Connect Quick Start Guide

How to upload and pay for a waste transport certificate bulk upload in Connect

Follow this quick start guide to upload and pay for a waste transport certificate bulk upload in Connect. The bulk upload file must be in CSV format. Go to https://environment.des.qld.gov.au/waste/guidelines-information.html if you wish to obtain the waste transport bulk upload CSV template, and/or view the bulk upload data file specification guideline.

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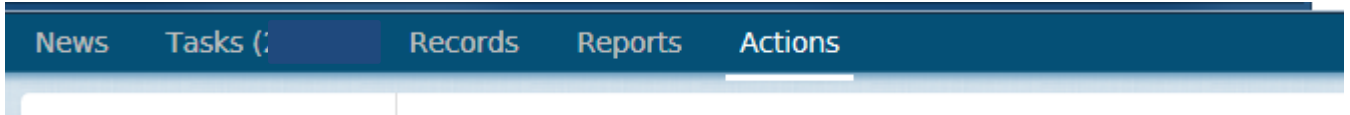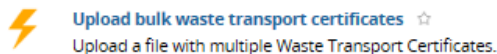3. Login to Connect using your external user login details.

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

5. Click on the action called **Upload bulk waste transport certificates.**

6. If the user account you are logged in with is linked to multiple customers, you will need to indicate which customer you are acting on behalf of, by ticking the checkbox. Then click on the **NEXT** button.

    If your user account is only linked to one customer account, proceed to **step 7**.

Select customer

˅ **Select customer**

Customer

	Name	EHP Reference
☐	Lee Barber	EHP0041875
☑	Mary Jones	EHP0041879

CANCEL   NEXT

7. The **Waste Bulk Upload File Details** screen will display. In the **No. of Rows** field, indicate the number of rows to be uploaded in your bulk upload file. In this example, 12 rows will be uploaded.

    The **Amount Payable** will then update, based on the number of rows you have entered.

    Click on **NEXT**.

Waste Bulk Upload File Details

Instructions

Enter the number of rows and then press 'Next' to upload the file.

Submission Date: 16 Oct 2017

* No. of Rows: 12

Amount Payable: $24.84

CANCEL   NEXT

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8. The **Upload Documents** screen will display. Click on **UPLOAD** then search for and select the bulk upload file. Click on **UPLOAD DOCUMENT**.

   After you have successfully uploaded the file, click on **NEXT**.

   Note that the upload file needs to be in CSV format.

Upload documents

Waste Bulk Upload File

˅ Documents

Document Name	Classification	
Bulk Upload File	Bulk Upload File	×

˅ Upload

Document Type	Certificates
Document Sub Type	Bulk Upload File ▼
Document Name	
Select Document	UPLOAD Drop file here

UPLOAD DOCUMENT

GO BACK   CANCEL   NEXT

9. The **Add File Note** screen will display. Enter a file note if you wish to, and tick the checkbox to confirm the following statement:

   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.

   Then click on **NEXT**.

Add File Note

The Bulk Upload File document has now been attached and is ready for submission. You may add any additional file notes relating to the file you are uploading below. These notes will be submitted to EHP for review.

˅ File Note

Example file note

148 words remaining.

✽

☑ 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   NEXT

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10. 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 bulk upload file 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

Biller: Environment and Heritage Protection - InvoicePayment Amount: $24.84 Payment Status: In Progress

Continue to payment gateway

CANCEL   RETRY   FINALISE

11. 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).

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

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

14. You will be taken back to the **payment gateway** screen. Click on **FINALISE** on the bottom left of screen.

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

Biller: Environment and Heritage Protection - InvoicePayment Amount: $24.84 Payment Status: In Progress

Continue to payment gateway

CANCEL   RETRY   FINALISE

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15. The **Lodge Waste Bulk Upload File** confirmation screen will display. There is now a WBU reference number for the waste bulk upload. Click on **FINISH** to complete the process.

Lodge Waste Bulk Upload File

Document Upload

The Waste Bulk File document was uploaded succesfully, the file reference is WBU001119

Go to the Bulk Upload File Dashboard

FINISH

16. If you wish to view a record of the bulk upload file that you just submitted, navigate to the **Records** tab and select the **Records** category of **Waste Bulk Upload Files.** Click on the relevant WBU record to open the dashboard.

Records / Waste Bulk Upload Files

WBU001119

Summary   Financial Summary   News   Related Actions

File Details

File Reference
WBU001119

Status
Submitted

Customer Name
Mary Jones

Uploading User
maryjones@mailinator.com

Documents

Download	Name	Reference	Type	Subtype	Date created
📄	Example Waste Bulk Upload	DOC00049289	Certificates	Bulk Upload File	16/10/2017
📄	DOC00049290	DOC00049290	Financial Transaction	Receipt	16/10/2017