



Guidance Manual for *First Time Users* of the ODS & F-gas Compliance System Application

This guide will help companies to

- 1. Set up a Single Sign On account with the EPA**
- 2. Access the ODS & F-gas Compliance System**
- 3. Add more users for access to the ODS & F-gas Compliance System**

This document is for guidance only. It does not purport to be and should not be considered a legal interpretation of the legislation referred to herein. Producers are advised to refer to the relevant legislation for comprehensive information on requirements.

Contents

Introduction.....	3
Section 1 – Setting Up Company Account for Single Sign On	3
Section 2 – Using the ODS & F-gas Compliance System.....	8
Section 3 – Adding another user to your company details.....	9
3.1 Acceptance of Request from Organisation Administrator	11

Table of Figures

Figure 1: Registration Screen	4
Figure 2: Company Search	4
Figure 3: Company Information	5
Figure 4: ODS & F-gas Compliance System application	6
Figure 5: Security Words.....	7
Figure 6: Launch ODS & F-gas Compliance System application.....	8
Figure 7: Landing Page.....	8
Figure 8: Company Search	9
Figure 9: Company Information	10
Figure 10: User Registration	10
Figure 11: Manage Users	11
Figure 12: Approval/Rejection of Request.....	12
Figure 13: Approval of Request.....	12
Figure 14: Organisation User.....	13
Figure 15: Manage Users	13
Figure 16: Membership Request.....	14
Figure 17: ODS & F-gas Compliance System Application.....	14
Figure 18: Grant Access	15
Figure 19: Adding new user as Application User	15

Introduction

The purpose of this guidance document is to assist companies that are obligated by the regulations controlling ozone depleting substances (ODS) and fluorinated greenhouse gases (f-gases) to commence interactions with the EPA, and the ODS and F-gas Compliance System application.

The EPA is moving towards a Single Sign On approach for all organisations. Single Sign On means that where a company interacts with the EPA for a number of different compliance/reporting requirements, access to all systems is via one portal with a single sign on (login) for each person.

This guidance document will outline how to set up a single sign on account with the EPA and access the ODS & F-gas Compliance System application. More users can be added from your organisation by the administrator i.e. the person who originally set up the account.

More detailed guidance on using the ODS & F-gas Compliance System can be found in the Part 2 Guidance Document (Step-by-step Guidance Manual).

Section 1 – Setting Up Company Account for Single Sign On

Setting up your company on our Single Sign On only needs to be done once. This can be done by following the link to the “Alder Webpage” <https://alder.edenireland.ie/> and clicking on the “Register” tab (see Figure 1 below). Registering on our system will allow you to access the ODS & F-gas Compliance System.

Please ensure you search for your company first to see if it already exists in the system (highlighted below in red). If it does not exist please fill out the section “Company Information”.

The “Company Information” section requires information relating to the company for which you wish to set up an account. Please note that if your company is a “Body Corporate” you will be requested to provide a registration number: this refers to your company’s 6-digit Company Registration Office (CRO) number only, highlighted below in red.

Figure 1: Registration Screen

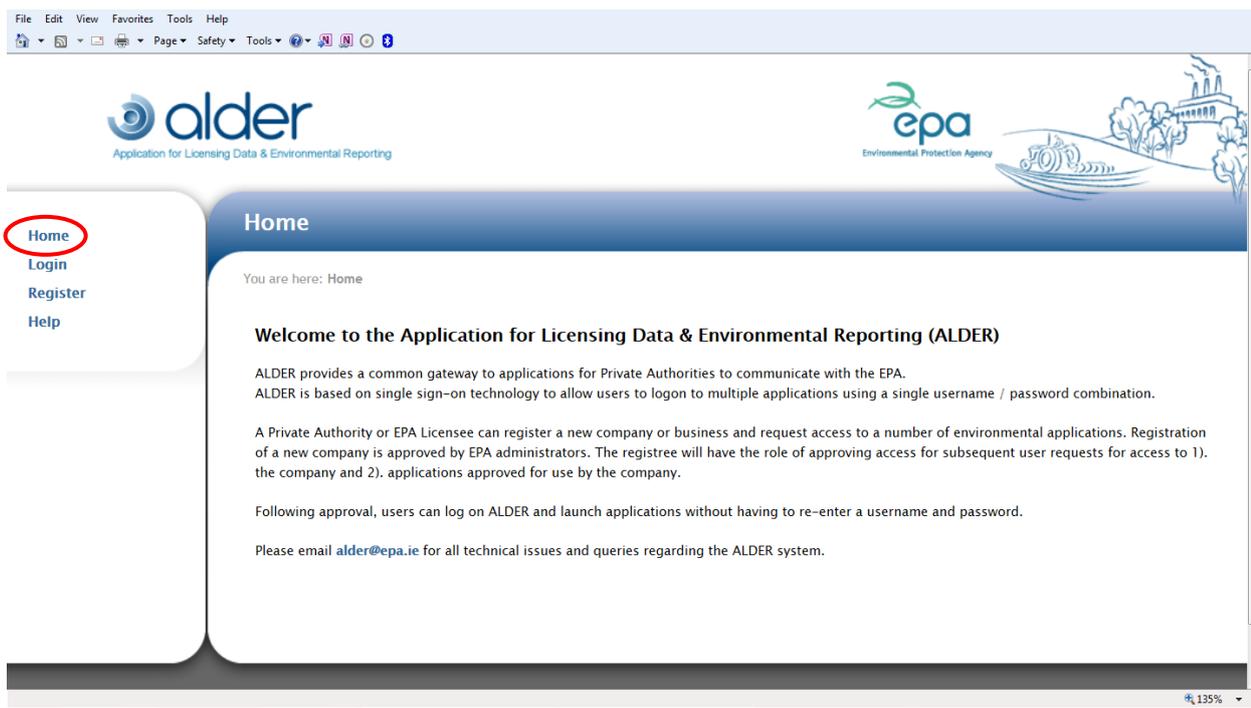
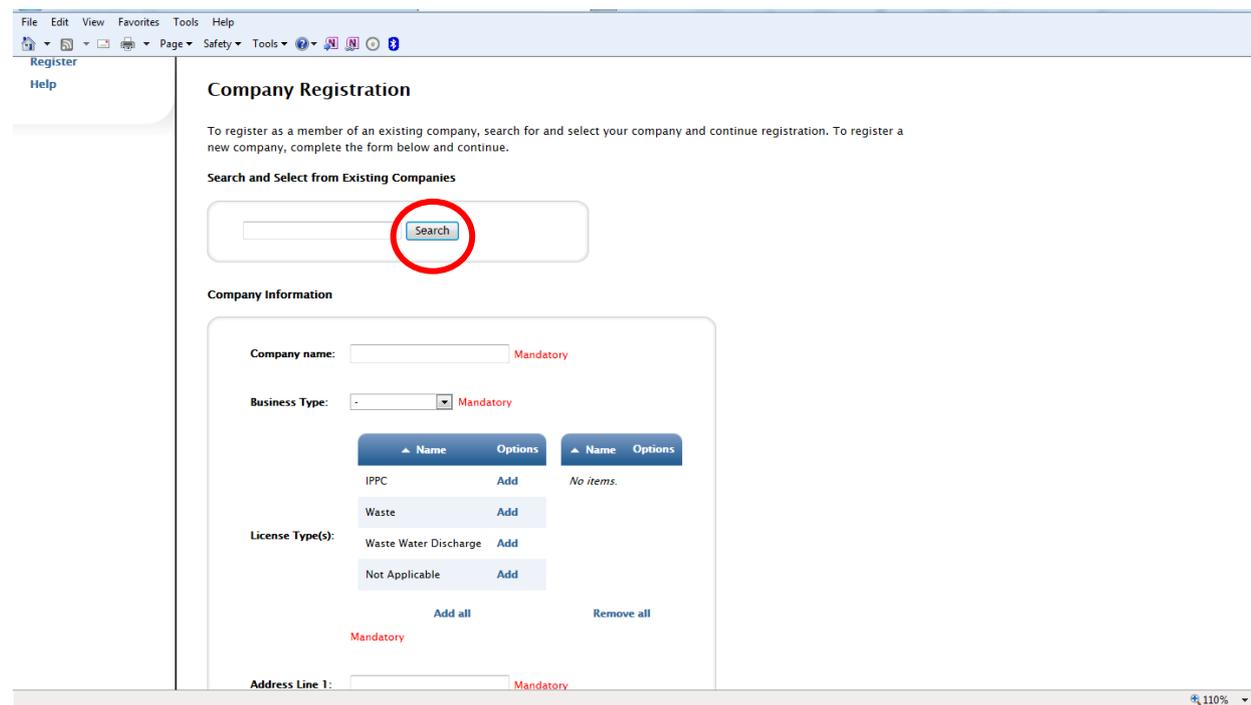
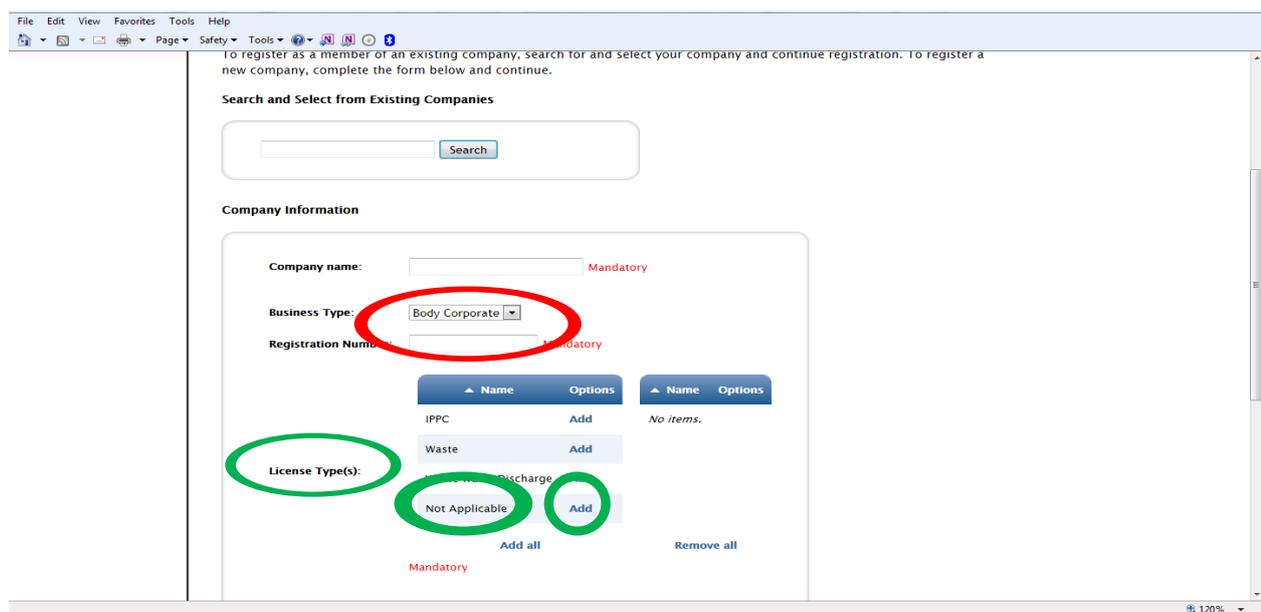


Figure 2: Company Search



You will also be asked to select a license type; unless one of the options 'IPPC', 'Waste Water Discharge' or 'Waste' apply to your company you can select "Not Applicable", (highlighted below in green, Figure 2) once you click the "Add" button your selection should move to the right hand column.

Figure 3: Company Information



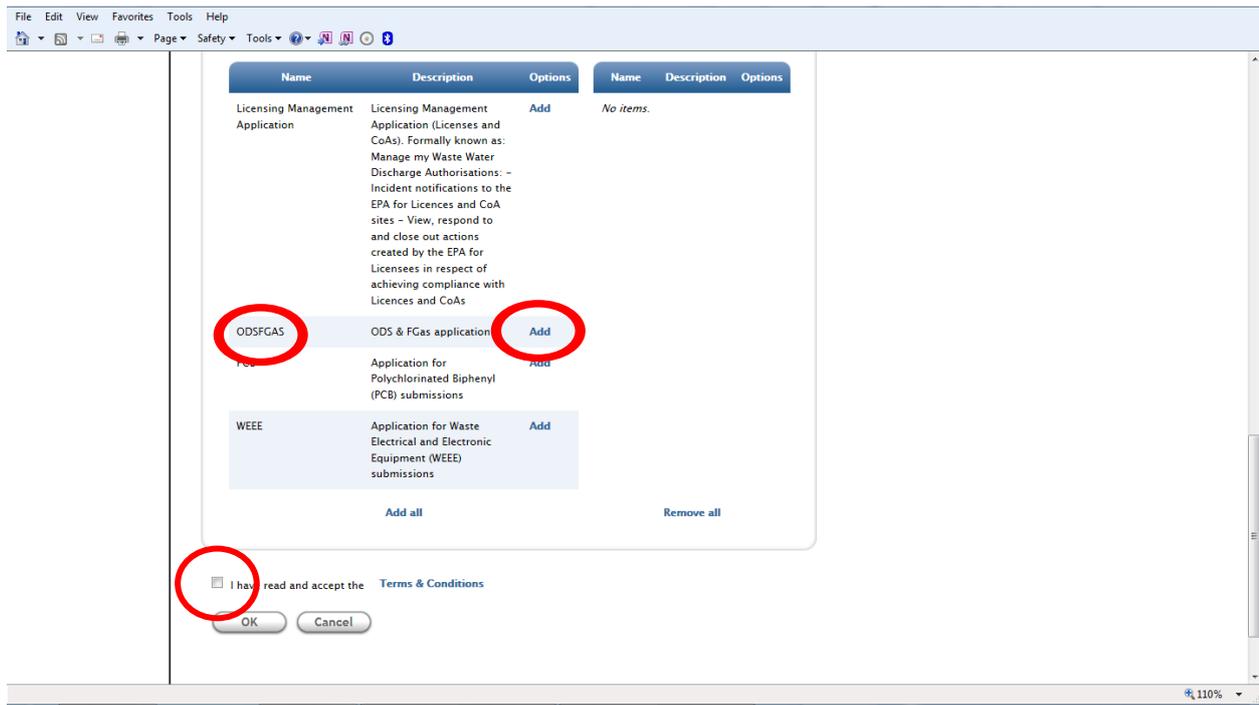
Once you have this section completed you can click “Next” and you will then need to confirm that the information you have provided is correct.

Once this is done you can then move onto the “User Registration” section, where you will need to provide information on the ODS & F-gas contact person within your company. Information such as name, email address, postal address, section of industry your company is in and the position of the WEEE contact person within the company will be required.

Please note that the email address provided in this section is the email address that will be required when you log into your company account; therefore, please ensure that this is filled in correctly and that you can easily gain access to it; your temporary password will be sent to this email address also.

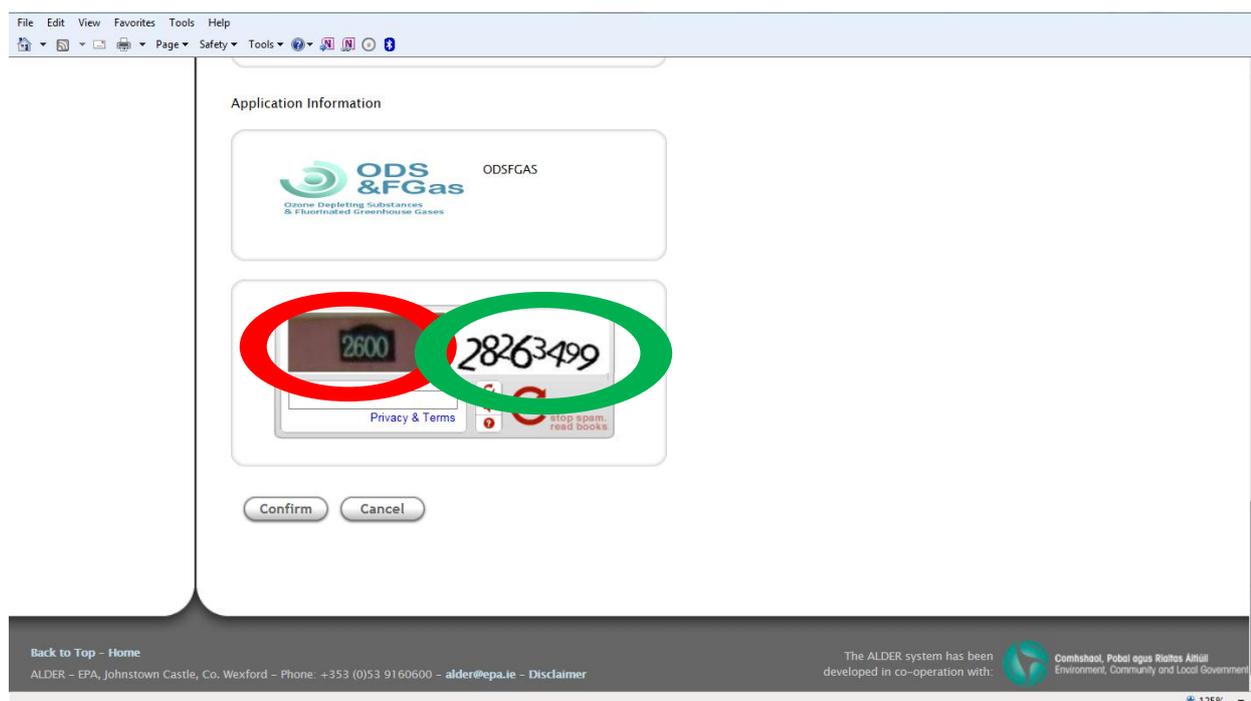
To complete the registration process you should also request access to the ODS & F-gas application; this can be done by clicking the add button located across from ODS & F-gas (highlighted in Figure 4 below).

Figure 4: ODS & F-gas Compliance System application



You will then need to indicate that you have read the terms and conditions before clicking “Ok”. You will again be asked to confirm that your details are correct and you will also need to type in two security words (see example in Figure 5 below) before the registration form can be submitted to the EPA.

Figure 5: Security Words



Once your company has been approved by the EPA you will receive a password and login details (from Alder). You will be asked to change your password the first time you login. It will look for you to enter your old password which is the one that you will receive from Alder and then it will ask you to enter your new password which is the password that you can choose for yourself.

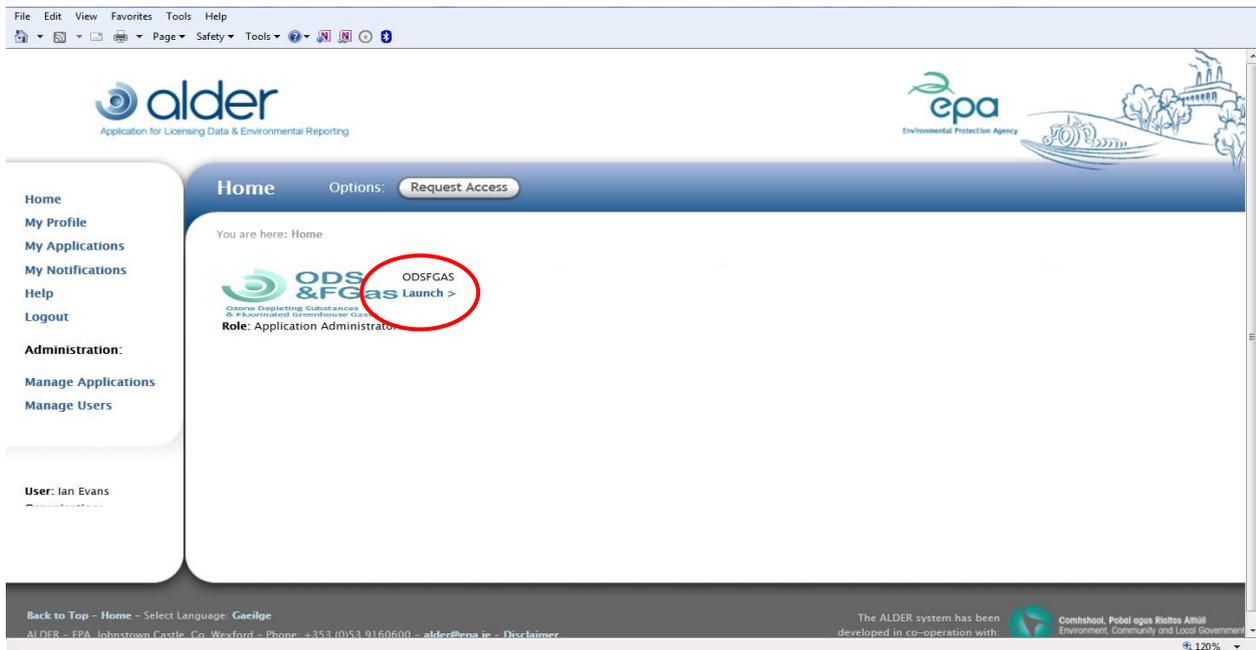
After that, you simply log in using your email address and chosen password each time you want to access the ODS & F-gas Compliance System application.

Reminder: the Alder portal also contains a help function.

Section 2 – Using the ODS & F-gas Compliance System

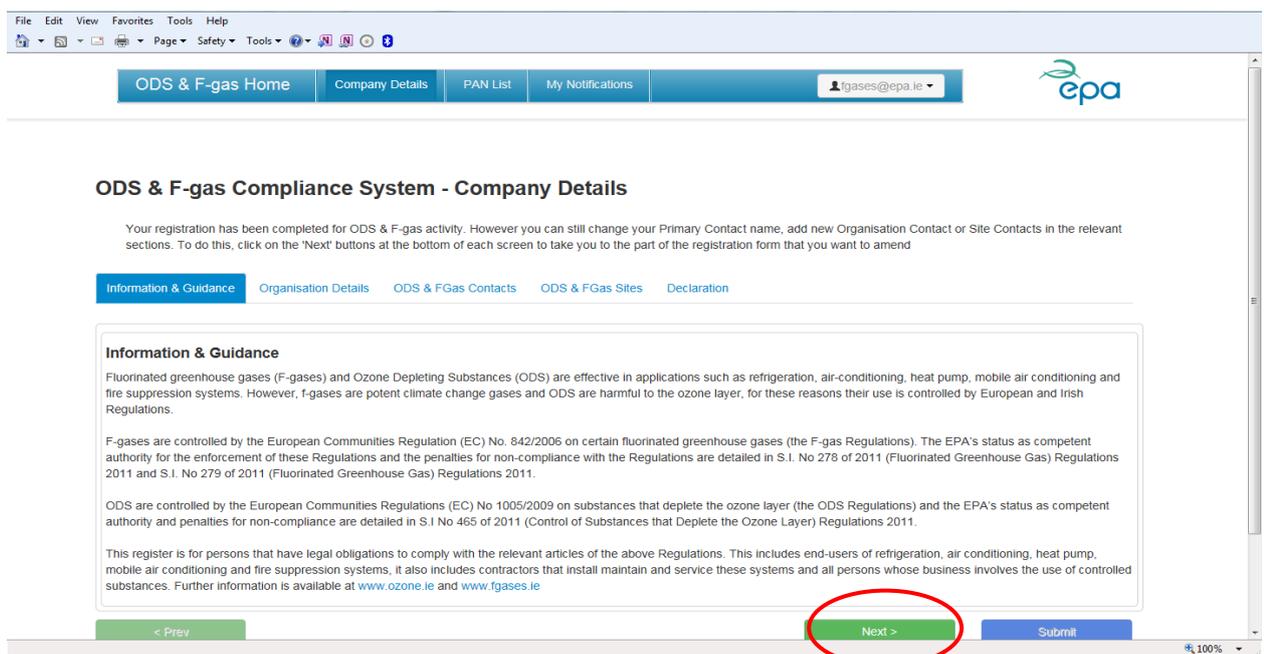
Once you log into the system you should go to the home page and here you will be able to launch the ODS & F-gas Compliance System application (see Figure 6 below).

Figure 6: Launch ODS & F-gas Compliance System application



The landing page after you click “Launch” is shown in Figure 7. Click on “Next” and you will be directed to the webform to input your company details. You will need to click on the “Next” at the bottom of each screen to navigate from one tab to the next.

Figure 7: Landing Page



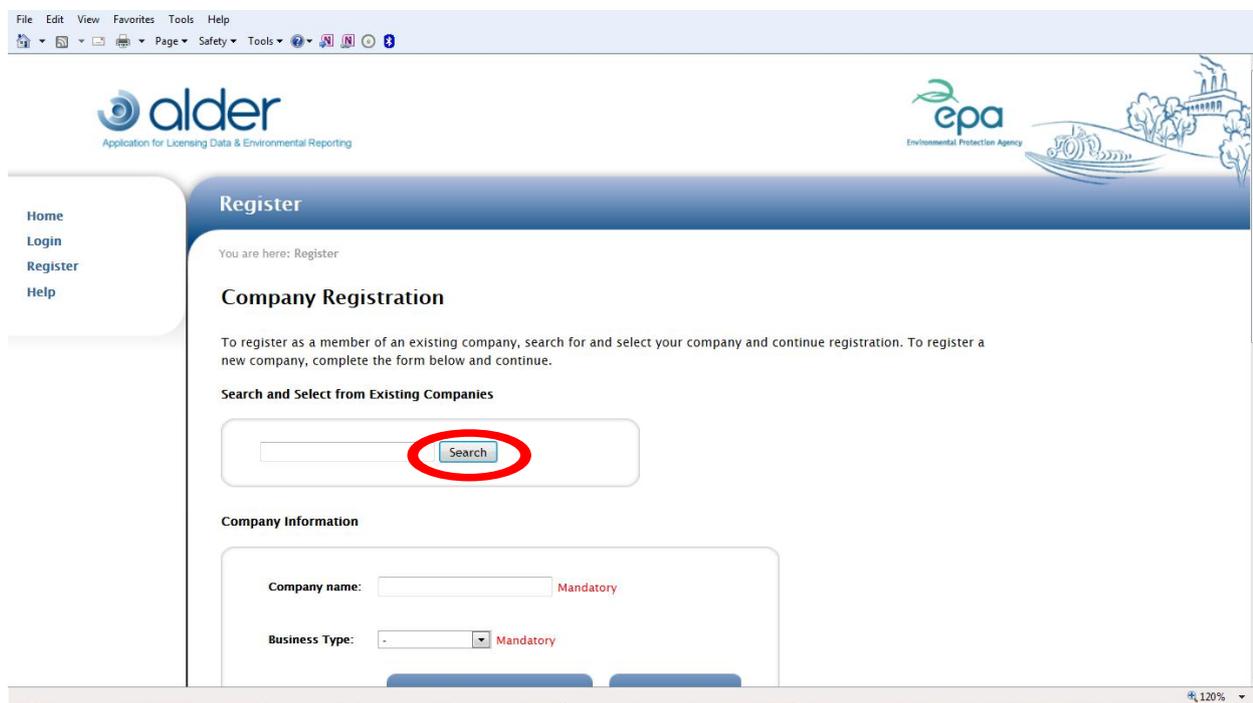
Please note that if you leave the system idle for more than 30 minutes, the system will time out and you will need to log back in.

More detailed guidance on using the ODS & F-gas Compliance System can be found in the Part 2 Guidance Document (Step-by-step Guidance Manual).

Section 3 – Adding another user to your company details

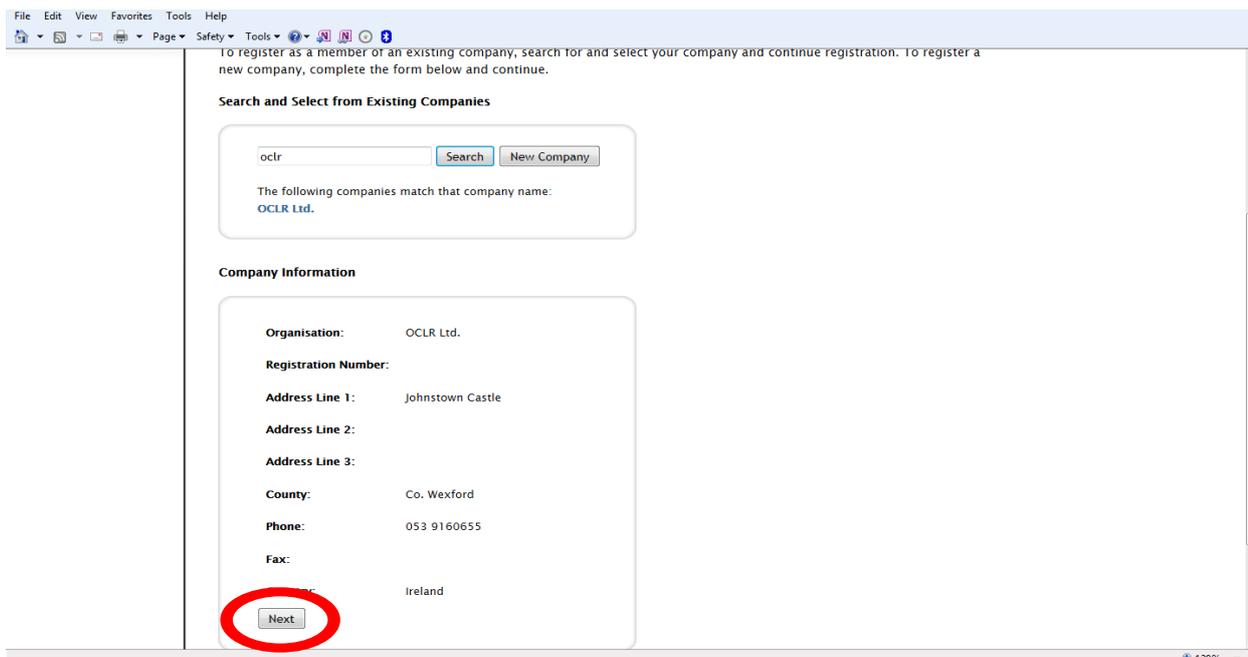
Firsly the person to be added as an additional contact for ODS & F-gas will have to search for the company on the Alder website - <https://alder.edenireland.ie/>

Figure 8: Company Search



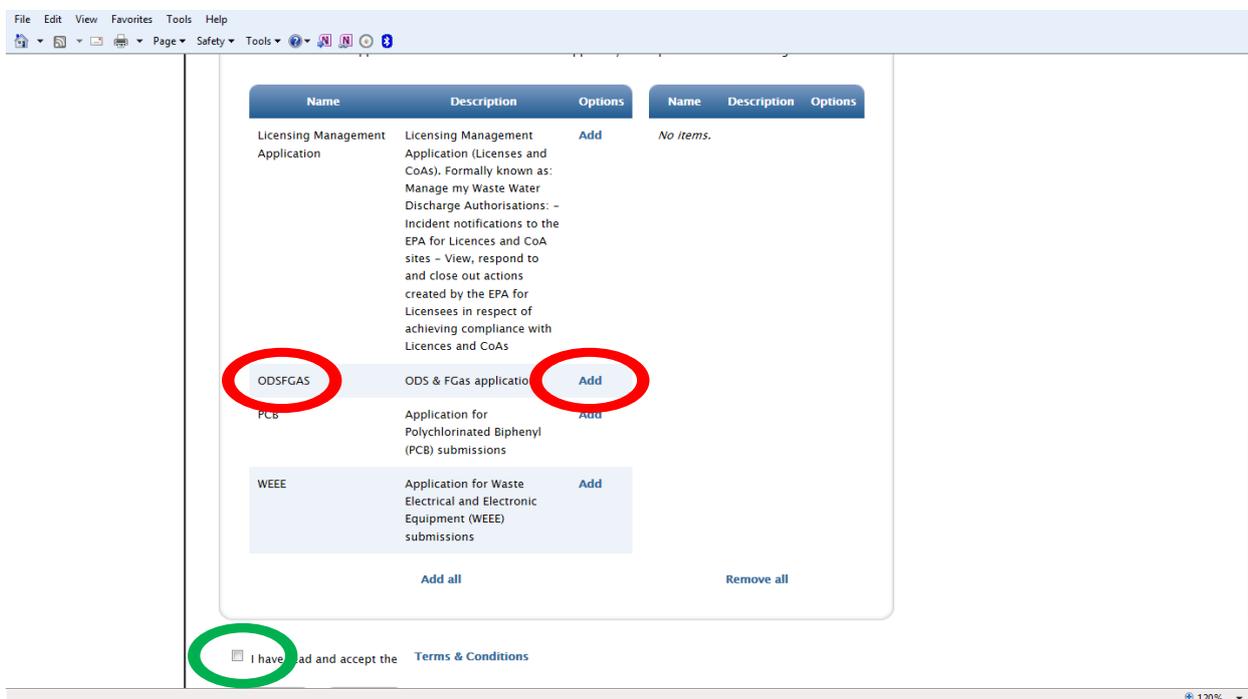
Once they find the company they will need to click on the name to bring up the company details (as seen in Figure 9 below) and then click on “Next” to access the “User registration” page.

Figure 9: Company Information



On the “User Registration” page the user is required to fill out their own details as requested and then select “ODS & F-gas” in the “select applications” section (circled in red in Figure 10 below). The user should then indicate that they have read the terms and conditions by ticking the box before clicking “Ok” to submit the form (circled in green below).

Figure 10: User Registration

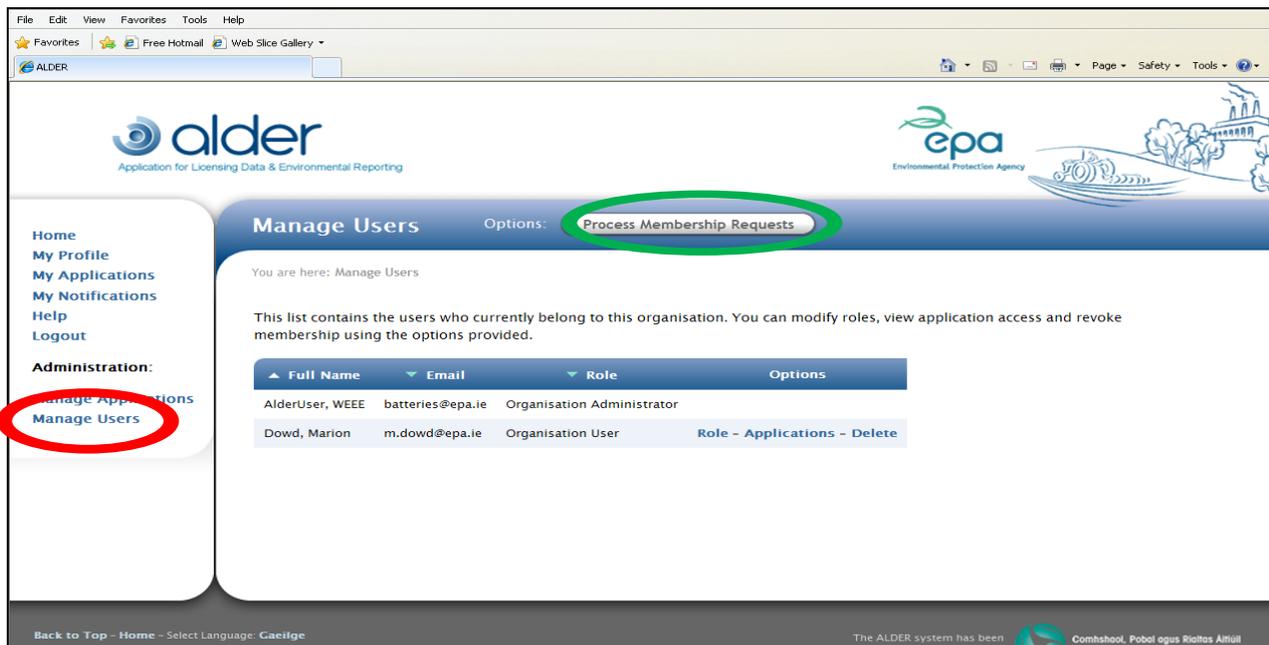


3.1 Acceptance of Request from Organisation Administrator

Once the new user has submitted the form the Organisation Administrator (person that registered the company in the beginning) will be able to grant access as follows:

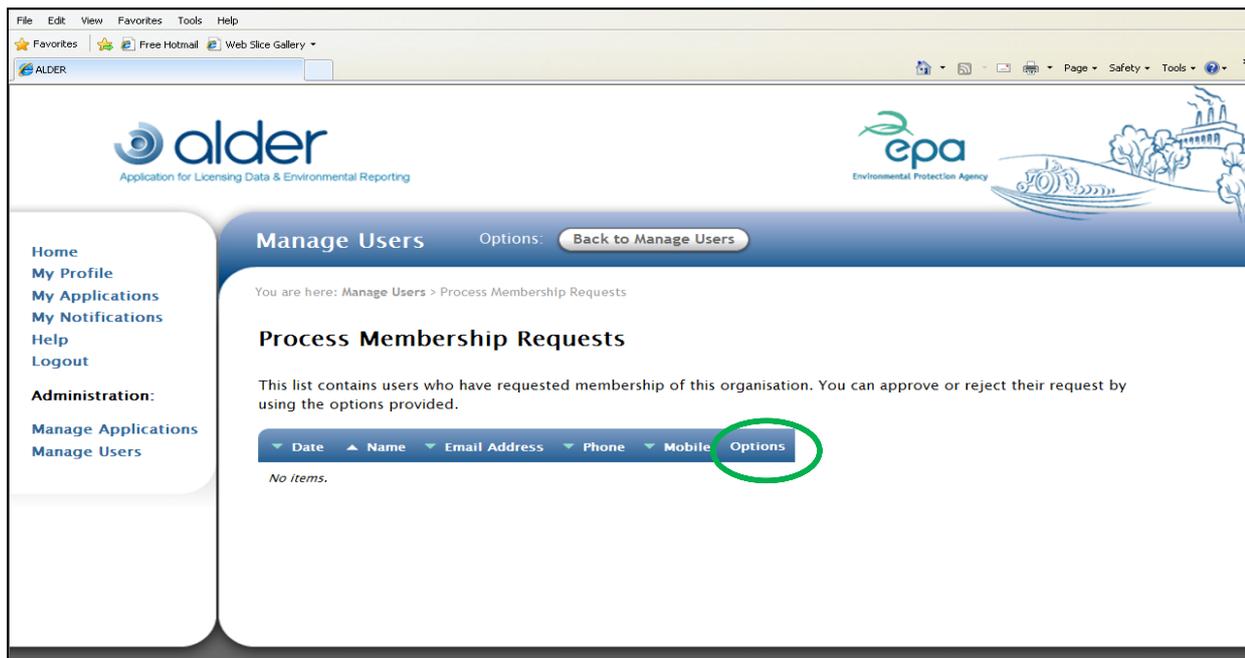
1. Log onto the system using administrator's username and password
2. Click on "Manage Users", circled in red below
3. Then click on "Process Membership Request", found at the top of the screen (circled in green below)

Figure 11: Manage Users



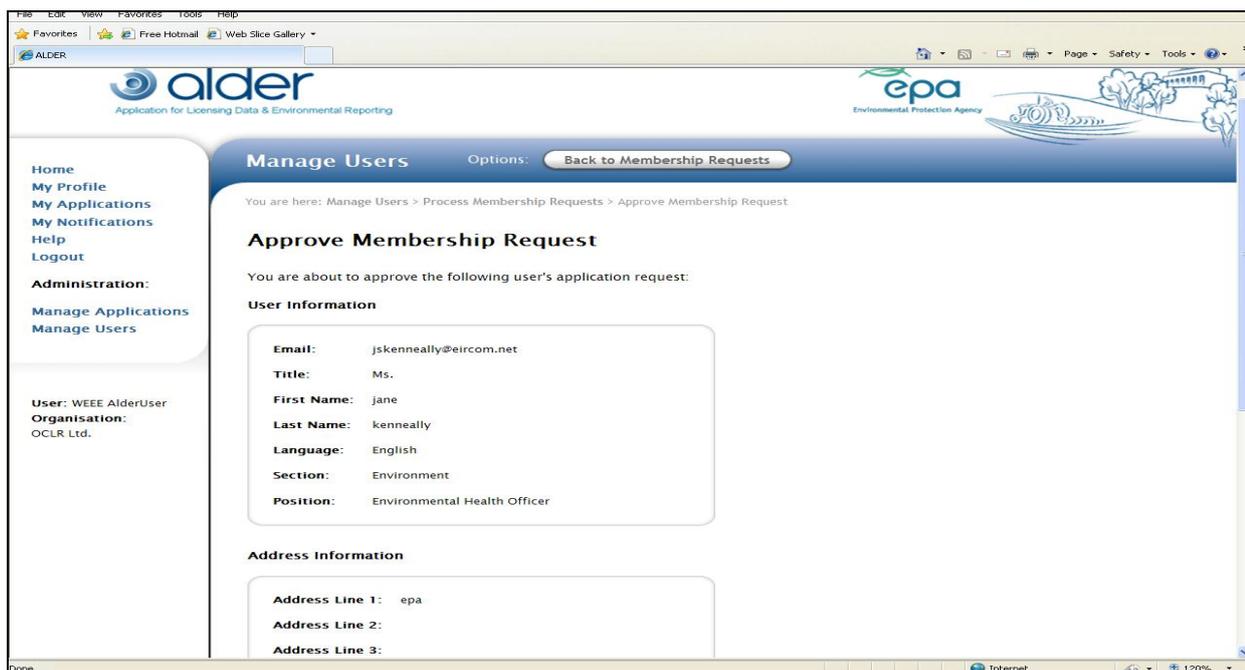
4. The name of the new contact person should appear here and you will have the option to approve or reject the request from this user (this will appear under the heading options as circled below in green).

Figure 12: Approval/Rejection of Request



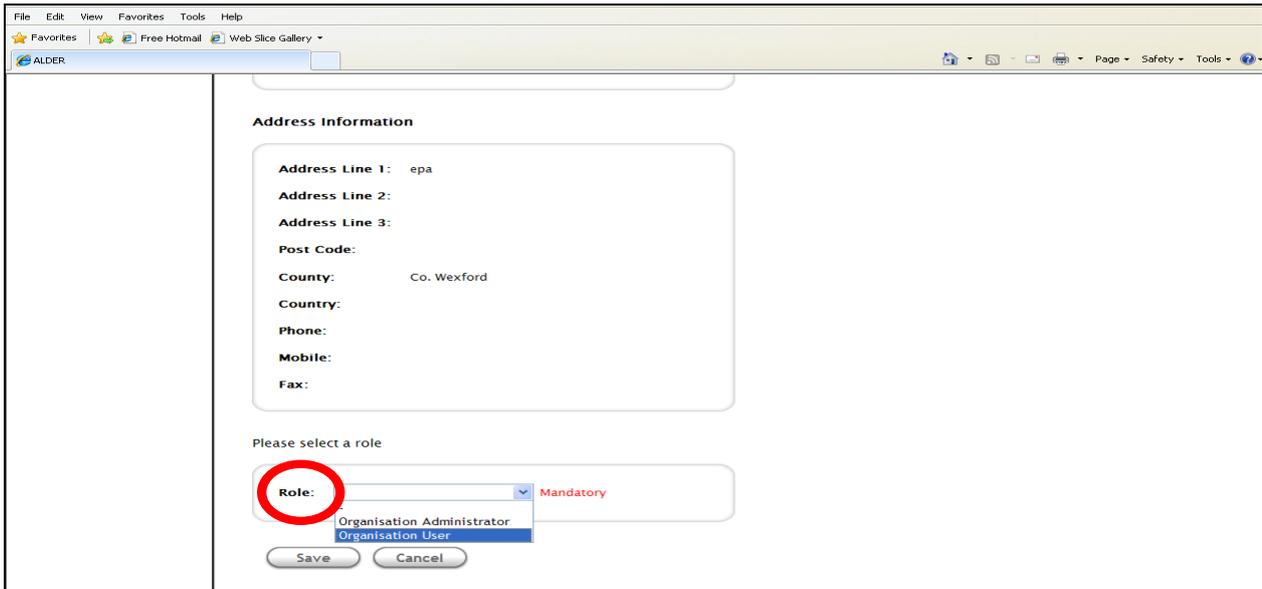
The screen below will appear once the user has been approved for this system.

Figure 13: Approval of Request



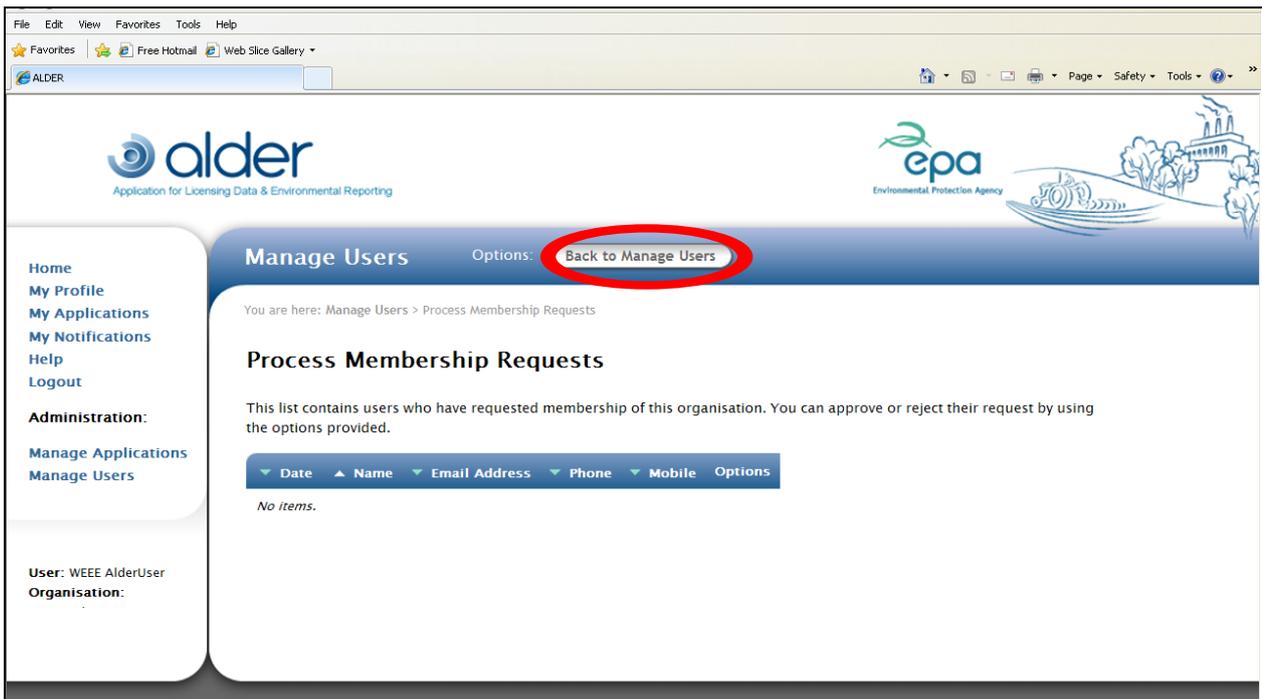
- At the bottom of this screen you will need to select "Organisation User" (pick from the drop down menu as shown in Figure 14 below)

Figure 14: Organisation User



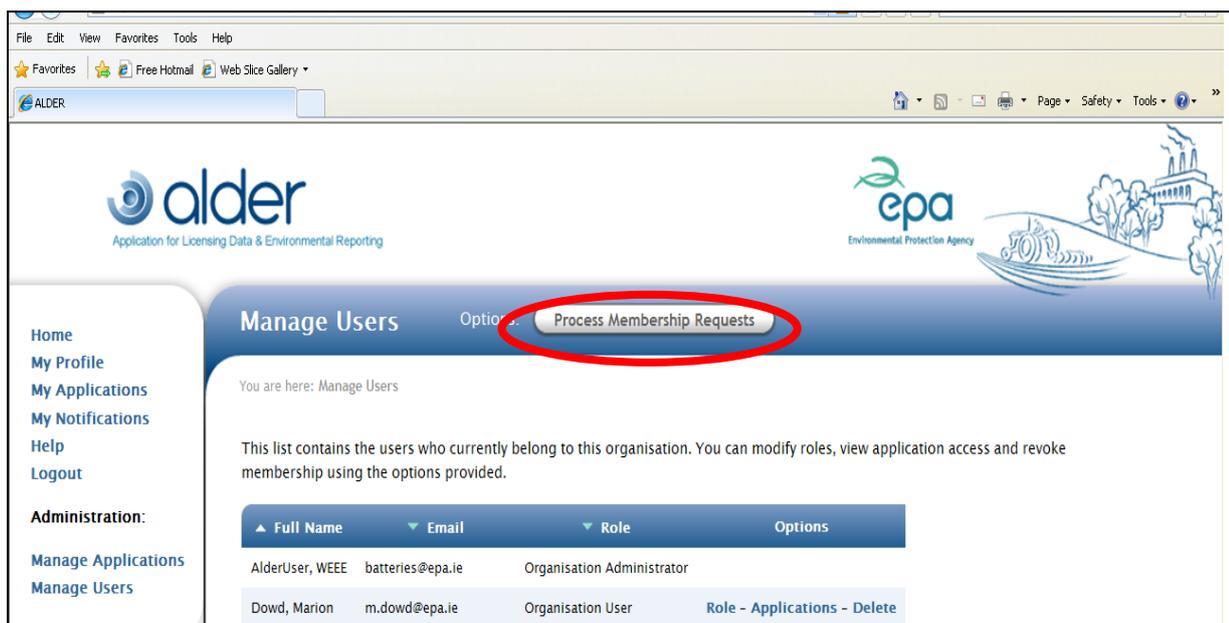
6. You can then return to “Back to Manage Users” (circled in red below)

Figure 15: Manage Users



7. Click “Process Membership requests” where you will be able to see the new person that has been added to the list of users.

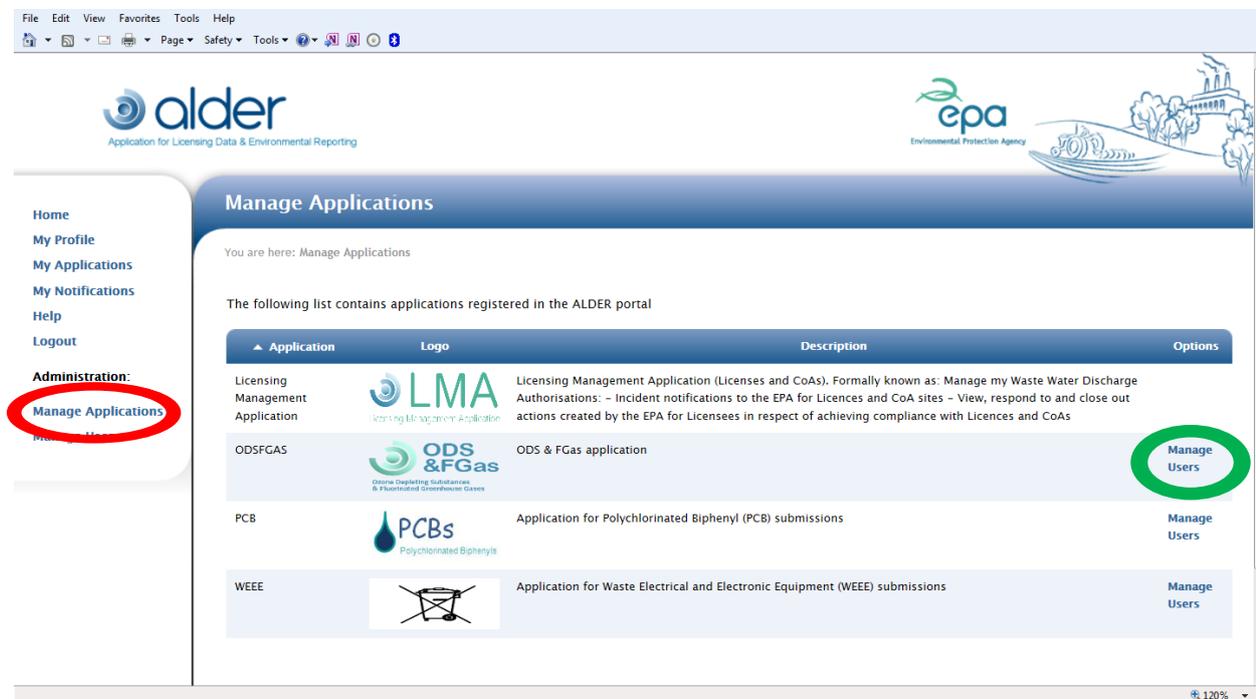
Figure 16: Membership Request



8. Lastly the administrator will need to grant this user access to the ODS & F-gas application.

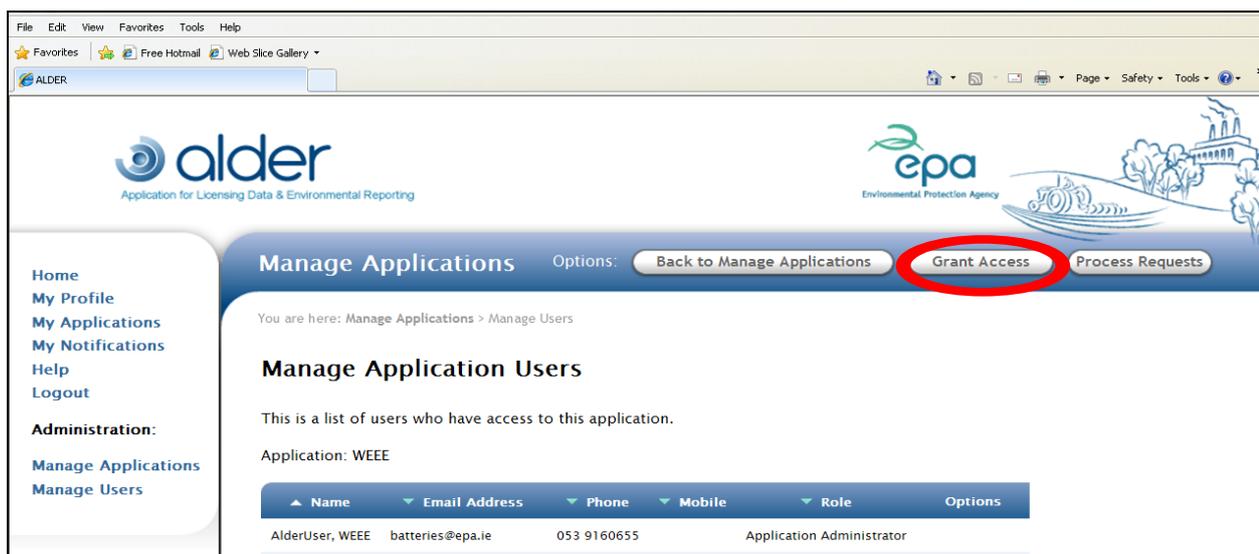
For this you can click on “Manage Applications” (circled below in red in Figure 17) and the screen below should appear, where you can then select “Manage Users” as circled below in green.

Figure 17: ODS & F-gas Compliance System Application



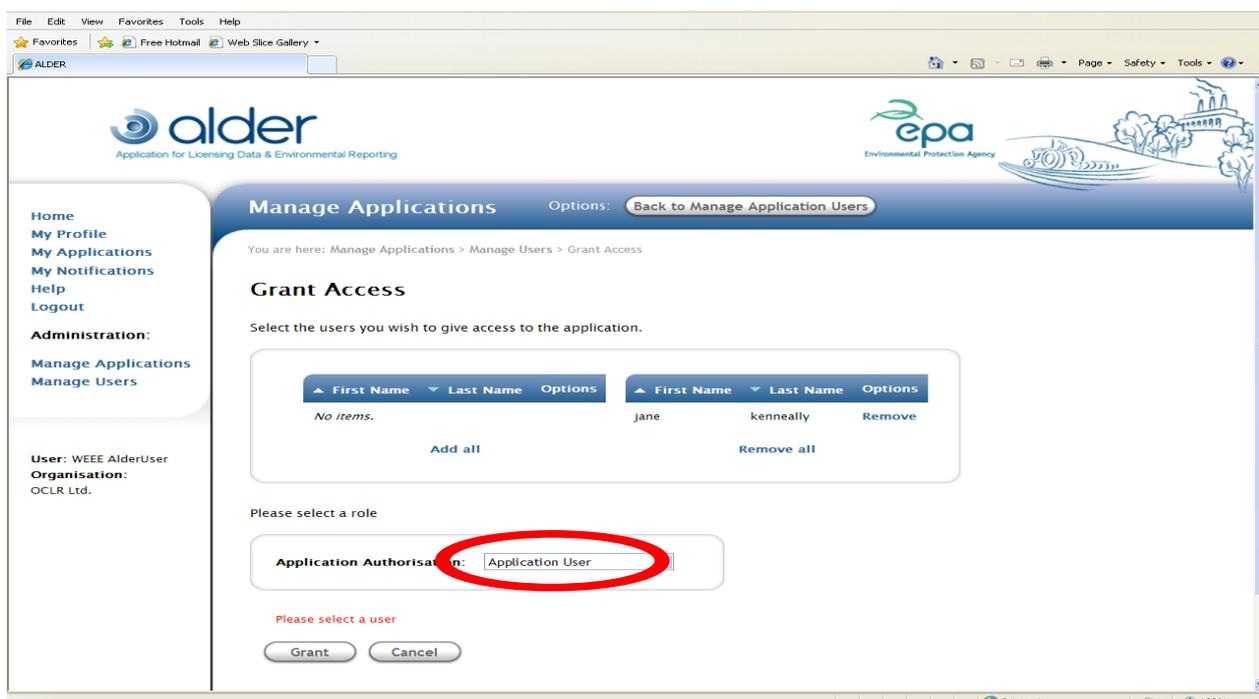
Then the screen below should appear where you will be able to click on “Grant Access”

Figure 18: Grant Access



You can add the new user by clicking on the “Add” button beside their details and then selecting application user (circled in red below) before clicking “Grant”.

Figure 19: Adding new user as Application User



This new user should then be visible in the “Manage Application Users” screen and will now also have access to the ODS & F-gas application.