

reiga

How to enter the guarantee details via the web site V2

reiga





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DOCUMENT HISTORY

Author	Ara Martirosian	Document	How to enter the guarantee details via the web site v1.docx
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Version	Dated	Comments	Requests Addressed
1.0	29/11/10	Initial Draft	Initial methodology
2.0	29/11/10	Flow chart added	Process flow chart added

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NOTICE TO USERS

Our products are subject to continuous development, and therefore the material contained in this document might differ slightly from the software it describes. To keep you informed of changes, it is our policy to issue periodic revision packages and bulletins to supplement this guide.

Revision History

Please see details above for revision history.

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How to enter the guarantee details via the web site

Go to the web site

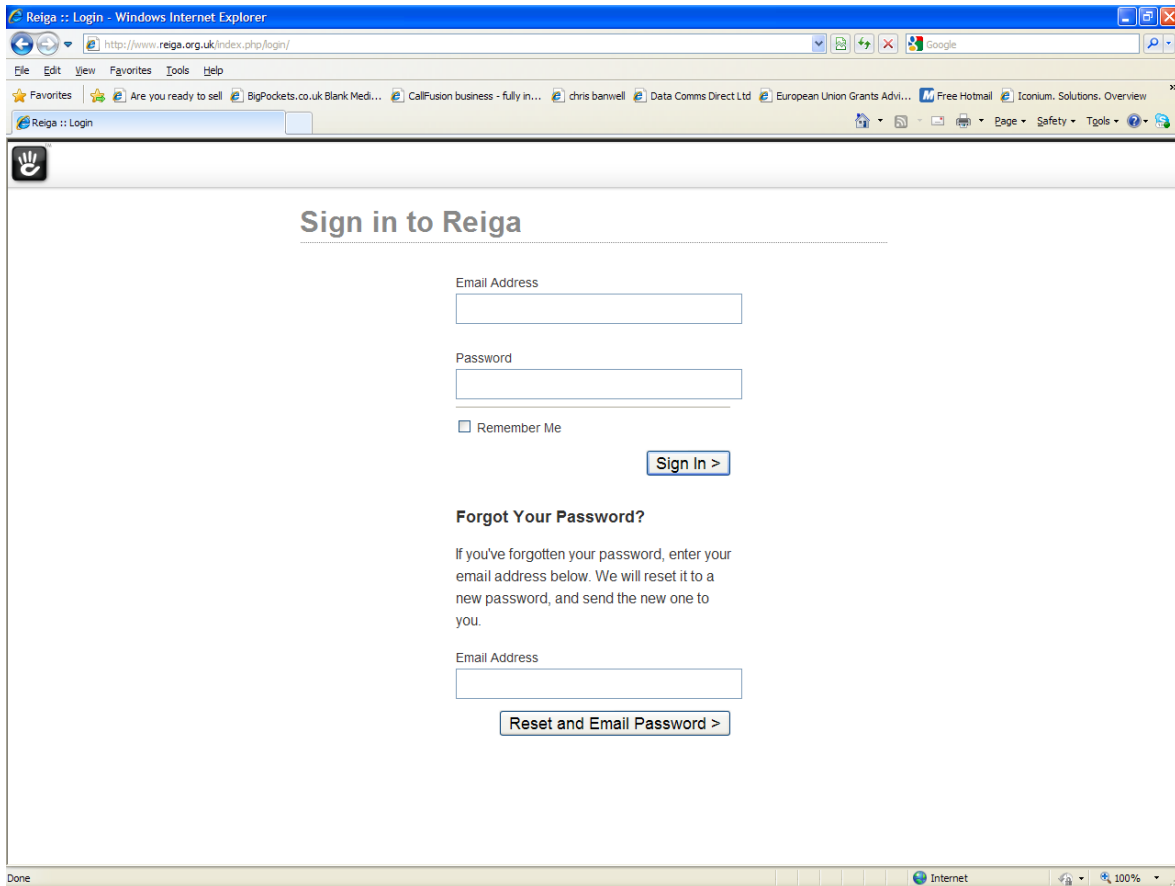
Please go to <http://www.reiga.org.uk>





Click on **MEMBER LOGIN**

Please click on **MEMBER LOGIN** at top right of the web site





Enter EMAIL and Password

Please enter your EMAIL and PASSWORD

Reiga :: Login - Windows Internet Explorer

http://www.reiga.org.uk/index.php/login/

File Edit View Favorites Tools Help

Reiga :: Login

Sign in to Reiga

Email Address
peter.tuffin@reiga.org.uk

Password
●●●●●●●●

Remember Me

[Sign In >](#)

Forgot Your Password?

If you've forgotten your password, enter your email address below. We will reset it to a new password, and send the new one to you.

Email Address

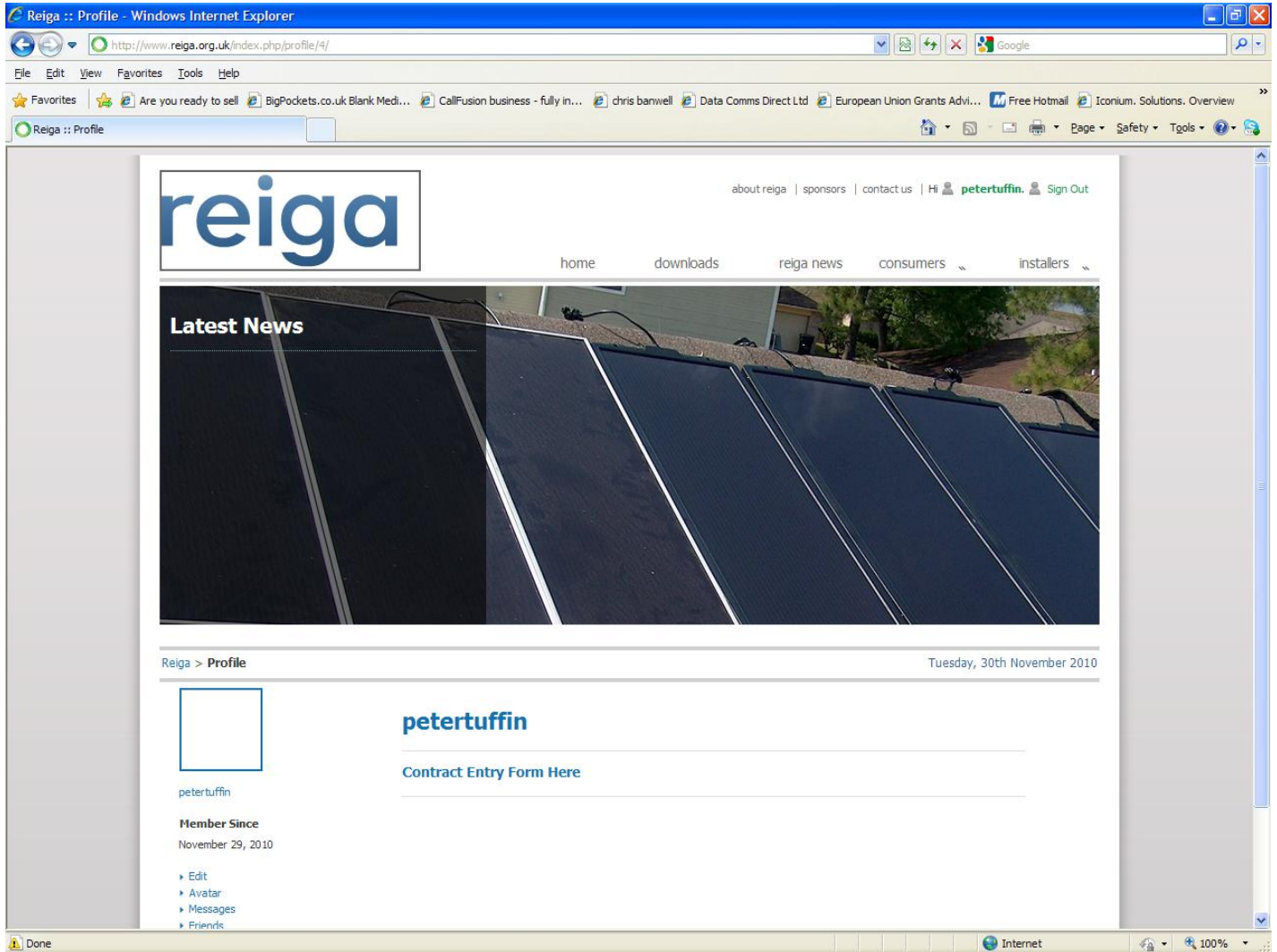
[Reset and Email Password >](#)

Internet 100%



[Click on CONTRACT ENTRY FORM HERE](#)

Please click on the [CONTRACT ENTRY FORM HERE](#) link to start entering guarantee data



Enter GUARANTEE details

Please enter the guarantee details per the GUARANTEE PAD

NOTE :

- During December 2010, please enter the GUARANTEE number as YYYYMMDDHHMM e.g. 201011300820. From 1/1/11, please enter the guarantee number on the GUARANTEE PAD
- The 'Date Of Installation' will be shown in MM/DD/YYYY format after using the graphical calendar as designed and should not be changed

Reiga :: Guarantee Entry - Windows Internet Explorer

http://www.reiga.org.uk/index.php/installers/guarantee-entry/

Reiga > Installers > Guarantee Entry

Tuesday, 30th November 2010

Guarantee No. * TEST201011300845 ?

Customer Details

Title * MR

Forename * TOM

Surname * BROWN

Location Address 1 * THE COTTAGES

Location Address 2 1 HIGH STREET

Town \ City * BRIGHTON

County * SUSSEX

Postcode * BN213EW

eMail tom.brown@hotmail.com

Home Telephone * 01273654321

Mobile Telephone 07808654321

Installation Details

First \ Main Serial Number * 7897898 ?

Date of Installation * 11/11/2010

Installer Number *

Fitter Number *

Equipment *

Other (please specify)

Use OTHER if the equipment is not listed

Reiga :: Guarantee Entry - Windows Internet Explorer
http://www.reiga.org.uk/index.php/installers/guarantee-entry/

File Edit View Favorites Tools Help

Reiga :: Guarantee Entry

Title * MR
Forename * TOM
Surname * BROWN
Location Address 1 * THE COTTAGES
Location Address 2 1 HIGH STREET
Town \ City * BRIGHTON
County * SUSSEX
Postcode * BN213EW
eMail tom.brown@hotmail.com
Home Telephone * 01273654321
Mobile Telephone 07808654321

Installation Details

First \ Main Serial Number * 7897898
Date of Installation * 11/11/2010
Installer Number * 897998
Fitter Number * 89789
Equipment *
 Wind Turbines
 Solar PV
 Solar Hot Water
 Ground source heat pump
 Air source heat pump
 Biomass
 Other (Please Specify)
|

Captcha: *
HA5H
Please insert the letters and numbers shown in the image
Submit Guarantee Details

DOUBLE CHECK the data as this is what will appear on the PDF guarantee.

SUBMIT GUARANTEE DETAILS

When ready, complete the captcha box and click SUBMIT GUARANTEE DETAILS

Captcha: *

HA5H
Please insert the letters and numbers shown in the image
Submit Guarantee Details



Enter more **GUARANTEE** details or **SIGNOUT**

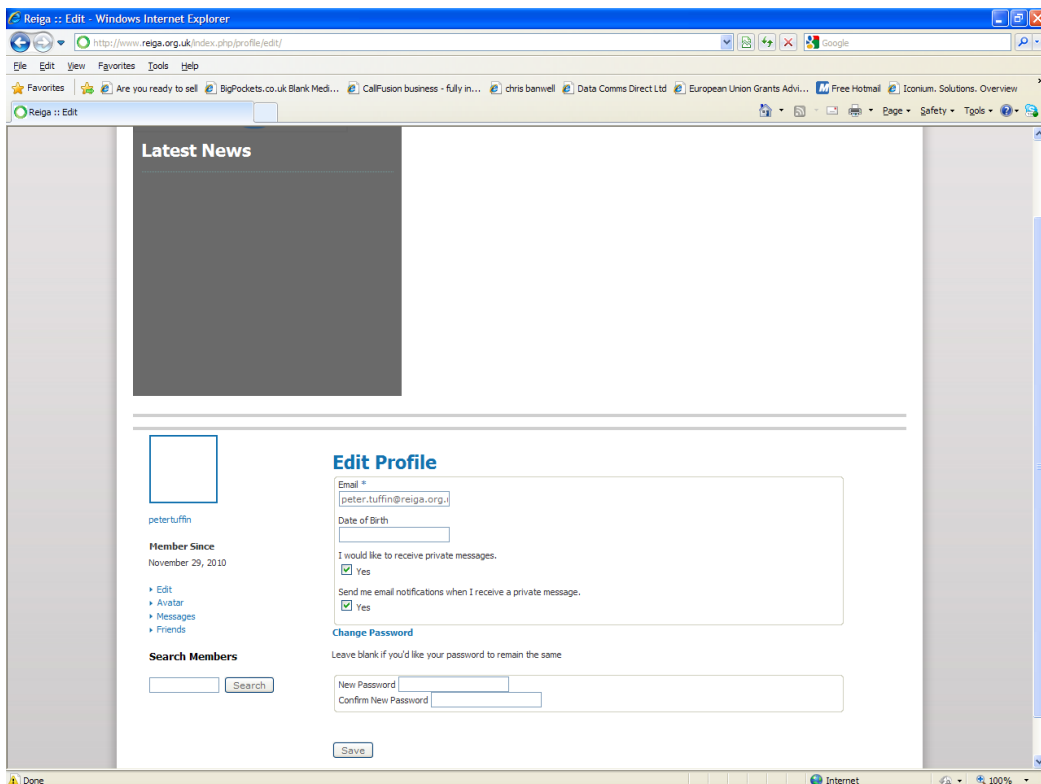
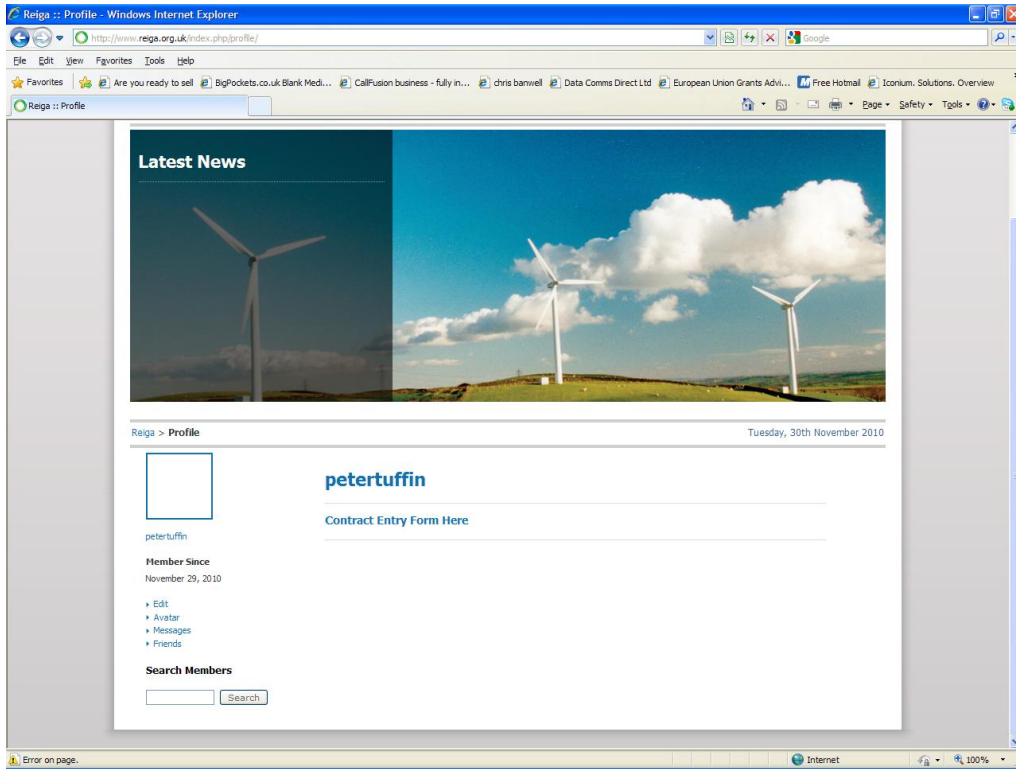
Now you can either enter more guarantee details or SIGNOUT



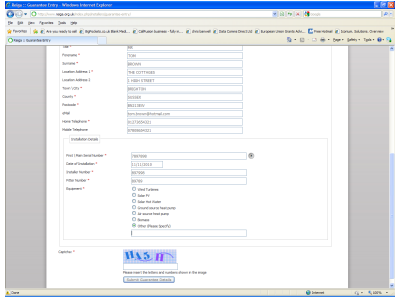


The data will be picked up during the next consolidation run and a PDF will be generated and emailed back to you along with the appropriate invoice.

How to change your password

Click on EDIT on your home page



Process Flow chart

<p>Complete GUARANTEE PAD</p>	<ul style="list-style-type: none"> • Top copy : REIGA • Second copy : Occupier • Third copy : installer
<p>Enter data via web site</p>	
<p>PDF (guarantee, insurance policy, invoice) generated by REIGA at next consolidation run</p>	
<p>PDF emailed to installer</p>	
<p>Installer will print and pass on to property owner with other relevant documentation</p>	