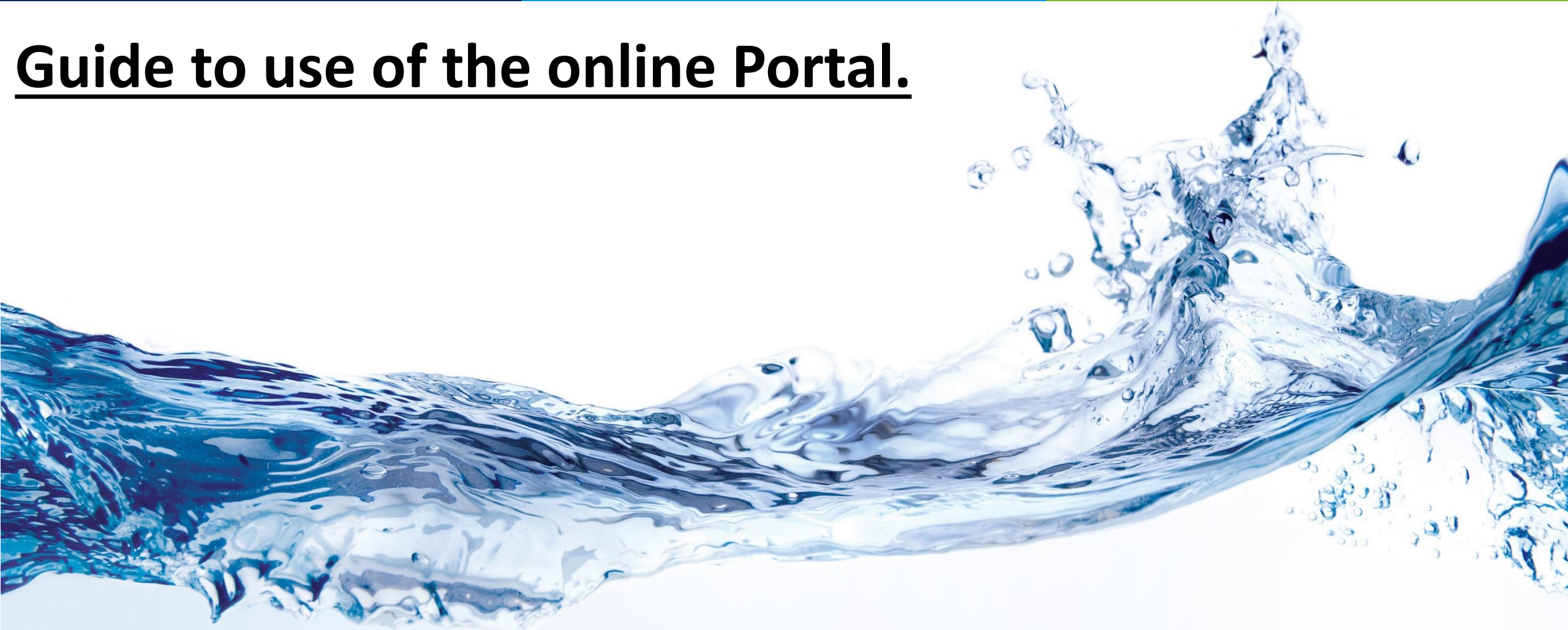


Guide to use of the online Portal.



WRAS Online Portal - Invitation



Invite

Click on the link below to sign into our website.
Once there you'll be given the opportunity to set a password for future visits.
Please note, the link below will expire within 24hrs.

[Click Here to Sign in](#)

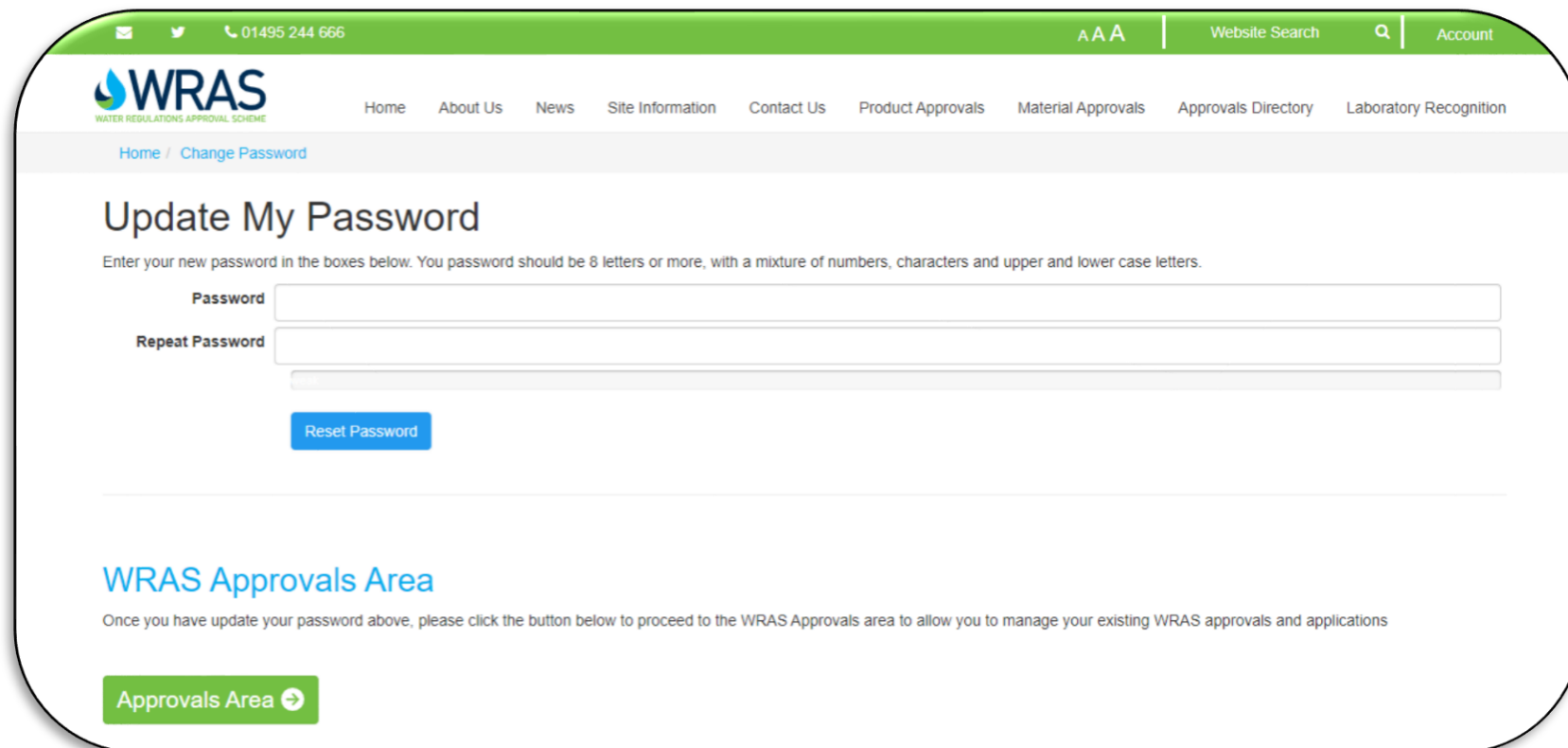
To access the WRAS online portal, you will need to be invited by an admin.

The invitation you will receive will look like image to the left.



WRAS Online Portal - Invitation

Once you have clicked the sign in button, you will be brought here to create a password, that you will use for every future login.



The screenshot shows the WRAS Online Portal interface. At the top, there is a green header bar with contact information (01495 244 666), social media icons, and links for Website Search and Account. Below the header is a navigation menu with links: Home, About Us, News, Site Information, Contact Us, Product Approvals, Material Approvals, Approvals Directory, and Laboratory Recognition. The main content area is titled 'Update My Password' and includes instructions: 'Enter your new password in the boxes below. Your password should be 8 letters or more, with a mixture of numbers, characters and upper and lower case letters.' There are two input fields labeled 'Password' and 'Repeat Password'. A blue 'Reset Password' button is located below the input fields. At the bottom of the page, there is a section titled 'WRAS Approvals Area' with a green button labeled 'Approvals Area' and a right arrow icon.

WRAS
WATER REGULATIONS APPROVAL SCHEME

Home / Change Password

Update My Password

Enter your new password in the boxes below. Your password should be 8 letters or more, with a mixture of numbers, characters and upper and lower case letters.

Password

Repeat Password

[Reset Password](#)

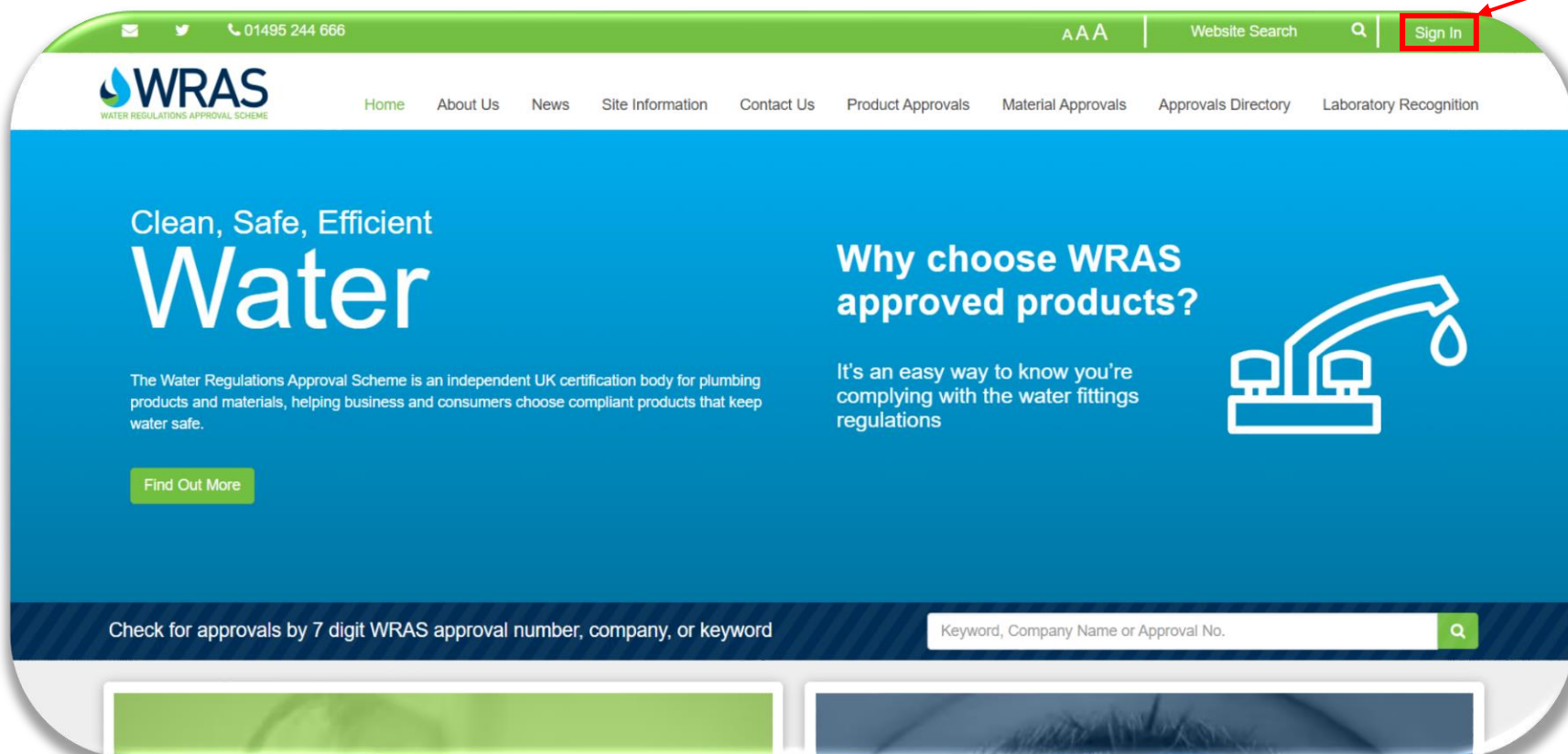
WRAS Approvals Area

Once you have update your password above, please click the button below to proceed to the WRAS Approvals area to allow you to manage your existing WRAS approvals and applications

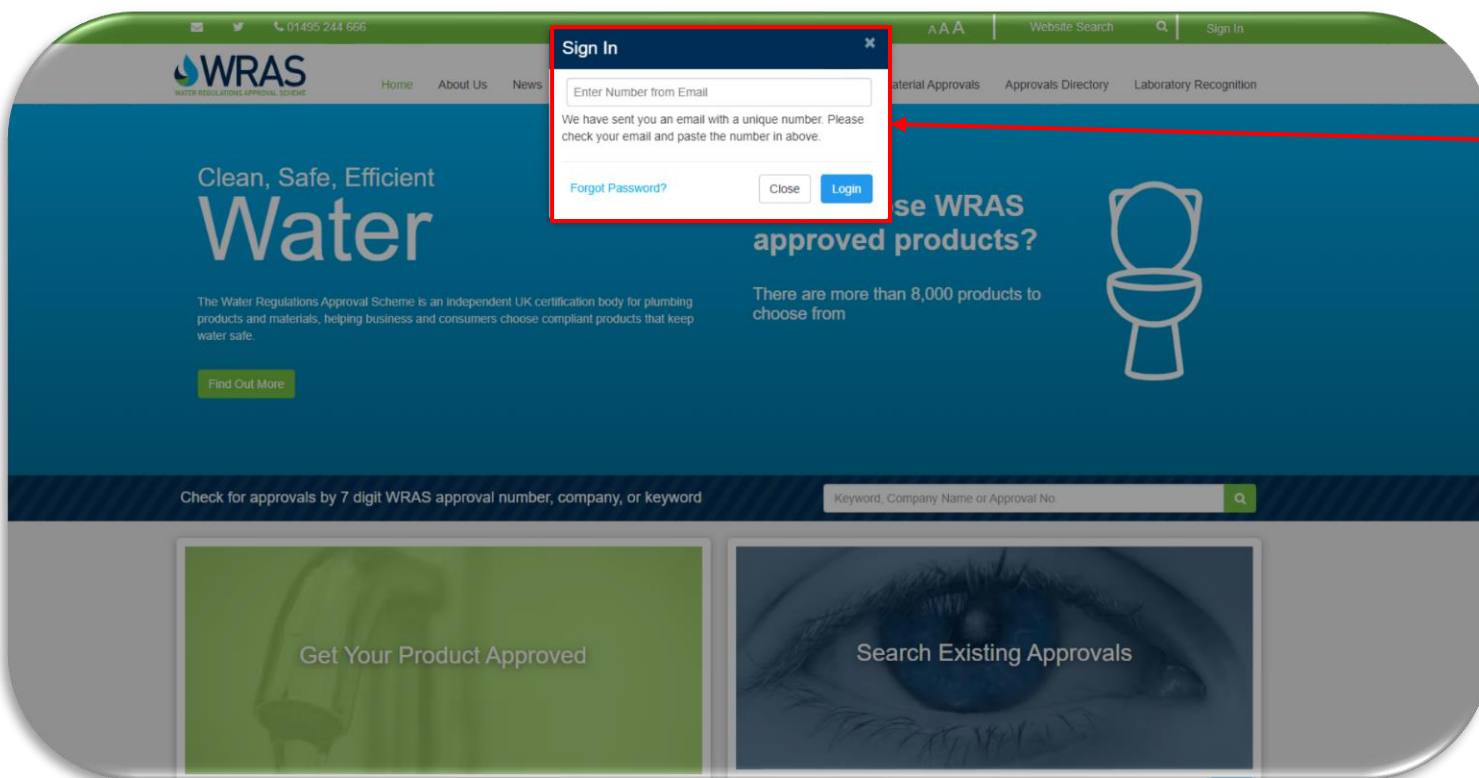
[Approvals Area](#)

WRAS Online Portal - Login

You will first need to log into your account, you can do that by selecting sign in at the top of your page.



WRAS Online Portal - Login 2FA



When you login for the first time or from a new location, you will be asked for your Two-Factor Authentication.

This code will be sent to the email used for your account. See below for an example of the email you will receive.

EMAIL EXAMPLE

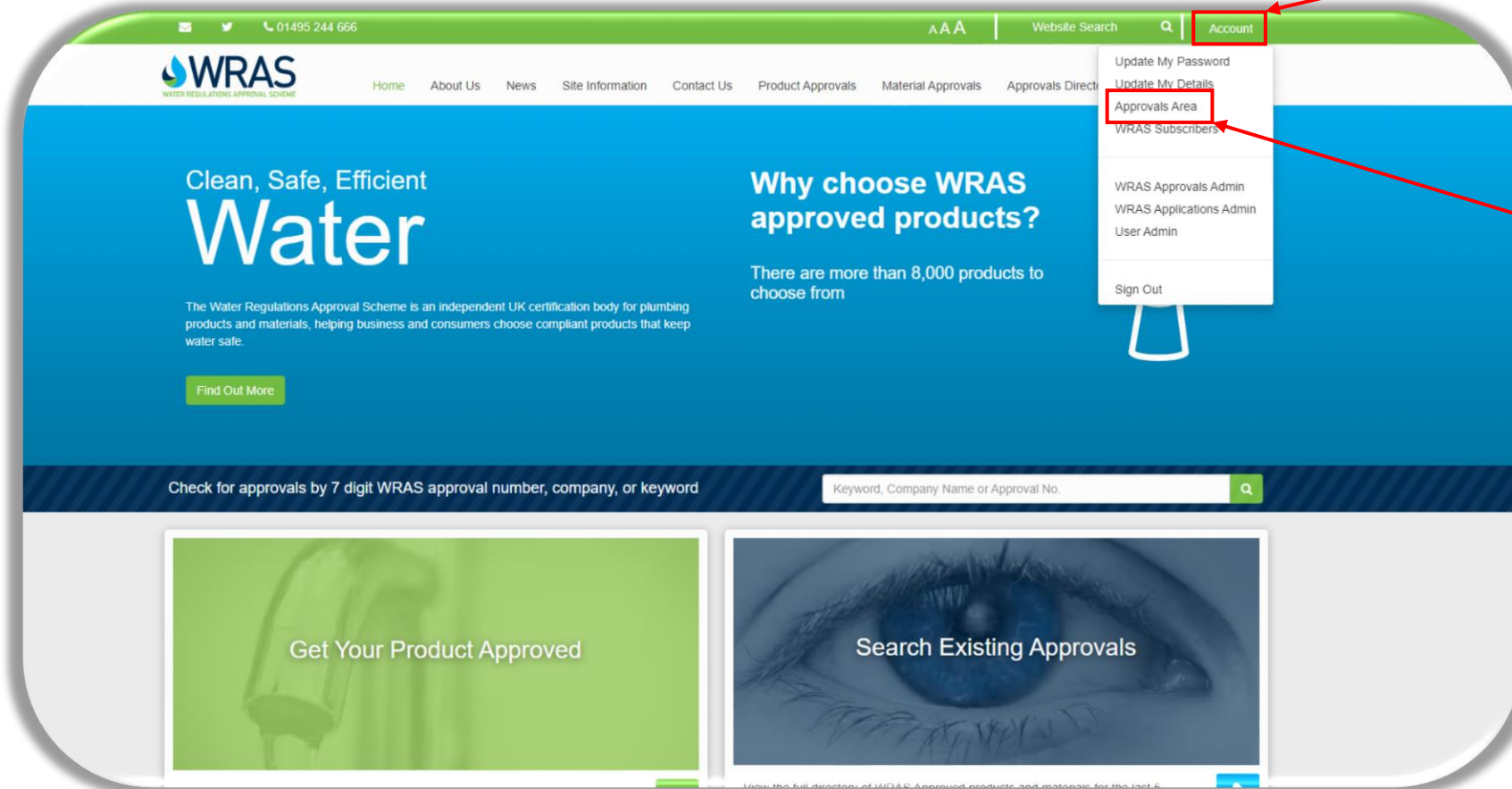
We detected an attempt to access your Water Regulations Approval Scheme Ltd account (John.Doe@EmailDomain.com) from an new location,

If this was you, please provide the below number as part of the login:

8573976

If this was not you, you should update your password on the Water Regulations Approval Scheme Ltd website.

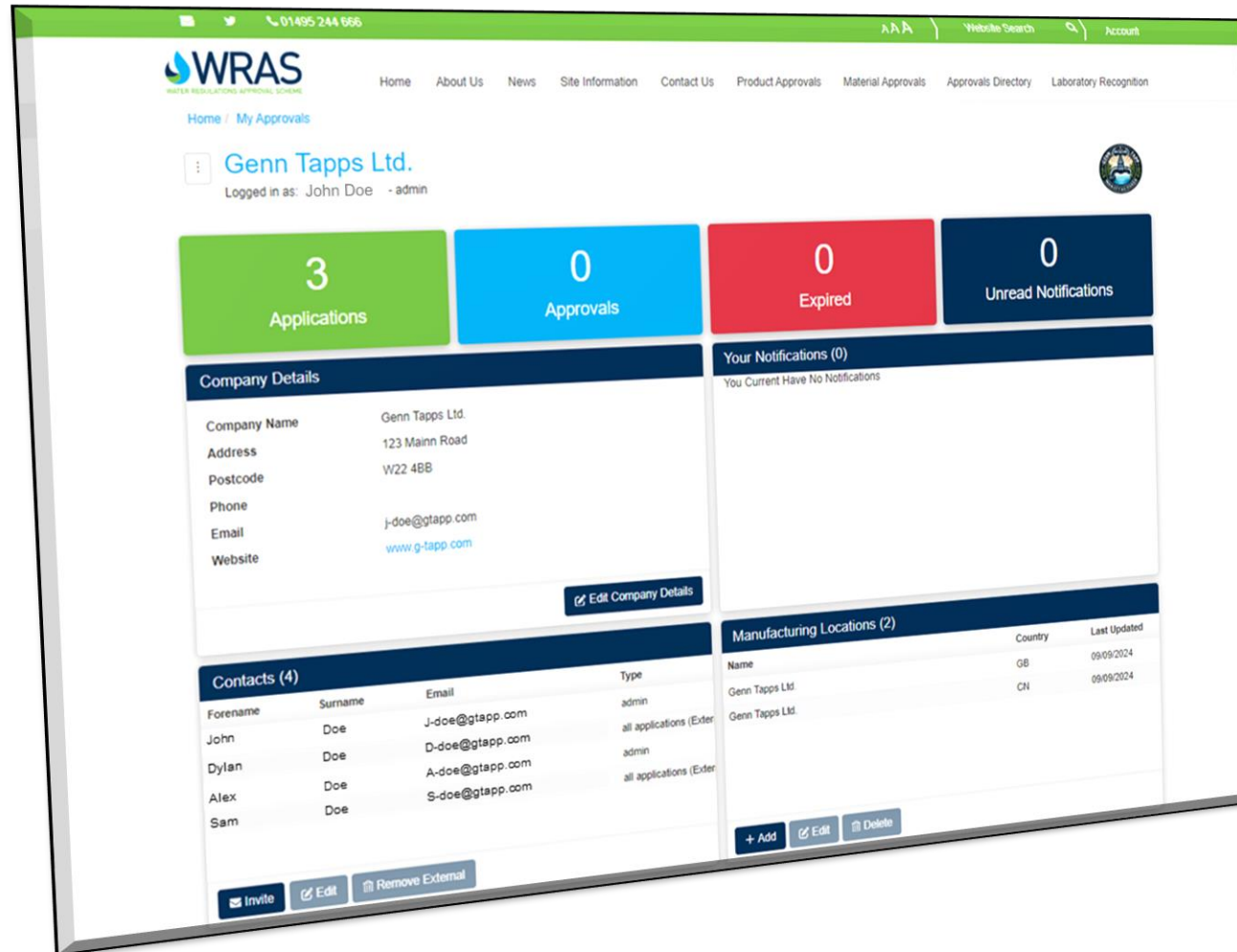
WRAS Online Portal



Once logged in select the account button at the top of the page.

Once account has been selected, you will see a drop down appear. You need to select Approvals Area, this will then bring you to your approvals Dashboard.

My Approvals Area Dashboard - Overview



The screenshot displays the 'My Approvals' dashboard for Genn Tapps Ltd. The user is logged in as John Doe (admin). The dashboard features four summary cards: 3 Applications (green), 0 Approvals (blue), 0 Expired (red), and 0 Unread Notifications (dark blue). Below these are four main sections: Company Details, Your Notifications (0), Contacts (4), and Manufacturing Locations (2).

Company Details

Company Name	Genn Tapps Ltd.
Address	123 Mainn Road
Postcode	W22 4BB
Phone	
Email	j-doe@gtapp.com
Website	www.g-tapp.com

[Edit Company Details](#)

Contacts (4)

Forename	Surname	Email	Type
John	Doe	J-doe@gtapp.com	admin
Dylan	Doe	D-doe@gtapp.com	all applications (Exter
Alex	Doe	A-doe@gtapp.com	admin
Sam	Doe	S-doe@gtapp.com	all applications (Exter

[Invite](#) [Edit](#) [Remove External](#)

Your Notifications (0)

You Current Have No Notifications

Manufacturing Locations (2)

Name	Country	Last Updated
Genn Tapps Ltd.	GB	09/09/2024
Genn Tapps Ltd.	CH	09/09/2024

[+ Add](#) [Edit](#) [Delete](#)

To the left you will see the My Approvals Area Dashboard. This page will give you complete access to all your company's information, applications, current and expired approvals.

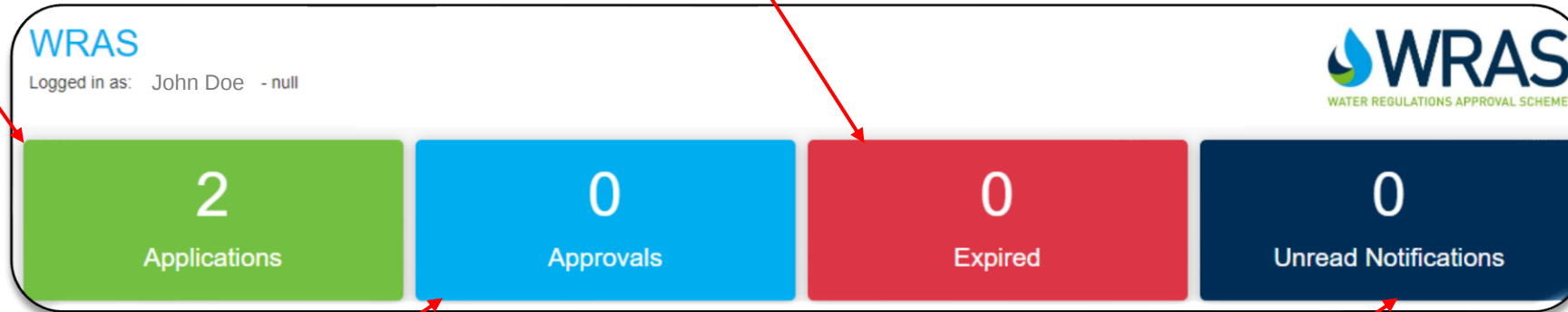
From this page you will be able to manage all your company's details, contacts and manufacturing locations.

The next 2 slides will break to components of this page down for further understanding.

My Approvals Area Dashboard

The applications section, will allow you to see all your current applications in draft and current in the review process.

The Expired section will show you and give you access to all your expired approvals from the last 6 months.



The approvals section will show you and give you access to all your current live approvals.

Unread Notifications will show you any notification you may have regarding your applications and approvals.

My Approvals Area Dashboard

Company details will be displayed to you and easily accessible, should you require to update them.

The dashboard is divided into four main sections:

- Company Details:** A form displaying company information for Genn Tapps Ltd. Fields include Company Name, Address (123 Mainn Road), Postcode (W22 4BB), Phone, Email (j-doe@gtapp.com), and Website (www.g-tapp.com). An 'Edit Company Details' button is at the bottom.
- Your Notifications (0):** A box indicating 'You Current Have No Notifications'.
- Contacts (4):** A table listing four contacts with columns for Forename, Surname, Email, and Type.
- Manufacturing Locations (2):** A table listing two locations with columns for Name, Country, and Last Updated.

At the bottom of the dashboard, there are two rows of buttons: 'Invite', 'Edit', and 'Remove External' on the left; and '+ Add', 'Edit', and 'Delete' on the right.

Forename	Surname	Email	Type
John	Doe	J-doe@gtapp.com	admin
Dylan	Doe	D-doe@gtapp.com	all applications (Extern
Alex	Doe	A-doe@gtapp.com	admin
Sam	Doe	S-doe@gtapp.com	all applications (Extern

Name	Country	Last Updated
Genn Tapps Ltd.	GB	09/09/2024
Genn Tapps Ltd.	CN	09/09/2024

You will also have a display box to show you any notifications you may have

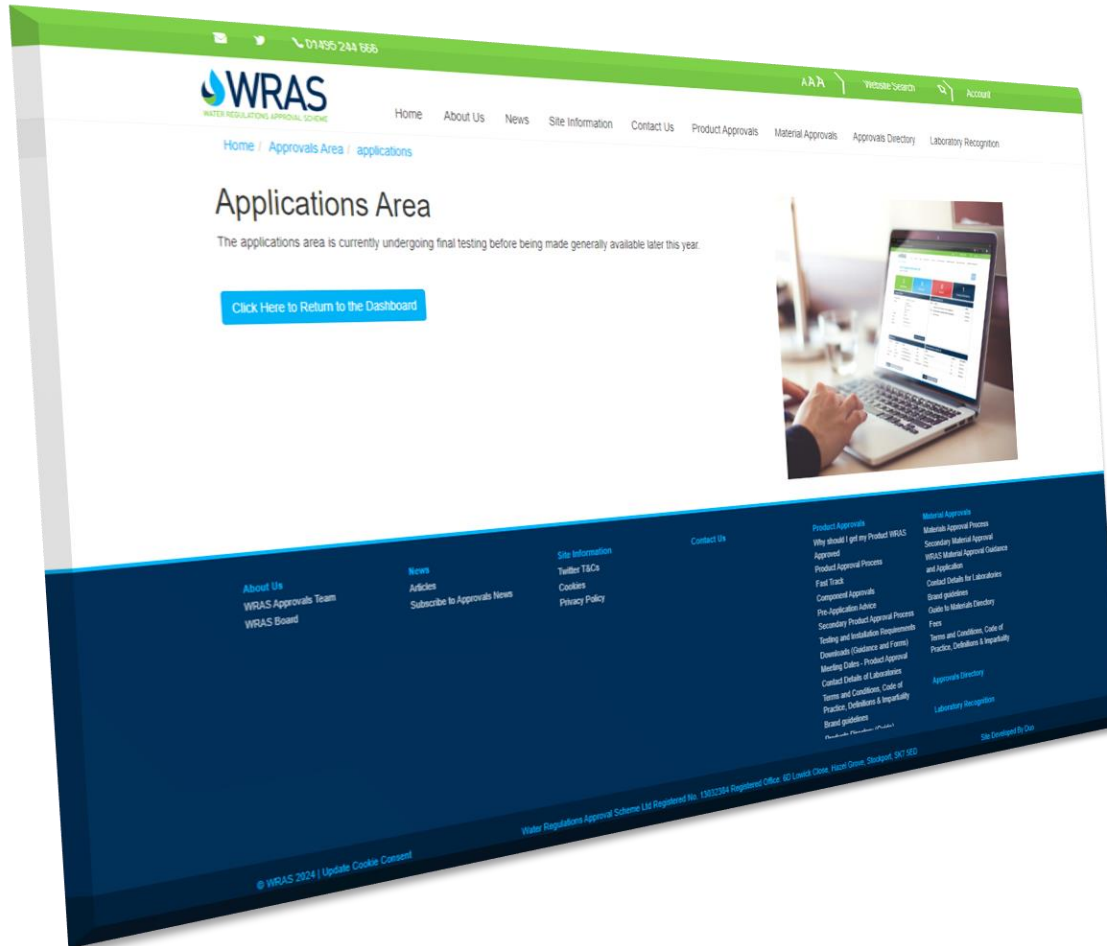
Only admin users will have the ability to add contacts. Contacts should contain all employees who will need access or ongoing applications and approvals. Only contacts listed here will have access to the portal and any communications from WRAS.

Manufacturing locations is where you will add all the manufacturers you use and may need during the application stage. When completing this, you will also be able to upload their ISO 9001 or equivalent.

Applications Area

3

Applications



As you can see to the left, the applications area is not quite ready just yet, once all testing and final verifications have been complete, additional guidance will be issued on all aspects of the application area.

Applications Area

1

Approvals

This button will allow you to export all your approvals into an excel spreadsheet.

If you select the approvals button on the dashboard, you will be brought here.

This page allows you to manage all your approvals and see their expiry dates.

Here you will see all your current approvals. This page also give you the ability to download both the Approval Letter and Certificate.

WRAS
WATER REGULATIONS APPROVAL SCHEME

Home / My Approvals / Approvals

Genn Tapps Ltd.
Logged in as: John Doe - admin

My Approvals

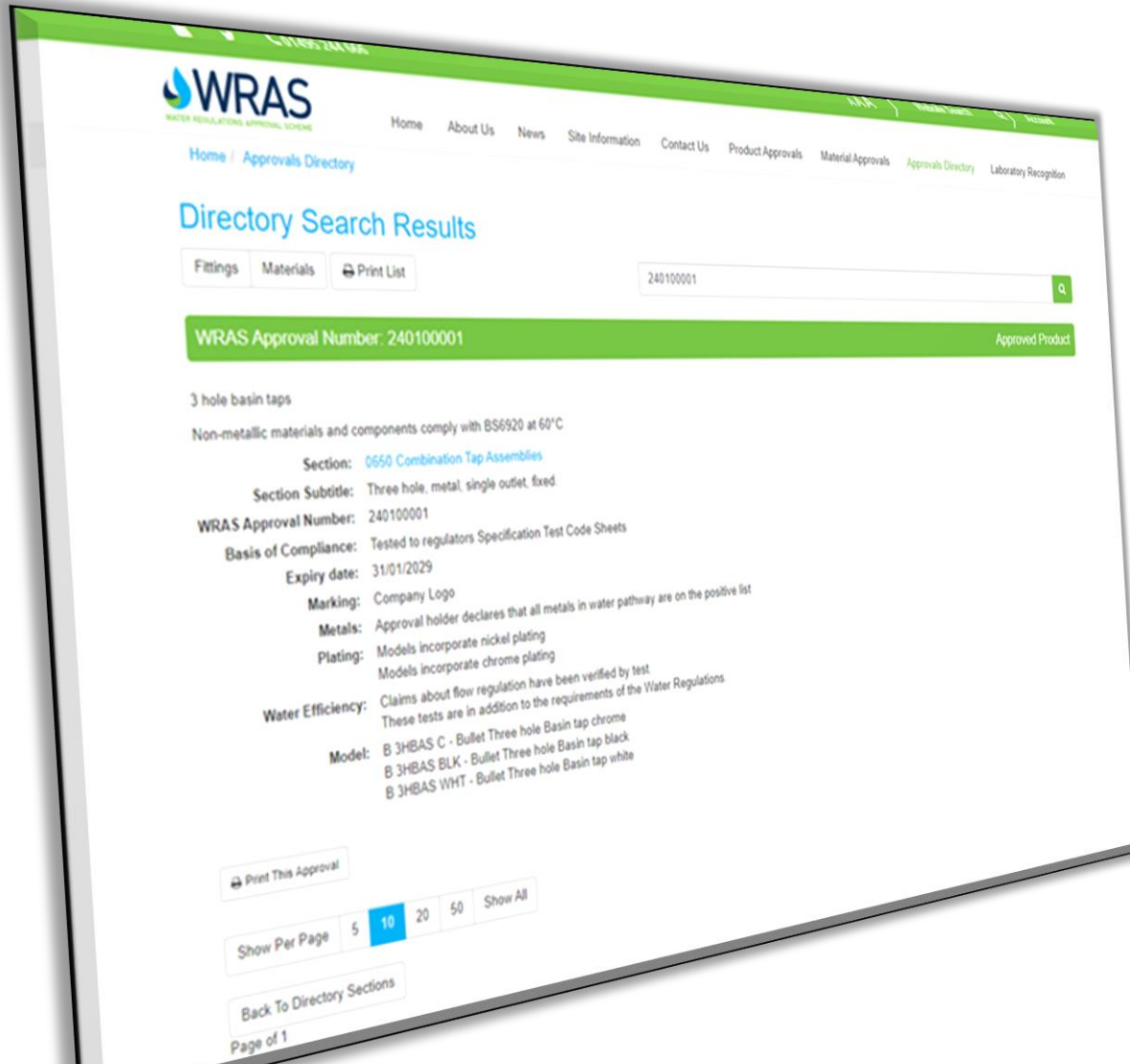
Download List

Approval #	Description	Expiry Date	Downloads
240100001	Big Round Taps	31/01/2029	Letter Certificate

1 Approval

As you can see here, the approval number is a hyperlink. Clicking the approval number will take you to your approval page.

Applications Area



After clicking the approval number, it will bring you to your live approval on the WRAS database.

Here you will see all the information on your approval and how it is displayed on the WRAS website.