



## **Waste Electrical and Electronic Equipment (WEEE)**

### **Guidance Manual for *Authorised Representatives* to use the online WEEE reporting module via EDEN**

**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.**

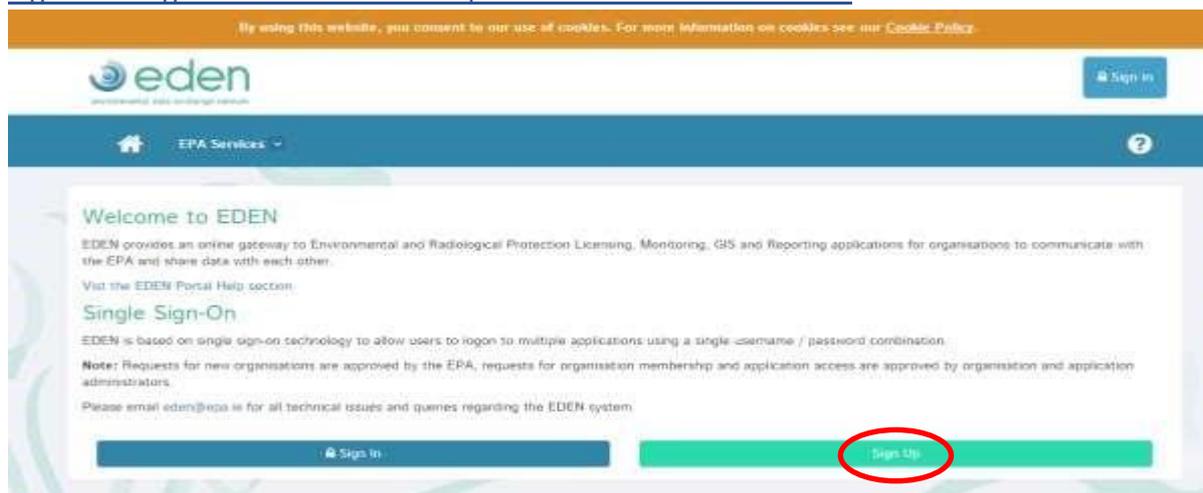
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## Registering on EDEN

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



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

The image shows the 'Sign Up Steps' registration form. The form is divided into two main sections: 'Sign Up Steps' on the left and 'Registration Fields' on the right. The 'Sign Up Steps' section includes a list of three steps and a note explaining why the process is split into steps. The 'Registration Fields' section includes fields for 'Username', 'Email address', 'Password', and 'Confirm password'. There is also a 'Prove you're not a robot' section with a reCAPTCHA widget and a checkbox for agreeing to the terms of service. A 'Next step' button is located at the bottom of the form.

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



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

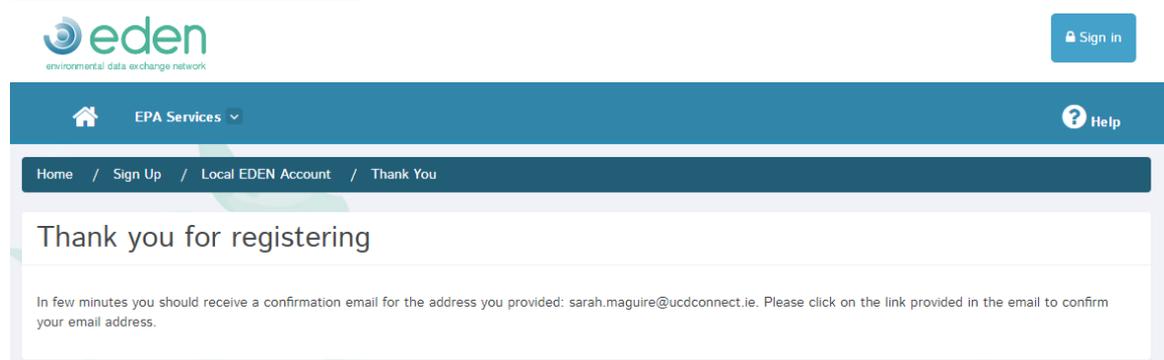
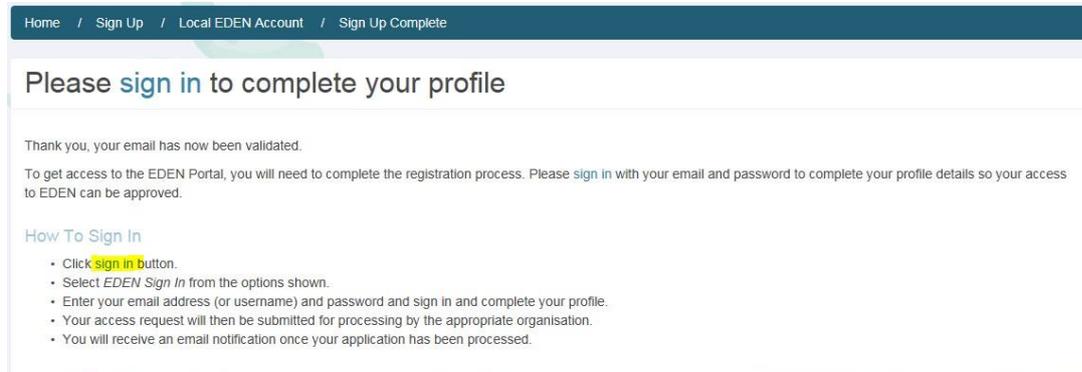


Figure 5: Email containing link



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



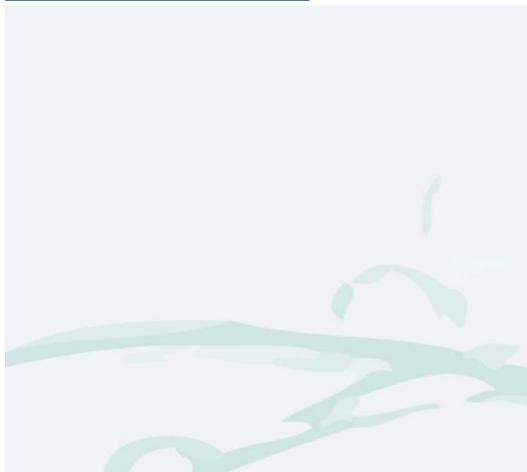
environmental data exchange network

Sign in with one of these accounts:

 EPA Staff Sign In

 EDEN Sign In

Figure 7b: EDEN Sign In



environmental data exchange network

Sign in with your EDEN account

[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

**Organisation**

During the registration process you will be asked to provide information about the organisation or private company that you are associated with. This is **required information** and must be provided to proceed with account registration.

**Please note:** your organisation cannot be modified on EDEN without assistance from the EPA. Please contact the EPA if you wish to amend or update this information after registration.

**Organisation Type:**

Select organisation type...

- Local Authority
- National Organisation
- Private Organisation

Figure 8b: Request access to an organisation account

**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**

Please provide contact information

**Profile**

**Title**

**First Name**

**Last Name**

**Section**

**Position**

**Address**

**Address Line 1**

**Address Line 2**

**Address Line 3**

**Town/City**

**County**

**Eircode/Postcode**

**Country**

**Landline**

**Mobile**

**Fax**

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.

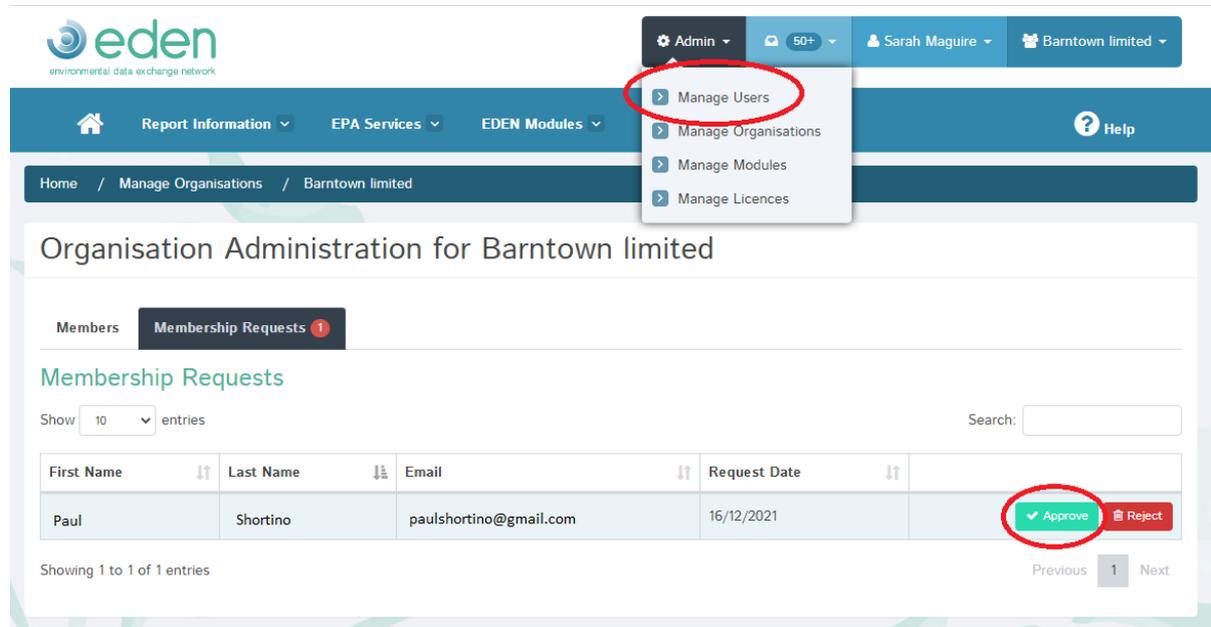
**Figure 10: Request access to WEEE module**

Please select application you would like to access

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.

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](mailto: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.