



Using ENTRUST online (EOL) for the first time

1. Introduction

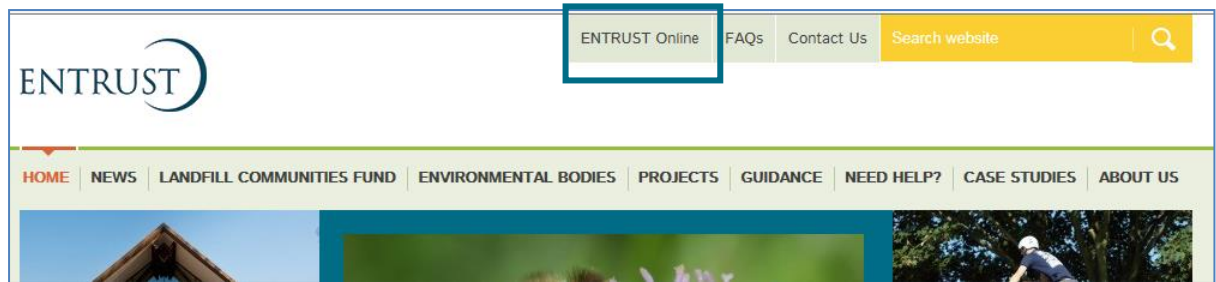
- 1.1 ENTRUST Online (EOL) is a web-based system that enables Environmental Bodies (EBs) to carry out the tasks required of them by ENTRUST as the regulator of the scheme. EOL is the most convenient and efficient way of completing EB reporting and administration tasks such as filing annual returns and keeping contact details up to date.
- 1.2 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.
- 1.3 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.

Login details

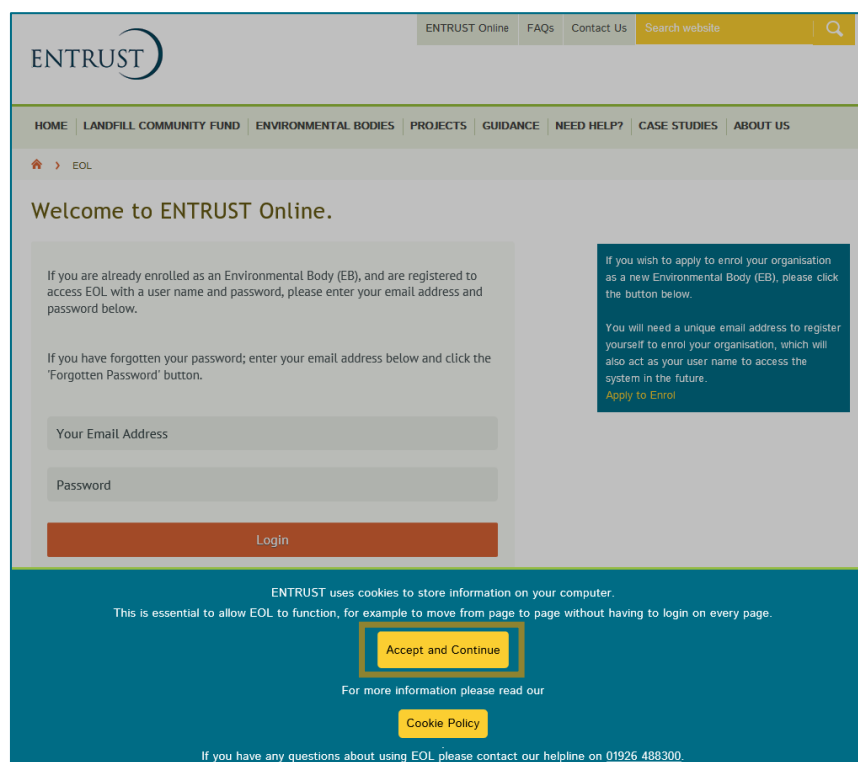
- 1.4 Normally main contacts of EBs receive access to EOL when submitting the application to enrol with ENTRUST. An EB's main contact is able to set up other users and provide them with access to EOL. If you are an EB's main contact and do not have access to EOL then please contact us on helpline@entrust.org.uk or 01926 488 300.
- 1.5 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.

2. Login to EOL

- 2.1 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.



- 2.2 You will then be directed to the EOL login page. 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 [Cookie Policy](#).



- 2.3 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.

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ENTRUST

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HOME > 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

- 2.4 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

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

Dashboard

Logged in as: Victoria Smythe

Change Password Logout

DASHBOARD | YOUR DETAILS | YOUR PROJECTS

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

3. Dashboard

- 3.1 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

4. Your Details

- 4.1 '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

5. Your Projects

- 5.1 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

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

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.

July 2018