

# Connect Quick Start Guide

## How to purchase and top up an online waste tracking digital book in Connect

Connect has digital books available for purchase for use in waste transactions. Purchased credits will be automatically deducted from a digital book upon completion of part 1 of a waste transport certificate.

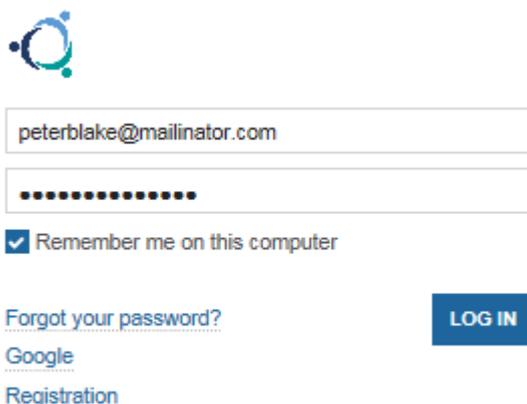
One way to purchase digital book credits for the first time is upon completion of the submission of part 1 of a waste transport certificate. In the **Select Payment Method** screen, select the **Purchase a Digital Book** option. Then, proceed through the BPoint payment gateway to complete the purchase of the digital book and submission of part 1 of the waste transport certificate.

If you do not wish to purchase a digital book you can pay by credit card for each single waste transaction. This is recommended if you do not intend to purchase any credits in the future. Simply select the **Pay by Credit Card** option upon completion of part 1 of waste transport certificate. You will be taken through the BPOINT payment gateway to finalise the single credit card payment.

Note that a digital book can only be purchased once per customer account. Any users associated with the customer account can use the digital book credits when submitting waste transport certificates, provided there are enough credits remaining. Any user associated with the customer account can also top up the digital book and view previous transactions. If you already have a digital book and wish to top up the credits, **see page 5**.

Otherwise, to sign up for a digital book for the first time, follow this process document.

1. Go to <https://ehp.appiancloud.com/suite/>
2. Click on **I AGREE** to agree to accept the Connect Terms of Use and Privacy Policy
3. Log in to Connect using your external user login details



The screenshot shows the login interface for the Connect system. At the top left is the Connect logo, a stylized blue and green circle. Below it are two input fields: the first contains the email address 'peterblake@mailinator.com' and the second is a password field with masked characters. A checkbox labeled 'Remember me on this computer' is checked. Below the password field are three links: 'Forgot your password?', 'Google' (with a small logo), and 'Registration'. A blue 'LOG IN' button is positioned to the right of the 'Forgot your password?' link.

4. When you are logged in, navigate to the **Actions** tab at the top of screen



5. Select the action called **Create digital book**



6. The **Digital Book – Sign Up** screen displays. Read through the information and complete the **declaration** by ticking the **confirmation** checkbox. Then click on **CONTINUE**.

### Digital Book - Sign Up

#### Customer Details

Customer Ref: EHP0041889  
Customer Name: Peter Blake

User peterblake@mailinator.com

#### Information

- In signing up for a digital book, your customer account will be authorised to use digital books for any waste tracking certificates created
- All users associated with your customer account will be able to use the digital books when completing a waste tracking certificate
- Once you have completed the process of purchasing digital book's, the default option for payment will be using your already purchased digital books
- If your digital book balance is not sufficient to complete your transaction, you will be prompted to purchase additional digital books to complete your transaction.
- At your digital book dashboard, you may view all credits, payments and purchases associated with digital books
- You and any users associated with your customer account may purchase more digital books via the digital book dashboard at anytime

#### Declaration

I confirm that I wish to sign up for a digital book for payment of waste certificates

\* Confirmation   
User Name Peter Blake

CANCEL

CONTINUE

7. The **Digital Book – Purchase Credits** screen will display. In the **Quantity** field, enter the quantity of digital book credits that you wish to purchase. Note that the minimum purchase quantity is 10 credits. Click on **CONTINUE**.

### Digital Book - Purchase Credits

#### Digital Book Details

Reference WDB00156  
Current Balance: 0  
Status: Active

Customer Ref: EHP0041889  
Customer Name: Peter Blake  
User peterblake@mailinator.com

#### Purchase

Instructions:

- Enter the number of credits you wish to purchase
- The total amount payable is calculated
- Select the 'Continue' button to complete the payment  
OR
- Select the 'Cancel' button to exit without purchasing any credits

\* Quantity

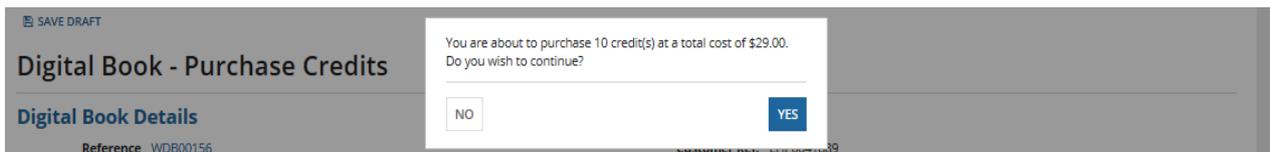
Total Amount \$29.00  
Payable

New Credit Balance 10

CANCEL

CONTINUE

8. A popup question will appear asking the following: *You are about to purchase XX credit(s) at a total cost of \$XX.00. Do you wish to continue?* Click on **YES** if you wish to continue.



9. The **Redirecting to payment gateway** screen will display.

If you click on **PAY LATER** you will be taken out of the process and a task will be created in your **tasks** list. When you are ready to finalise the payment, locate the task called **Payment Redirection to BPoint Website**, and proceed with the payment. Note that the payment will remain outstanding and unpaid until you pick up the task and process the payment.

Otherwise, if you wish to finalise the payment now, click on **Continue to payment gateway**.

**Redirecting to payment gateway**

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**Steps to make a payment:**

Step 1: Please confirm your payment details below

Step 2: Click on the link 'Continue to payment gateway' to make payment. You are leaving Environment and Heritage Protection and being redirected to the payment gateway system.

Step 3: Once the payment is complete, you must click on the 'Finalise' button below

**Payment Details**

Bill: Environment and Heritage Protection - InvoicePayment Amount: \$29.00 Payment Status: In Progress

[Continue to payment gateway](#)

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10. The **Make a BPOINT Payment** screen will display. **Select your payment option** by clicking on the type of credit card you will be using (i.e. MasterCard or Visa)
11. The **online payment** screen will display. Enter your **card number, expiry date** and **CVN**. Then click on **Proceed>>**.
12. The **Payment Status** screen will display and the payment status should be **approved**. Click on **Close this window**.
13. You will be taken back to the **payment gateway** screen. Click on **FINALISE**.

**Redirecting to payment gateway**

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**Steps to make a payment:**

Step 1: Please confirm your payment details below

Step 2: Click on the link 'Continue to payment gateway' to make payment. You are leaving Environment and Heritage Protection and being redirected to the payment gateway system.

Step 3: Once the payment is complete, you must click on the 'Finalise' button below

**Payment Details**

Bill: Environment and Heritage Protection - InvoicePayment Amount: \$29.00 Payment Status: In Progress

[Continue to payment gateway](#)

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14. The **Digital Book – Purchase Confirmation** screen will display. The screen displays the number of credits purchased and the total cost.

Note that if you nominated to purchase a digital book during the lodgement of part 1 of a waste transport certificate, one of your purchased credits would be deducted upon completion of the lodgement.

Click on **CONTINUE**. You have successfully signed up for a digital book and purchased credits.

## Digital Book - Purchase Confirmation

### Digital Book Details

Reference: WDB00156

Current Balance: 10

Status: Active

Customer Ref: EHP0041889

Customer Name: Peter Blake

User: peterblake@mailinator.com

### Purchase Confirmation

- Thank you, your purchase of 10 digital credits was successful.
- The total cost of your purchase was \$29.00

CONTINUE

15. To view your waste digital book record, including number of credits remaining and previous transactions, navigate to the **Records** tab and select the record category of **Waste digital books**. Click on the record to open it.

## Waste Digital Books

CUSTOMER NAME | Any



**Reference Number: WDB00159**

Customer Ref: EHP0031791 Name: Jack Keane

Book Balance: 10 Status: Active

## Top up digital book credits

1. To top up the credits in your existing digital book, navigate to the **Records** tab and select **Waste Digital Books**.



Waste Digital Books  
Waste Digital Books

2. If there is already a digital book associated with your customer account, the digital book record and reference number will be display. Click on the digital book record to open it.

### Waste Digital Books

Q SEARCH CUSTOMER NAME | Any STATUS | Any

 **Reference Number: WDB00156**  
Customer Ref: EHP0041889 Name: Peter Blake  
Book Balance: 10 Status: Active

3. The digital book dashboard will display. The screen shows the number of credits remaining and previous transactions on the digital book.

To top up the credits on the digital book, click on **TOP UP DIGITAL BOOK** in the top right of screen.

Records / Waste Digital Books

Reference Number: WDB00158



Summary Financial Summary News Related Actions

### Digital Book

**Book Reference** WDB00158  
**Status** Active  
**Balance** 10

**Customer Name** Nathan Timms  
**Submitted By** peterblake@mailinator.com

### Transactions

Transaction Date	Transaction Type	Quantity	Submitted By
25/10/2017	Purchase digital book credit	10	peterblake@mailinator.com

4. In the **Quantity** field, enter in the number of credits you wish to purchase. Note that the minimum purchase quantity is 10. Click on **CONTINUE**.

Reference Number: WDB00158



Summary Financial Summary News **Related Actions**

[SAVE DRAFT](#)

### Digital Book - Purchase Credits

#### Digital Book Details

Reference	WDB00158	Customer Ref:	EHP0031805
Current Balance:	0	Customer Name:	Nathan Timms
Status:	Active	User:	peterblake@mailinator.com

#### Purchase

Instructions:

- Enter the number of credits you wish to purchase
- The total amount payable is calculated
- Select the 'Continue' button to complete the payment

**OR**

- Select the 'Cancel' button to exit without purchasing any credits

* Quantity	<input type="text" value="10"/>
Total Amount Payable	\$29.00
New Credit Balance	10

[CANCEL](#) [CONTINUE](#)

16. The **Redirecting to payment gateway** screen will display. Click on **Continue to payment gateway** to finalise the payment. Once the BPoint payment is complete, click on **FINALISE**. You have successfully topped up your digital book credits.

Records / Waste Digital Books

Reference Number: WDB00158



Summary Financial Summary News **Related Actions**

[SAVE DRAFT](#)

### Redirecting to payment gateway

#### Steps to make a payment:

Step 1: Please confirm your payment details below

Step 2: Click on the link 'Continue to payment gateway' to make payment. You are leaving Environment and Heritage Protection and being redirected to the payment gateway system.

Step 3: Once the payment is complete, you must click on the 'Finalise' button below

#### Payment Details

Billor: Environment and Heritage Protection - InvoicePayment Amount: \$29.00 Payment Status: In Progress

[Continue to payment gateway](#)

[CANCEL](#) [PAY LATER](#) [RETRY](#) [FINALISE](#)