



Guidance Document for Repak ELT Login

Version 2.0

Date 31/01/2018

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

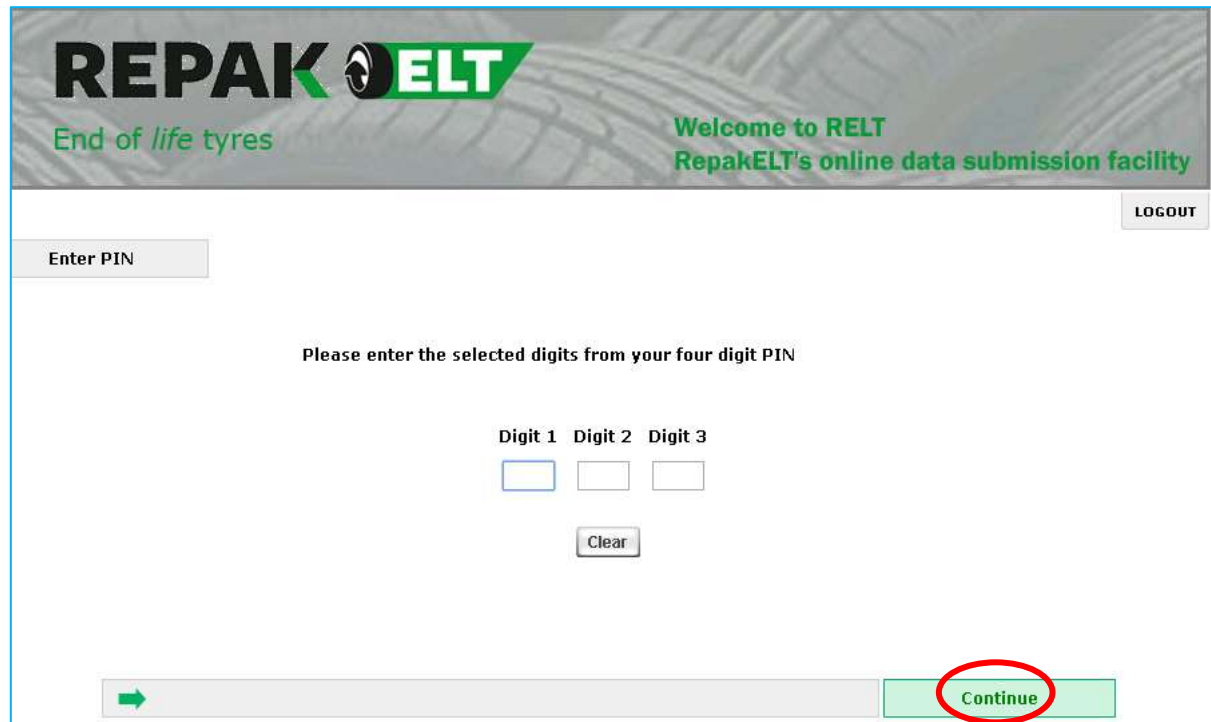
New 4 Digit PIN

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 5 for more details. You can also create a new Password see page 4.

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.

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. The user will be asked to re-create a new PIN code the next time they attempt to login.

On returning to the member account and after entering the 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.](#)

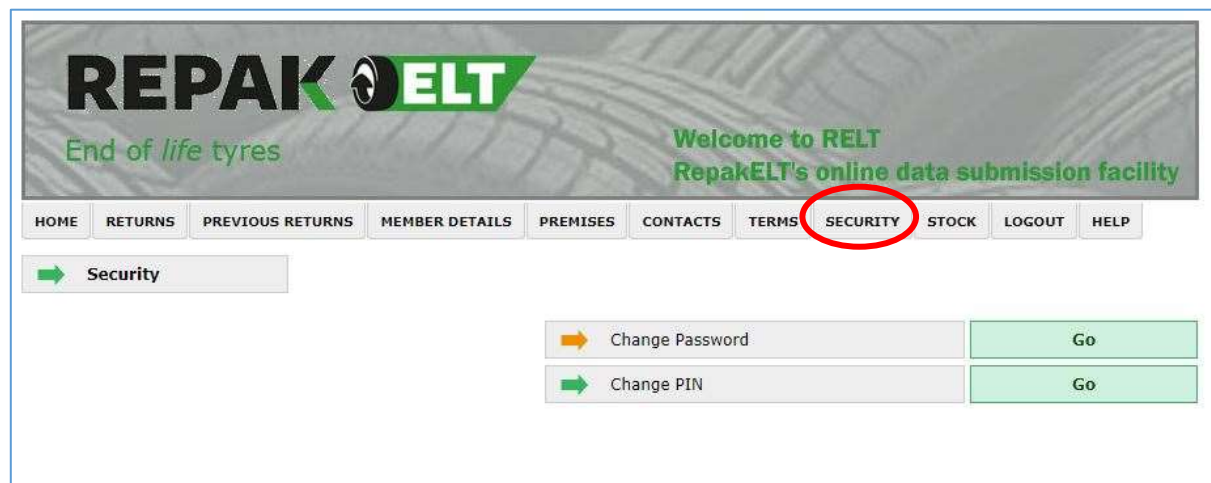


The screenshot shows the RepakELT login interface. At the top, the logo 'REPAK ELT' is displayed with the tagline 'End of life tyres'. To the right, it says 'Welcome to RELT RepakELT's online data submission facility'. A 'LOGOUT' button is in the top right corner. Below the header, there is a section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

Password Reset - when logged in

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

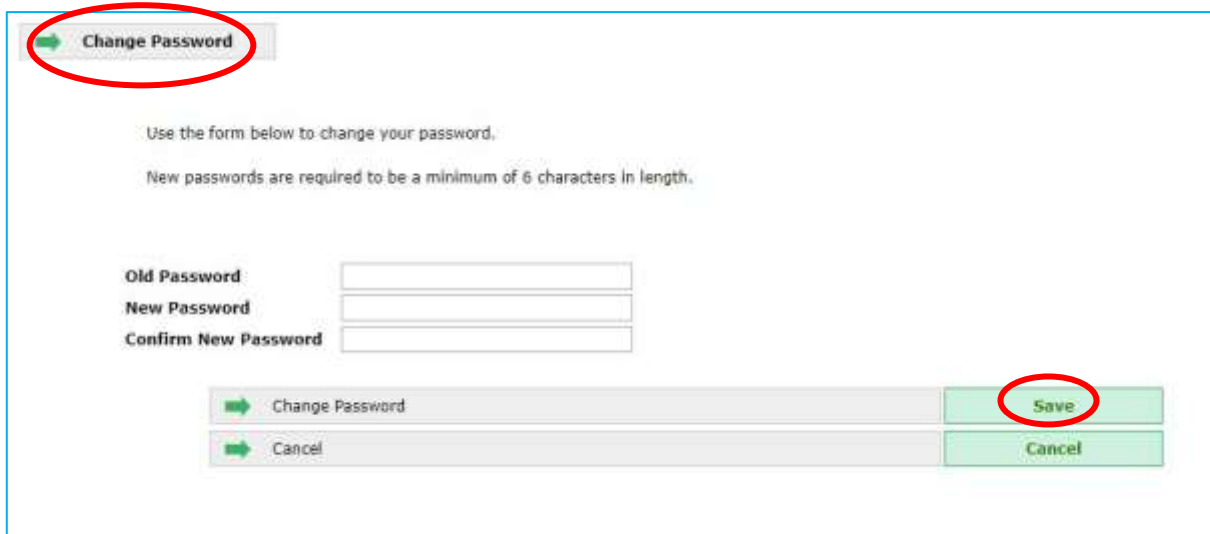
Click on the **Security** tab on the menu bar, this will open the following page. Select **GO** for either **Change Password** or **Change PIN**.



The screenshot shows the RepakELT 'Security' page. The header is identical to the previous page. Below the header, there is a horizontal menu bar with the following tabs: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, SECURITY, STOCK, LOGOUT, and HELP. The 'SECURITY' tab is circled in red. Below the menu bar, there is a green arrow button labeled 'Security'. At the bottom of the page, there are two rows of buttons. The first row has a green arrow button labeled 'Change Password' and a green 'Go' button. The second row has a green arrow button labeled 'Change PIN' and a green 'Go' button.

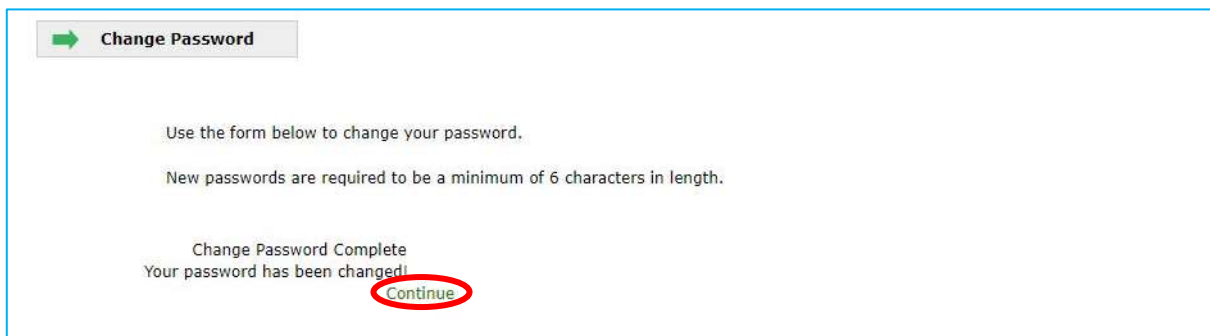
Change Password:

Enter the old password, the new password and then confirm the new password. Click Save on the bottom right hand side.



The screenshot shows a web form titled "Change Password" with a green arrow icon. Below the title, it says "Use the form below to change your password." and "New passwords are required to be a minimum of 6 characters in length." There are three input fields labeled "Old Password", "New Password", and "Confirm New Password". At the bottom, there are two rows of buttons. The first row has a "Change Password" button with a green arrow and a "Save" button. The second row has a "Cancel" button with a green arrow and a "Cancel" button. The "Save" button is circled in red.

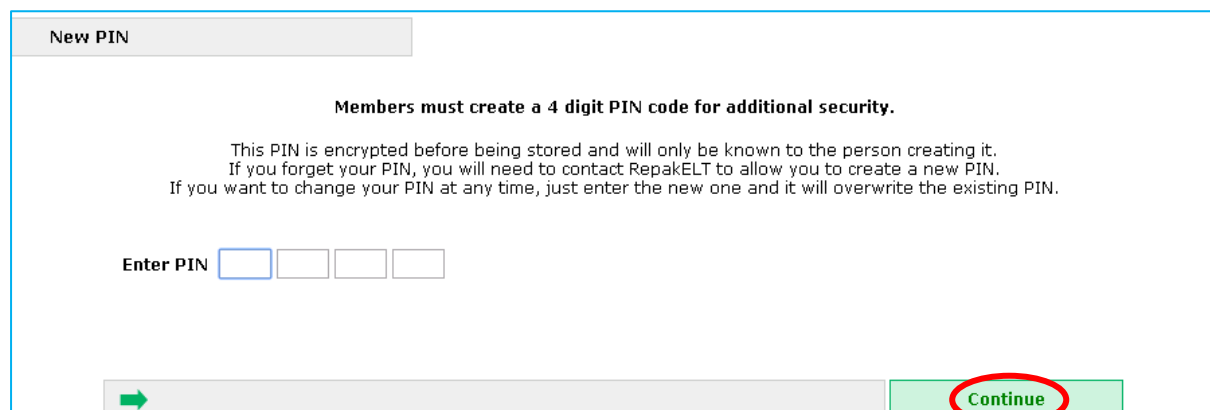
The following page will open, click Continue and it will return to the Security page. Your Password is now reset.



The screenshot shows a confirmation screen titled "Change Password" with a green arrow icon. It says "Change Password Complete" and "Your password has been changed!". At the bottom, there is a "Continue" button circled in red.

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.



The screenshot shows a web form titled "New PIN" with a grey header. Below the title, it says "Members must create a 4 digit PIN code for additional security." and "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." There are four input fields for the PIN, with the first one labeled "Enter PIN". At the bottom, there are two buttons: a "Continue" button with a green arrow and a "Continue" button. The "Continue" button is circled in red.

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](#)

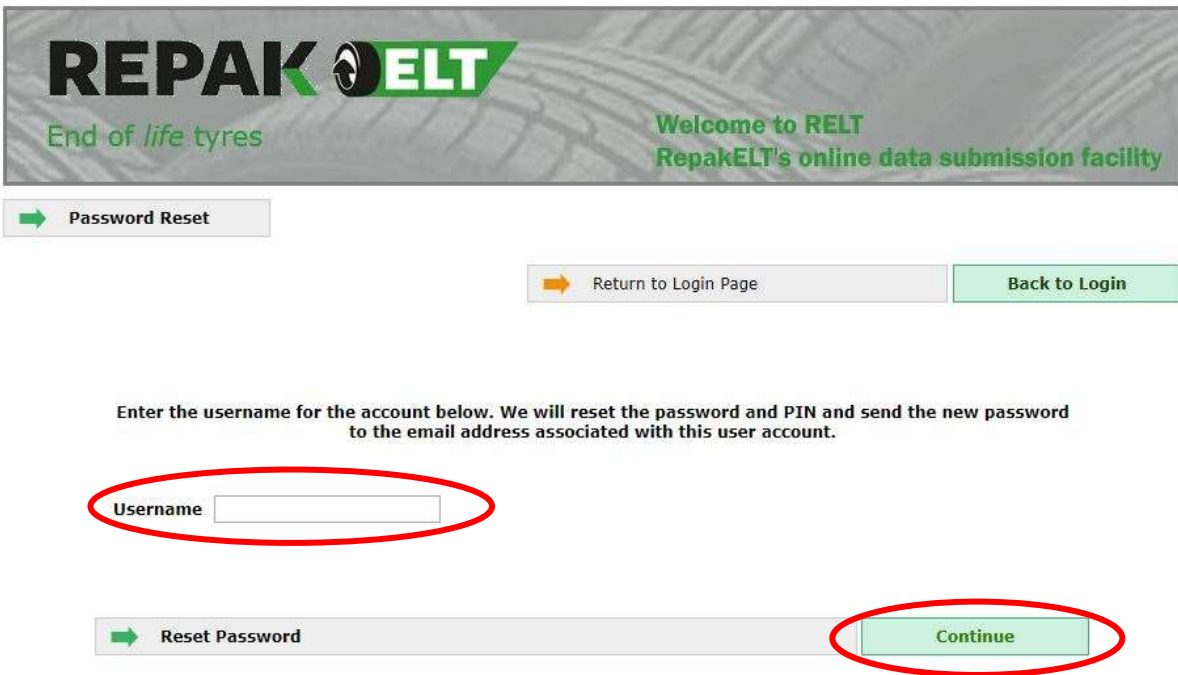
REPAK ELT

Username
Password

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

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 the Username and then click Continue on the bottom right hand side.



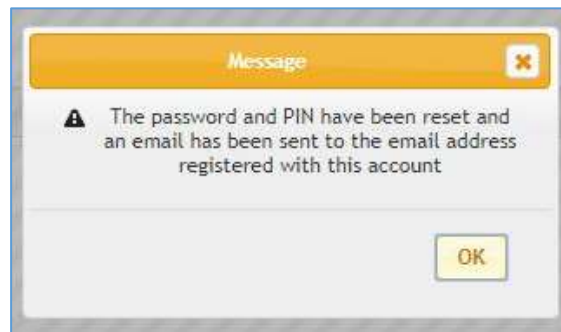
REPAK ELT
End of life tyres

Welcome to RELT
RepakELT's online data submission facility

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

The following message will appear. Click ok.



The text below 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 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 after resetting see page 3.

Click on the link in the email "[You can now login to the RepakELT site by clicking here](#)". This will bring you back to the log in page. Enter your Username and new Password. **When the password is reset this will also reset the PIN.** You can re-enter a PIN you have previously used.

If you have questions relating to any of this contact Repak ELT and we can walk you through the process.