form area has a title 'Return Details' and two buttons: 'Return to main menu' and 'Proceed to next step'. Below these, there's a text prompt: 'Enter tyre quantities purchased by you in the period.' A note says: 'Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.' There is a table with four columns: 'Main Category', 'Sub Category', 'Supplier', and 'Quantity'. The 'Main Category' is 'Passenger Car/Va', the 'Sub Category' is 'Passenger Car/Van/4x4', the 'Supplier' is 'Test Supplier [3094868]' (circled in red), and the 'Quantity' is '400'. To the right of the table is a 'Save' button (circled in red). Below the table, there's a text prompt: 'Once all your data has been entered, click on "Next"'. At the bottom of the form, there are two buttons: 'Supplier not on the list? Add them here.' and 'Add Supplier'.

When you are happy all the relevant data has been added click on **Proceed to next step- Next** towards the top right. This will bring you to the next section **2. Enter the details of tyres fitted.**

REPAK

ELT

End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME

RETURNS

PREVIOUS RETURNS

MEMBER DETAILS

PREMISES

CONTACTS

TERMS

CHANGE PIN

STOCK

LOGOUT

HELP

Return Details

Repak No.: 1418

Period: September 2017

Return to main menu

main menu

Proceed to next step

Next

Enter tyre quantities purchased by you in the period.

Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.

Main Category	Sub Category	Supplier	Quantity		
Passenger Car/Van/4x4	Passenger Car/Van/4x4	Test Supplier [3094868]	400	Change	Delete
Please Select	Please Select	Please Select		Save	

First 1 Last

Once all your data has been entered, click on "Next"

Supplier not on the list? Add them here.

Add Supplier

## 2. Tyres Fitted

The **Tyres Purchased** row has now turned green and the **Tyres Fitted** row has turned blue, therefore you may now select section 2 in the sequence and entre the data in this section.

REPAK

ELT

End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME

RETURNS

PREVIOUS RETURNS

MEMBER DETAILS

PREMISES

CONTACTS

TERMS

CHANGE PIN

STOCK

LOGOUT

HELP

Main Menu

Repak No.: 1418

Period: September 2017

Name: Repak ELT Test Account

Please complete the steps below in sequence

1. Enter the details of tyres purchased

Tyres Purchased

2. Enter the details of tyres fitted (tick N/A if none)

Tyres Fitted

N/A

3. Enter the details of tyres sold

Tyres Sold

4. Enter the details of tyres collected (tick N/A if none)

Collections

N/A

5. Review and Submit the details

Review

6. Print the submission

Print

Tyres Fitted are tyres not supplied or purchased by you that have been fitted on a vehicle. The vEMC charge is to be included in the cost of fitting. However, if the customer can supply the vEMC has been paid on the tyres you are fitting these tyres are not to be reported.

**REPAK ELT**  
End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN STOCK LOGOUT HELP

➔ Tyres Fitted Repak No.: 1418 Period: September 2017

➔ Return to main menu main menu

➔ Proceed to next step Next

**Enter tyre quantities fitted by you in the period**  
Please enter the number of tyres fitted where an individual brought tyres in to be fitted on their vehicle rather than having purchased them directly from you, the vEMC must be charged on these tyres

Stock Category	Stock Item	Tyre quantity fitted		
Passenger Car/Van/4x4	Passenger Car/Van/4x4	200	Change	Delete
Please Select	Please Select		Save	

When all relevant data is entered added click on **Proceed to next step- Next** towards the top right. This will bring you to the next section **3. Enter the details of tyres sold**.

If you do not have any fitted tyres, return to Main Menu. At the 2.Tyres Fitted section there is a none applicable N/A button option. Be sure no data has been enter within this section as the N/A button will not be available to select.

**REPAK ELT**  
End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS SECURITY STOCK LOGOUT HELP

➔ Main Menu Repak No.: 1418 Period: September 2017

Name: Repak ELT Test Account

Please complete the steps below in sequence

1. Enter details of tyres purchased Tyres Purchased
2. Enter details of tyres fitted (not supplied) (Tick N/A if none) Tyres Fitted N/A ☒
3. Enter details of tyres sold Tyres Sold
4. Enter details of tyres collected (Tick N/A if none) Collections N/A ☐
5. Review and Submit the details Review
6. Print the submission Print

### 3. Tyres Sold

Within the Tyre Sold section there are Main Categories and specific Sub Categories as seen in the second drop down list. Select the relevant Sub Category before moving on to the Customer drop down list.

REPAK **ELT**

End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN STOCK LOGOUT HELP

Return Details Repak No.: 1418 Period: September 2017

Return to main menu main menu

Proceed to next step Next

Enter tyre quantities you sold or otherwise moved on in the period.  
(If you sell tyres to trade customers then please identify those customer below).

Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.

Main Category	Sub Category	Customer	Qty
Passenger Car/Va	Passenger Car/Van/4x4	General Public	400

Save

Once all your data has been entered, click on "Next"

Customer not on the list? Add them here. Add Customer

When reporting for the first time you can add your customer's Unique ID number onto this list. To do so click Add Customer towards the bottom right of the page. This will open up a new page enter the Unique ID number of your customer before clicking 'OK'.

REPAK **ELT**

End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN STOCK LOGOUT HELP

Add customer

Cancel Back

Please enter the unique member number for the customer. You can find this on the RepakELT Web Site

If the customer is not listed on the web site, then please contact RepakELT directly to obtain the number for the customer.

Number

Add OK

This Unique ID number can be found on the Members List by following the link <https://repakelt.ie/member-list/?operator=&county>. You will need to open a new web page to search the Unique ID number as it cannot be searched for while logged into the returns site.

Should you have more than one customer you can return to add customer as often as required. Once added, your customer will be listed for future reporting. If you have a number of customers and this customer submission will



take you a considerable amount of time you can get in touch with Repak ELT to upload the relevant suppliers to the Blackbox on your behalf.

**REPAK ELT**  
End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN STOCK LOGOUT HELP

Return Details Repak No.: 1418 Period: September 2017

Return to main menu main menu

Proceed to next step Next

Enter tyre quantities you sold or otherwise moved on in the period.  
(If you sell tyres to trade customers then please identify those customer below).

Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation.

Main Category	Sub Category	Customer	Qty
Passenger Car/Van/4x4	Passenger Car/Van/4x4	General Public [0]	400
Please Select	Please Select	Please Select	

Change Delete Save

First 1 Last

Once all your data has been entered, click on "Next"

Customer not on the list? Add them here. Add Customer

Click on the relevant customer and then finally add the number of tyres you sold. Once this is complete, click Save to the right of the row. General Public and Export Sales are available for selection. Your data has now been recorded.

When all relevant data is entered added click on **Proceed to next step- Next** towards the top right of the page. This will bring you to the next section, **3. Enter the details of tyres collected.**

## 4. Collections

Here you will enter the information relating to those waste tyres collected by your waste collector from your premises. If you have more than one premises you will need to report for the total amount from all your premises.

The screenshot shows the REPAK ELT online data submission facility. The header includes the logo and the text "End of life tyres" and "Welcome to RELT RepakELT's online data submission facility". A navigation bar contains links: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, CHANGE PIN, STOCK, LOGOUT, and HELP. Below the navigation bar, there is a "Collection Details" button, a "RepakELT No.: 1418" field, and a "Period: September 2017" field. A "Return to main menu" button and a "main menu" button are also present. The main content area prompts the user to "Enter tyre quantities collected from you in the period." and includes a note: "Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation." Below this, there is a table with three columns: "Main Category", "Authorised Collector", and "Quantity". The "Main Category" dropdown is set to "Passenger Car/Va", the "Authorised Collector" dropdown is set to "Repak ELT Collector", and the "Quantity" field contains the value "400". A "Save" button is circled in red. Below the table, there is a "First Last" label and a prompt: "Once all your data has been entered, click on 'main menu'". At the bottom, there is a "Collector not on the list? Add them here." link and an "Add Collector" button, which is also circled in red.

Again, select the appropriate Main Category of tyre type. Next, select waste collector, finally, the number of tyres collected in that period.

When reporting for the first time you can add your waste collector into this list. To do so click Add Collector towards the bottom right. This will open up a new screen where you can select from a drop down menu before clicking 'Save & Continue'.

The screenshot shows the "Add Collector" screen. The header is the same as the previous screen. Below the navigation bar, there is an "Add To List" button. A "Cancel" button and a "Back" button are present. The main content area prompts the user to "Please select the Collector from the selection list below". Below this, there is a "Collector" dropdown menu with "Crossmore Transport Ltd" selected. An "Add" button and a "Save & Continue" button are also present. The "Collector" dropdown and the "Save & Continue" button are circled in red.

You will return to the Collection page.

When all the required data has been added, click Main Menu once more to return to the overview page.

The screenshot shows the RepakELT online data submission facility. At the top, there's a header with the RepakELT logo and the text "End of life tyres" and "Welcome to RELT RepakELT's online data submission facility". Below the header is a navigation bar with links: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, CHANGE PIN, STOCK, LOGOUT, and HELP. Under the navigation bar, there's a section for "Collection Details" with "RepakELT No.: 1418" and "Period: September 2017". A "Return to main menu" button is visible, and a "main menu" button is circled in red. Below this, there's a section for "Enter tyre quantities collected from you in the period." with a note: "Note: Hover over the column headings below for a brief explanation of what they mean or click on the heading for a more detailed explanation." A table with columns "Main Category", "Authorised Collector", and "Quantity" is shown. The table has one row with "Passenger Car/Van/4x4", "Repak ELT Collector", and "400". There are "Change", "Delete", and "Save" buttons. Below the table, there's a "First 1 Last" link. At the bottom, there's a section for "Once all your data has been entered, click on 'main menu'" and a "Collector not on the list? Add them here." button with an "Add Collector" button.

## Submitting your return

At this stage you should have reported all the relevant information for your return. The first four lines should now all be green with Review in blue. Everything can still be edited at this point.

The screenshot shows the RepakELT online data submission facility. At the top, there's a header with the RepakELT logo and the text "End of life tyres" and "Welcome to RELT RepakELT's online data submission facility". Below the header is a navigation bar with links: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, CHANGE PIN, STOCK, LOGOUT, and HELP. Under the navigation bar, there's a section for "Main Menu" with "Repak No.: 1418" and "Period: September 2017". Below this, there's a section for "Name: Repak ELT Test Account". A section titled "Please complete the steps below in sequence" shows a list of steps: 1. Enter the details of tyres purchased (Tyres Purchased), 2. Enter the details of tyres fitted (tick N/A if none) (Tyres Fitted, N/A), 3. Enter the details of tyres sold (Tyres Sold), 4. Enter the details of tyres collected (tick N/A if none) (Collections, N/A), 5. Review and Submit the details (Review), and 6. Print the submission (Print). The "Review" button in step 5 is circled in red.

After selecting Review the Return Summary is displayed. When you are certain you are finished click on Submit. The information is sent to Repak ELT.

Review Return

Repak No.: 1418

Period: September 2017

Submit this return

Submit

Return to main menu

Main Menu

Return Summary

Member	Repak ELT Test Account
Returns Period	September 2017
Submitted By	ngfhrhrth
Telephone	
Email	
Quantity of Tyres Purchased	400
Quantity of Tyres Fitted	300
Quantity of Tyres Sold	400
Quantity of Tyres Collected	400
Return Notes	

Return Details

Tyres Purchased

Stock	Customer	Quantity
Passenger Car/Van/4x4	hgetb	400

Tyres Fitted

Stock Category	Stock Item	Tyre quantity fitted
Passenger Car/Van/4x4	Passenger Car/Van/4x4	300

Outputs Details

Stock	Destination	Quantity
Passenger Car/Van/4x4	General Public	400

Collections Details

Stock Category	Collector	Quantity
Passenger Car/Van/4x4		400

Your information has now become locked down and read-only. If you would like to view your return, click on Previous Returns in the grey toolbar. If you notice any errors you should email Repak ELT with information relating to the error and the correct information that should replace it. After submitting there is an option to print the reporting.

REPAK ELT

End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME

RETURNS

PREVIOUS RETURNS

MEMBER DETAILS

PREMISES

CONTACTS

TERMS

CHANGE PIN

STOCK

LOGOUT

HELP

Main Menu

Repak No.: 1418

Period: September 2017

Change(%): -100.00

Name: Repak ELT Test Account

Please complete the steps below in sequence

1. Enter the details of tyres purchased

Tyres Purchased

2. Enter the details of tyres fitted (tick N/A if none)

Tyres Fitted

N/A ☐

3. Enter the details of tyres sold

Tyres Sold

4. Enter the details of tyres collected (tick N/A if none)

Collections

N/A ☐

5. Review and Submit the details

Review

6. Print the submission

Print



## Previous Returns

If you would like to view any previous returns click on this tab and all your historical reporting will be available. You can click on whichever report you like and all associated data will be presented.

**REPAK ELT**  
End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME RETURNS **PREVIOUS RETURNS** MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PIN STOCK LOGOUT HELP

➔ Previous Returns

Please select the return you want to review from the following list

- December 2015
- March 2016
- March 2017
- September 2017

## Member Details

If there are any details which may require updating such as a change of Main Premises, a phone number/email address, etc. you can edit this information. When saved this will also update Repak ELT's database system.

**REPAK ELT**  
End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS **MEMBER DETAILS** PREMISES CONTACTS TERMS CHANGE PIN UPLOAD LOGOUT

➔ Member Details Repak No.: 1418

Name*	<input type="text" value="The Repak Tyre Company (TEST)"/>	Registration No.	<input type="text" value="5555555"/>
Trading As	<input type="text" value="Repak Tyres"/>	Telephone	<input type="text" value="(01) 4618600"/>
Address*	<input type="text" value="Red Cow Interchange Estate"/>	Email	<input type="text" value="info@repakelt.ie"/>
	<input type="text" value="1, Ballymount Road"/>	Website	<input type="text" value="www.repakelt.ie"/>
	<input type="text" value="Clondalkin"/>	VAT Number	<input type="text" value="IE1111111E"/>
	<input type="text" value=""/>	Local Authority	<input type="text" value="South Dublin County Council"/>
County	<input type="text" value="Dublin 22"/>		
Country*	<input type="text" value="Ireland"/>		
Eircode	<input type="text" value="D22 HW67"/>		

➔ Save **Save**

\* denotes mandatory fields

## Premises

If you need to change a premises or add a premises you can do so here.

**REPAK ELT**  
End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS **PREMISES** CONTACTS TERMS CHANGE PIN UPLOAD LOGOUT

➔ Premises Repak No.: 1418

This is a list of your premises. Use the controls below to change these details or add details for other premises.

	Name	Address1	Address2	Address3
<a href="#">Change</a> <a href="#">Deactivate</a>	Repak Tyres	Ballymount Road		
<a href="#">Add</a>				

## File Upload

For any other information relating to your reporting, you can add these documents here. Simply click Upload and browse for the relevant file in order to upload it here.

**REPAK ELT**  
End of life tyres

Welcome to RELT  
RepakELT's online data submission facility

HOME RETURNS PREVIOUS RETURNS MEMBER DETAILS PREMISES CONTACTS TERMS CHANGE PI **UPLOAD** LOGOUT


File Upload

Please select a file from your computer which you wish to upload to Repak.

[Choose file](#) No file chosen [Upload](#)

## Password Reset

If you forget or misplace your password you can reset 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

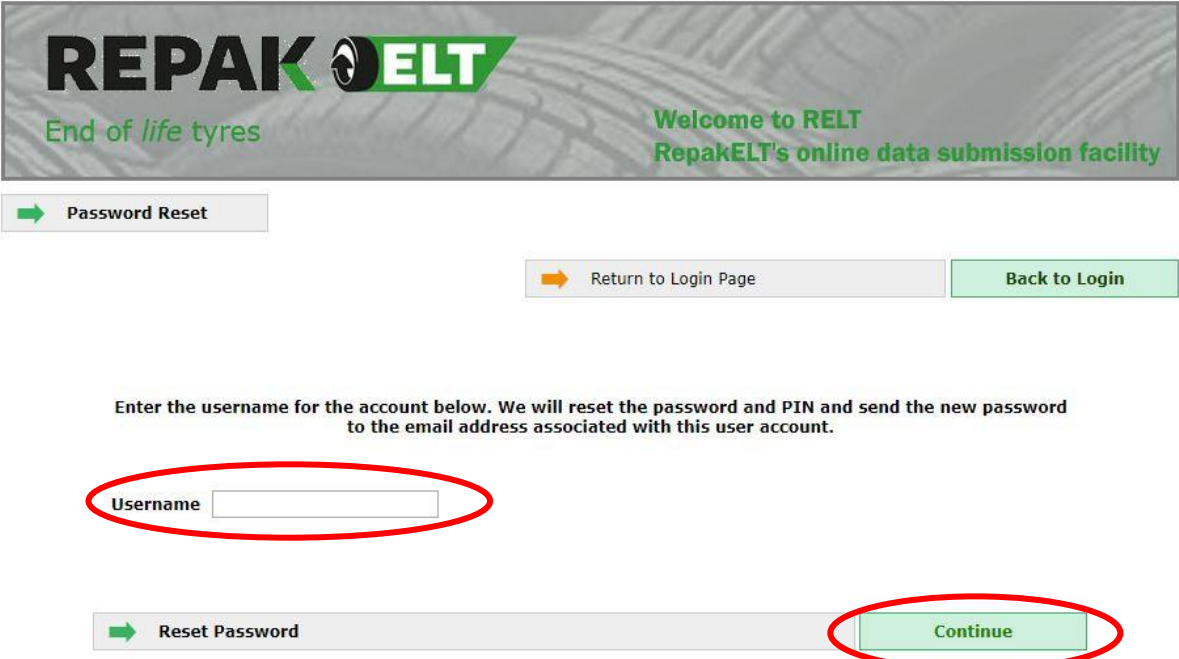
Password

[\\* 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](#) this will bring you to the Password Reset page. Fill 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

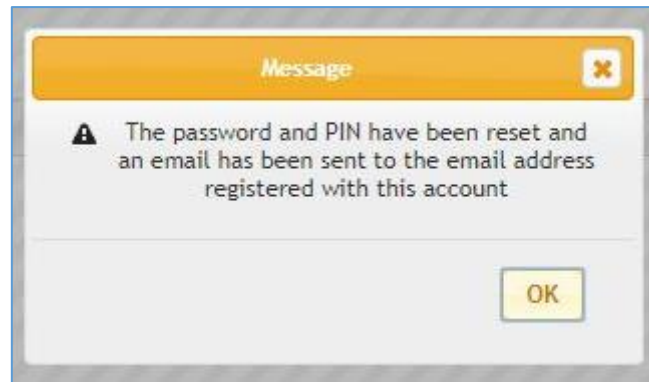
Enter the username for the account below. We will reset the password and PIN and send the new password to the email address associated with this user account.

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](mailto: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 21](#).

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 4](#) for re-entering PIN code.

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



Username

1418A

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](#).

## Changing Password & PIN

Members can also change the Password and Pin when logged in. Click on the Security tab on the main menu bar and it will bring you to the following page. Select **GO** for either **Change Password** or **Change PIN**.

The screenshot shows the REPakELT website interface. At the top, the logo 'REPAK ELT' is displayed with the tagline 'End of life tyres'. To the right, it says 'Welcome to RELT RepakELT's online data submission facility'. Below this is a navigation menu with tabs: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, SECURITY (highlighted with a red circle), STOCK, LOGOUT, and HELP. Below the menu, there is a 'Security' button with a green arrow. On the right side, there are two buttons: 'Change Password' and 'Change PIN', each with a green arrow and a 'Go' button next to it.

### Changing 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. Click Save on the bottom right hand side.

The screenshot shows the 'Change Password' form. At the top, there is a 'Change Password' button with a green arrow. Below it, the text reads: 'Use the form below to change your password.' and '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, there are two buttons: 'Change Password' and 'Cancel', each with a green arrow. To the right of these buttons are two green buttons: 'Save' (highlighted with a red circle) and 'Cancel'.

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

The screenshot shows the 'Change Password Complete' message. At the top, there is a 'Change Password' button with a green arrow. Below it, the text reads: 'Use the form below to change your password.' and 'New passwords are required to be a minimum of 6 characters in length.' The message states: 'Change Password Complete' and 'Your password has been changed!'. At the bottom, there is a green button labeled 'Continue' (highlighted with a red circle).

### **Change PIN:**


Enter in a 4 digit PIN and click Continue on the bottom right hand side. It will then return 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