

Membership Portal

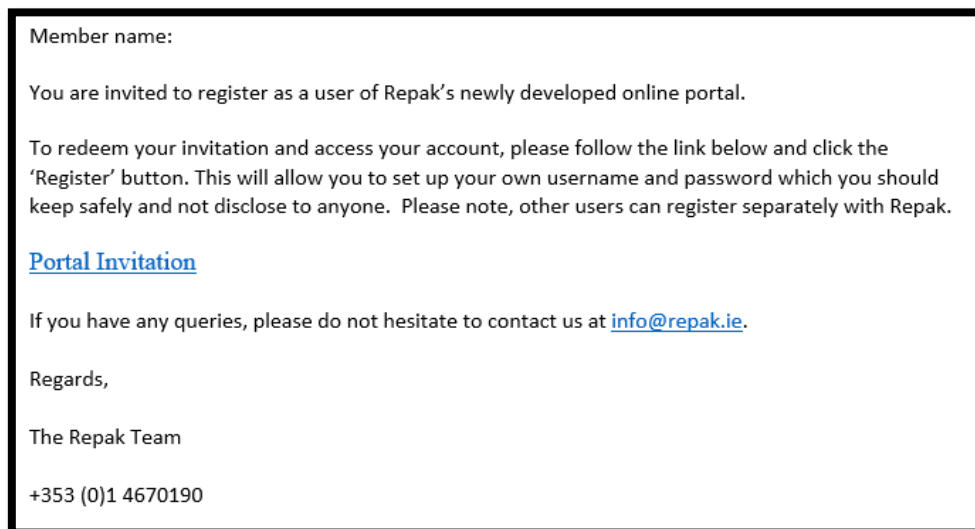
Data that is captured by the member on the Members Portal will feed into the Account and Stats Submission sections in D365.

Contents:

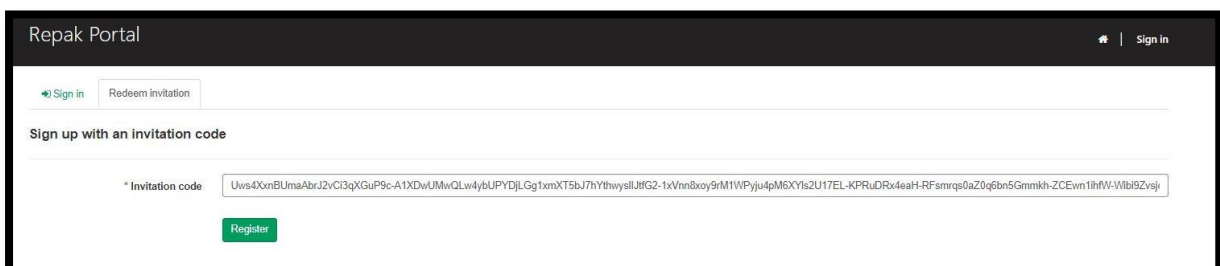
- **Redeem Invitation**
- **Edit company details, finance & bank details, contacts and premises**
- **Log back in to Portal**
- **Stats Submissions**

Redeem Invitation

Invitation to Repak's new online portal email:



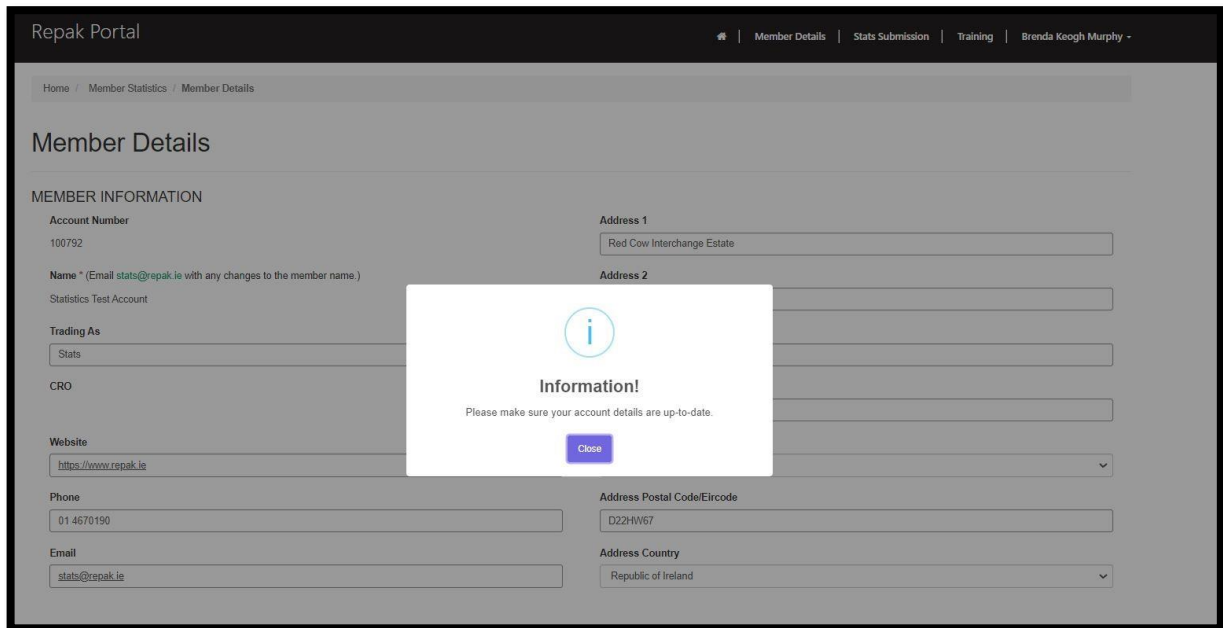
Click on the link in the email and then click **Register**.



When you click 'Register' you will be asked to enter a new Username, Password, confirm Password and press 'Save'. **Keep this username and password safe and do not share it.**

Edit company details, finance & bank details, contacts and premises

You should now be on the 'Member Details' page where a pop-up window will appear prompting you to check and update your account details. Click Close.

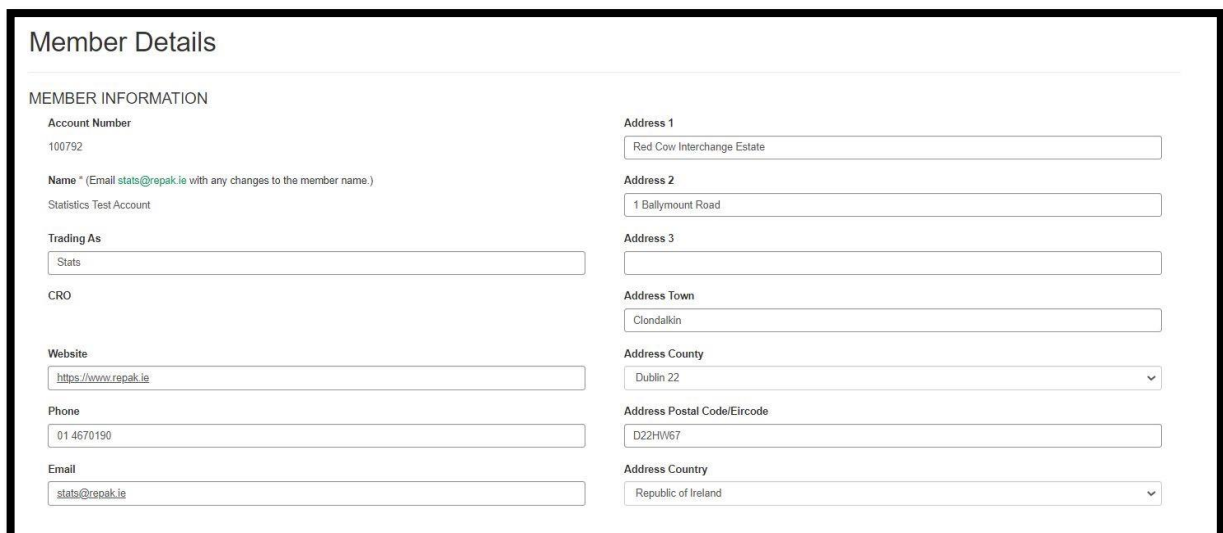


The screenshot shows the 'Member Details' page in the Repak Portal. The page has a dark header with the 'Repak Portal' logo and navigation links for 'Member Details', 'Stats Submission', 'Training', and a user profile 'Brenda Keogh Murphy'. Below the header, there's a breadcrumb trail: 'Home / Member Statistics / Member Details'. The main content area is titled 'Member Details' and contains a form for 'MEMBER INFORMATION'. The form fields include: Account Number (100792), Name (with a note to email stats@repak.ie for changes), Trading As (Stats), CRO, Website (https://www.repak.ie), Phone (01 4670190), Email (stats@repak.ie), Address 1 (Red Cow Interchange Estate), Address 2, Address 3, Address Postal Code/Eircode (D22HW67), and Address Country (Republic of Ireland). A white pop-up window with a blue 'i' icon and the text 'Information! Please make sure your account details are up-to-date.' is centered over the form, with a blue 'Close' button.

When new information has been entered or existing information updated, scroll to the bottom right corner of the page and press 'Save' in order for the information to be saved on the portal.

Review / update account details: trading as name; website; phone; email; address; Eircode.

Note: If the Member Name has changed, email stats@repak.ie to request this change.



This screenshot shows the 'Member Details' page with the form fields clearly visible. The form is titled 'MEMBER INFORMATION' and is organized into two columns. The left column contains: Account Number (100792), Name (with a note to email stats@repak.ie for changes), Trading As (Stats), CRO, Website (https://www.repak.ie), Phone (01 4670190), and Email (stats@repak.ie). The right column contains: Address 1 (Red Cow Interchange Estate), Address 2 (1 Ballymount Road), Address 3, Address Town (Clondalkin), Address County (Dublin 22), Address Postal Code/Eircode (D22HW67), and Address Country (Republic of Ireland). The form fields are input boxes and dropdown menus.

You can review and update the finance contact details, choose how you would like to receive your invoice and enter or update correct bank account details which are required for rebate qualification.

To update the IBAN details you must first click 'Edit', then enter details and press 'Save'.

FINANCE INFORMATION

Finance Email <input type="text" value="accounts payable@repak.ie"/>	Finance Fax <input type="text"/>
Finance Phone <input type="text" value="01 4670190"/>	Send Invoice <input type="text" value="Post"/>
Finance Address Country* <input type="text" value="Republic of Ireland"/>	
Finance Address 1 <input type="text" value="Red Cow Interchange Estate"/>	Finance Address Town <input type="text" value="Clondalkin"/>
Finance Address 2 <input type="text" value="1 Ballymount Road"/>	Finance Address County <input type="text" value="Dublin 22"/>
Finance Address 3 <input type="text"/>	Finance Address Eircode/Postal Code <input type="text" value="D22HW67"/>

BANKING DETAILS

Account Name <input type="text"/>	IBAN <input type="text" value=""/> <input type="button" value="Edit"/>
Sort Code <input type="text"/>	BIC <input type="text"/>

You can also update/add new contact people and premises details. To do this you click 'Create', enter the details and press 'Save'.

CONTACTS

Full Name	Contact Type	Email	Title	
Brenda Keogh Murphy	Stats; Finance ; Main Contact	brenda.keoghmurphy@repak.ie	Ms	<input type="button" value=""/>
Nicole Bloggs	Stats; CEO	stats@repak.ie	Ms	<input type="button" value=""/>

PREMISES Only ROI Premises need to display a Repak Certificate of Compliance

Premises No	Name	Certified As	Address 1	Address 2	Address 3	Town	County	Postal Code/Eircode	Status	
1043	Brenda's Test Account	Stats Hub	Red Cow Interchange Estate	1A Ballymount Road		Clondalkin	Dublin 22	D22YX80	Active	<input type="button" value=""/>
1046	Statistics Test Account	Test 2	Red Cow			Clondalkin	Dublin 22	D22hw67	Active	<input type="button" value=""/>

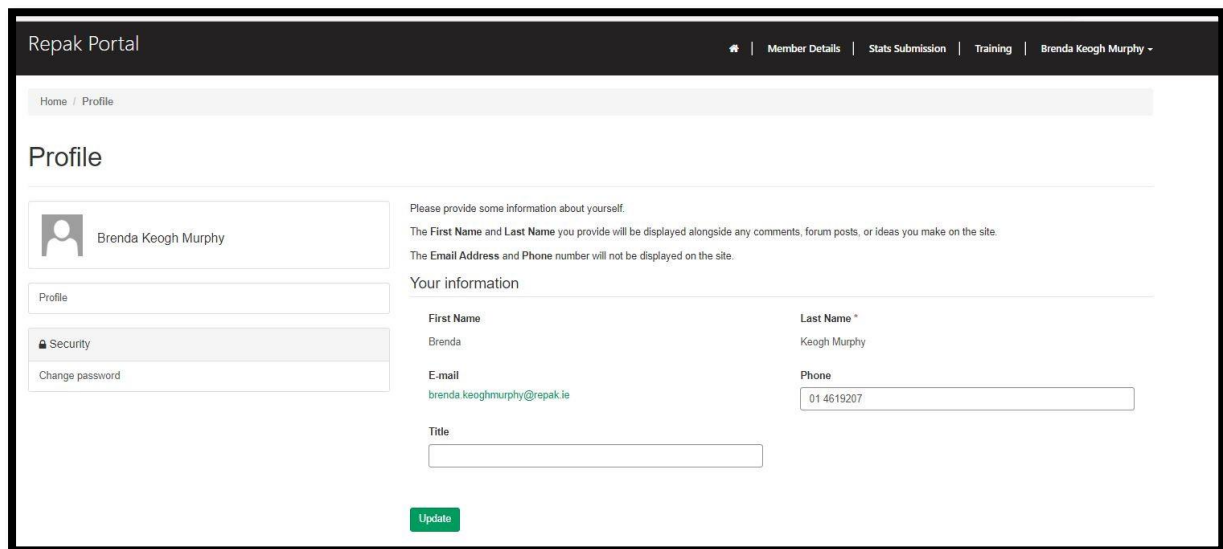
To exit the portal or navigate to a different section (Stats Submission or Training), use the navigation tool bar at the top of the page.

To sign out use the drop-down feature where the users name appears on the top left.



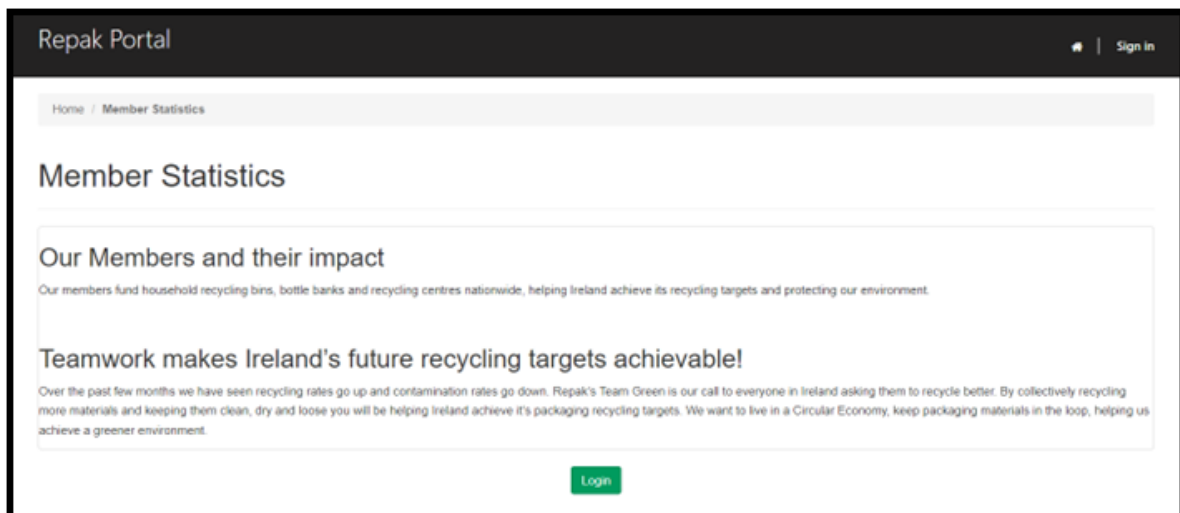
To change your password, use the drop-down feature where your name appears on the top left and click Profile and then 'Change Password'.

Click 'Update' before exiting the screen in order for the information to be saved on the portal.



Log in to Portal

When you logs in to the portal on subsequent occasions i.e. when you have already registered their username and password, you will see the following landing page. Click on login, to access the membership portal.

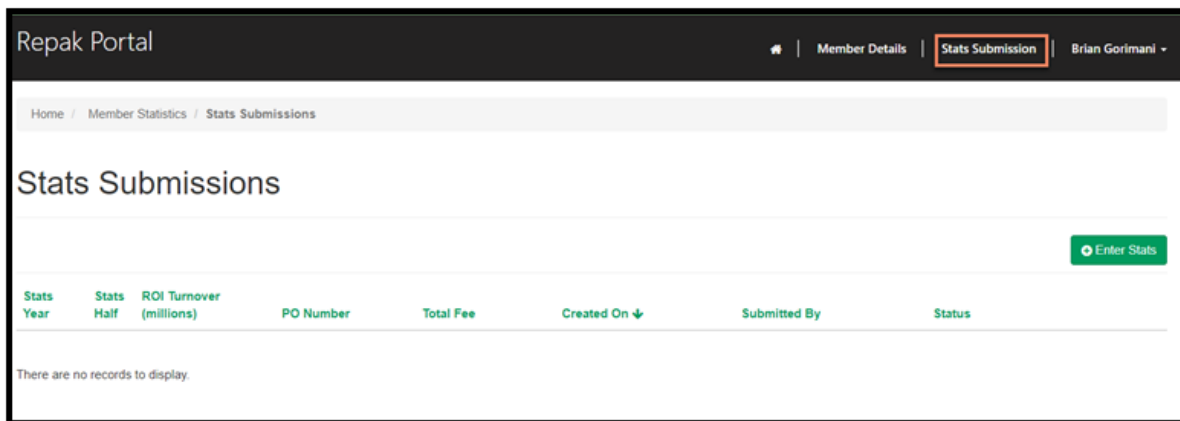


Sign in with your username and password.

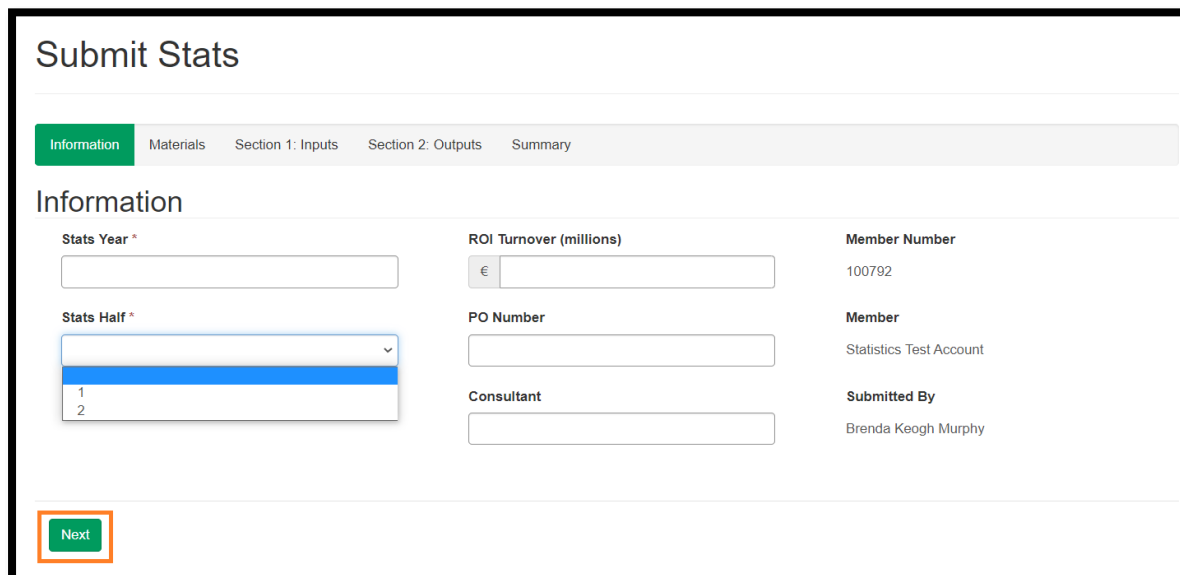
The screenshot shows the sign-in interface. At the top, there are two tabs: 'Sign in' (selected) and 'Redeem invitation'. Below the tabs is the heading 'Sign in with a local account'. There are two input fields: '* User name' and '* Password'. Below the password field is a green 'Sign in' button and a 'Forgot your password?' link. At the bottom, there is a note: 'If you have any issues using the Repak system, please contact systemsupport@repak.ie. Please include your name, member name and member number.'

Stats Submissions

1. To submit stats, click 'Stats Submission' on the site map.
2. click **Enter Stats** to begin the Stats submission process.



3. Enter the Stats Year and Half and the other fields.
4. Once done click the next button to proceed to the other sections.



5. You are required to select the materials you are going to submit stats for. By default all input and output materials will be de-selected on the portal. E.g. if the Output Recycled Paper/Cardboard box is ticked, there will be a row in 2.1, 2.3 and 2.2+2.4 for Paper/Cardboard.

Information ✓
Materials
Section 1: Inputs
Section 2: Outputs
Summary

Materials

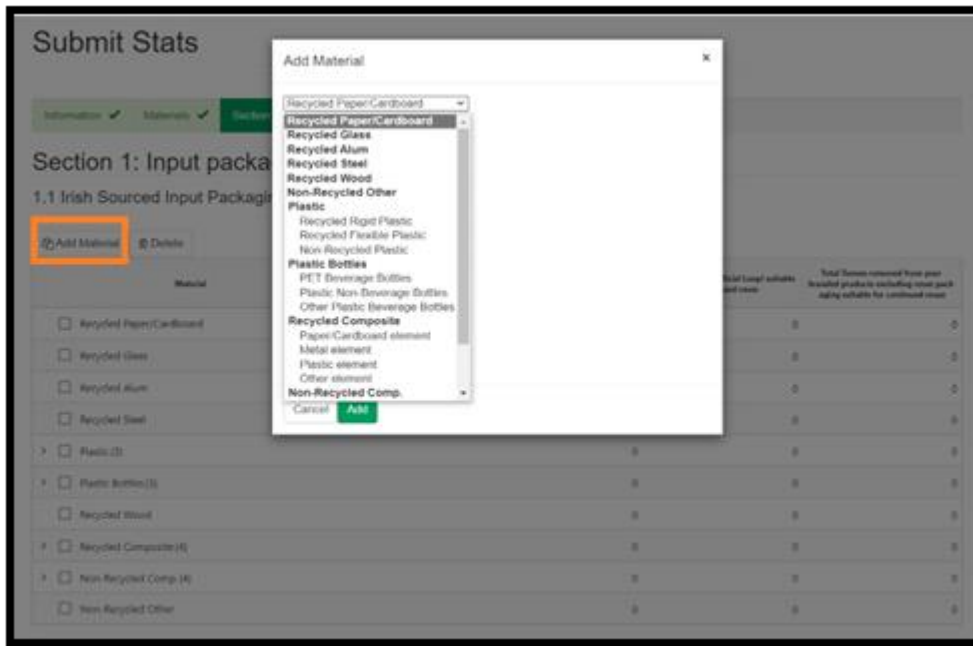
Please select from the below list the material types you wish to report on your inputs and outputs sections.

**Materials types can be added/removed to the input and output sections if required before final submission.*

Material	<input type="checkbox"/> Input	<input type="checkbox"/> Output
Recycled Paper/Cardboard	<input type="checkbox"/>	<input type="checkbox"/>
Recycled Glass	<input type="checkbox"/>	<input type="checkbox"/>
Recycled Alum	<input type="checkbox"/>	<input type="checkbox"/>
Recycled Steel	<input type="checkbox"/>	<input type="checkbox"/>
> Plastic (3)	<input type="checkbox"/>	<input type="checkbox"/>
> Plastic Bottles (3)	<input type="checkbox"/>	<input type="checkbox"/>
Recycled Wood	<input type="checkbox"/>	<input type="checkbox"/>
> Recycled Composite (4)	<input type="checkbox"/>	<input type="checkbox"/>
> Non-Recycled Comp. (4)	<input type="checkbox"/>	<input type="checkbox"/>
Non-Recycled Other	<input type="checkbox"/>	<input type="checkbox"/>

Previous
Next

6. Click next to progress to the input section. Once you click Next, you can't come back to this screen however, see the below point for changing your materials selected.
7. You can click on the Add Material button if you wish to add more materials to the input sub-section (e.g. material will be added to 1.1 only in the below example). There is a Delete button which can be used to remove a material from that sub-section.



- Select the material you would like to add tonnage for. A breakdown is required for some material types at the Brandholder/Importer stage. If you have tonnage here, the cell will change colour. Click the **chevron** beside the material name to enter the breakdown – which must add up to the total.

1.2 Imported Input Packaging

Material	Properties	Total Tonnes (including reuse packaging)	Reuse Packaging (Official Loop) suitable for continued reuse
<input type="checkbox"/> Recycled Paper/Cardboard		0	0
<input checked="" type="checkbox"/> Plastic (3)		6,214	0
<input type="checkbox"/> Recycled Rigid Plastic		2,305	0
<input type="checkbox"/> Recycled Flexible Plastic		1,697	0
<input type="checkbox"/> Non-Recycled Plastic		2,212	0

- At any stage the Save button at the bottom right of the screen can be used to save a Draft which can be returned to later. It is also possible to move back and forth between Inputs, Outputs and the Submit screen by using the Previous and Next buttons at the bottom of the screen.

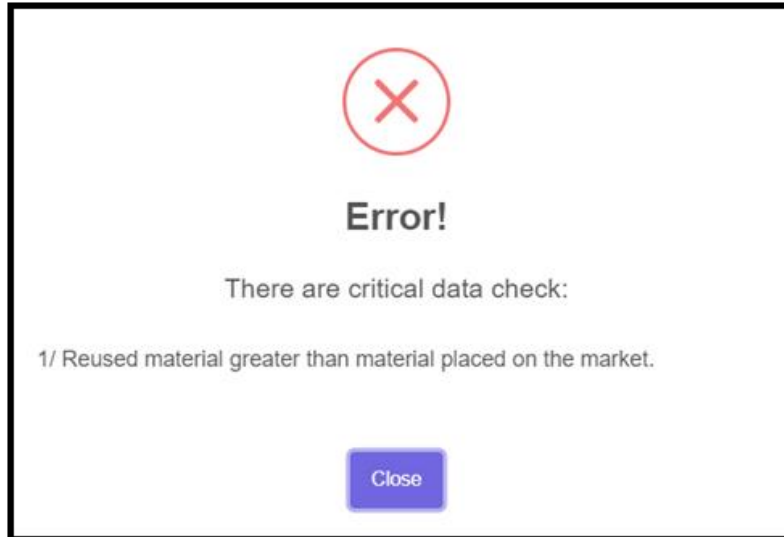
Material	Properties	Total Tonnes (including Reuse Packaging)		Reuse Packaging (Official Loop) Suitable for Continued Reuse
		Empty Packaging	Filled Packaging	Filled Packaging
<input type="checkbox"/> Recycled Paper/Cardboard		0	100,000	0

10. The system will run validations as the data is entered to show anywhere more information is required / errors occur.



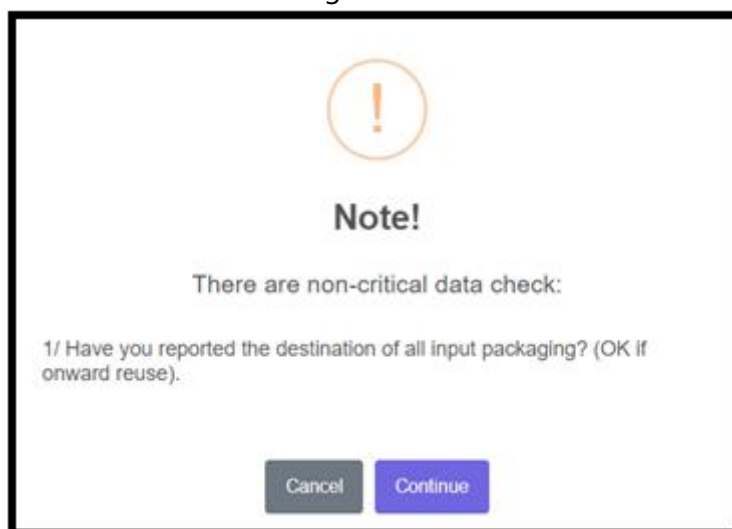
11. Errors within the data entry process will prevent the user from proceeding and the solution will provide the below error when the user clicks the next button.

12. The error will need to be fixed for the user to progress with the stats entry process.



13. The portal will also provide alert notes for any incorrect data that has been captured however the alert notes will not stop the user from progressing to the next section. The screenshot below shows what a note sign looks like.

14. The user can click on the continue button to move to the next section or they can click on the cancel button to make changes to the data.



- Once all required stats are entered, click Next from the Outputs screen to get to the Submit Stats page. Here you can see the Total Fee, subject to the minimum fee, and see the % change compared with the same half of the previous year, if applicable.
- A PO number or the name of the person responsible for providing it is entered before submitting the stats. A declaration that the data is correct and complete is also required before clicking on the submit button to submit the stats to Repak.

Submit Stats

Information ✓ Materials ✓ Section 1: Inputs ✓ Section 2: Outputs ✓ **Summary**

Summary

Stats Year *	ROI Turnover (millions)	Member Number
2022	€100,000.00	ALLIED01
Stats Half	PO Number *	Member
1	<input type="text" value="Brian Text"/>	Allied Recycling
	<small>(Enter PO number or the name* of the person responsible for raising it. *If a name is entered and your company requires a valid PO number to appear on the invoice you must forward the PO number to stats@repak.ie.)</small>	
	Submitted By	Brian Gorman
Total Fee		
€122,148.00		
Change(%)		
—		

I declare that this form is correct and complete to the best of my knowledge and belief. *

- Once submitted, the status will change to calculating fee.

Stats Submissions

Stats Year	Stats Half	ROI Turnover (millions)	PO Number	Total Fee	Created On	Submitted By	Status
2022	1	€100,000.00	Brian Text		8/25/2022 1:05 PM	Brian Gorman	Calculating Fee

- Once the transparency sheet has been generated the Total Fee will then display on the portal and the status will change to stats submitted.

Stats Submissions

Stats Year	Stats Half	ROI Turnover (millions)	PO Number	Total Fee	Created On	Submitted By	Status
2022	1	€100,000.00	Brian Text	€122,148.00	8/25/2022 1:05 PM	Brian Gorman	Stats Submitted

- The user will then be able to download the transparency sheet from the portal.

Stats Submission Details

Name

Allied Recycling (2022 H1)

Member

Allied Recycling

Stats Year *

2022

Submitted By

Brian Gorimani

Stats Half

1

Submitted On

9/25/2022

ROI Turnover (millions)

€100,000.00

PO Number

Brian Text

Attachments

4 minutes.822
Dynamics CE App

Transparency Sheet.xls (15.94 KB)

20. At a later date, when an invoice is raised based on the submission, the invoice will be available under Attachments also.