



Registration Guidance for Wholesalers

There are 3 registration stages registration that must be completed:

1. **Company**
2. **Stakeholder**
3. **Premises**

A helpful tip- if you feel like you're stuck in an area somewhere along the process and you don't know how to get back to your Home(Company) page, just click the Re-turn logo in the top left. This brings you right back to your main page.

Creating a User Account-

The registration portal can be accessed via Re-turn's webpage- www.re-turn.ie . Once on the main page of the Re-turn website, go to the "LOGIN" button at the top right, then click Retailer to launch the portal.

This will bring you to the portal sign in page. If you already have an existing user account, you may sign in using your account credentials.

If you need to set up a new account to register your company, select "[Sign up now](#)" and follow the instructions.

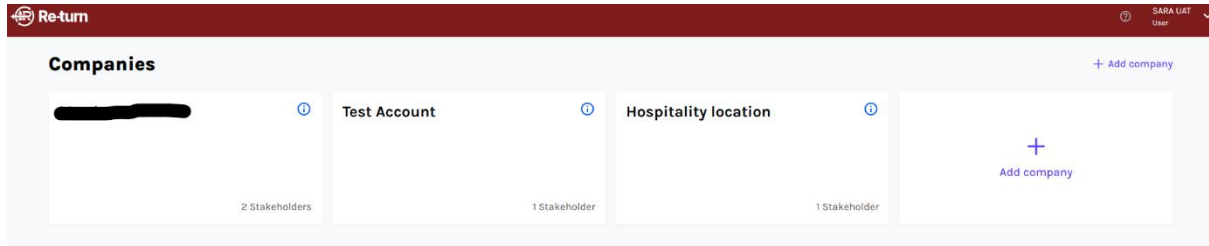
A screenshot of the Re-turn sign-in page, enclosed in a blue border. At the top is the Re-turn logo. Below it is the heading "Sign in with your email address". There are two input fields: "Email Address" and "Password". Below the password field is a link for "Forgot your password?". At the bottom left is a blue "Sign in" button. To the right of the button is the text "Don't have an account?" followed by a blue link "Sign up now". A red arrow points from the "Sign up now" link towards the "Sign in" button.

Registration Step 1- Company Stage:

When you are logged on to the portal and on your main page, click “add Company”.

Complete the required fields and submit.

Once you’re added your Company, you will see it listed on the Companies page here.

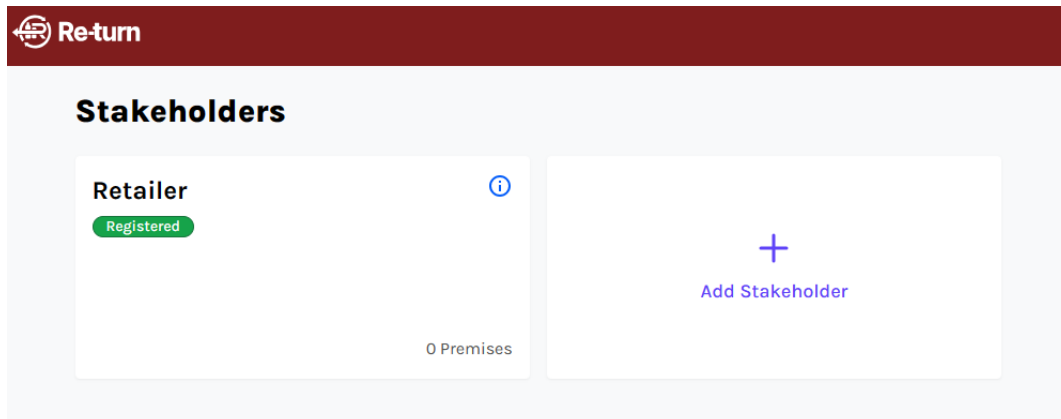


Registration Step 2- Stakeholder Stage:

Click on your Company to proceed to the Stakeholder section.

Click “Add Stakeholder” and select “Retailer”.

Complete the required fields and submit for approval.



Once you have completed the **Company** and **Stakeholder** steps, click “**submit for approval**”.

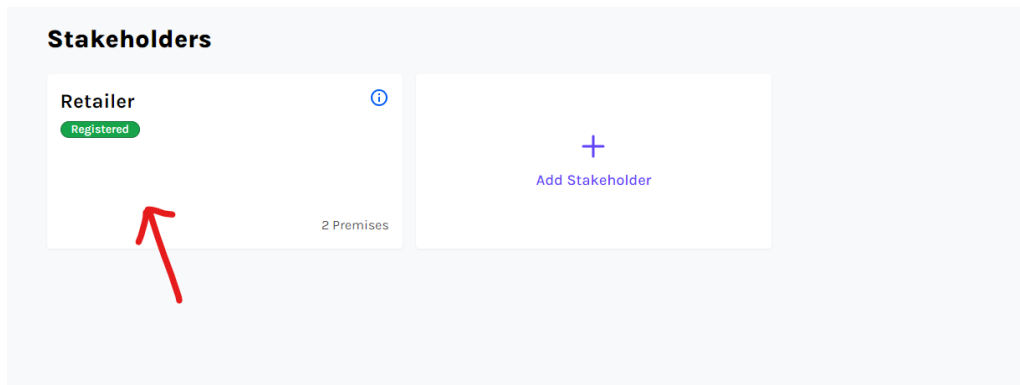
Your status under **Stakeholder** will now show as “**waiting for approval**”. You will receive an email once your stakeholder details have been approved.

Once your **Stakeholder** details have been reviewed and approved, the **Stakeholder** status will be updated to “**registered**”.

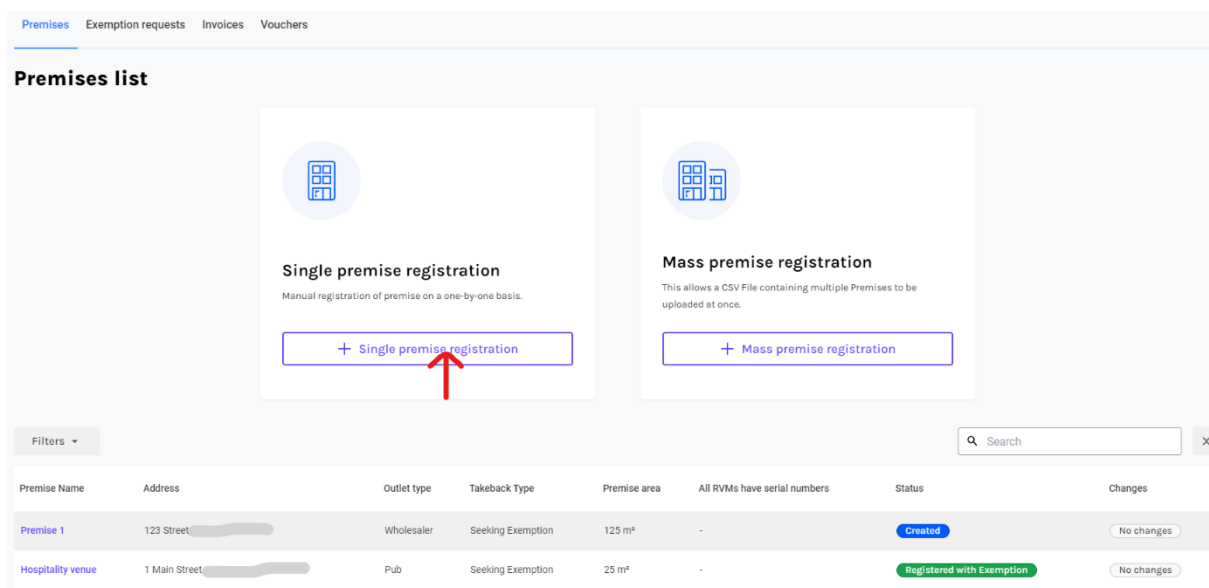
You are now able to move on to the final step, adding **Premises** details.

Registration Step 3- Premises Stage:

Click on your **Retailer** stakeholder square to access the Premises area of your registration:



Once you are in the Premises area, you may add your sites. If you only have one site, you only need to add one premise. Click “single premise registration”. See arrow below.



Complete all required fields and click “create premise”.

Important- make sure you specify that you are a wholesaler by selecting “**Wholesaler**” from the “Retail Outlet Type” drop down menu.

Once you have entered your premises details, you will see the premise listed at the bottom of the “Premises List” screen. The status will show as “**created**”.

If you have registered as a wholesaler, your registration is considered complete once you’ve added all premises and the status shows as “**created**”.

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