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Section 2 – Logging on to Envirocheck

To use Envirocheck you will need to log on to our website. You will also need Internet Explorer version 5.5 Service pack 1 or above. To run Envirocheck properly you will need to download an 'Active X' control. Some organisations block 'Active X' controls with their firewall and the running of them may be prohibited by Internet Explorer's security settings. In either case you will need to contact your systems administrator before being able to log on to Envirocheck.

Logging on

Open Internet Explorer, enter "www.envirocheck.co.uk" into the address bar and press **Return** on your keyboard.

In the top right hand corner of the website you will see the registered users login boxes. Enter your Username and Password in to the respective boxes. Click the **login** button provided. *Please note your Username and Password are case sensitive.*

Internet Explorer will provide you with a warning box stating that secure and non-secure items are contained on the page and asking if you want the non-secure items to be displayed. Click the **Yes** button.

The 'Envirocheck ActiveX' will now download to your PC automatically. This will happen the first time you use our site, when you use the site on a new PC, and after any major updates that we make to the site. It will not happen every time you use the site.

If this is the first time you have used Envirocheck you will see our terms and conditions page, you will need to click the **Agree to Terms** button to use Envirocheck. Envirocheck will then load on your screen.

You are now ready to start using the Envirocheck website!

Getting started

The Envirocheck window should now be open in front of you, if it isn't go to **Section 2 – Logging on to Envirocheck**.

Envirocheck will be displaying the 'Main Menu' to you. To order your report click **New Order**.

From the 'Main Menu' you can also view your paused orders, quotes, submitted orders and track orders. If you have been granted access to your entire office's orders you will be able to see every paused order, quote and submitted orders for your office. To learn more about paused orders, quotes, submitted orders and order tracking please refer to the relevant sections of this user guide.