



Waste Electrical and Electronic Equipment (WEEE)

Guidance Manual for *First time Users* to use the online WEEE reporting module via EDEN

*Getting your company set up on EDEN in order to make a
submission*

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 legal obligations.

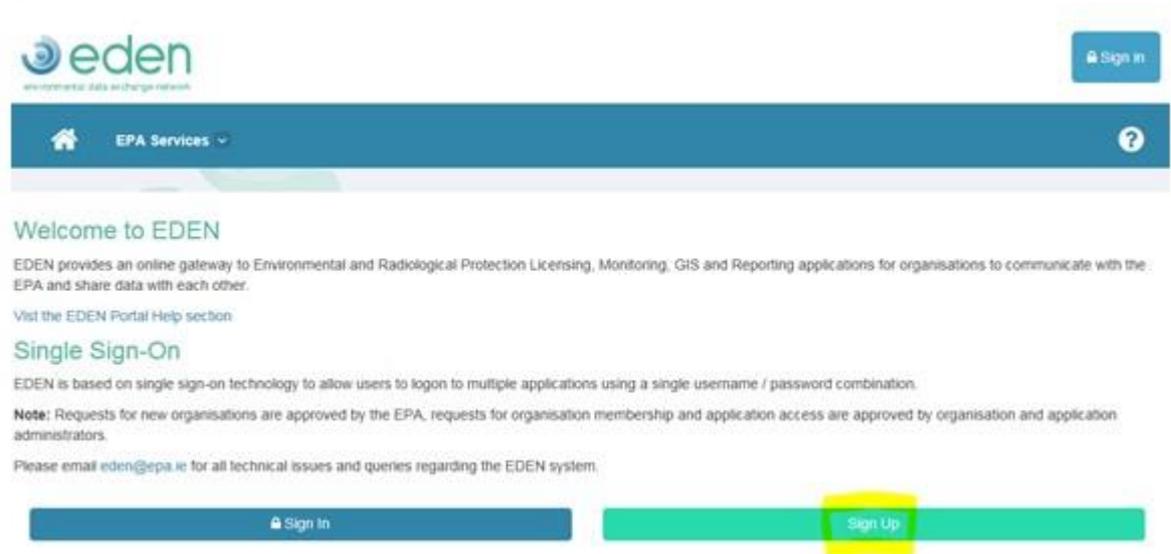
Table of Contents

Setting Up Company Account on EDEN	3
Figure 1: Sign Up on EDEN	3
Figure 2: Create a new EDEN Account.....	3
Figure 3: Email Verification.....	4
Figure 4: Sign In.....	4
Figure 5: Sign In to access EDEN	5
Figure 6: EDEN Portal Access Request Step 1.....	5
Figure 7: Company Search	6
Figure 8: Create New Organisation.....	6
Figure 9: Company Details	7
Figure 10: Validation Errors	7
Figure 11: EDEN Portal Access Request Step 2 - Contact Information	8
Figure 12: EDEN Portal Access Request Step 3- Choosing a Module.....	9
Figure 13: Registration Complete	9
Figure 14: New Organisation Email from EPA (EDEN Support)	10
Figure 15: Existing Organisation & New User Email from Administrator	10
Figure 16: Access to the WEEE Module	10
Figure 17: WEEE Submission Homepage	11

Setting Up Company Account on EDEN

If this is your first time using the online EDEN system you will first need to set up an account for your company by registering on EDEN. This can be done by following the link to the EDEN webpage www.edenireland.ie and clicking on the “Sign Up” tab (see Figure 1 below). Registering on the EDEN system will then allow you to access the WEEE Module so that you can make your annual B2B WEEE submissions.

Figure 1: Sign Up on EDEN



Please keep a note of the email address that you provide during your account set up (see Figure 2 above) as this email address will be used to access EDEN and for all contact with EDEN support. Also keep a note of your password.

Figure 2: Create a new EDEN Account

Sign Up Steps

Our account creation process is combined into easy steps.

1. 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 it.
2. 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.
3. 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.

Username

If you would prefer to sign in to EDEN with a user name instead of an email address, please provide a user name here of at least 8 alphanumeric characters, otherwise leave it blank.

Email address

Password

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 &, *, %, _

Confirm password

Prove you're not a robot

I'm not a robot

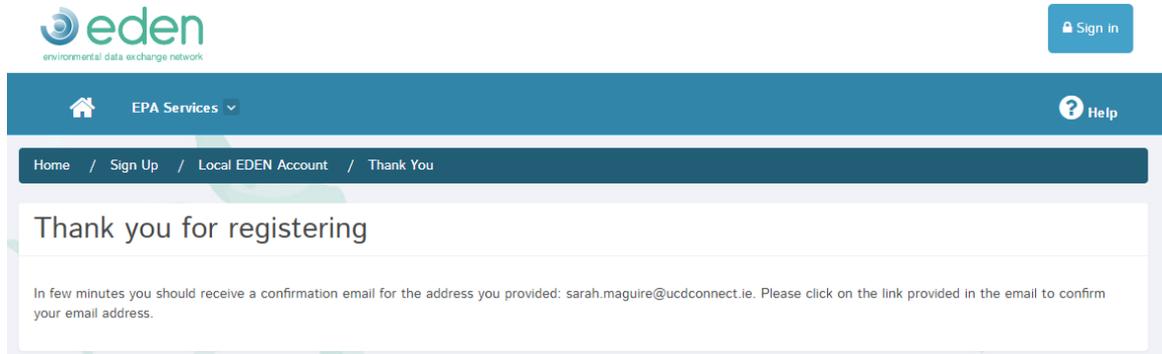
reCAPTCHA
Privacy · Terms

I agree to the [Privacy Policy](#), [EPA Terms of Use](#) and [Terms of Service](#).

Next step

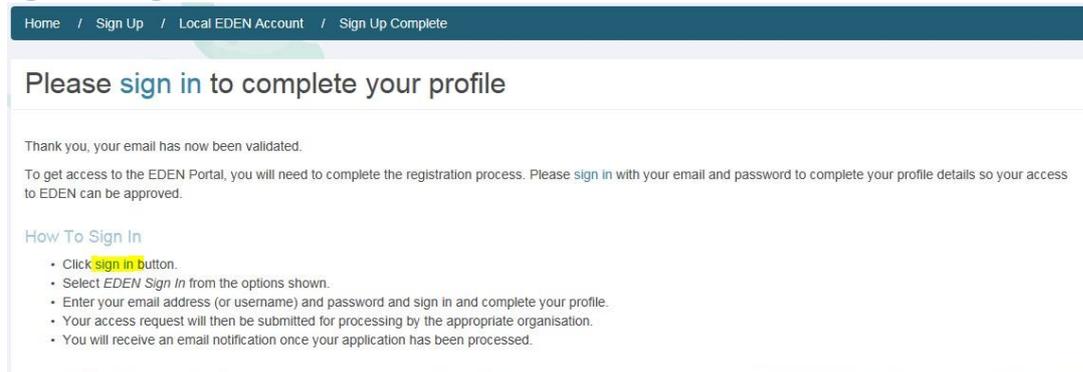
Once you have registered for your account, an email will be sent to the address that you provided (an example is shown in Figure 3 below). This email will contain a link that you must click to sign in and verify your email. This is to ensure that your email address is valid.

Figure 3: Email Verification



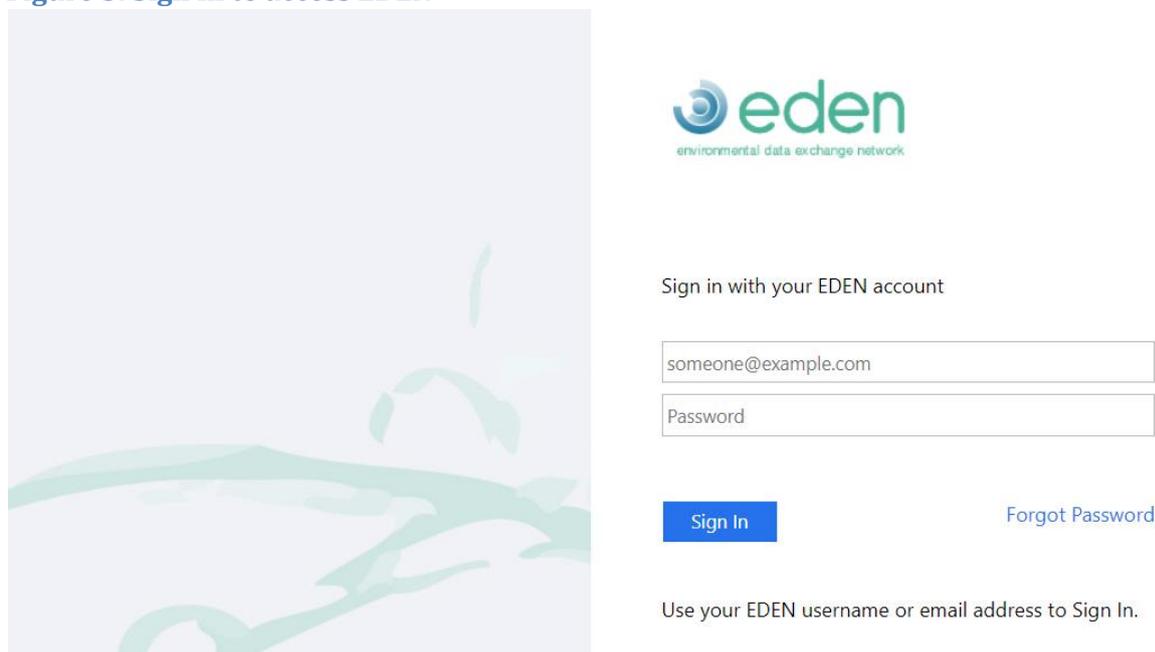
Select the link in the email you receive, and you will then be able to Sign In (highlighted in yellow in Figure 4 below) to complete your registration. **Note:** the email may be in your spam inbox.

Figure 4: Sign In



Enter your email address and password as shown below in Figure 5 below and click 'Sign In'.

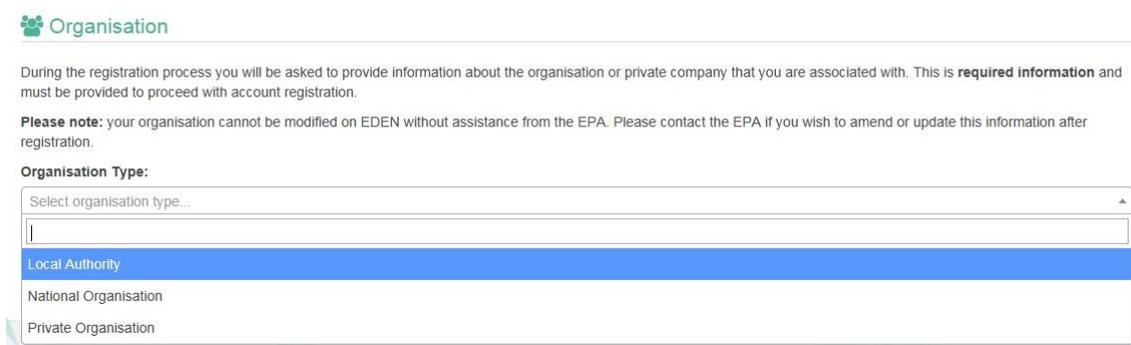
Figure 5: Sign In to access EDEN



Next, select the type of organisation that you belong to from the drop-down menu as shown on screen (as illustrated in Figure 6 below). **Note:** You are likely to be a 'Private Organisation'. Local Authorities and National Organisations are set up by the EPA.

Figure 6: EDEN Portal Access Request Step 1

EDEN Portal Access Request - Step 1



Once you have selected your organisation type you will be asked to search for your organisation name to ensure there is no duplication on the EDEN system. You can begin typing your company name or 6-digit Company Registration Office (CRO) number in the Company Search box to see if your organisation is already registered on EDEN. If your company name appears you can select your organisation name from the list. The organisation 'Barntown Limited' is used as an example of a registered organisation in Figure 7 below.

Figure 7: Company Search

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 this is your organisation's first time using EDEN, you can create a new organisation by clicking on the 'click to create new' link (circled in Figure 8 below).

Figure 8: Create New Organisation

Organisation Type:
Private Organisation

 Private Company

environmentalash

No company found. [click to create new](#)

Search for company name or registration number...

When creating a new organisation, you will be required to provide information related to the company (shown in Figure 9 below). Click 'Next Page' to enter your company's contact details.

Figure 9: Company Details

Organisation

Trading As

Website

Business Type

Select business type...

Registered Address

Address Line 1

Address Line 2

Address Line 3

Town/City

Country

Select country...

Eircode/Postcode

Country

Select country...

Phone

Fax

Organisation Address

Is the Organisation Address the same as the Registered Address?

Address Line 1

Address Line 2

Address Line 3

Town/City

Country

Select country...

Eircode/Postcode

Country

Select country...

Phone

Fax

Next Page

Any errors or missing information will be highlighted to you when you click 'Next Page' (see Figure 10 below).

Figure 10: Validation Errors

Please fix all validation errors

- Company address line 1 is required
- Company county is required
- Company phone is required
- Company business type is required

You can then enter your contact information as shown below in Figure 11.

Figure 11: EDEN Portal Access Request Step 2 - Contact Information

Please provide contact information

<p> Profile</p> <hr/> <p>Title <input type="text" value="Select title..."/></p> <p>First Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Section <input type="text" value="Select section..."/></p> <p>Position <input type="text" value="Select position..."/></p>	<p> Address</p> <hr/> <p>Address Line 1 <input type="text"/></p> <p>Address Line 2 <input type="text"/></p> <p>Address Line 3 <input type="text"/></p> <p>Town/City <input type="text"/></p> <p>County <input type="text" value="Select county..."/></p> <p>Eircode/Postcode <input type="text"/></p> <p>Country <input type="text" value="Select country..."/></p> <p>Landline <input type="text"/></p> <p>Mobile <input type="text"/></p> <p>Fax <input type="text"/></p>
---	---

Enter your contact information and select 'Next Page'. Any errors or missing information will be highlighted to you when you click 'Next Page'.

Select the WEEE Module as shown below in Figure 12.

Figure 12: EDEN Portal Access Request Step 3- Choosing a Module

EDEN Portal Access Request - Step 3

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

[Previous](#) [Submit](#)

Press 'Submit'. You will get the message as illustrated in Figure 13.

Figure 13: Registration Complete

Home / Registration Complete

Registration Complete

The organisation you have registered in EDEN has been sent to the EPA for processing.
You will have access to the EDEN portal once your application has been approved.

If you requested a new organisation to be set up, your request will be sent to the EPA for approval.

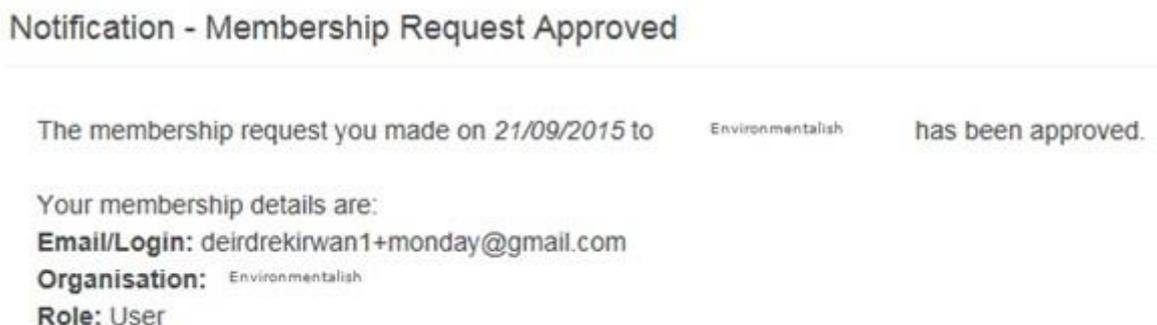
If you requested access to an organisation that already exists, **your request will first be sent to an administrator of that organisation account for approval.**

Once your request has been approved either by the EPA or an administrator of the organisation account, you will receive one of the following email notifications as shown in either Figure 14 and Figure 15 below. You can now log in and use EDEN.

Figure 14: New Organisation Email from EPA (EDEN Support)



Figure 15: Existing Organisation & New User Email from Administrator



On the EDEN homepage you should see the button to access the WEEE Module as shown in Figure 16.

Figure 16: Access to the WEEE Module



Click on the button to access the module to start making a submission. On launching the WEEE module you will be brought to the WEEE Submission Homepage as shown in Figure 17 below.

Figure 17: WEEE Submission Homepage

Next Submission

The next submission due is here:

Year	Submission Type	
2021	ThreeYearWastePlan	Load

Notes:

* The form will be automatically saved every 15 min. Please ensure you save manually before exiting the system to ensure you do not lose any data you have entered.

Blank Submissions

If you want to look at the questions that are in the webform before making your submission you can download a blank copy of the Plan or Report webforms here.

Please note that this is only to help you prepare your answers in advance of making your submission online.

We will not accept hard copies of the Plan or Report.

[Download blank Plan PDF](#)

[Download blank Report PDF](#)

Previous Submissions

The table below is a record of previous and outstanding submissions. You can download a Pdf of a submission by clicking on the download button on the right side of the table.

Year	Submission Type	Submission Status	Download PDF
2021 - 2023	3 Year Waste Plan	NotSubmitted	 Download PDF
2021	Annual Waste Report	NotSubmitted	 Download PDF

Click 'Load' to commence preparing the next submission that is due. When the webform opens you will see that some of the company details are already prepopulated in the webform. You must consult with the EPA before changing any of these default details.

Click 'OK' to the pop-up box which advises the user to consult with the EPA if there has been a change in company address, telephone number etc. you should inform the EPA prior to making a submission.

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 into your account to continue with your submission. Make sure you save each screen as you go to ensure that all your information is saved as you progress with your submission.

Further guidance on making a WEEE submission can be found on the EPA website by clicking here: [Submitting a plan or report - Guidance for B2B producers](#)