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.

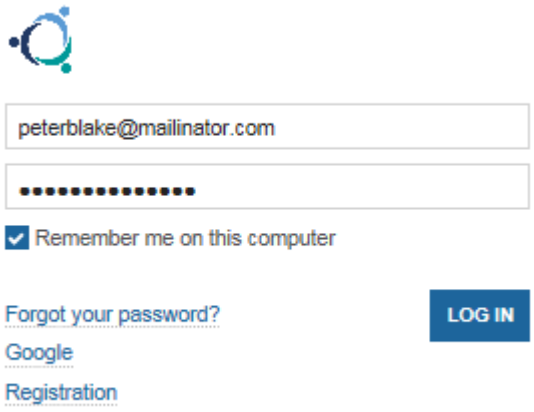
One way to purchase digital book credits for the first time is upon completion of the submission of part 1 of a waste transport certificate. In the **Select Payment Method** screen, select the **Purchase a Digital Book** option. Then, proceed though the BPoint payment gateway to complete the purchase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

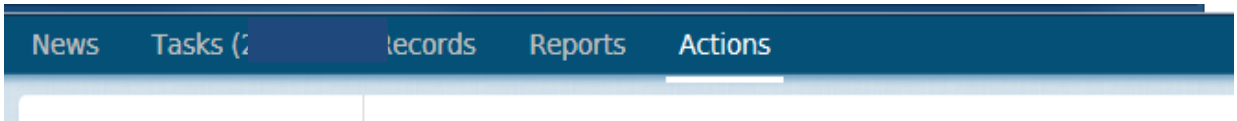
Note that a digital book can only be purchased once per customer account. Any users associated with the customer account can use the digital book credits when submitting waste transport certificates, provided there are enough credits remaining. Any user associated with the customer account can also top 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.

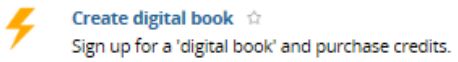
1. Go to https://ehp.appiancloud.com/suite/
2. Click on **I AGREE** to agree to accept the Connect Terms of Use and Privacy Policy
3. Log in to Connect using your external user login details



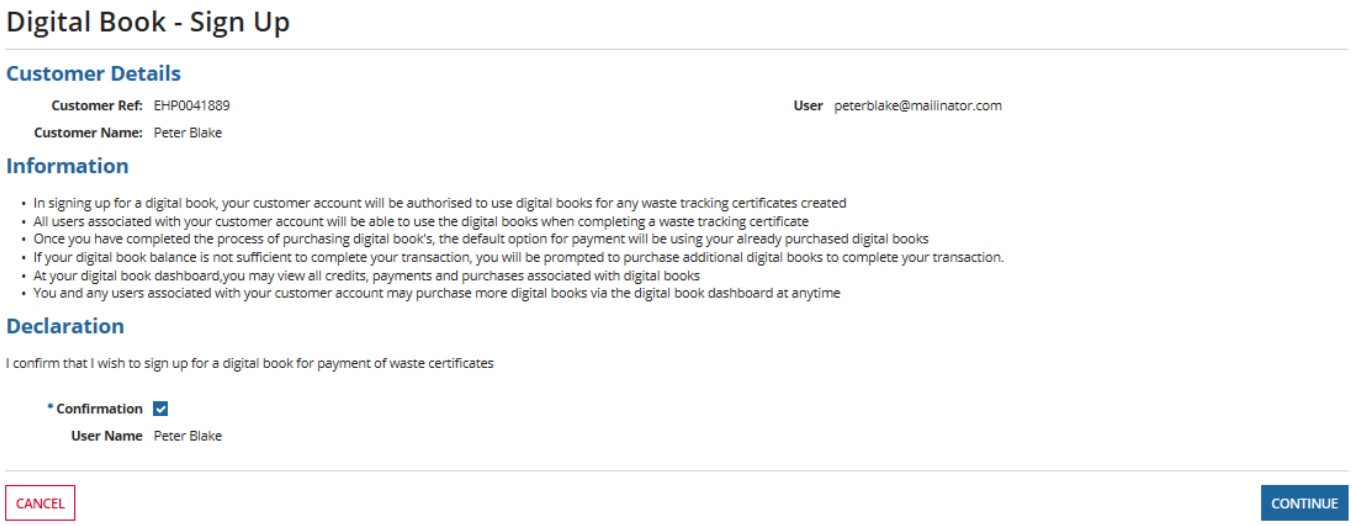
4. When you are logged in, navigate to the **Actions** tab at the top of screen



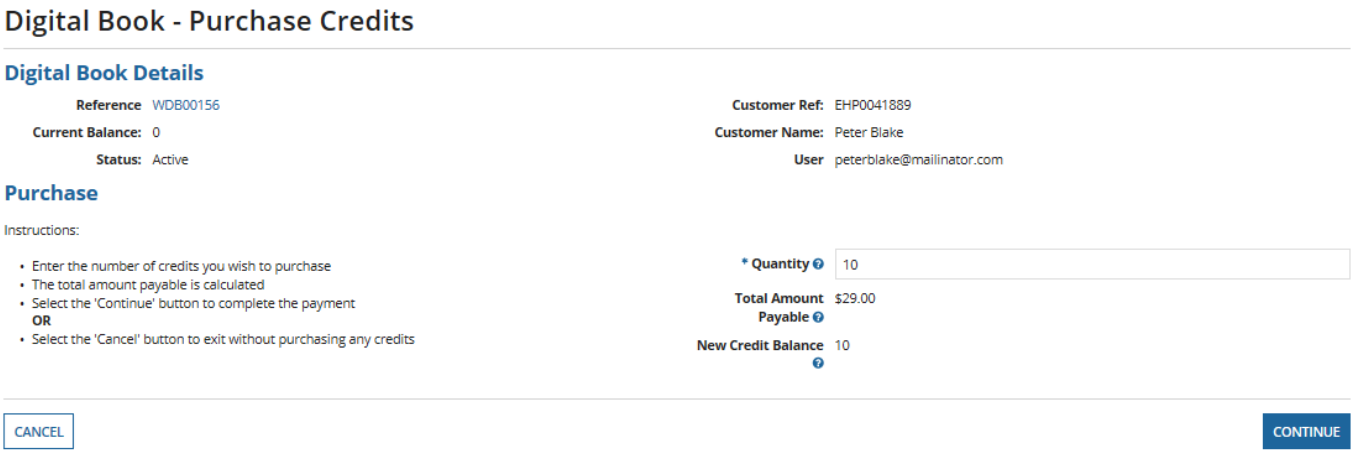
5. Select the action called **Create digital book**



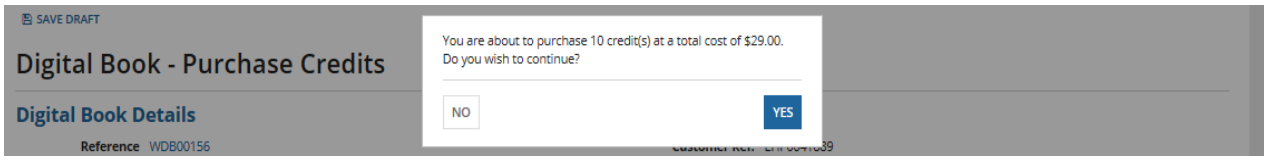
6. The **Digital Book – Sign Up** screen displays. Read through the information and complete the **declaration** by ticking the **confirmation** checkbox. Then click on **CONTINUE**.



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**.



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.



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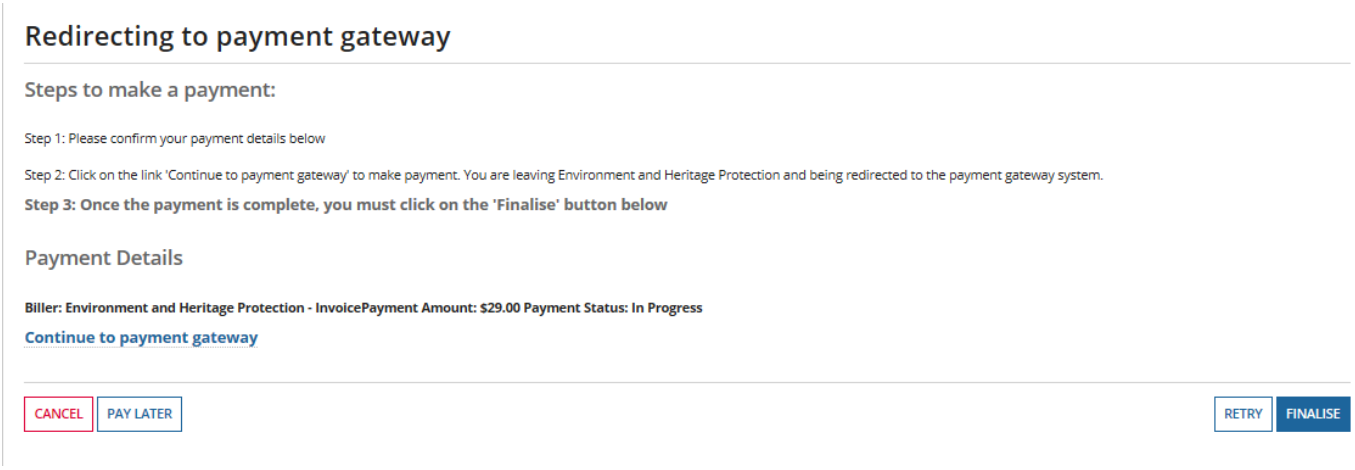
9. The **Redirecting to payment gateway** screen will display.

   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.**

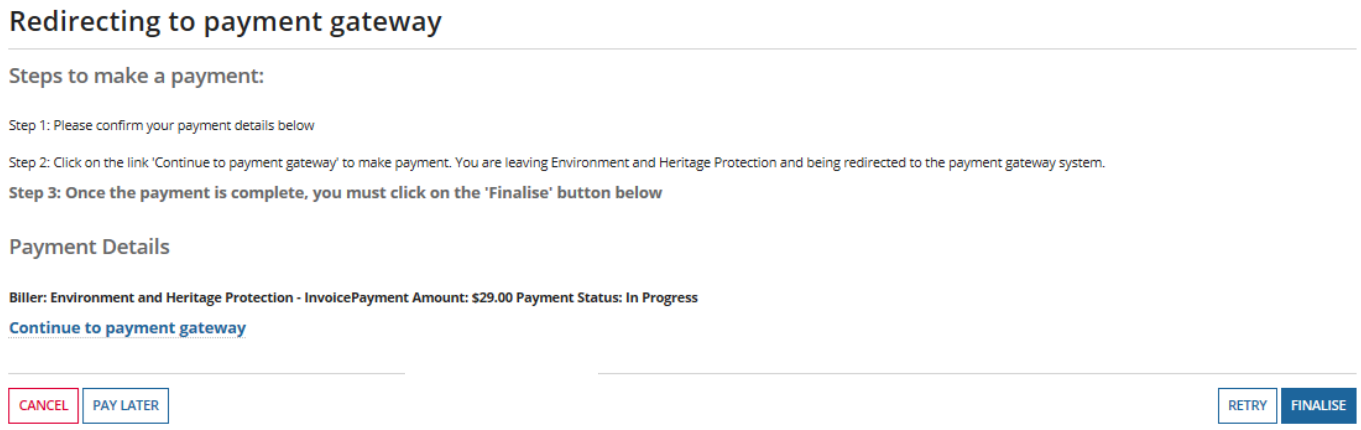


10. The **Make a BPOINT Payment** screen will display. **Select your payment option** by clicking on the type of credit card you will be using (i.e. MasterCard or Visa)

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**.

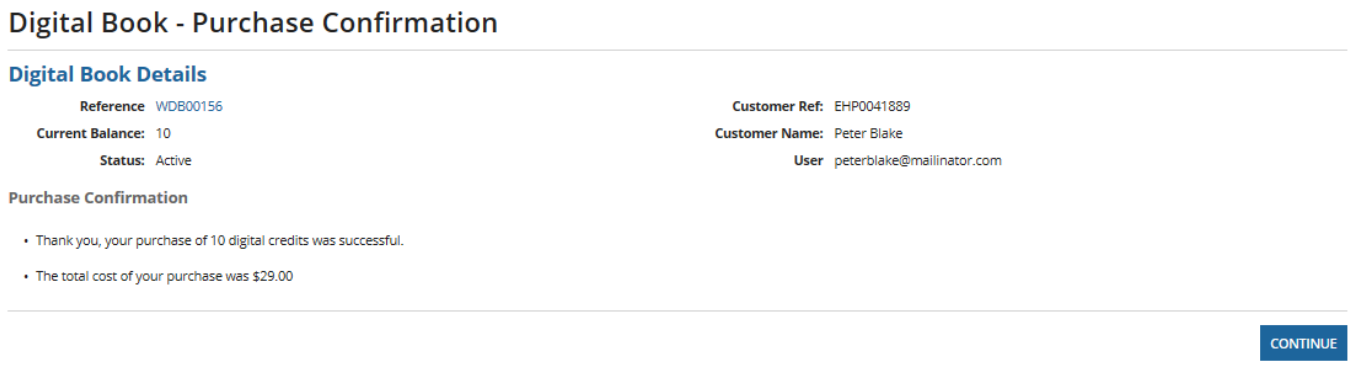
13. You will be taken back to the **payment gateway** screen. Click on **FINALISE.**



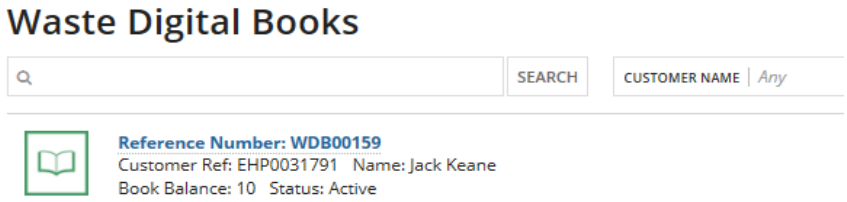
14. The **Digital Book – Purchase Confirmation** screen will display. The screen displays the number of credits purchased and the total cost.

    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.

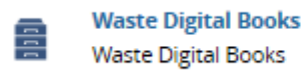


15. To view your waste digital book record, including number of credits remaining and previous transactions, navigate to the **Records** tab and select the record category of **Waste digital books.** Click on the record to open it.



Top up digital book credits

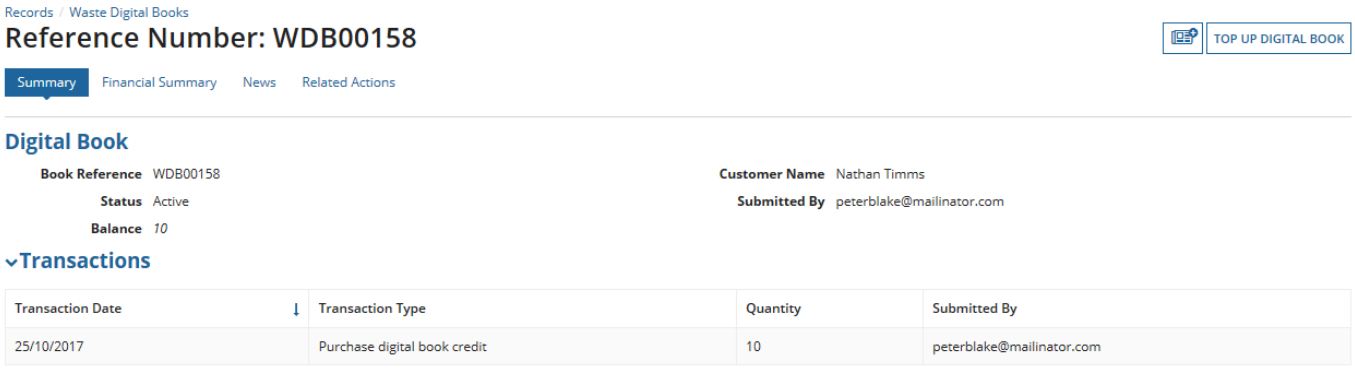
1. To top up the credits in your existing digital book, navigate to the **Records** tab and select **Waste Digital Books.**



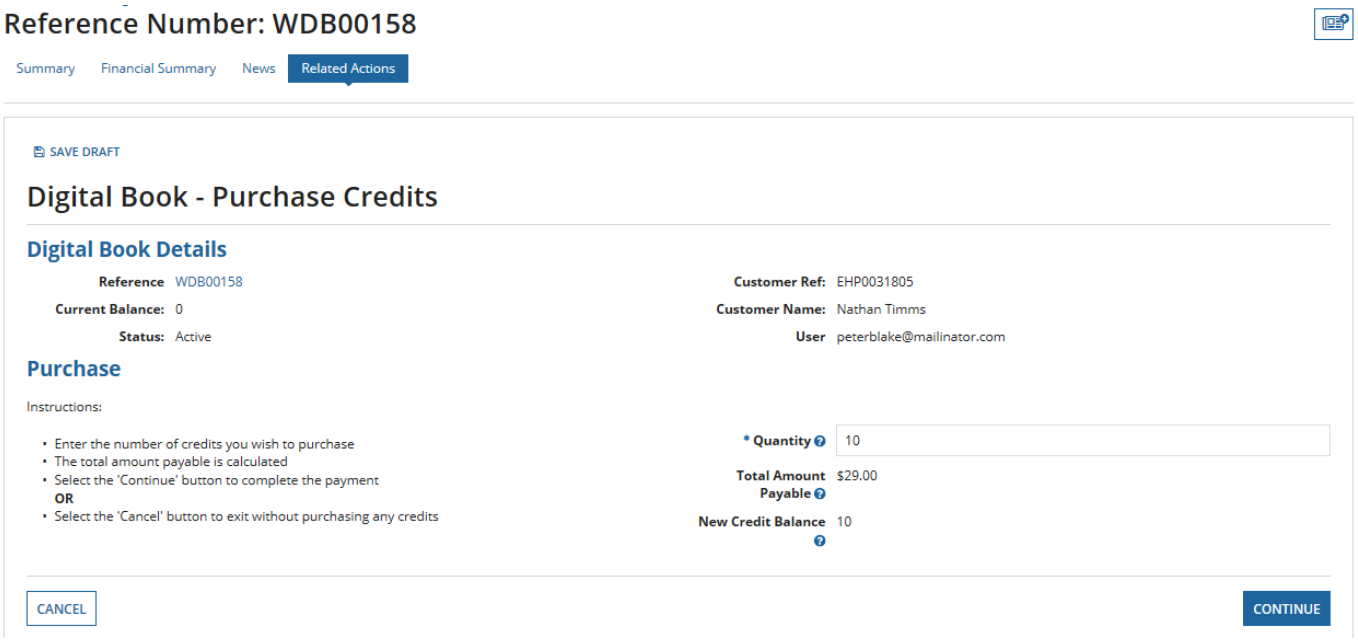
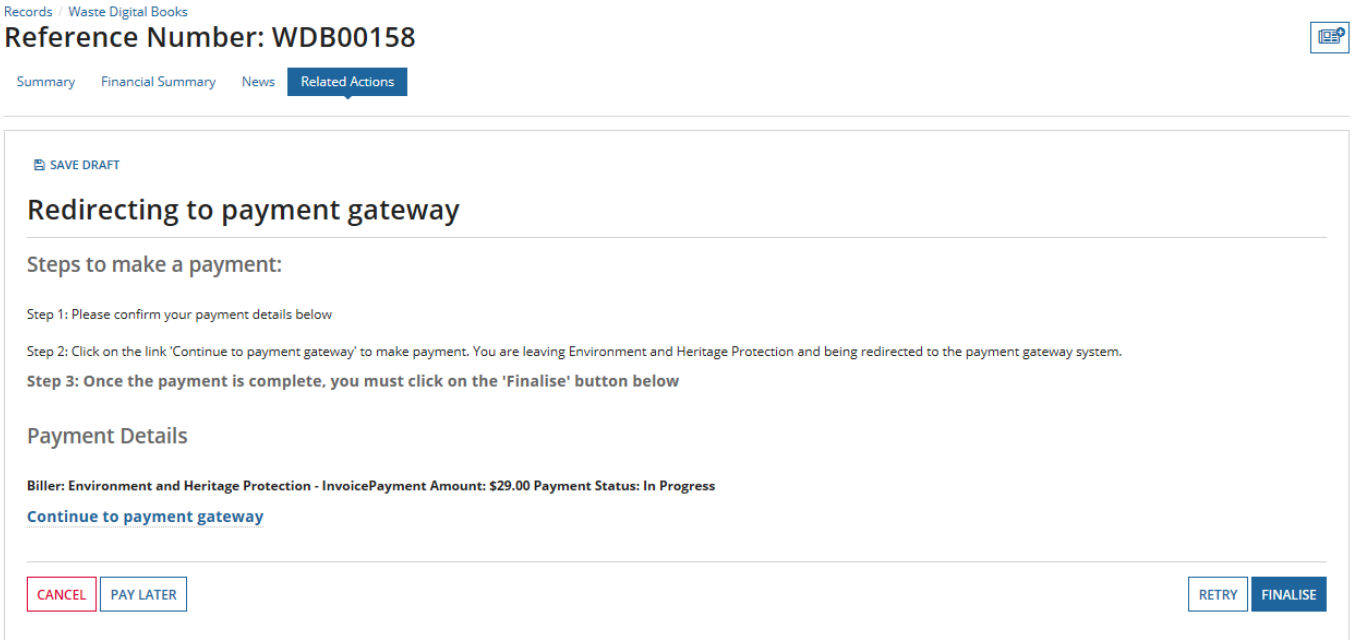
2. If there is already a digital book associated with your customer account, the digital book record and reference number will be display. Click on the digital book record to open it.

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.



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.**



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.