



Using ENTRUST online (EOL) for the first time

1. Introduction

ENTRUST Online (EOL) is a web-based system that enables Environmental Bodies (EBs) to carry out the tasks required of them by ENTRUST as the regulator of the scheme. EOL is the most convenient and efficient way of completing EB reporting and administration tasks such as filing annual returns and keeping contact details up to date.

All EBs have a main contact that has full access to the range of functions on EOL for their own EB. Other users are able to perform certain other tasks. For example, director and trustee level users are able to complete annual returns and submit project registration applications.

If you wish to change the main contact at your EB please see our guide to updating your main contact available on the [Using ENTRUST online](#) page of our website.

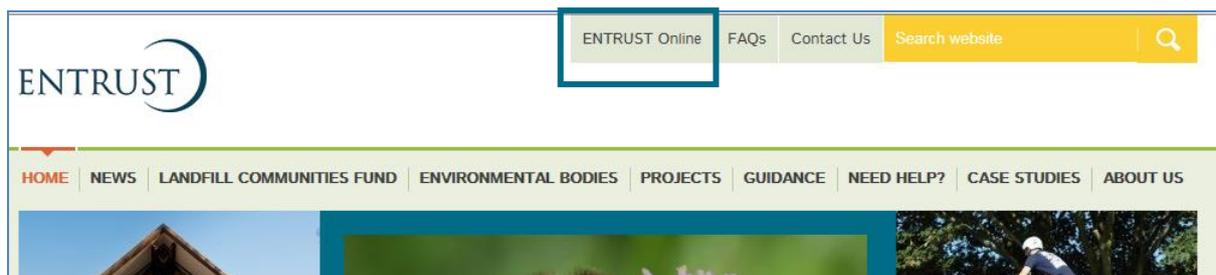
2. Login details

Normally main contacts of EBs receive access to EOL when submitting the application to enrol with ENTRUST. An EB's main contact is able to set up other users and provide them with access to EOL. If you are an EB's main contact and do not have access to EOL then please contact us on helpline@entrust.org.uk or 01926 488 300.

If you are a new user and not a main contact, your main contact can set you up to use EOL. New users must provide an email address which is unique to themselves and the EB. Your main contact will use this email address to give you access to EOL. You will receive an automated email from EOL with your password. Users who provide services for more than one EB need to have separate email addresses for each EB.

3. Login to EOL

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



You will then be directed to the EOL login page. If this is the first time you have visited EOL on your computer please ensure you click on the 'Allow' button at the top of the page to allow cookies before attempting to login. Cookies are small files that enable websites to work properly. You will only need to do this once.

This website works best using cookies. Allow cookies? [Allow](#)

ENTRUST

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★ > 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.

If you have forgotten your password, enter your email address below and click the 'Forgotten Password' button.

Your Email Address
Password
[Login](#)
[Forgotten Password?](#)

If you wish to apply to enrol your organisation as a new Environmental Body (EB), please click the button below.

You will need a unique email address to register yourself to enrol your organisation, which will also act as your user name to access the system in the future.
[Apply to Enrol](#)

If your Environmental Body is already enrolled with ENTRUST and you wish to use ENTRUST On Line (EOL) please ask your Main Contact to set you up as a EOL user. Alternatively, contact ENTRUST on 01926 488300.

Register for updates
Receive emails from ENTRUST, keeping you informed on developments

Enter your email address and password in the appropriate boxes and click on 'Login'. If you have forgotten your password, click on the 'Forgotten Password' link and follow the instructions. If you wish to change your password this can be done at any time when you are logged in using the 'Change Password' facility available in the top right hand corner of EOL.

ENTRUST Version 3.10.38 RC3

Dashboard

Logged in as: **Victoria Smythe**
[Change Password](#) [Logout](#)

EB No: **121834** EB: **Amenity Trust** Status: **Enrolled** Enrolled On: **10/06/2016**

[DASHBOARD](#) | [YOUR DETAILS](#) | [YOUR PROJECTS](#)

When you have logged in you will see the options available to you. There are three main areas: 'Dashboard', 'Your Details' and 'Your Projects'.

4. Dashboard

The 'Dashboard' for your EB is the first page you are taken to on logging in and contains links to forms that are yet to be started or are in progress such as project completion forms and current project applications. Once forms have been completed they are removed from the 'Dashboard'. For example when a project has been approved it will no longer appear on the 'Dashboard' but can be found under 'Your Projects'.

DASHBOARD | **YOUR DETAILS** | **YOUR PROJECTS**

🏠 > DASHBOARD

Your Dashboard

Your Environmental Body has been enrolled with ENTRUST

ANNUAL RETURNS 2016/2017

The 2016/2017 Annual Return is now available, please add your completed projects. You can complete and submit your annual return through ENTRUST online (EOL) which will pre-populate many of the fields for you.

Your organisation's statutory annual return must be submitted by 28 April 2017. You are required to complete an annual return even if you have not received or spent, or do not hold, any LCF funds. The failure to submit a return by the due deadline may result in enforcement action being taken against your organisation.

LEVY 2016/2017

The amount payable to ENTRUST on contributions received directly from Landfill Operators on or after 1 April 2016 is 2.96%. Please select the year 2016/2017 for contributions received from this date.

You can find further information on the LCF and on our training offer including guides to completing forms using EOL at our website: <http://www.entrust.org.uk/need-help/>

Projects

Current projects for your Environmental Body

Page selection: 1

Name	EB	EB Ref	Status	Created By	Submitted	No.
Park benches_	Amenity Trust		New	Victoria Smythe		2

5. Your Details

'Your Details' is where you can find read-only information about your EB that you submitted when you first enrolled (under 'Detail') and also links to your EB's Annual Returns, Contribution notifications and Transfer notifications. Within these pages you can see historic submissions and also start new ones.

DASHBOARD | **YOUR DETAILS** | **YOUR PROJECTS**

DETAIL | ANNUAL RETURNS | CONTRIBUTION | FUND TRANSFERS

🏠 > DASHBOARD > **DETAIL**

6. Your Projects

Within 'Your Projects' page you can find all your approved and completed projects and begin an application to submit a new project. You can also add completion information for a project here.

DASHBOARD | YOUR DETAILS | **YOUR PROJECTS**

DETAIL

YOUR PROJECTS

Project Search

Select Projects

Project No. Project Name EB Ref.

Created By Status

Add New **Clear** **Search**

search results - 1 results found Results per page: 10

Page selection: 1

Name	No.	Est. LCF Cost	Act.LCF Cost	EB Ref.	Created	Object	Status
Warwick Community Hall - New he	1	£5,000.00	£0.00		Victoria Smythe	D.	Completed

Page selection: 1 **Print PDF** **Print Excel**

If you need any assistance regarding using EOL please contact us on helpline@entrust.org.uk or 01926 488 300. For step by step guides covering how to complete various forms on EOL such as registering a project or submitting your annual return please see our further 'How To' guides on the [Need Help?](#) pages of our website.

January 2018