

RE TURN IT



VICTORIA'S CONTAINER DEPOSIT SCHEME

RETURN-IT

Thank you for your interest in the Victoria's Container Deposit Scheme (CDS Vic)

- For every eligible drink container return, you can receive a 10c refund
- By registering as a donation partner, people can choose to donate their refund to your organisation in a number of different ways, including via zone app, sharing your Donation Partner ID (or barcode).
- Once registered you can host your own collection drive, by encouraging your members and supporters to collect and deposit the containers to your organisation.
- To learn more about the scheme, you can visit <https://cdsvic.org.au/fundraising>
- To register your organisation, follow these step-by-step instructions.



RETURN-IT Register with CDS Vic

Step 1

Register with CDS Vic



You will be able to obtain your Donation Partner ID by completing our registration form. You will require a valid ABN.

If you are not registered with an ABN, you may need to provide a statutory declaration.

Sign Up As A Donation Partner →

STEP 1: Click on this link: <https://cdsvic.org.au/donation-partner-registration>

You will need:

- Organisations contact email
- ABN
- If you don't have an ABN you will need to sign a statutory declaration declaring you are either a registered entity or a school or a sporting, community, education or environmental body

Once you have registered with the CDS-Vic, you should receive an email with a donation partner ID and a link to register through Return-It's member Portal.

Be aware that if you are a state-wide organisation you may wish to activate with all three Zone Operators.



CHECK LIST – please have the following ready for your application with Return-It

- Donation partner ID from CDS Vic email (step 1)
- Primary contact details – this person must be contactable by Return-It
- Bank Statement showing your organisation's name and BSB/account number
- Application letter using the template saved
- Organisation's Logo

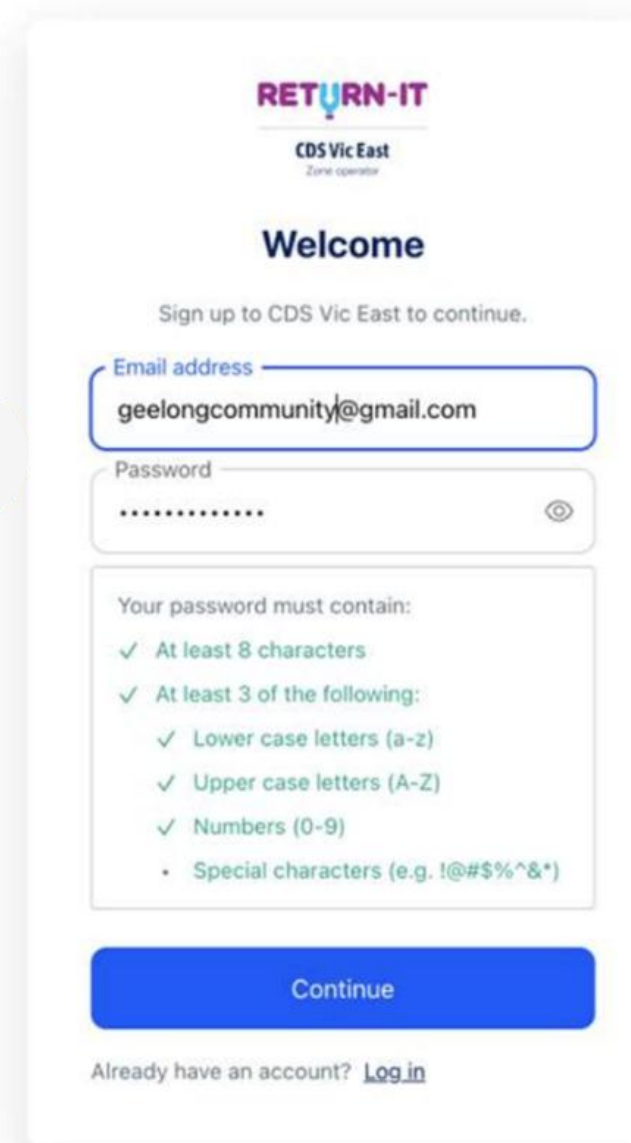
RETURN-IT Activate your ID with a Zone Operator

STEP 2: Follow the link provided in the email from CDS-Vic, or by clicking this link [Return-It Sign Up](#)

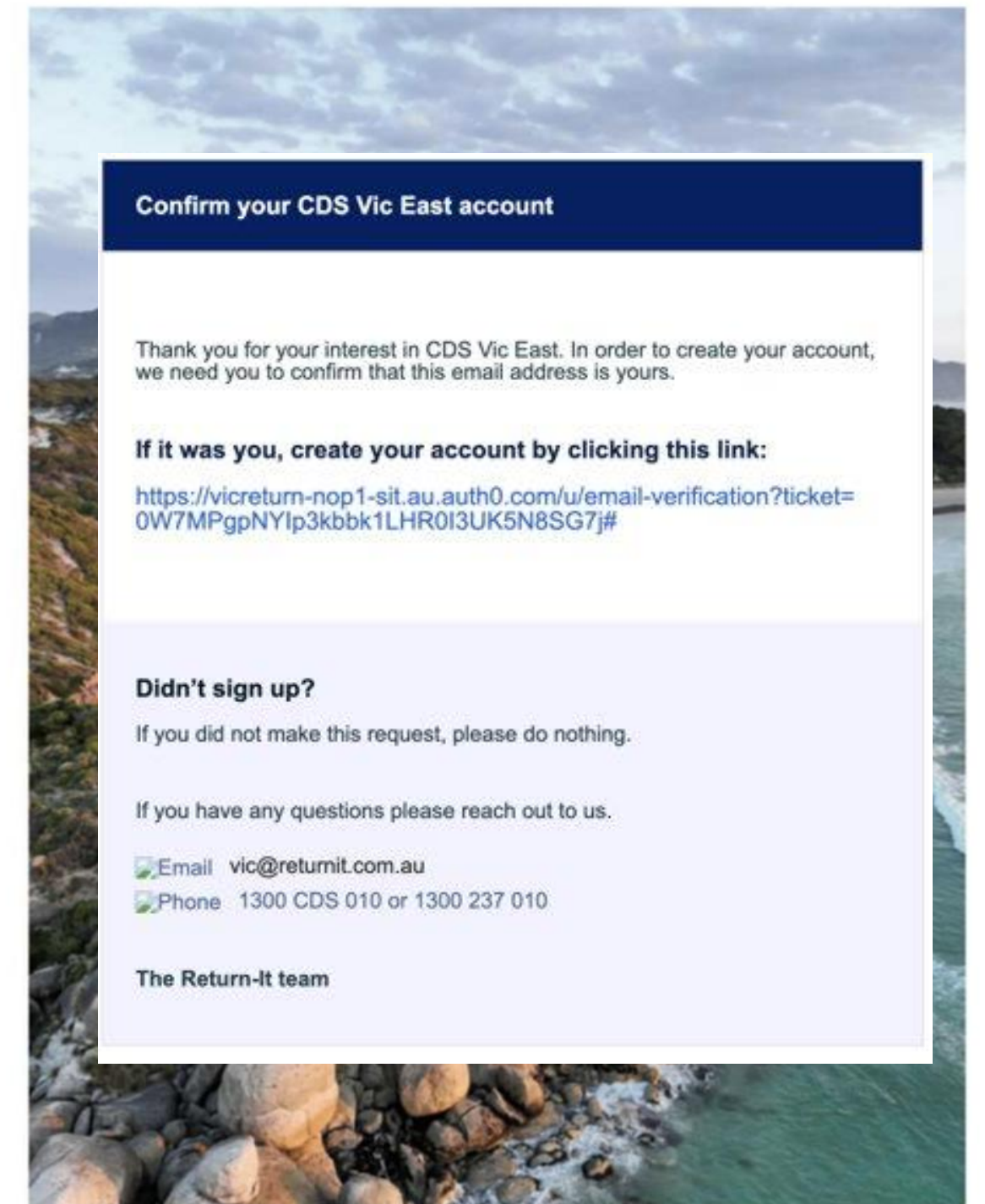
You will need to enter your credentials to create an account and set a new password. This will be your organisations contact email.

A verification email will be sent to the inbox for the email account you provided.

Click on the link in this email to verify your email address.



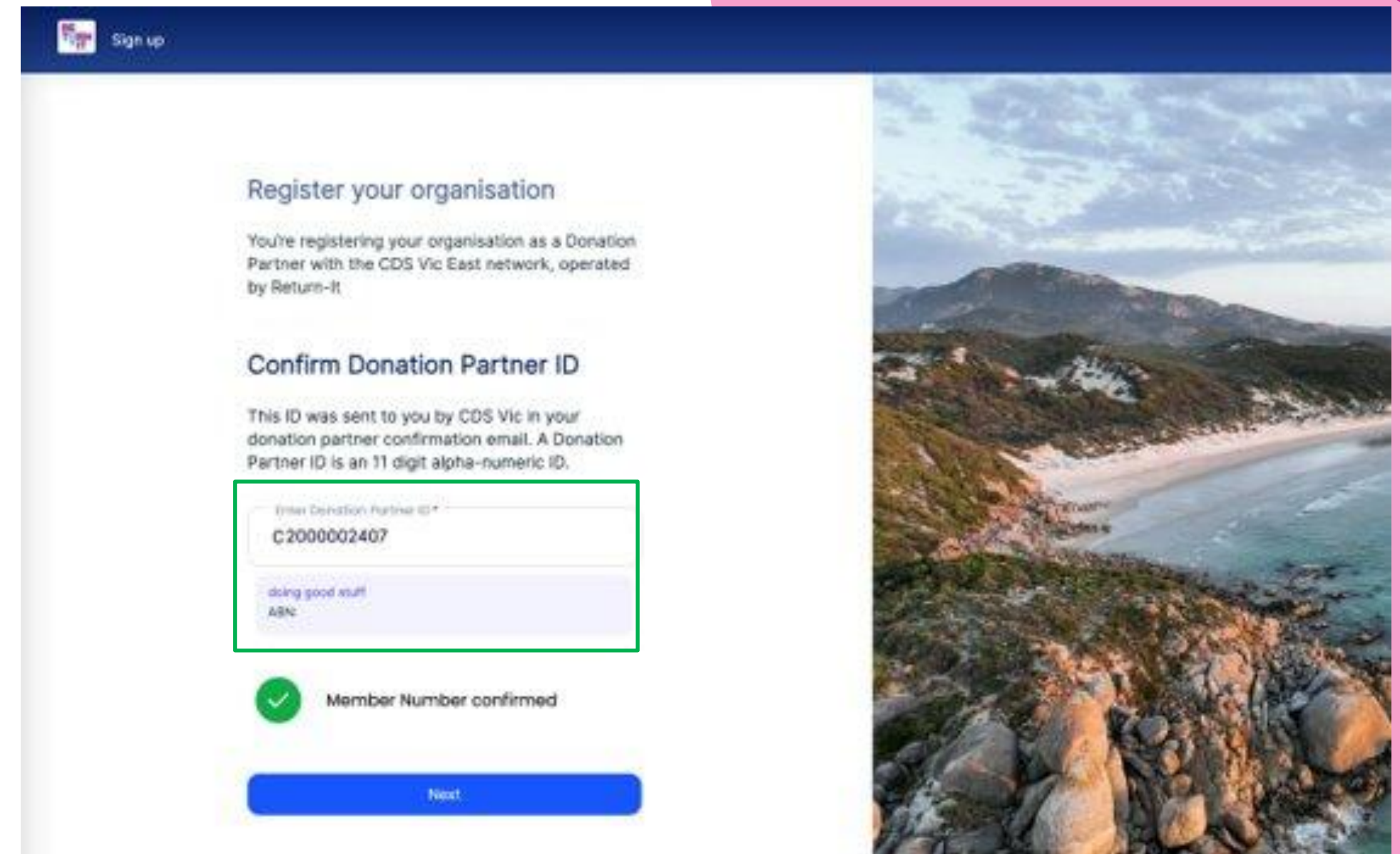
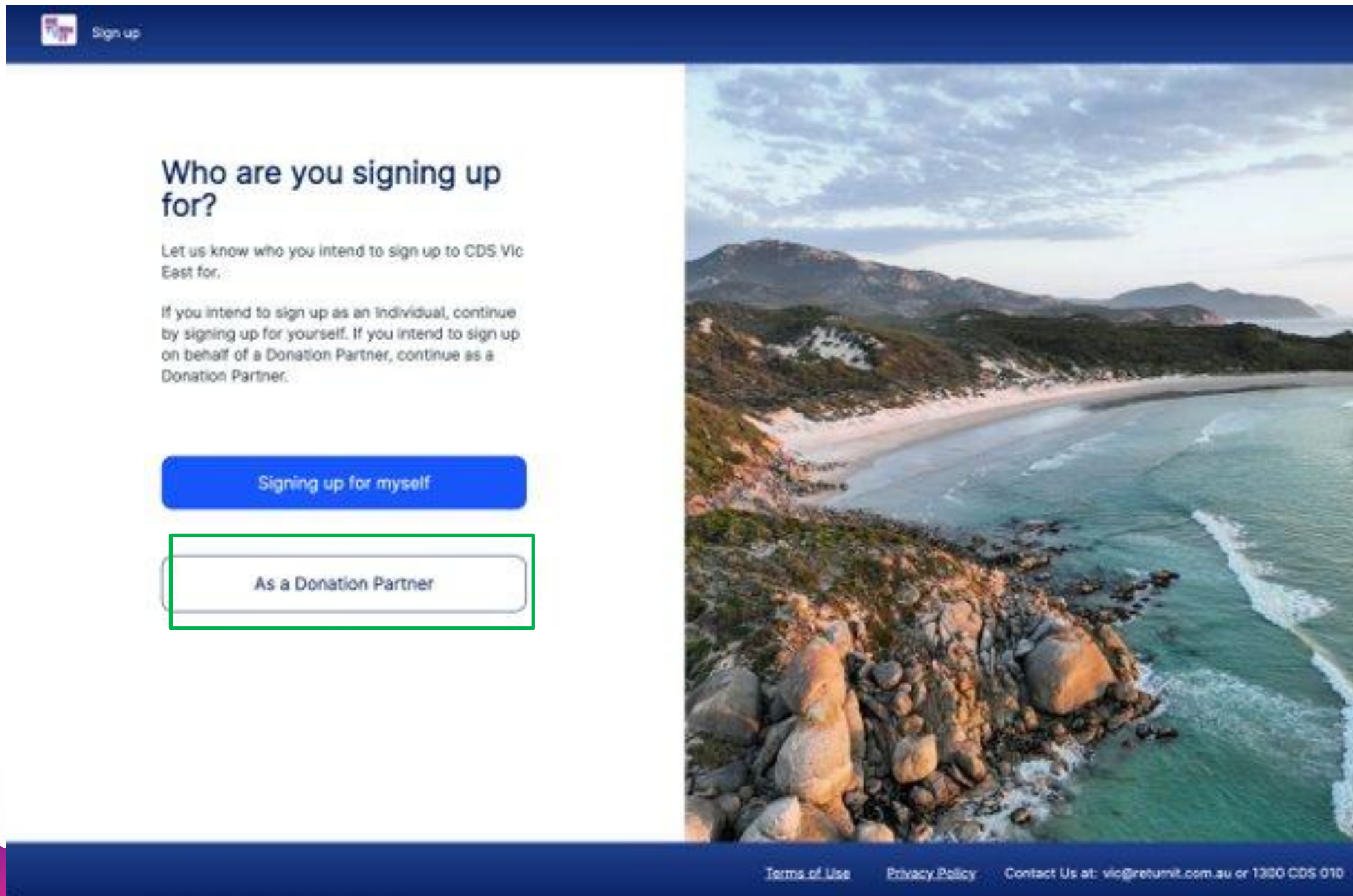
The screenshot shows the RETURN-IT sign-up page. At the top is the RETURN-IT logo and 'CDS Vic East Zone operator'. Below is a 'Welcome' heading and the instruction 'Sign up to CDS Vic East to continue.' There are two input fields: 'Email address' with the value 'geelongcommunity@gmail.com' and 'Password' with masked characters. Below the password field is a list of password requirements: 'At least 8 characters', 'At least 3 of the following: Lower case letters (a-z), Upper case letters (A-Z), Numbers (0-9), and Special characters (e.g. !@#\$%^&*)'. A blue 'Continue' button is at the bottom, and a link for 'Already have an account? Log in' is at the very bottom.



RETURN-IT Sign Up with Return It

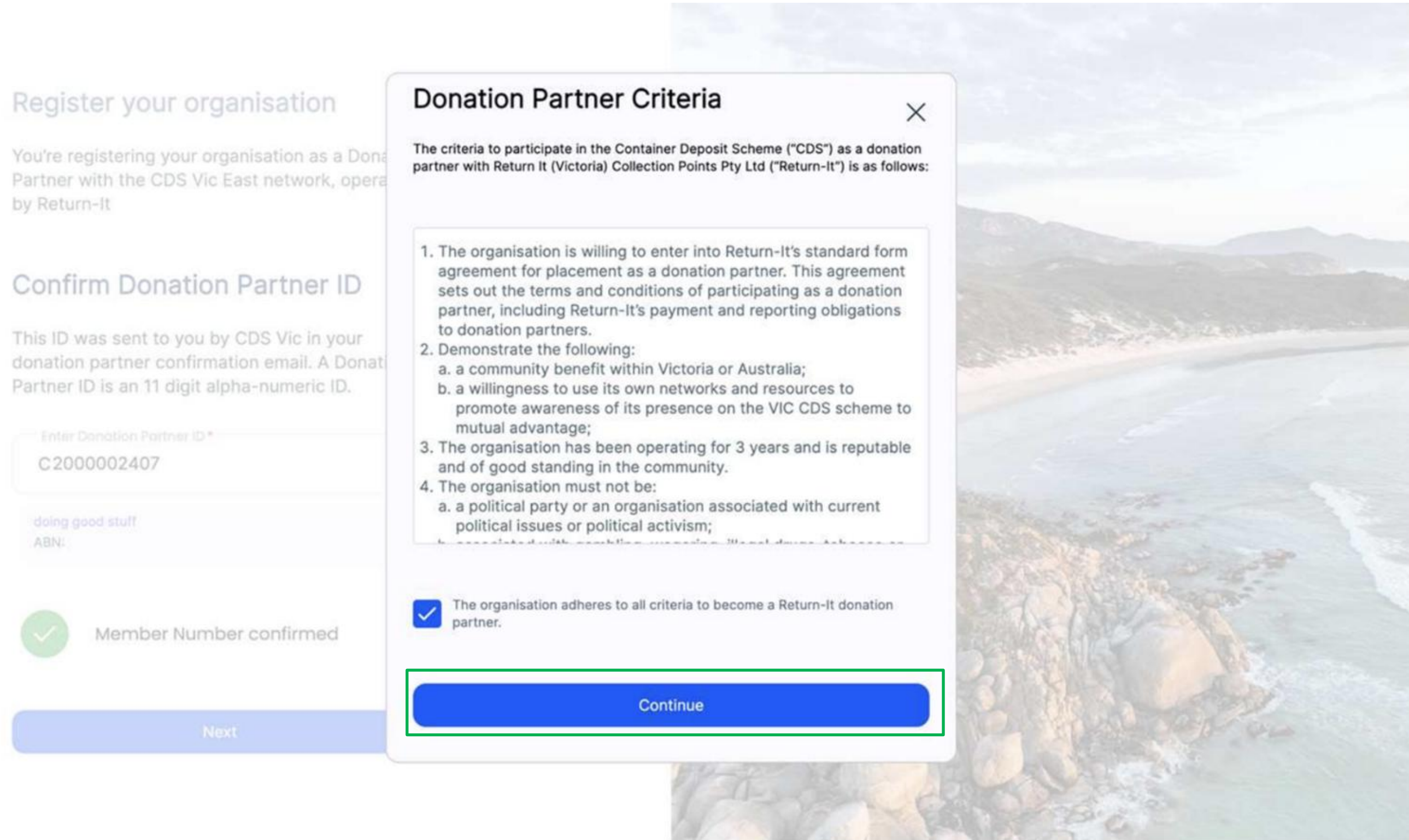
STEP 3: Make sure to select “As a Donation Partner” to continue your sign-up journey

STEP 4: Enter the Donation Partner ID that was provided in the email form CDS-Vic when you have completed the registration process with them.



RETURN-IT Sign Up with Return It

STEP 5: Read and accept Return-Its Donation Partner Criteria



The screenshot displays the 'Register your organisation' page with a modal dialog box titled 'Donation Partner Criteria' overlaid. The background page shows the registration progress, including a 'Confirm Donation Partner ID' section with a text input field containing 'C2000002407' and a 'Next' button. The dialog box contains the following text:

Donation Partner Criteria [Close]

The criteria to participate in the Container Deposit Scheme ("CDS") as a donation partner with Return It (Victoria) Collection Points Pty Ltd ("Return-It") is as follows:

1. The organisation is willing to enter into Return-It's standard form agreement for placement as a donation partner. This agreement sets out the terms and conditions of participating as a donation partner, including Return-It's payment and reporting obligations to donation partners.
2. Demonstrate the following:
 - a. a community benefit within Victoria or Australia;
 - b. a willingness to use its own networks and resources to promote awareness of its presence on the VIC CDS scheme to mutual advantage;
3. The organisation has been operating for 3 years and is reputable and of good standing in the community.
4. The organisation must not be:
 - a. a political party or an organisation associated with current political issues or political activism;

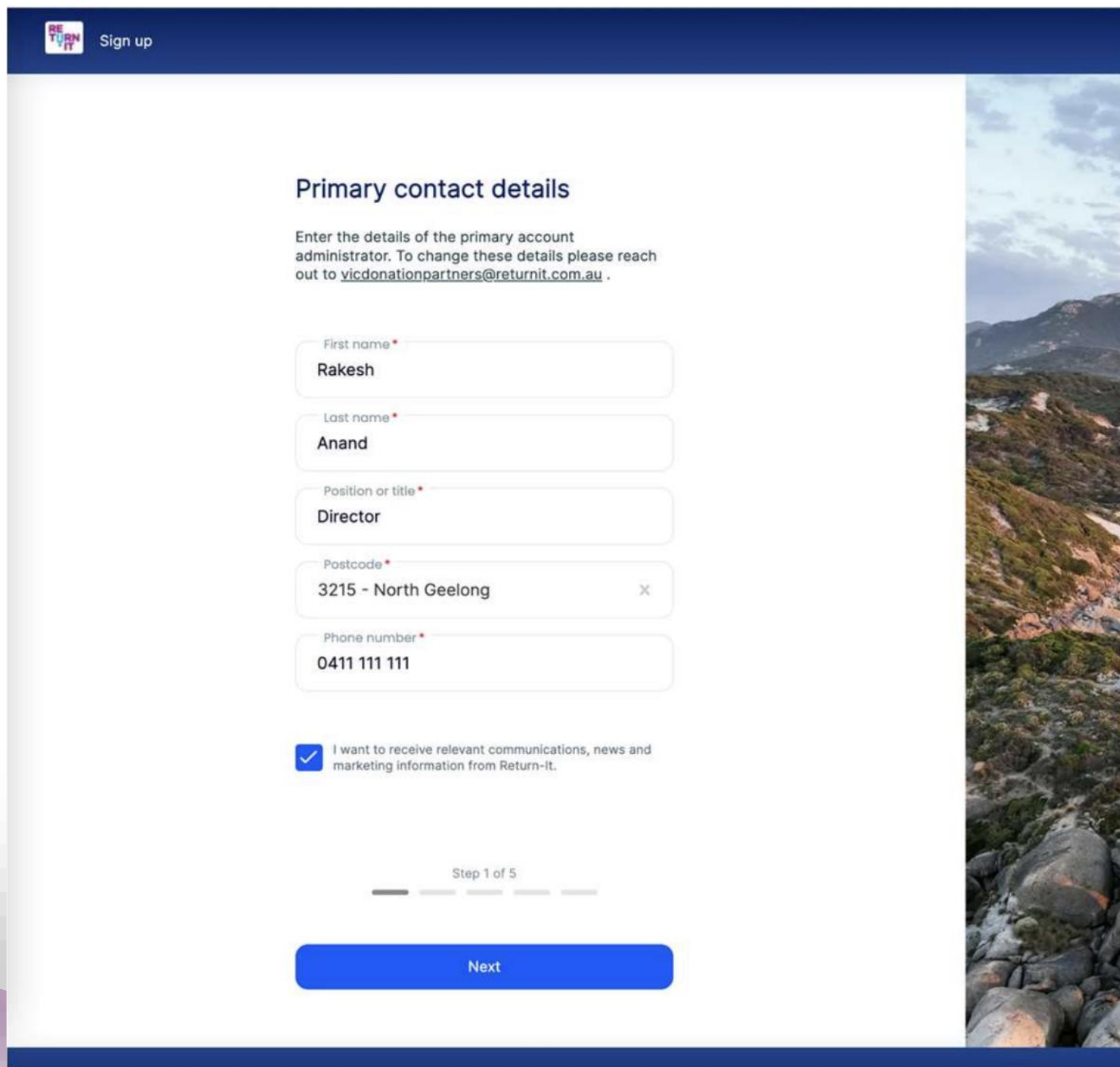
The organisation adheres to all criteria to become a Return-It donation partner.

Continue

RETURN-IT Sign Up with Return It

STEP 6: Provide the details of your primary contact of your organisation here.

These are the details Return-It will use to communicate to your organisation.



The screenshot shows the 'Primary contact details' form. It includes fields for First name (Rakesh), Last name (Anand), Position or title (Director), Postcode (3215 - North Geelong), and Phone number (0411 111 111). There is a checkbox for receiving communications, which is checked. A progress indicator shows 'Step 1 of 5' and a 'Next' button is at the bottom.

Primary contact details

Enter the details of the primary account administrator. To change these details please reach out to vicdonationpartners@returnit.com.au.

First name*
Rakesh

Last name*
Anand

Position or title*
Director

Postcode*
3215 - North Geelong

Phone number*
0411 111 111

I want to receive relevant communications, news and marketing information from Return-It.

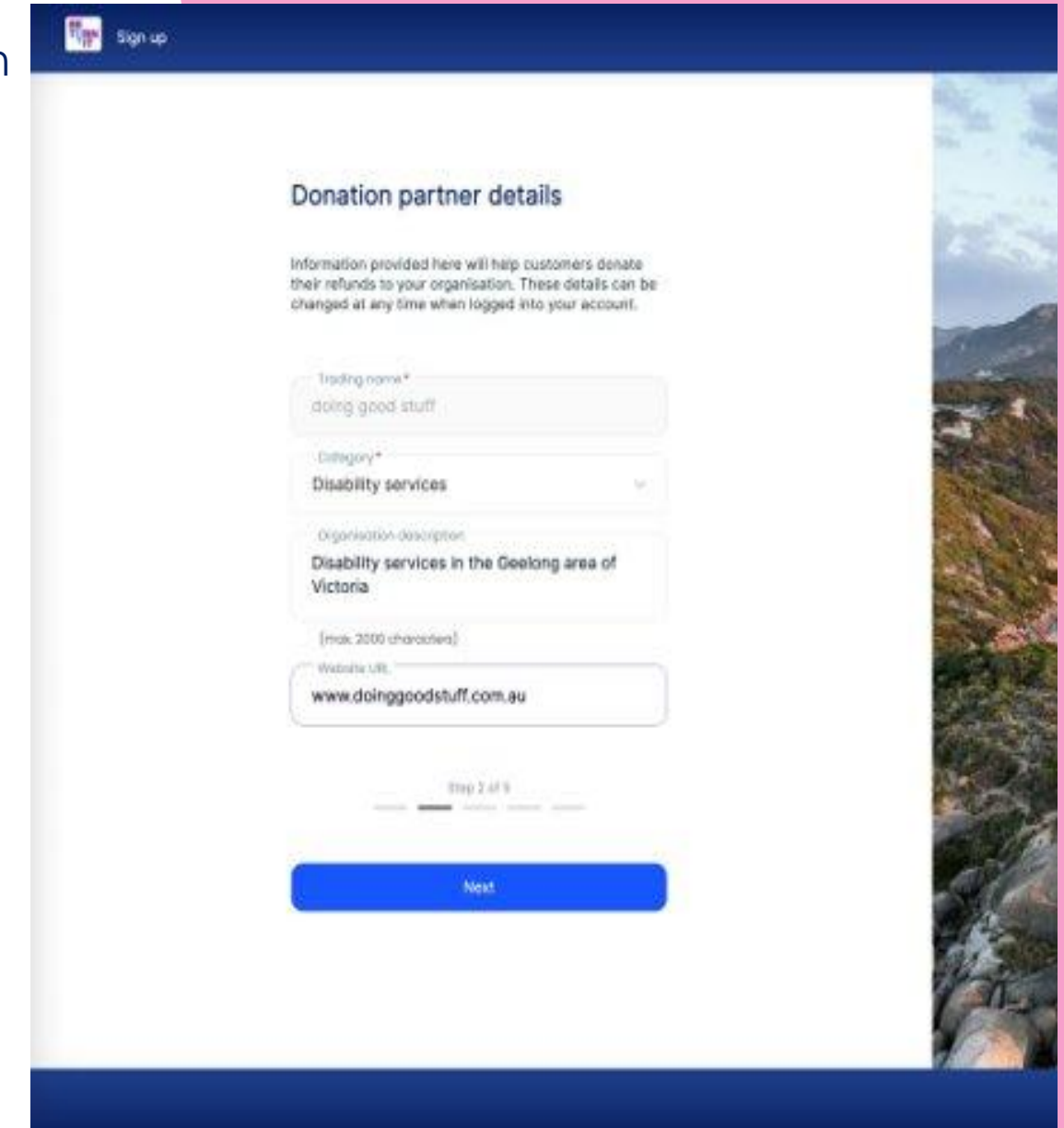
Step 1 of 5

Next

STEP 7: Provide details about your organisation.

You will need:

1. The Trading name is the one that you provided during your registration with Vic Return.
2. Select the category here which can be used to find your organisation by customers making returns.
3. Provide a description for your organisation so that people selecting your organisation to donate their refund to can understand what you do.



The screenshot shows the 'Donation partner details' form. It includes fields for Trading name (doing good stuff), Category (Disability services), Organisation description (Disability services in the Geelong area of Victoria), and Website URL (www.doinggoodstuff.com.au). A progress indicator shows 'Step 2 of 5' and a 'Next' button is at the bottom.

Donation partner details

Information provided here will help customers donate their refunds to your organisation. These details can be changed at any time when logged into your account.

Trading name*
doing good stuff

Category*
Disability services

Organisation description
Disability services in the Geelong area of Victoria
(max. 2000 characters)

Website URL
www.doinggoodstuff.com.au

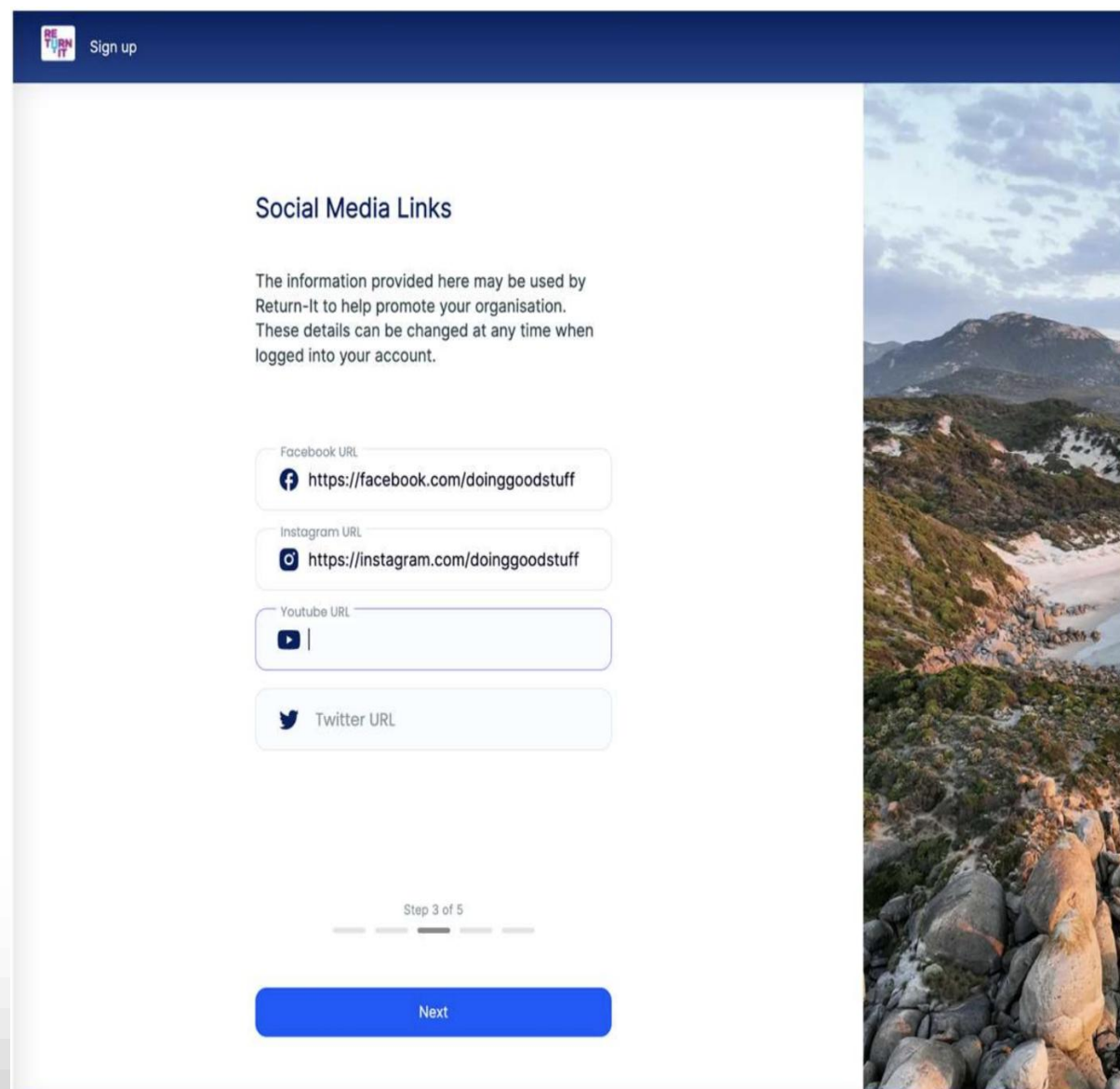
Step 2 of 5

Next

RETURN-IT Sign Up with Return It

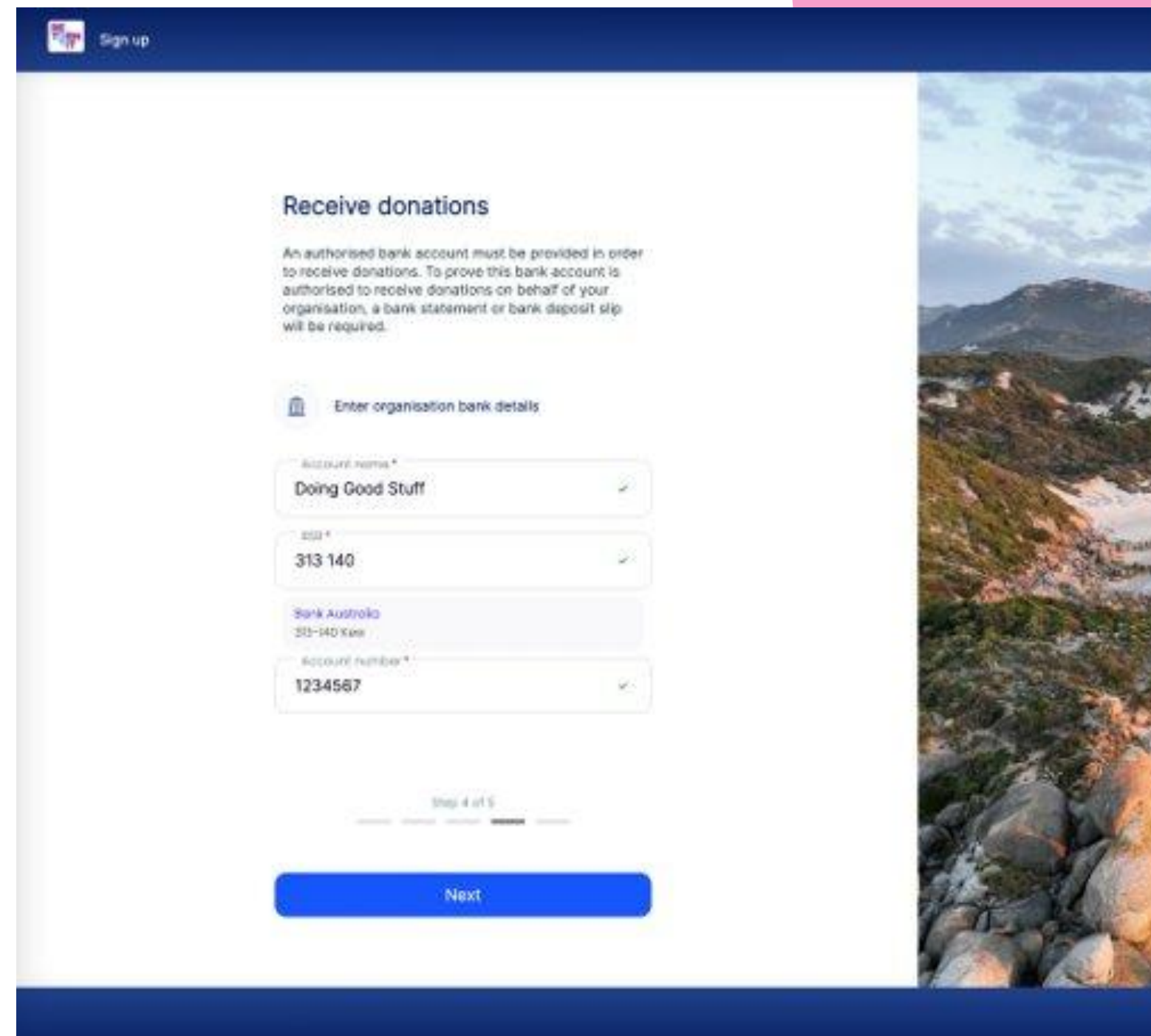
STEP 8: Provide any social media links to your organisation here.

These links may be used by Return-It to help promote your organisation.



The screenshot shows the 'Social Media Links' step of the sign-up process. It includes a header 'Social Media Links', a sub-header 'The information provided here may be used by Return-It to help promote your organisation. These details can be changed at any time when logged into your account.', and four input fields for Facebook URL, Instagram URL, Youtube URL, and Twitter URL. The Facebook URL is filled with 'https://facebook.com/doinggoodstuff', the Instagram URL with 'https://instagram.com/doinggoodstuff', and the Twitter URL is empty. A 'Next' button is at the bottom, and a progress indicator shows 'Step 3 of 5'.

STEP 9: Provide your organisations bank details. This is where donations will be paid into.



The screenshot shows the 'Receive donations' step of the sign-up process. It includes a header 'Receive donations', a sub-header 'An authorised bank account must be provided in order to receive donations. To prove this bank account is authorised to receive donations on behalf of your organisation, a bank statement or bank deposit slip will be required.', and a section 'Enter organisation bank details' with four input fields: 'Account name' (filled with 'Doing Good Stuff'), 'BSB' (filled with '313 140'), 'Bank Australia' (filled with 'SBS-140 Kee'), and 'Account number' (filled with '1234567'). A 'Next' button is at the bottom, and a progress indicator shows 'Step 4 of 5'.

RETURN-IT Sign Up with Return It

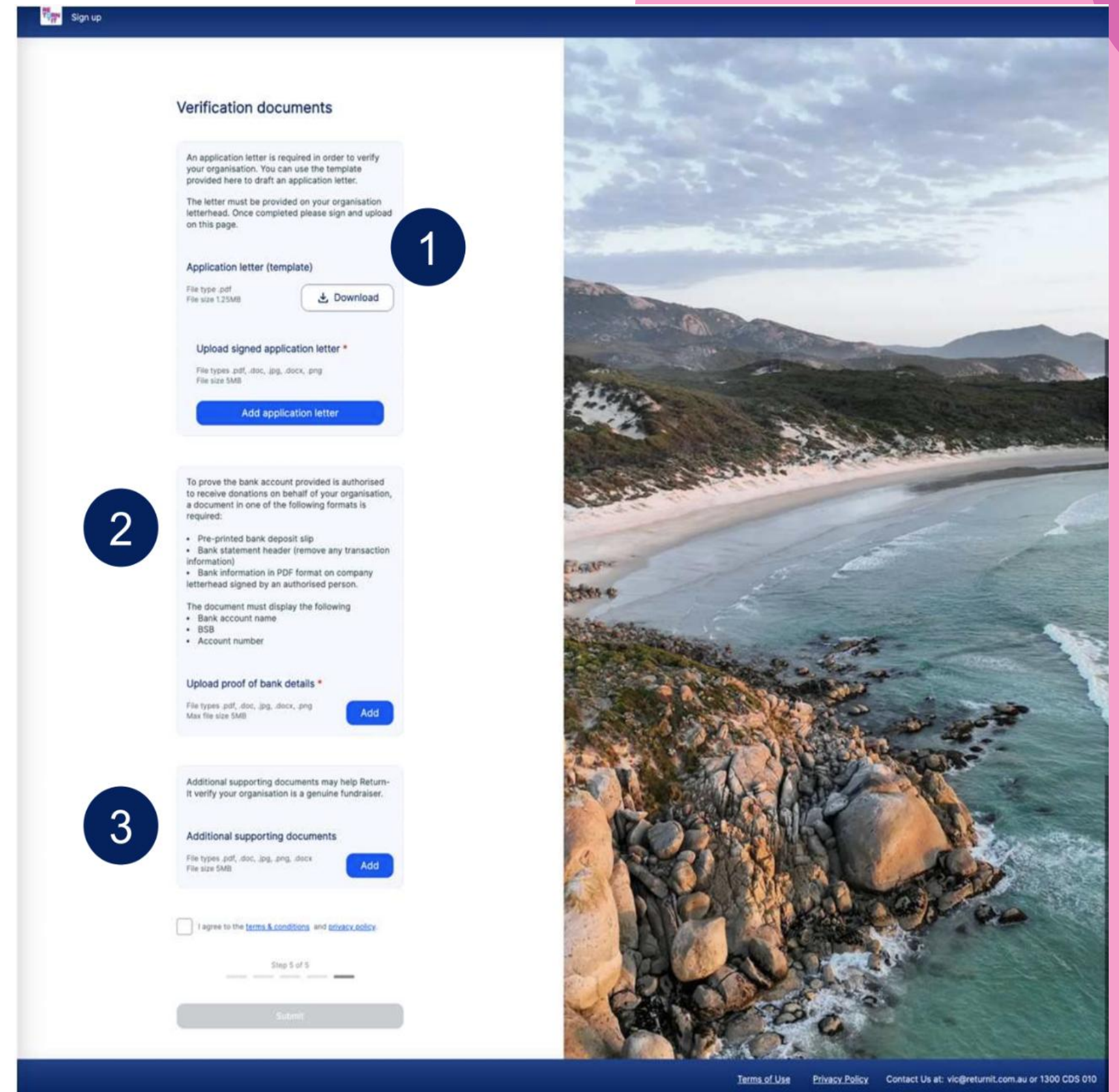
STEP 10: In order to verify your organisation, you will need to provide some supporting evidence.

Provide these details and submit your application

Key:

1. An application letter on your organisation's letterhead, download a template here.
2. Evidence that the bank account you have provided belongs to your organisation.

Optional: You may also choose to optionally add any other supporting documentation you think might be useful in verifying your organisation.



RETURN-IT Application Letter

You'll need to save this template letter to your organisations letter head, complete it, sign it and upload it.

If you need time to complete this or the other steps, you can exit and return later using the username and password you have created. Check the Return-It website for a link to sign up as a donation partner, or use the link provided in the email you received from CDS-Vic with your donation partner ID.

[Your Organisation's Letterhead]

[Date]

Return-It Victoria
Level 1, 11/270 Ferntree Gully Road
Notting Hill VIC 3168

Subject: Application to Participate as a Donation Partner in the Victorian Container Deposit Scheme

To whom it may concern,

We, [Organisation Name], hereby submit our application to participate as a donation partner in the Container Deposit Scheme Victoria (CDS VIC) with Return-It. As an authorized representative of the [Organisation Name], I am writing this letter to provide the necessary information and express our interest in becoming a donation partner.

a) The entity or its local branch is applying to participate in the Scheme

We confirm that [Organisation Name] or its local branch is seeking to participate in the Victorian Container Deposit Scheme as a donation partner. Our organisation is committed to promoting environmental sustainability and believes in the positive impact that container deposit scheme can have on our community.

b) It is a Charity or a Not-for-Profit organisation and is authorised to fundraise.

[Organisation Name] is a registered [Charity/Not-for-Profit/School/ Sporting club/Social enterprise]

You have almost finished your application...

- Your account has now been created! It will be in a pending state initially. Once Return-It have reviewed your application and the supporting documentation you have provided, they will be in touch to confirm your account is active. There you will be able to see and share your Donation Partner ID to start receiving donations.

The screenshot displays the Return-It user dashboard for a user named Rakesh. The dashboard is divided into several sections:

- Top Bar:** "Welcome Rakesh" on the left and "Manage account" with a user icon on the right.
- Left Column:**
 - Donation history:** Shows "\$0.00 total received" and "0 total transactions".
 - No donations received yet:** A message stating "Donations will appear here. Share your organisation ID" with a 10c icon.
- Middle Column:**
 - Donation Partner ID:** A button labeled "Show Zone ID Barcode" is visible.
 - Awaiting approval:** A message: "We will inform you via email when your organisation has been approved."
 - Refund type:** Shows "Doing Good Stuff" with a bank icon and the number "**** **567".
 - Download the CDS Vic East app:** Includes a link to "Find refund points and get help" and buttons for "Download on the App Store" and "GET IT ON Google Play".
- Right Column:**
 - Donation history:** Shows "\$0.00 total received" and "0 total transactions".
 - Donation Partner ID:** A blue button labeled "Show Zone ID Barcode" is highlighted with a green box, and the ID "C2000002407" is displayed below it. A note reads: "Share your Donation Partner ID or or barcode with customers who use CDS Vic East refund points to receive donations directly to your bank account."
 - Refund type:** Shows "Doing Good Stuff" with a bank icon and the number "**** **567".

At the bottom of the dashboard, there are links for "Terms of Use", "Privacy Policy", and "Contact Us at: vic@returnit.com.au or 1300 CDS 010".

RETURN-IT Download the app – CDS VIC EAST

- The CDS VIC East app is on all App stores
- You will need to sign up and confirm your email address via your email account.
- You will also need to select what account you would like your refunds to be awarded to.
- Once you have confirmed these details, log out and log back into your account to receive your ID number and barcode.



STILL NEED HELP?

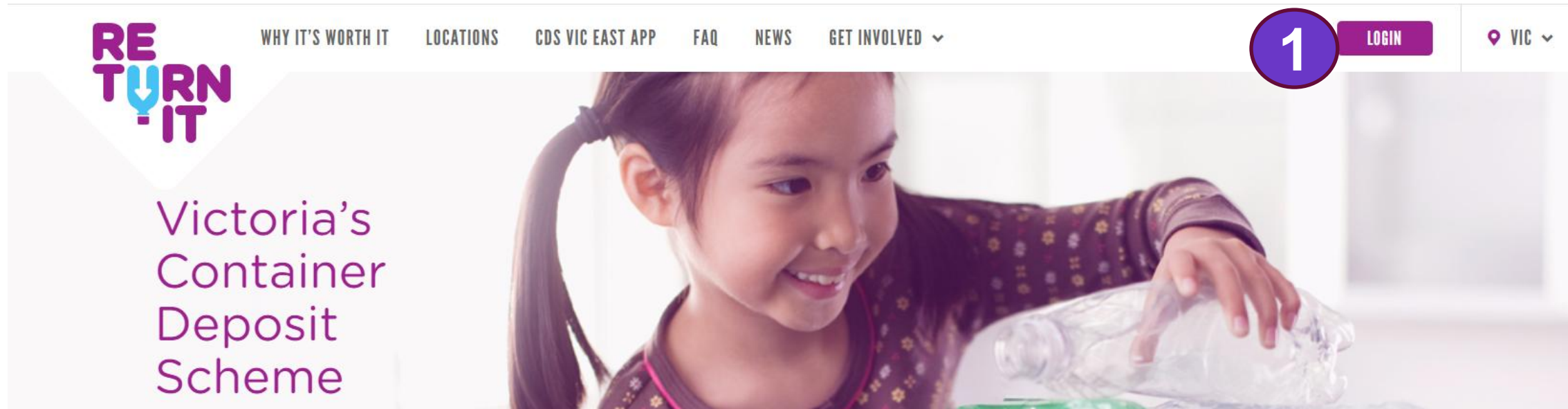
Reach out via

Email: vic@returnit.com.au

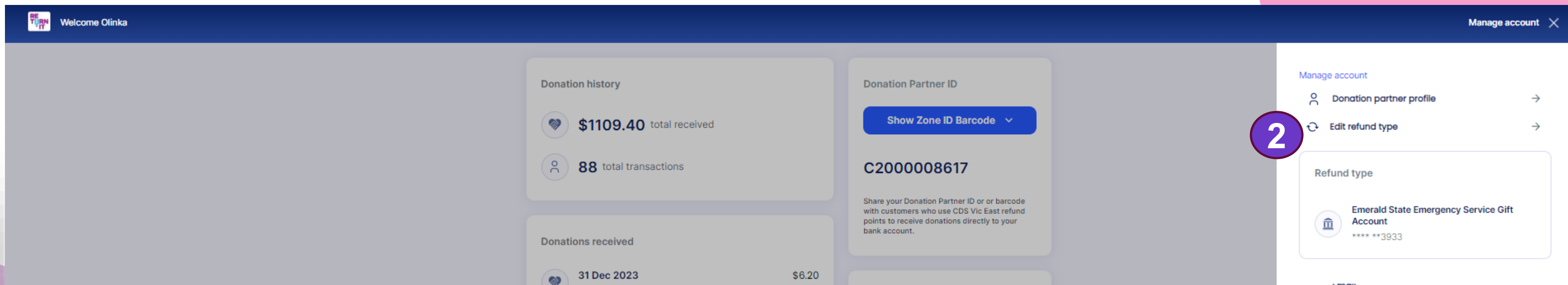


CHANGING BANK ACCOUNT

Step 1: Change Login to Portal – www.returnit.com.au



Step 2: Click Manage Account and then Edit Refund Type



Step 3: Enter new Bank Account

Step 4: Upload new evidence

**Step 5: Email donationpartners@returnit.com.au
and advise your bank details have been updated.**

Receive donations

An authorised bank account must be provided in order to receive donations. To prove this bank account is authorised to receive donations on behalf of your organisation, a bank statement will be required.



Enter organisation bank details

3

Save