



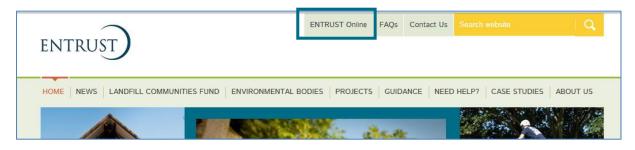
How to update Environmental Body (EB) governing members

1. Introduction

- 1.1 Environmental Bodies (EBs) are required to update ENTRUST of any changes to the people who sit on the organisation's management committee (or board of directors/trustees) within seven days of the change taking effect. Additionally updates should be made following changes to the details of governing members such as addresses.
- 1.2 Changes to the people sitting on the management committee/board (and their details) can be made by the main contact for the EB. The easiest way for the main contact to make any changes is through ENTRUST's online system (EOL). The following shows you how to make these changes on EOL.
- 1.3 It is essential that you keep your governing member details up to date so that we only contact the right people.

2. Login to EOL

2.1 You can log on using <u>http://eol.entrust.org.uk/</u> or through our website link <u>www.entrust.org.uk</u> and click on the 'ENTRUST online' at the top of the website home page as illustrated below.



2.2 You will then be directed to the EOL login page.

2.3 If this is the first time you have visited EOL on your computer you will need to click on the 'Accept and Continue' button at the bottom of the page to allow cookies before attempting to login. You will need to do this every 90 days. For more information on Cookies and how EOL uses them please visit our <u>Cookie Policy</u>.

ENTRUST Online FAQs Contact Us Search website Q
HOME LANDFILL COMMUNITY FUND ENVIRONMENTAL BODIES PROJECTS GUIDANCE NEED HELP? CASE STUDIES ABOUT US
A > EOL
Welcome to ENTRUST Online.
If you are already enrolled as an Environmental Body (EB), and are registered to access EOL with a user name and password, please enter your email address and password below. You will need a unique email address to register
If you have forgotten your password; enter your email address below and click the 'Forgotten Password' button. Apply to Enrol
Your Email Address
Password
Login
ENTRUST uses cookies to store information on your computer. This is essential to allow EOL to function, for example to move from page to page without having to login on every page. Accept and Continue For more information please read our
Cookle Policy
If you have any questions about using EOL please contact our helpline on 01926 488300.

2.4 Enter your email address (user name) and password in the appropriate box and click on 'Login'. Alternatively, if you have forgotten your password, click on the 'Forgotten Password' link and follow the instructions.

$\overline{}$	ENTRUST Online	FAQs	Contact Us		Q	
ENTRUST)						
HOME LANDFILL COMMUNITY FUND PROJECTS ENVIRONMENT	AL BODIES GUIDA	NCE		VS TRAINING ABOUT U	S	
♠ > EOL						
Welcome to ENTRUST Online.						
If you are already enrolled as an Environmental Body (EB), and are				wish to apply to enrol your org Environmental Body (EB), plea		
access EOL with a user name and password, please enter your er and password below.	nail address		the bu	tton below.		
				ill need a unique email addres elf to enrol your organisation, w		
If you have forgotten your password; enter your email address belo 'Forgotten Password' button.	w and click the		also a	ct as your user name to acces m in the future.		
-				to Enrol		
Your Email Address						
Password						
Password						
Login						
Forgotten Password?						

2.5 Once logged in you will be taken to the dashboard for your EB. The dashboard is the main page for your EB and contains links to all the functions available to an EB.

3. Removing contacts

3.1 Go to the 'Your Details' section and click on the 'Detail' tab.

DASHBOARD YOUR DETAILS YOUR PROJECTS	
DETAIL ANNUAL RETURNS CONTRIBUTION	FUND TRANSFERS
A > DASHBOARD > DETAIL	

3.2 Go to the Directors and Contacts page contained on the Detail tab. This page contains all the contacts listed for your EB including governing members.

		Basic Details 💿 <u>C</u>	Constitution 💿 Dir	ectors & Contacts 📎	Projects ③	Declaration
--	--	--------------------------	--------------------	---------------------	------------	-------------

3.3 Click 'Remove' if a governing member has left or resigned from your organisation.

Contact	Main Contact	Director	Has Logon	Councillor / Landfill Employed	DOB	Occupation	Employer	
Angela Smith	-	Yes	-	-	16/12/1965	Administrator		Remove
Joy Hickingbotham	Yes	Yes	Yes	-	19/11/1991			Remove
Nigel Grey	-	Yes	-	-	14/08/1971			Remove
Samuel Ford	-	Yes	-	-		Accountant		Remove

3.4 You will be asked to confirm their removal.

5248	19 - The Gra	hopper Trust - Enrolled	
To add a	a contact for this e	ronmental body click 'Add Contact'. If the contact is a director select the director check box.	
<u>A</u>	re you sure you v	nt to remove this contact? Confi	irm
	Basic Details	Constitution ③ Directors & Contacts ③ Projects ④ Declaration	

3.5 Once removed these contacts will be stored on an inactive contacts list. If you wish for these contacts to be re-activated please contact us on <u>helpline@entrust.org.uk</u> or 01926 488 300.

4. Adding new governing members

4.1 Follow steps 3.1 and 3.2 to reach the Directors & Contacts page.

Basic Details ③ Constitution ③ Directors & Contacts ③ Projects ③ Declaration
--

4.2 Click the 'Add Contact' button at the bottom right side of the page.

	Add Contact	Save	Back	Next
--	-------------	------	------	------

4.3 Complete the General Details requested: Title, name and email address. If you wish for the person added to have access to EOL select the 'yes' option against the relevant question. Once the details are saved, a password will automatically be sent to the email address so the new contact can login.

	Basic Details	۲	<u>Constitution</u>	Directo	ors & Contacts	3	<u>Projects</u>	۲	<u>Declaration</u>
Gener	ral Details								
1.Title Please \$	* required Select		\checkmark						
2.Foren	name * required								
3.Surna	ame * required								
4.Email	Address:								
Only t You c	s person the Mai the main contact ca can only have one r r users can view the	an ameno nain cont	the EB details and tact.		er contacts.				
6.Will th	nis person log or	n to EOI	and submit info	rmation about	your organisation	Yes	○ No ○		
					mmittee or a dired Is for all of the direct			embe	r? If yes please
○ Yes (○ No								
							(Save	Back to Listing

4.4 Tick 'yes' against question 7 and then add the extra details as requested:

- Date of birth;
- Phone number;
- Address;
- Role within organisation;
- If they are an excluded individual (see note below);
- Occupation;
- Employer;
- If they are a serving councillor with a local authority;
- If they are employed by a landfill operator; and
- If they have the right to vote in committee meetings.

An excluded individual is someone who is (a) controlled or was concerned in the management of an Environmental Body that was involuntarily revoked; (b) has been convicted of an indictable offence; (c) is disqualified for being a charity trustee or a trustee for a charity; (d) is connected with any of the persons or bodies mentioned above; or (e) is incapable by reason of mental disorder.



4.5 Save any information added by clicking the save button on the bottom right of the page



5. Editing contact details

5.1 Follow the above guidance to reach the Directors & Contacts page.

Basic Details ③ Constitution ③ Directors & Contacts ③ Projects ④ Declaration
--

5.2 Click on the contact name to be edited, this will take you to the personal details page for the contact where you can amend details as required.

Contact	Main Contact	Director	Has Logon	Councillor / Landfill Employed	DOB	Occupation	Employer	
Angela Smith	-	Yes	-	-	16/12/1965	Administrator		Remove
	Yes	Yes	Yes	-	19/11/1991			Remove
Samuel Ford	-	Yes	-	-		Accountant		Remove

5.3 Save any amendments by clicking the save button on the bottom right of the page.



If you need any assistance updating your governing members details, or need to update any other details, please contact us on <u>helpline@entrust.org.uk</u> or 01926 488 300.

July 2018