

Waste Electrical and Electronic Equipment (WEEE)

<u>Guidance Manual for *Authorised Representatives* to use <u>the online WEEE reporting module via EDEN</u></u>

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.

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Registering on EDEN

An Authorised Representative (AR) that requires access to the online WEEE reporting module to submit plans or reports on behalf of a B2B EEE producer can do so via the EPA's EDEN portal. The AR will first need to register on the EDEN portal and then request access to the relevant organisation's account (i.e. producer) that they are representing. **The AR must not register as a new organisation under its own organisation name.** Click the 'Sign Up' button as shown below.

Figure 1: Register an Authorised Representative on EDEN Ireland

<u>eden</u>	B.Sign (
🐔 EPA Services -	G
Welcome to EDEN	
EDEN provides an online gateway to Environmental and Radiological Protection Licensing, Monitories the EPA and share data with each other.	g. GIS and Reporting applications for organisations to communicate with
Vist the EDEN Portal Help section	
Single Sign-On	
EDEN is based on single sign-on sechnology to allow users to logon to multiple applications using a s	ingle disemame / password combination
Note: Requests for new organisations are approved by the EPA, requests for organisation membersh administrators.	ip and application access are approved by organisation and application
Please small eden/pepa is for all technical issues and guenes regarding the EDEN system	
ASimila	There the

Once the AR has clicked 'Sign up' they should then follow the prompts to register their email address and set a password.

Figure 2: Register email address and set password

Sign Up Steps

Our account creation process is combined into easy steps.

- We need to verify that your email address exists, and you can access it. Our usernames are email addresses, so in this step we check the email address you have provided is not already used by another account, and that you can access
- After you complete the information on this page, you will be able to sign in to the site once you have verified your email address by following instructions in the email you will receive from us.
- Once your email address is verified, you will be requested to provide required user information e.g. organisation details, contact details. This will start the approval process on our side.

Why do we split this into few steps? Mainly to block "bots" or malicious attempts to sign up for accounts. We know that this process will take you slightly longer to complete but it helps ensure portal access is only granted to those that need it.

1	
lf you addre other	would prefer to sign in to EDEN with a user name instead of an email ss, please provide a user name here of at least 8 alphanumeric characters, wise leave it blank.
Email	address
\bowtie	
Passu	word
•	
Your letter, &, *,	Password password should be a minimum of 8 characters with at least one upper case one lower case letter, one number and one of the following special characters , *, rm password
Your j letter, &, *, Confi	Password password should be a minimum of 8 characters with at least one upper case one lower case letter, one number and one of the following special character , *, rm password firm Password
Your j letter, &, *, Confi Cor	Password password be a minimum of 8 characters with at least one upper case one lower case letter, one number and one of the following special characters m password mirm Password e you're not a robot



If an error box pops up once the AR has completed the steps above, then please amend the section as advised below.

Figure 3: Validation errors

Please fix all validation errors

- · Empty or incorrect captcha answer
- · 'Email' should not be empty.
- · 'Password' should not be empty.
- · 'Confirm Password' should not be empty.
- You must agree to the EPA Terms of Service and Privacy Policy

Once the errors have been rectified, an email will be sent to the email address which has been registered on the system. Please click on the link contained in the email to continue the registration process.

Figure 4: Email verification

eden	₽ Sign in
😤 EPA Services 🗸	? Help
Home / Sign Up / Local EDEN Account / Thank You	
Thank you for registering	
In few minutes you should receive a confirmation email for the address you provided: sarah.maguire@ucdconnect.ie. Please click on the link provide your email address.	d in the email to confirm
Figure 5: Email containing link	

Your registr	ation request has	been received.		
To complete i into a browse	he sign up process, r.	please follow the li	nk or copy and paste the U	IRL below
https://account.i Renewes?enses	ndaniraland is/signup/con mban=8=72a776-a4ff-44	ofirmaniai/hisarid=0015 21-9fa1-filosf22331.cd	a27-752c-407d-032b-	
IMPORTANT: T	his email has been as email as cepties can	enerated automatical oot be answered.	y by the EDEN system. Pleas	e do not
This email is ir contain confide EDEN does not via the Interna scanned for m	tended for the recipient intal information. If y accept legal respond t, as Internet commu- alware and virus infec	nts opecified above o you received this email ibility for the content mications are not sec sion using the latest	nd any other use is prohibit i in error, please contact ed i of this message if it has re- ore, All EDEN communication stilltime.	id. It may en@epa.ie. iched vou is are

To complete the registration process, the AR must 'Sign In' to EDEN with the newly registered email address and password. Please click the 'Sign In' button as indicated below.

Figure 6: Sign in to complete registration



The screens shown below in Figures 7a and then 7b will appear. Follow these to complete Sign In.

Figure 7a: EDEN Sign In





Sign in with one of these accounts



Figure 7b: EDEN Sign In



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environme	ental dat	a exch	ange nel	twork

Sign in with your EDEN account

someone@example.com	
Password	



Forgot Password

Use your EDEN username or email address to Sign In.

Requesting access to an existing organisation account

The AR must select the organisation to request access to its account on EDEN. To demonstrate this, an example is shown in Figure 8b below using a 'private organisation' called 'Barntown limited'.

Figure 8a: Request access to an organisation account

During the registration process you will be a must be provided to proceed with account r	sked to provide information about the organisation or private company that you are associated with. This is required information ar egistration.
Please note: your organisation cannot be r registration.	nodified on EDEN without assistance from the EPA. Please contact the EPA if you wish to amend or update this information after
Organisation Type:	
Select organisation type	
Local Authority	
National Organisation	
Private Organisation	

Figure 8b: Request access to an organisation account

Organisation Type:
Private Organisation *
Private Company
Start typing the company name / CRO registration number in the box below to find your company details. If your company has not been registered before, you will be able to create a new company.
Company Search:
Search for company name or registration number
barntown
Barntown limited
Next Page

If the organisation is already set up on EDEN, the organisation name can be selected once you start to type the organisation's name. Once the organisation has been selected, the AR can create their own profile by adding the details as indicated below in Figure 9.

Figure 9: Create AR profile

Flease provide contact montation	
L Profile	Address
Title	Address Line 1
Select title 💌	
First Name	Address Line 2
Last Name	Address Line 3
Section	Town/City
Select section •	
Position	County
Select position +	Select county
	Eircode/Postcode
	Country
	Select country *
	Landline
	Mobile
	Fax

Previous Next Page

Complete all required fields and then click 'Next Page'. The AR must then request access to the online WEEE reporting module (to start submitting plans and reports on behalf of the organisation/producer). To request access, first select it by clicking on 'Waste Electrical and Electronic Equipment Module' in the table as shown in Figure 10 below. Then click 'Submit'. The request for access to the module will be sent to the organisation for approval.

Figure 10: Request access to WEEE module

Please select application you would like to acc	cess
Article 11 Module	Article 11 Reporting
Article 27 Module	Notification of by-product decisions made by economic operators under Article 27 of the European Communities (Waste Directive) Regulations 2011
Authorisation Module	Manage existing industrial, waste, urban waste water and other licences and authorisations. Apply for new licence or authorisation
BMW Module	Biodegradable Municipal Waste Reporting
Emissions Trading System (ETS)	Apply for the relevant Authorisation under the EU Emissions Trading Scheme, upload reports and manage the enforcement process for authorised ETS permits and plans.
Medium Combustion Plant Module	Apply for, amend and manage enforcement of Medium Combustion Plant Registrations.
ODS & F-gas Module	ODS & F-gas Compliance module (includes send a PAN to the EPA)
Persistent Organic Pollutants Notifications	Persistent Organic Pollutants Notifications
Polychlorinated Biphenyl Module	Module to allow the notification of Polychlorinated Biphenyl (PCB) holdings to the EPA
Radiation Protection Module	Apply for renew, amend and manage enforcement of Radiation Protection Authorisations.
Waste Electrical and Electronic Equipment Module	Module for submission of WEEE waste management plans and reports
Water Abstractions Module	Register for Water Abstractions



The administrator for the organisation account can approve the AR's request for access and will receive a notification that the AR has requested access to the organisation account and to the WEEE module. The approval process is illustrated in Figure 12 below.

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😭 Repor	t Info	rmation 🖌 🛛 I	EPA Servi	ices × EDEN Modules ×	MaiMai	nage Users nage Organisations			? Help
Home / Manage C	rganis	ations / Barn	town limit	ed	 Mai Mai Mai 	nage Modules nage Licences			
Organisati	on	Administ	tratio	on for Barntown	limite	d			
Members Men	nberst	ip Requests 1							
Membership Show 10 🗸 ent	Rec	uests						Search	n:
First Name	ţţ	Last Name	Į≞	Email	ļt	Request Date	ţţ		_
Paul		Shortino		paulshortino@gmail.com		16/12/2021		(Approve 🗎 Reject
Showing 1 to 1 of 1 en	tries								Previous 1 Next

Figure 12: Access request received by organisation

If the account administrator is not available or is unable to approve access, then the EPA will approve it. If there are any issues with the approval process, please contact the EPA at weee@epa.ie

Once access has been approved for the AR, they will receive a confirmation email. From there the AR can 'Sign In' to EDEN, access the WEEE module and complete WEEE waste management plans and\or reports for the organisations that they are representing.