



Guidance Document for Circol ELT Retailer Reporting

eQF 081 - Version 4.0

Date 01/08/2019

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Introduction

Welcome to Circol 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 Circol ELT via the contact details below:

Circol ELT contact details:

- P: (01) 4618 600
 - E: info@Circoelt.ie
 - W: www.Circoelt.ie
-

Checklist

When reporting you will need the following:

1. Username and password supplied by Circol 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 Circol ELT their Blackbox login details will be emailed within 5 days. Please email us at info@Circoelt.ie if you do not receive this information

Email will include:

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.Circoelt.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 21](#) for further instruction on resetting.

If you forget either or both and cannot reset yourself contact Circol ELT to bring it back to original login.

It is advised 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.

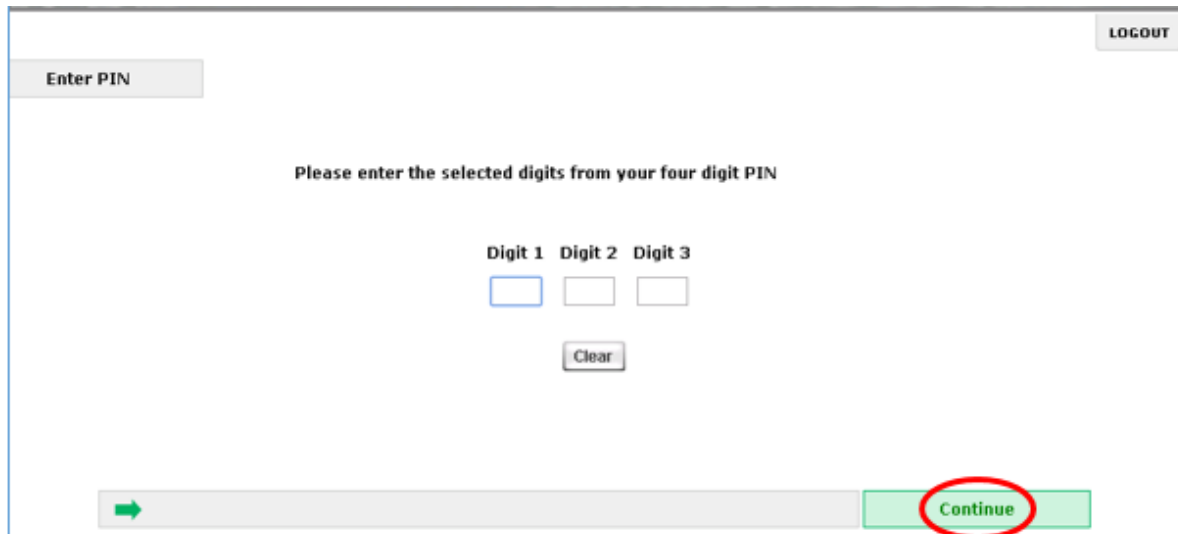
PIN Code

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. Circol ELT have no record of your PIN. Should any difficulties arise we can reset it back to blank, you will be asked to re-create a new PIN code the next time you attempt to login.

Returning user

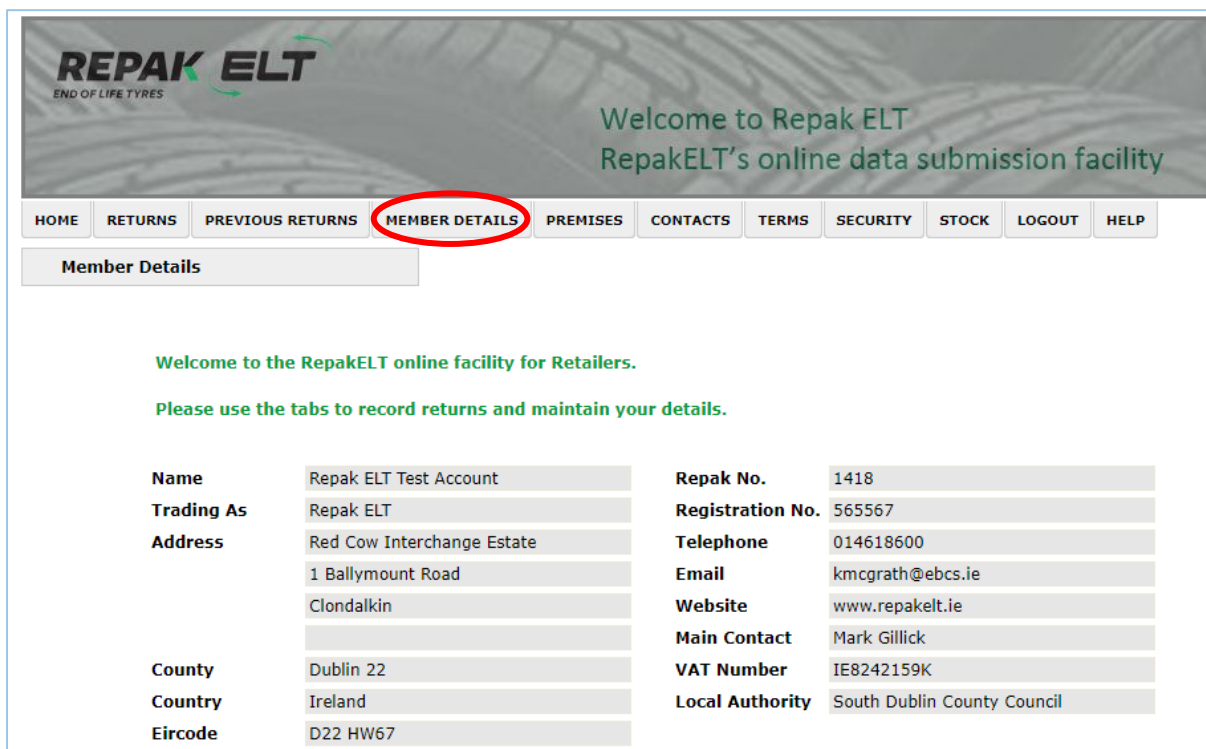
If you have already previously set up a PIN code the following page will appear. You must now enter 3 of the 4 original digits created.



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 19](#).



Name	Repak ELT Test Account	Repak No.	1418
Trading As	Repak ELT	Registration No.	565567
Address	Red Cow Interchange Estate	Telephone	014618600
	1 Ballymount Road	Email	kmcgrath@ebcs.ie
	Clondalkin	Website	www.repakelt.ie
		Main Contact	Mark Gillick
County	Dublin 22	VAT Number	IE8242159K
Country	Ireland	Local Authority	South Dublin County Council
Eircode	D22 HW67		

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 months due/overdue. Select whichever Return Month you would like to begin with – there is no required order for reporting.

The screenshot shows the RepakELT online data submission facility interface. At the top, there is a header with the RepakELT logo and the text "Welcome to RepakELT RepakELT's online data submission facility". Below the header is a navigation bar with buttons for HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, SECURITY, STOCK, LOGOUT, and HELP. The RETURNS button is highlighted with a red circle. Below the navigation bar is a button labeled "Enter Returns".

Welcome to the RepakELT online facility for Retailers.

Your last submitted return was :

Period	December 2017
Date	26 April 2019

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

- November 2017
- January 2018
- February 2018
- March 2018
- April 2018
- May 2018
- June 2018
- July 2018
- August 2018
- September 2018
- October 2018
- November 2018
- December 2018
- January 2019
- February 2019
- March 2019

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.

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 Circol 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.

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 Circol 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 18](#).

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

The screenshot shows the Repak ELT online data submission facility. At the top, there is a header with the Repak ELT logo and the text "Welcome to Repak ELT RepakELT's online data submission facility". Below the header is a navigation bar with links: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, SECURITY, STOCK, LOGOUT, and HELP. The main content area has a "Return Details" section with a green arrow icon, "Repak No.: 1418", and "Period: November 2017". Below this are two buttons: "Return to main menu" and "Proceed to next step", each with a corresponding green button labeled "main menu" and "Next". The main form area is titled "Enter tyre quantities purchased by 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." The form has four columns: "Main Category", "Sub Category", "Supplier", and "Quantity". The "Main Category" dropdown is circled in red and shows "Please Select". The "Sub Category" dropdown also shows "Please Select". The "Supplier" dropdown shows "Please Select". The "Quantity" column has a text input field. A green "Save" button is to the right of the input fields. Below the form, there is a message: "Once all your data has been entered, click on 'Next'". At the bottom, there is a green arrow icon and the text "Supplier not on the list? Add them here using their Unique ID." and a green "Add Supplier" button.

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

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 Repak ELT
RepakELT's online data submission facility

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

Return Details Repak No.: 1418 Period: November 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

First Last

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

Supplier not on the list? Add them here using their Unique ID. 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://Circoelt.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@Circoelt.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 Circol ELT to upload the relevant suppliers to the Blackbox on your behalf.

Purchasing from self

If you are a Producer then you will be required to report all ROI sourced tyres in the usual way. All imported tyres should be reported as bought from yourself, i.e. declare your own company as the supplier for all these imported tyres.



Welcome to Repak ELT
RepakELT's online data submission facility

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

Add supplier

Cancel Back


Please enter the Unique ID for the supplier. You can find this on the RepakELT Web Site

If the supplier is not listed on the web site, then please contact RepakELT directly to obtain the Unique ID for the supplier.

Unique ID

Add OK

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.



Welcome to Repak ELT
RepakELT's online data submission facility

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

Return Details Repak No.: 1418 Period: November 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/Va	Passenger Car/Van/4x4	Test Supplier [4256164]	400	Save

First Last

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

Supplier not on the list? Add them here using their Unique ID. 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 only fitted but not sold by you.**

REPAK ELT
END OF LIFE TYRES

Welcome to Repak ELT
RepakELT's online data submission facility

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

Return Details Repak No.: 1418 Period: November 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/Va	Passenger Car/Van/4x4	Test Supplier [4256164]	400	Save

First Last

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

Supplier not on the list? Add them here using their Unique ID. 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.

1. Enter details of tyres purchased (Tick N/A if none) Tyres Purchased N/A ☒

2. Enter details of tyres only fitted but not sold by you (Tick N/A if none) **Tyres Fitted** N/A ☐


3. Enter details of tyres sold (Tick N/A if none) Tyres Sold N/A ☐

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

Tyres Fitted are tyres only fitted onto a vehicle but not sold by you. The vEMC charge is to be added to the cost of fitting. However, if the customer can supply evidence that the vEMC having been paid on the tyres you are fitting these tyres are not to be reported.



END OF LIFE TYRES

Welcome to Repak ELT

RepakELT's online data submission facility

[HOME](#)
[RETURNS](#)
[PREVIOUS RETURNS](#)
[MEMBER DETAILS](#)
[PREMISES](#)
[CONTACTS](#)
[TERMS](#)
[SECURITY](#)
[STOCK](#)
[LOGOUT](#)
[HELP](#)

➔ Tyres Fitted
Repak No.: 1418
Period: November 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 visible Environmental Management Cost (vEMC) must be charged on these tyres.

Main Category	Sub Category	Quantity	
Passenger Car/Va ▼	Passenger Car/Van/4x4 ▼	20	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. Beside the words 'Tyres Fitted' there is a non 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.

1. Enter details of tyres purchased (Tick N/A if none)
Tyres Purchased
N/A ☒

➔ 2. Enter details of tyres only fitted but not sold by you (Tick N/A if none)
Tyres Fitted
N/A ☒

➔ 3. Enter details of tyres sold (Tick N/A if none)
Tyres Sold
N/A ☐

➔ 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

Members must report all tyres sold in each month. 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.

The screenshot shows the 'Return Details' page of the RepakELT system. At the top, there's a header with the RepakELT logo and a welcome message. Below this is a navigation bar with links like HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, SECURITY, STOCK, LOGOUT, and HELP. The main content area shows 'Return Details' for 'Repak No.: 1418' and 'Period: November 2017'. There are buttons for 'Return to main menu' and 'Proceed to next step', each with a corresponding green button labeled 'main menu' and 'Next'. A note instructs users to enter tyre quantities sold or otherwise moved on in the period, and to identify trade customers. Below this is a table with columns: Main Category, Sub Category, Customer, and Qty. The table has one row with 'Passenger Car/Va' as the Main Category, 'Passenger Car/Van/4x4' as the Sub Category, 'General Public [3]' as the Customer, and '200' as the Qty. A green 'Save' button is next to the Qty field. Below the table, there's a 'First Last' label and a note to click 'Next' after entering data. At the bottom, there's a button for 'Customer not on the list? Add them here using their Unique ID.' and a green 'Add Customer' button.

Main Category	Sub Category	Customer	Qty
Passenger Car/Va	Passenger Car/Van/4x4	General Public [3]	200

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'.

The screenshot shows the 'Add customer' page. It has a header with the RepakELT logo and a welcome message. Below this is a navigation bar with links like HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, SECURITY, STOCK, LOGOUT, and HELP. The main content area has a title 'Add customer' and a 'Cancel' button. A note asks the user to enter the Unique ID for the customer, which can be found on the RepakELT Web Site. Another note states that if the customer is not listed on the web site, they should contact RepakELT directly to obtain the Unique ID. Below this is a text input field labeled 'Unique ID'. At the bottom, there's an 'Add' button and a green 'OK' button.

Unique ID

This Unique ID number can be found on the Members List by following the link <https://Circoelt.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 Circol ELT to upload the relevant suppliers to the Blackbox on your behalf.

The screenshot shows the Repak ELT online data submission facility. At the top, there is a banner with the Repak ELT logo and the text "Welcome to Repak ELT RepakELT's online data submission facility". Below the banner is a navigation bar with links: HOME, RETURNS, PREVIOUS RETURNS, MEMBER DETAILS, PREMISES, CONTACTS, TERMS, SECURITY, STOCK, LOGOUT, and HELP. The main content area has a "Return Details" button, a "Repak No.: 1418" field, and a "Period: November 2017" field. Below these are two buttons: "Return to main menu" and "Proceed to next step". There are also "main menu" and "Next" buttons. A note states: "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)." Another 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." A table is displayed with columns: Main Category, Sub Category, Customer, and Qty. The first row shows "Passenger Car/Van/4x4", "Passenger Car/Van/4x4", "General Public" (circled in red), and "200". To the right of the table are "Change" and "Delete" buttons. Below the table are three dropdown menus labeled "Please Select" and a "Save" button. The text "First 1 Last" is shown. A message says: "Once all your data has been entered, click on 'Next'". At the bottom, there is a button labeled "Customer not on the list? Add them here using their Unique ID." and an "Add Customer" button.

Main Category	Sub Category	Customer	Qty
Passenger Car/Van/4x4	Passenger Car/Van/4x4	General Public	200
Please Select	Please Select	Please Select	

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.

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

Collection Details RepakELT No.: 1418 Period: September 2017

Return to main menu main menu

Enter tyre quantities collected from 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	Authorised Collector	Quantity
Passenger Car/Vs	Repak ELT Collector	400

Save

First Last

Once all your data has been entered, click on "main menu"

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

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'.

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

Add To List

Cancel Back

Please select the Collector from the selection list below

Collector Crossmore Transport Ltd

Add Save & Continue

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.

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

Collection Details RepakELT No.: 1418 Period: September 2017

Return to main menu main menu

Enter tyre quantities collected from 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	Authorised Collector	Quantity
Passenger Car/Var/4x4	Repak ELT Collector	400

Please Select Please Select Change Delete Save

First 1 Last

Once all your data has been entered, click on "main menu"

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

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.

1. Enter details of tyres purchased (Tick N/A if none) Tyres Purchased N/A ☒

2. Enter details of tyres only fitted but not sold by you (Tick N/A if none) Tyres Fitted N/A ☒

3. Enter details of tyres sold (Tick N/A if none) Tyres Sold N/A ☐

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

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

Repak No.: 1418

Period: September 2017

Submit

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 Circol 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.

1. Enter details of tyres purchased (Tick N/A if none)

Tyres Purchased

N/A ☐

2. Enter details of tyres only fitted but not sold by you (Tick N/A if none)

Tyres Fitted

N/A ☐

3. Enter details of tyres sold (Tick N/A if none)

Tyres Sold

N/A ☐

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

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.



Welcome to Repak ELT
RepakELT's online data submission facility

HOME

RETURNS

PREVIOUS RETURNS

MEMBER DETAILS

PREMISES

CONTACTS

TERMS

SECURITY

STOCK

LOGOUT

HELP

Member Details


Welcome to the RepakELT online facility for Retailers.

Please use the tabs to record returns and maintain your details.

Name	Repak ELT Test Account	Repak No.	1418
Trading As	Repak ELT	Registration No.	565567
Address	Red Cow Interchange Estate	Telephone	014618600
	1 Ballymount Road	Email	kmcgrath@ebcs.ie
	Clondalkin	Website	www.repakelt.ie
		Main Contact	Mark Gillick
County	Dublin 22	VAT Number	IE8242159K
Country	Ireland	Local Authority	South Dublin County Council
Eircode	D22 HW67		

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 Circol ELT's database system.



Welcome to Repak ELT
RepakELT's online data submission facility

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

➔ Member Details

Repak No.: 1418

Name	Repak ELT Test Account	Registration No.	565567
Trading As	Repak ELT	Telephone	014618600
Address*	Red Cow Interchange Estate	Email	kmcgrath@ebcs.ie
	1 Ballymount Road	Website	www.repakelt.ie
	Clondalkin	VAT Number	IE8242159K
		Local Authority	South Dublin County Council ▼
County	Dublin 22 ▼		
Country*	Ireland ▼		
Eircode	D22 HW67		

➔ Save

Save

* denotes mandatory fields

File Upload

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

Welcome to the RepakELT online facility for Retailers.

Your last submitted return was :

Period	December 2017
Date	26 April 2019

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

- November 2017
- January 2018
- February 2018
- March 2018
- April 2018
- May 2018
- June 2018
- July 2018
- August 2018
- September 2018
- October 2018
- November 2018
- December 2018
- January 2019
- February 2019
- March 2019

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

Upload CSV

Please contact the Membership Team before you upload to ensure you are using the correct template and the document is uploaded in the correct format - .csv file

Click on Choose File and drop file in from you PC. Enter in your email address and click upload

REPAK ELT
END OF LIFE TYRES

Welcome to Repak ELT
RepakELT's online data submission facility

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

File Upload

Please select a CSV file from your computer which contains the details of your return.

Repak will send an email to this address when the uploaded file is processed.

If you would like the email to be sent to an additional email address, please enter it below.

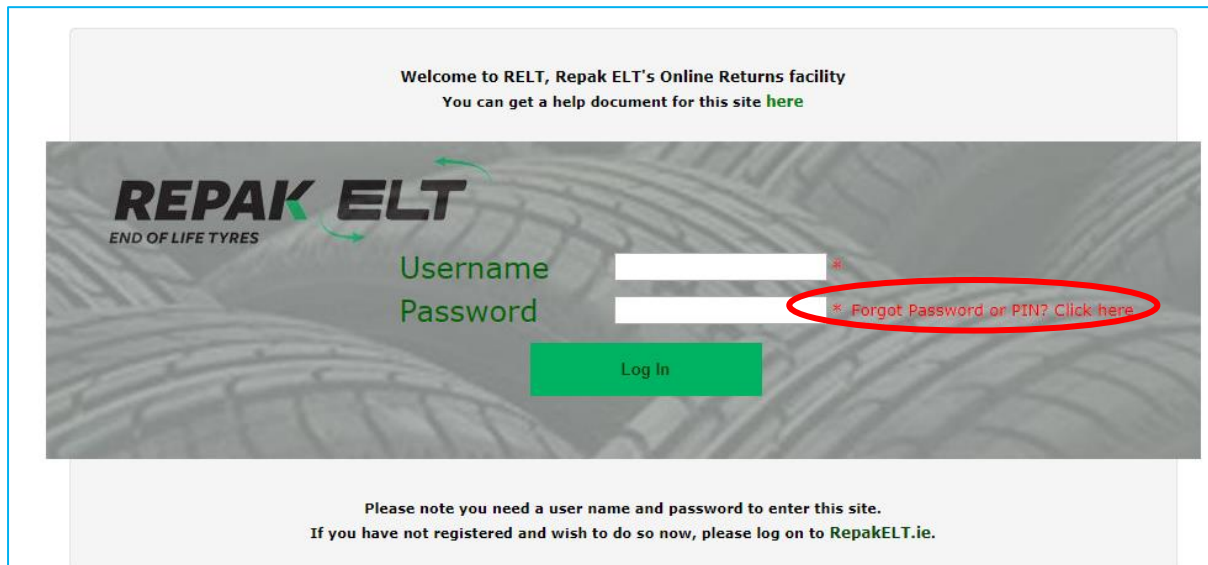
When ready to upload, click the Upload button.

File No file chosen

Email Address

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
END OF LIFE TYRES

Username

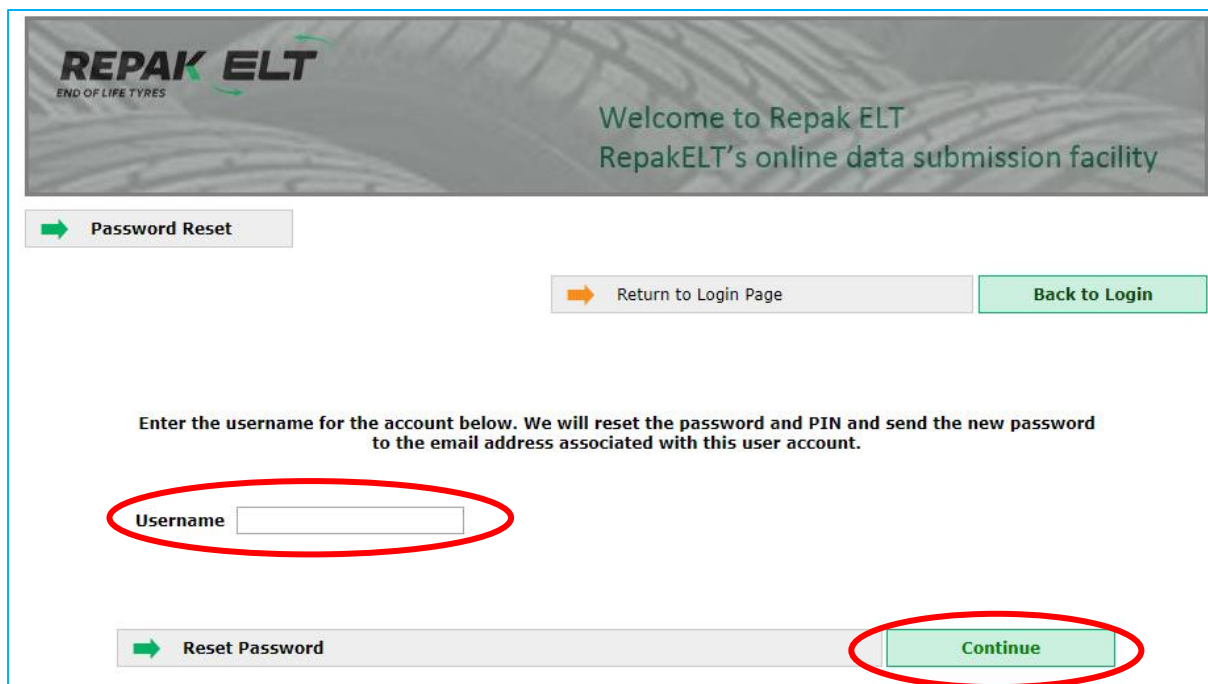
Password

[* 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 Repak ELT
RepakELT's online data submission facility

➡ Password Reset

➡ Return to Login Page

Back to Login

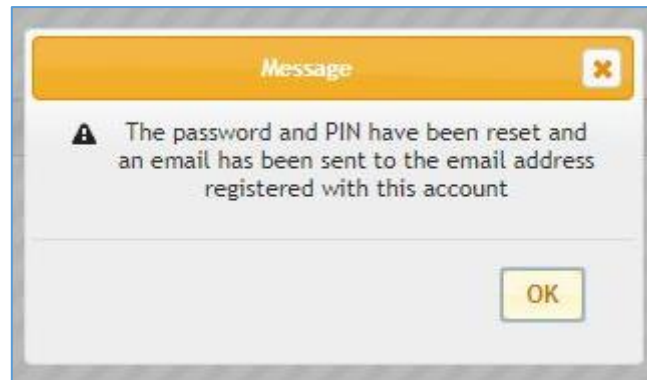
Enter the username for the account below. We will reset the password and PIN and send the new password to the email address associated with this user account.

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 CircoELT account has been reset.

The new password is wx1AzWLNcRc*pK


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

If you have any trouble logging in with this new password, please telephone the Circo ELT team on (01) 4618 600 or email us at info@Circoelt.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 Circo ELT. The new password is provided in the email and can be changed see [page 23](#).

Click on the link '[You can now login to the CircoELT 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

1418R

Password

.....

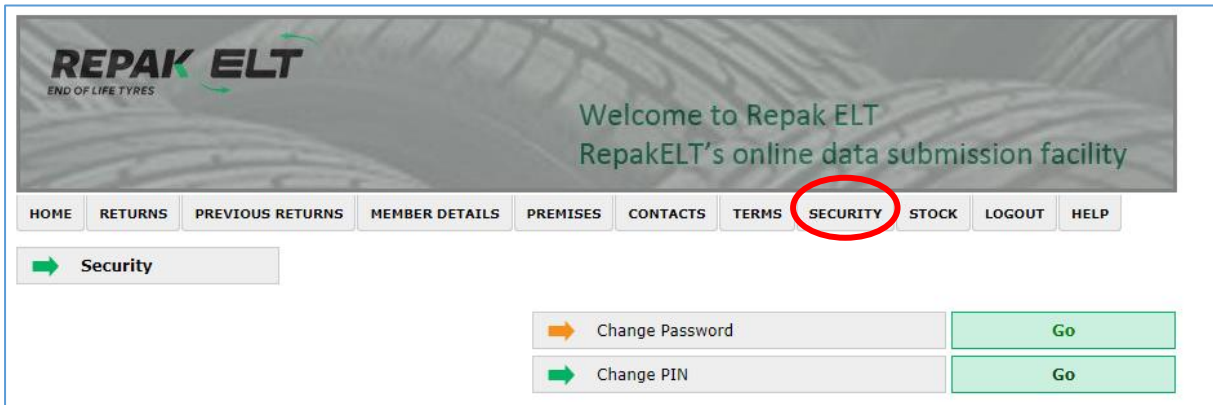
Forgot Password or PIN? Click here

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

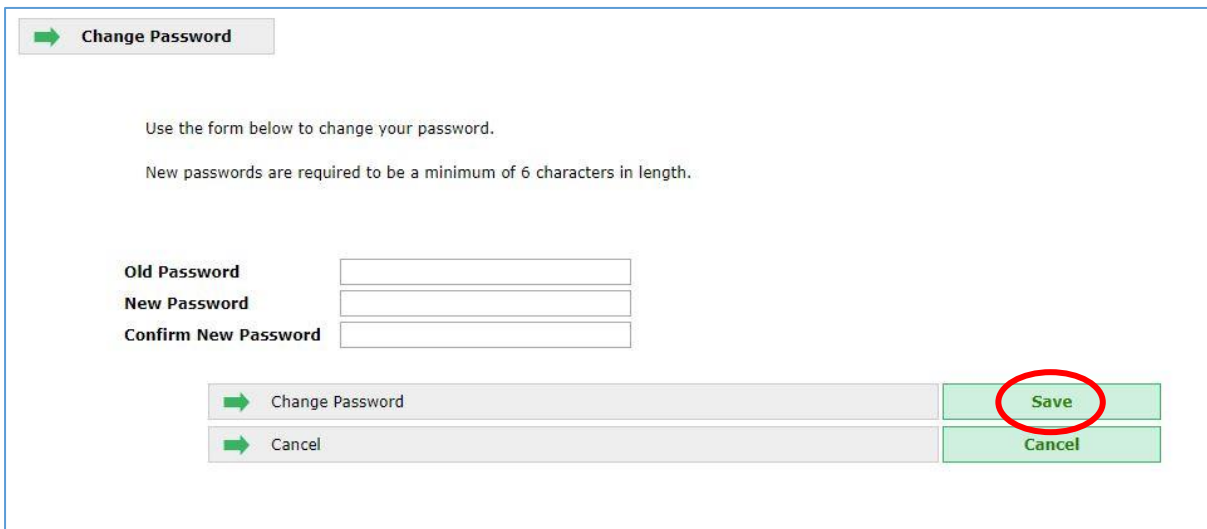
Members can also change the Password and Pin when logged in. Click on the Security tab on the main menu bar and it will bring you to the following page. Select **GO** for either **Change Password** or **Change PIN**.



The screenshot shows the Repak ELT website header with the logo and the text "Welcome to Repak ELT RepakELT's online data submission facility". Below the header is a navigation menu with 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 is a "Security" button with a green arrow. To the right are two buttons: "Change Password" and "Change PIN", each with a green arrow and a "Go" button next to it.

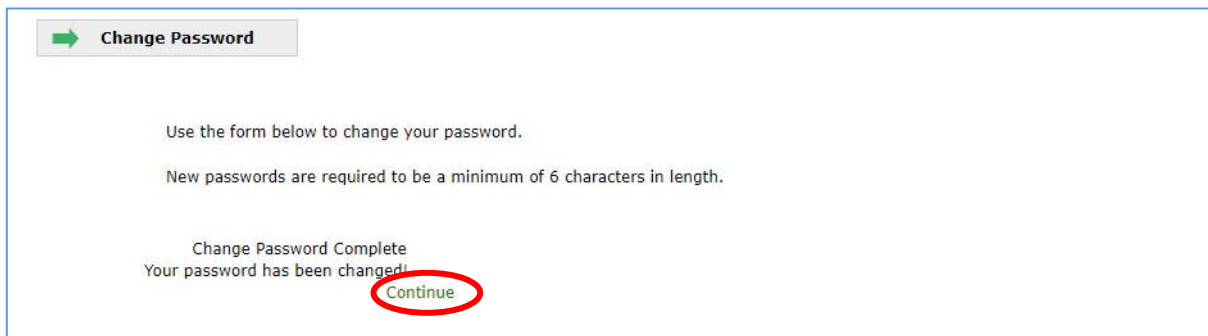
Changing Password:

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. It has a title bar with a green arrow and the text "Change Password". Below the title bar is a message: "Use the form below to change your password. New passwords are required to be a minimum of 6 characters in length." There are three input fields: "Old Password", "New Password", and "Confirm New Password". At the bottom are two buttons: "Change Password" and "Cancel", each with a green arrow. To the right of these buttons are two buttons: "Save" and "Cancel", each with a green arrow. The "Save" button is circled in red.

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. It has a title bar with a green arrow and the text "Change Password". Below the title bar is a message: "Change Password Complete Your password has been changed!". At the bottom is a button: "Continue", with a green arrow. The "Continue" button is 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.

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