



# Waste Electrical and Electronic Equipment (WEEE)

## Quick Start Guidance for B2B Producers

**EDEN Sign In**

**and**

**Resetting a forgotten password**

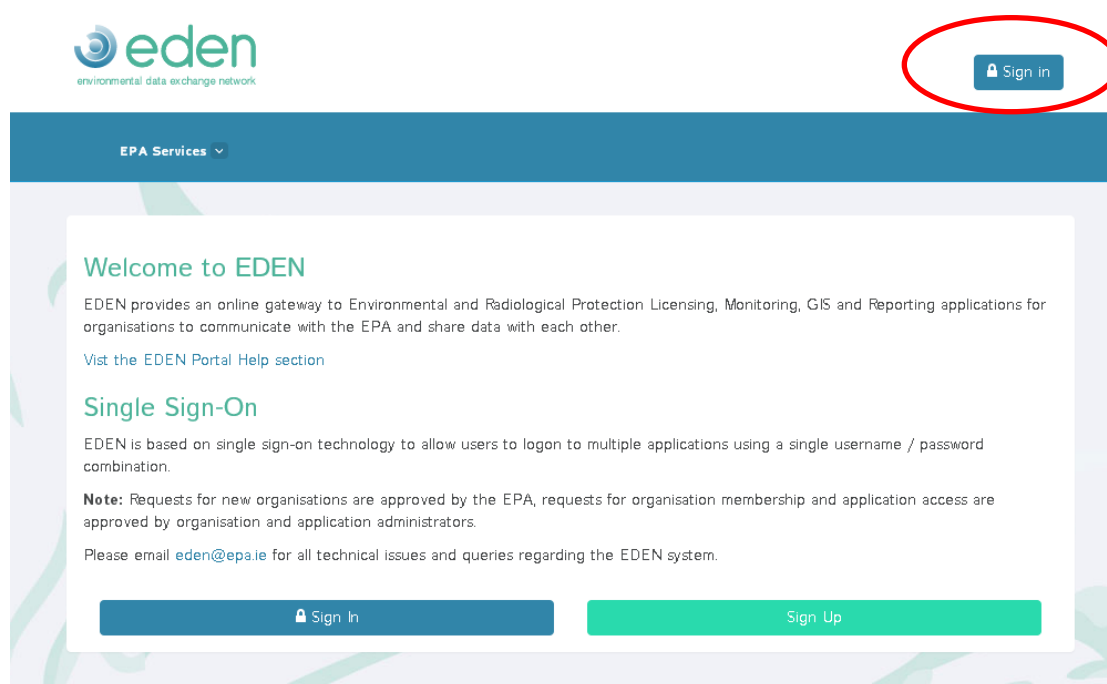
**This document is for guidance only. It does not purport to be and should not be considered a legal interpretation of the legislation referred to herein. Producers are advised to refer to the relevant legislation for comprehensive information on requirements.**

## Introduction

This document provides guidance to B2B producers who need to access the WEEE Module on the EDEN portal in order to make their annual submissions of a plan and/or report. Guidance is also provided on resetting an EDEN password.

## Signing into EDEN

To make your submission(s) you must log onto your company account on EDEN. Go to [www.edenireland.ie/](http://www.edenireland.ie/) and click on “Sign In” (circled below in red). This will bring you to the ‘Sign In’ page where you will be asked for your sign in details. Enter your username (this is the email address that you used when first setting up the company account) and your password. Then click ‘Sign In’.



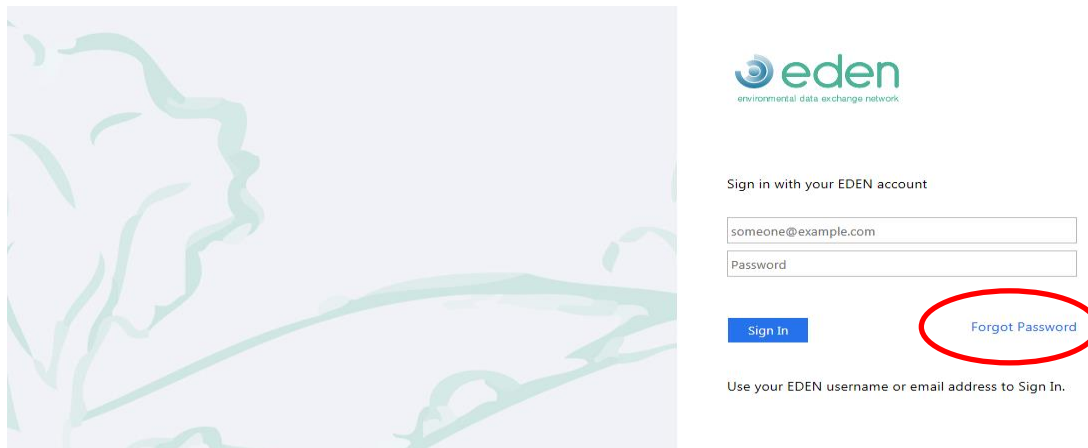
When you have successfully signed in, click on the WEEE module box. A new tab will then open to show the next submission due for your company.

If the landing page does not default to the next plan or report due for submission, please contact the Producer Responsibility Team at [weee@epa.ie](mailto:weee@epa.ie) for further assistance. Further guidance on making B2B submissions can be found on the EPA website. Click here: [Submitting a plan or report - Guidance for B2B producers](#)

**Note:** Your EDEN password will expire every 3 months, so you may be asked to change your password when you attempt to log in again after 3 months. To do this you will need to enter your old password and then enter your new password as chosen by you.

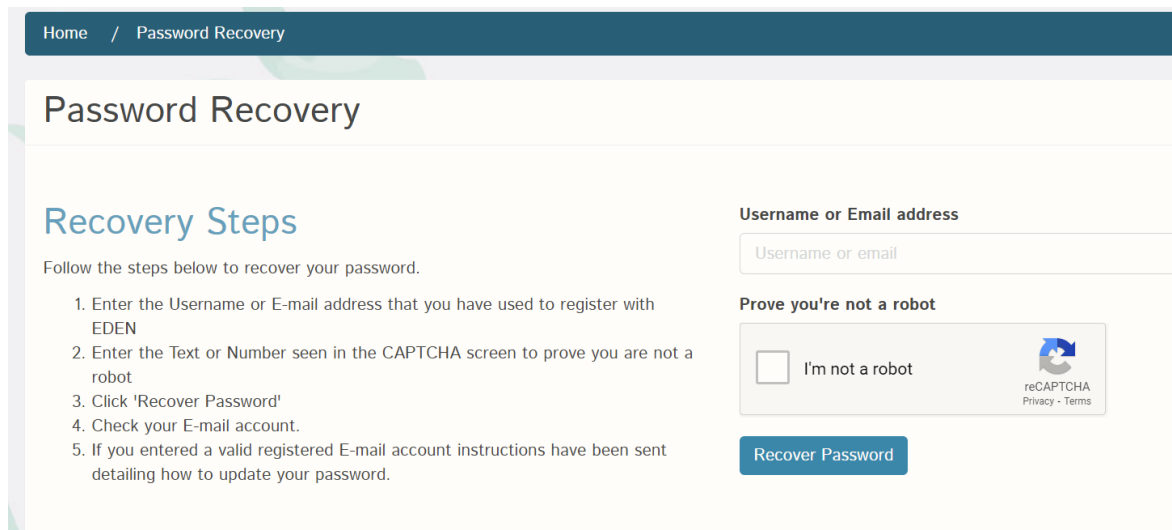
## Forgotten Password

If you have forgotten your password, you can use the “Forgot Password” process to set a new one (circled in red below).



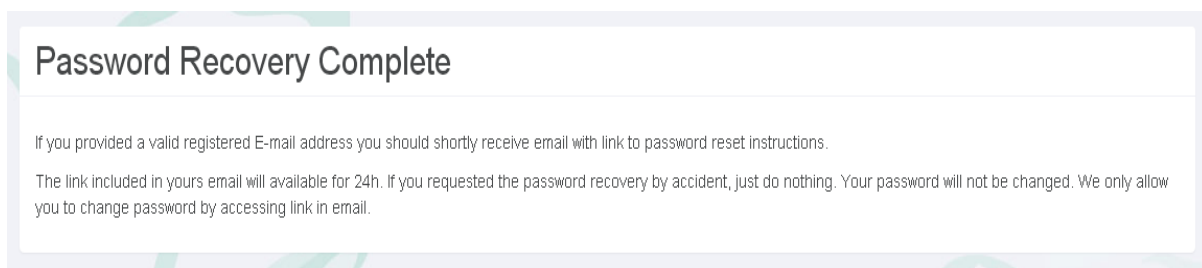
The screenshot shows the EDEN login interface. On the left is a decorative graphic of a tree. On the right, the EDEN logo is at the top. Below it, the text "Sign in with your EDEN account" is followed by two input fields: "someone@example.com" and "Password". A blue "Sign In" button is to the left of a "Forgot Password" link, which is circled in red. Below the form, it says "Use your EDEN username or email address to Sign In."

You will need to provide your email address (the email address used when the account was first set up). Then you will need to tick the 'I am not a robot' box and click 'Recover Password'.



The screenshot shows the "Password Recovery" page. At the top, there is a breadcrumb "Home / Password Recovery". The main heading is "Password Recovery". Underneath, there is a section titled "Recovery Steps" with a list of five instructions: 1. Enter the Username or E-mail address that you have used to register with EDEN. 2. Enter the Text or Number seen in the CAPTCHA screen to prove you are not a robot. 3. Click 'Recover Password'. 4. Check your E-mail account. 5. If you entered a valid registered E-mail account instructions have been sent detailing how to update your password. To the right of the steps is a form with a "Username or Email address" field containing "Username or email". Below that is a "Prove you're not a robot" section with an "I'm not a robot" checkbox and a reCAPTCHA logo. At the bottom of the form is a blue "Recover Password" button.

You will receive an email from EDEN support to acknowledge your password re-set submission (See figure below).



The screenshot shows the "Password Recovery Complete" page. The heading is "Password Recovery Complete". Below it, there is a message: "If you provided a valid registered E-mail address you should shortly receive email with link to password reset instructions. The link included in yours email will available for 24h. If you requested the password recovery by accident, just do nothing. Your password will not be changed. We only allow you to change password by accessing link in email."

EDEN support will then send you a follow-up email which will contain a link (shown circled in red below). Click on the link and follow the instructions to reset your password. **Note: this link will expire after 24 hours.** Check your spam folder if you do not receive the email with link after several minutes.



Once you have clicked on the link you should see the screen below.

The image shows a web page titled "Password Reset". The page has a navigation bar with "Home / Password Reset". The main heading is "Password Reset". Below the heading, there is a "New Password" section with a password input field. A red box highlights the text: "Your password should be a minimum of 8 characters with at least one upper case letter, one lower case letter, one number and one of the following special characters &, \*, %, \_". Below this is a "Confirm password" section with a "Confirm Password" input field. There is also a "Prove you're not a robot" section with a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. At the bottom, there is a "Reset Password" button.

**Please ensure you read the requirements for the password format (outlined in red above).** Once you have reset the password you will see the screen below.

## Password Reset Successfully

Your password has been changed successfully.

To log into EDEN, click on EDEN Sign In, enter your username or e-mail address and password.

To continue to make your required submission(s), you need to 'Sign In' (using the EDEN Sign In button) to your company account. Once you have accessed your company account you can proceed to the WEEE Module. A new tab will then open to show you the next submission that is due for your company.