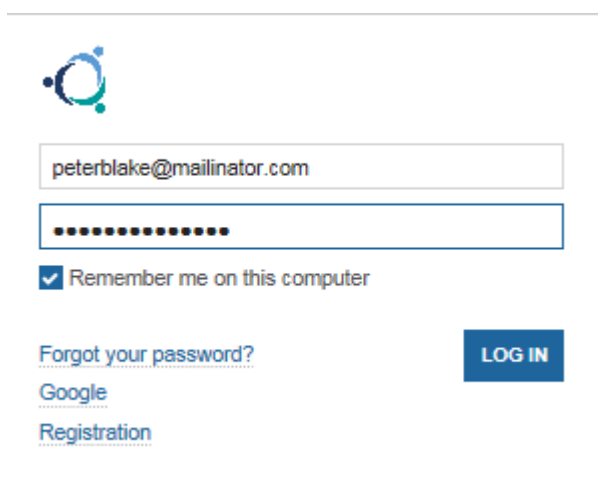


# Connect Quick Start Guide

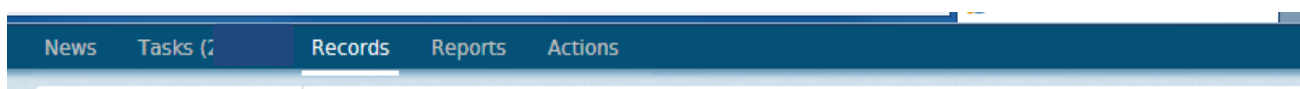
## How to replicate part 1 of a waste transport certificate in Connect

Follow this quick start guide to replicate part 1 of a waste transport certificate. All of the information from the original certificate will carry over into the replicated certificate, however you will still need to enter the amount of waste, and the waste transport vehicle details if known. For more information about the management of regulated wastes in Queensland, visit <https://environment.des.qld.gov.au/waste/guidelines-information.html>

1. Go to <https://ehp.appiancloud.com/suite/>
2. Click on **I AGREE** to agree to 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 **Records** tab at the top of screen.



5. Select the record category of **Waste Transport Certificates**.



6. Locate the **Waste Transport Certificate** record that you wish to replicate and click on the record to open it.

## Waste Transport Certificates

[Clear Filters](#)

Q WTC8494805939  STATUS | Any



**WTC8494805939**  
Waste Name: Grease trap waste  
Status: Part 1 - Submitted

7. Click on **Part 1** at the top of screen. The form will display.

[Records](#) / [Waste Transport Certificates](#)

## WTC8494805939

[Summary](#) **Part 1** [News](#) [Related Actions](#)

8. Click on **REPLICATE WASTE TRACKING CERTIFICATE** at the top of screen.

[Records](#) / [Waste Transport Certificates](#)

## WTC8494805939

**REPLICATE WASTE TRACKING CER...**

[Summary](#) **Part 1** [News](#) [Related Actions](#)

### Part 1 Details

**Waste Pickup Date**  
12/10/2017

**Submitted By**  
Peter Blake

#### Generator Details

**Generator Name**  
Peter Blake

**Generator Address**  
21 Gleeson St CHINCHILLA QLD 4413

**Generator Permit Reference**  
Example EA

**Generator ABN ACN**

**Transporter Is Generator Agent**  
No

**Receiver Is Generator Agent**  
No

**Local Government Area**

Sunshine Coast

**Generator Contact Name**  
Peter Blake

**Generator Contact Phone Number**  
0449559559

#### Transporter Details

**Transporter Name**  
Example information

**Transporter Address**  
12 Banyan St BELLBOWRIE QLD 4070

**Transporter Permit Reference**  
Example EA

**Transporter ABN ACN**

**Transport Mode**

Road  Rail  Air  Sea

| Vehicle Rego | Vehicle Type |
|--------------|--------------|
| 775VKS       | Vehicle      |

#### Receiver Details

**Receiver Name**  
Example information

[Waste Details](#)

[Dangerous Goods](#)

- A new (replicated) waste tracking certificate will be started, based on the information in the original certificate. All of the information can remain as is, however, you will still need to enter the amount of waste, and the waste transport vehicle details if known.

In the **Amount of Waste** field, enter in the amount of waste.

**Amount of Waste \***

350

- In the **Waste Transport Vehicles** section of screen you can enter the waste transport vehicle information, if known. To do this, click on **+ Add Item**. Enter the **Rego** and **Vehicle Type**. If you need to add multiple vehicles, click on **+ Add Item** as many times as you need to.

**Waste Transport Vehicles**

| Rego                       | Vehicle Type |   |
|----------------------------|--------------|---|
| 334YGD                     | V - Vehicle  | x |
| 909PRF                     | T - Trailer  | x |
| <a href="#">+ Add Item</a> |              |   |

- Complete the **Declaration** then click on **SUBMIT**.

**Declaration**

Name

Peter Blake

Date Waste Given to Transporter \*

12/10/2017

\*

I declare that the information I have provided is true and correct. I understand that it is an offence to give information that I know is false, misleading or incomplete.

CANCEL

SUBMIT

12. If you have remaining credits in your digital book in Connect, you will be taken immediately to the **payment complete** screen.

Otherwise, you can opt to purchase a new digital book by selecting **Purchase a Digital Book** from the dropdown options in the **Payment Method** field, or select **Pay by Credit Card** for this single transaction.

If you opt to purchase a new digital book in this step you will be prompted to enter the number of digital credits you wish to purchase. Note that the minimum purchase quantity is 10 credits, and that one of your purchased credits will be deducted upon completion of the lodgement of the part 1 waste transport certificate.

Once you have selected the relevant option, click on **CONTINUE** (in this example, the 'Pay by Credit Card' option is selected).

Records / Waste Transport Certificates

WTC8494805939



Summary Part 1 News **Related Actions**

### Select Payment Method

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#### Customer Details

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

#### Payment method

Please select a payment Method

- Purchase a digital book (recommended if you DO intend to purchase more certificates in the future)
- Pay by credit card (recommended if you DO NOT intend to purchase more certificates in the future)

\* **Payment Method**

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**CONTINUE**

13. 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 the certificate will not be lodged, until you have picked up the task and processed the payment.

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

### 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

Bill: Environment and Heritage Protection - InvoicePayment Amount: \$2.90 Payment Status: In Progress

[Continue to payment gateway](#)

14. 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)

15. The **online payment** screen will display. Enter your **card number, expiry date** and **CVN**. Then click on **Proceed>>**.

16. The **Payment Status** screen will display and the payment status should be **approved**. Click on **Close this window**.

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

### 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

Bill: Environment and Heritage Protection - InvoicePayment Amount: \$2.90 Payment Status: In Progress

[Continue to payment gateway](#)

18. The **Payment Complete** screen will display. The new waste transport certificate **reference number** will be displayed on screen. There is instruction text stating the following:

*You must provide the reference number to the transporter.*

*This will enable the transporter to find the details you have submitted in the waste certificate part 1 and to then complete part 2.*

Click on **CONTINUE**. You will be taken out of the process back to the **Actions** menu. Parts 2 and 3 of the waste transport certificate can now be completed as normal.

Records / Waste Transport Certificates

WTC8494805939



Summary Part 1 News **Related Actions**

## Payment Complete

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### Customer Details

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


### Confirmation Details

Thank you for submitting your waste tracking certificate - part 1

- Your reference number is: [WTC2145423965](#)
- WHAT'S NEXT?

You must provide the reference number and/or QR code to the transporter.

This will enable the transporter to find the details you have submitted in the waste certificate part 1 and to then complete part 2



**CONTINUE**

19. If you wish to view a record of the submitted Part 1 of the waste certificate, navigate to the **Records** menu and select the category of **Waste Transport Certificates**.

## Waste Transport Certificates

[Clear Filters](#)

WTC2145423965 SEARCH STATUS | Any



**WTC2145423965**  
Waste Name: Grease trap waste  
Status: Part 1 - Submitted