



## 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.**

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## 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).

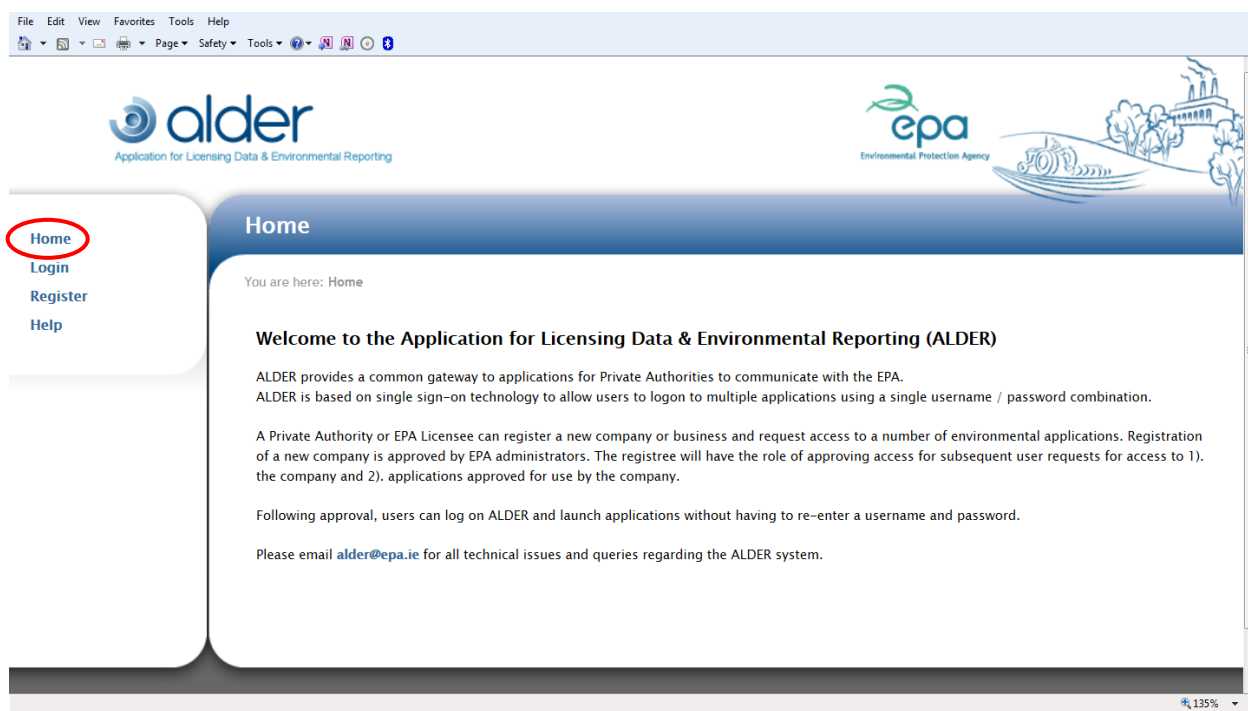
## Section 1 – Setting Up Company Account for Single Sign On

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**

To register as a member of an existing company, search for and select your company and continue registration. To register a new company, complete the form below and continue.

**Search and Select from Existing Companies**

Search

**Company Information**

Company name:  Mandatory

Business Type: Body Corporate

Registration Number:  Mandatory

Name	Options
IPPC	Add
Waste	Add
Waste Discharge	Add
Not Applicable	Add

License Type(s):

Add all Remove all

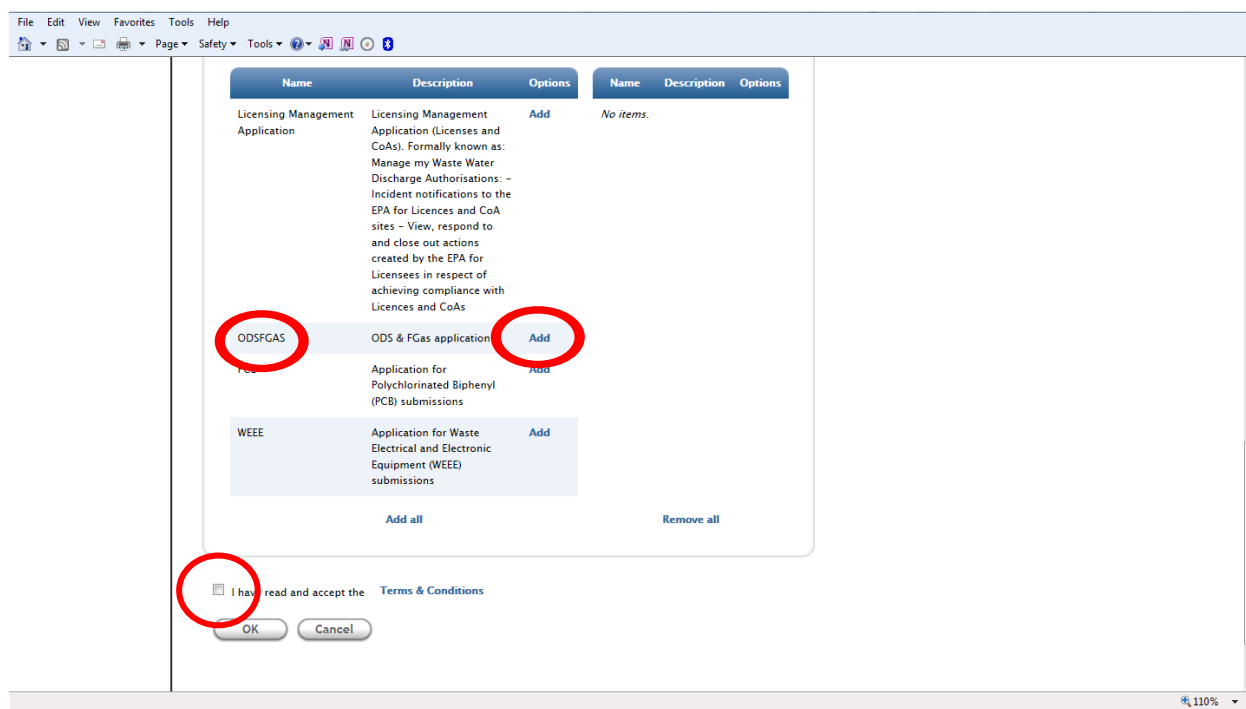
Once you have this section completed you can click “Next” and you will then need to confirm that the information you have provided is correct.

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.***

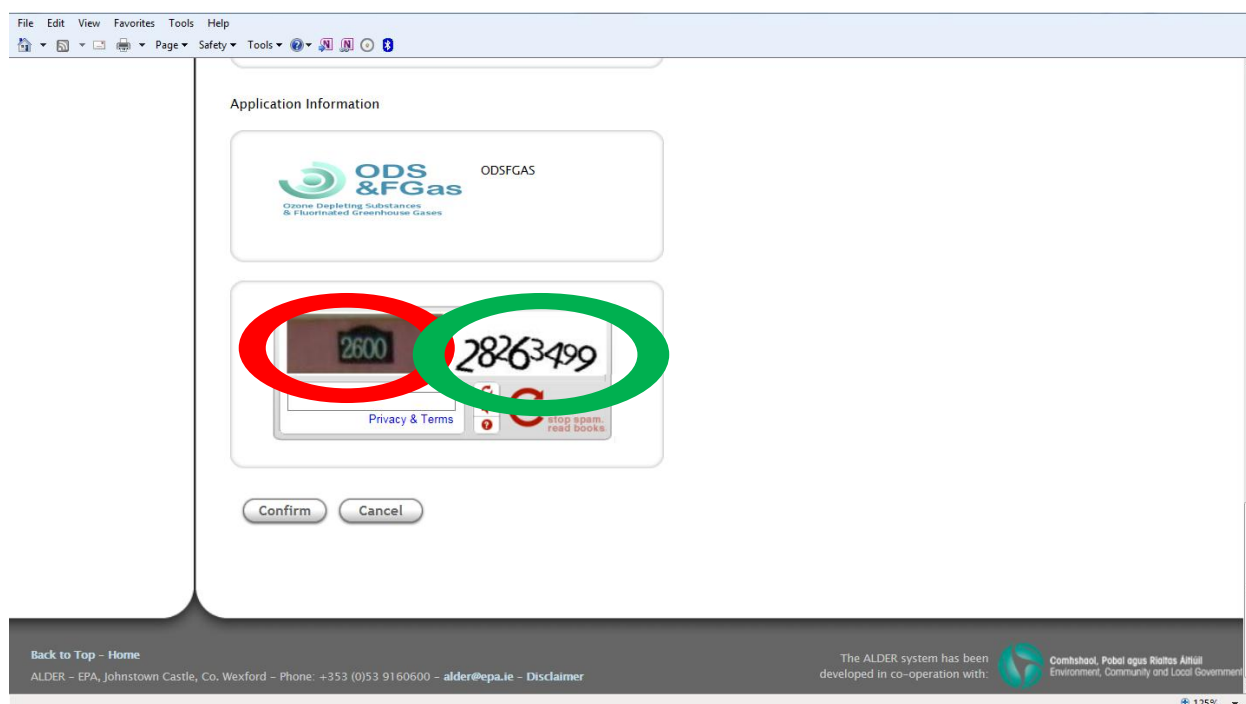
To complete the registration process you should also request access to the ODS & F-gas application; this can be done by clicking the add button located across from ODS & F-gas (highlighted in Figure 4 below).

**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.

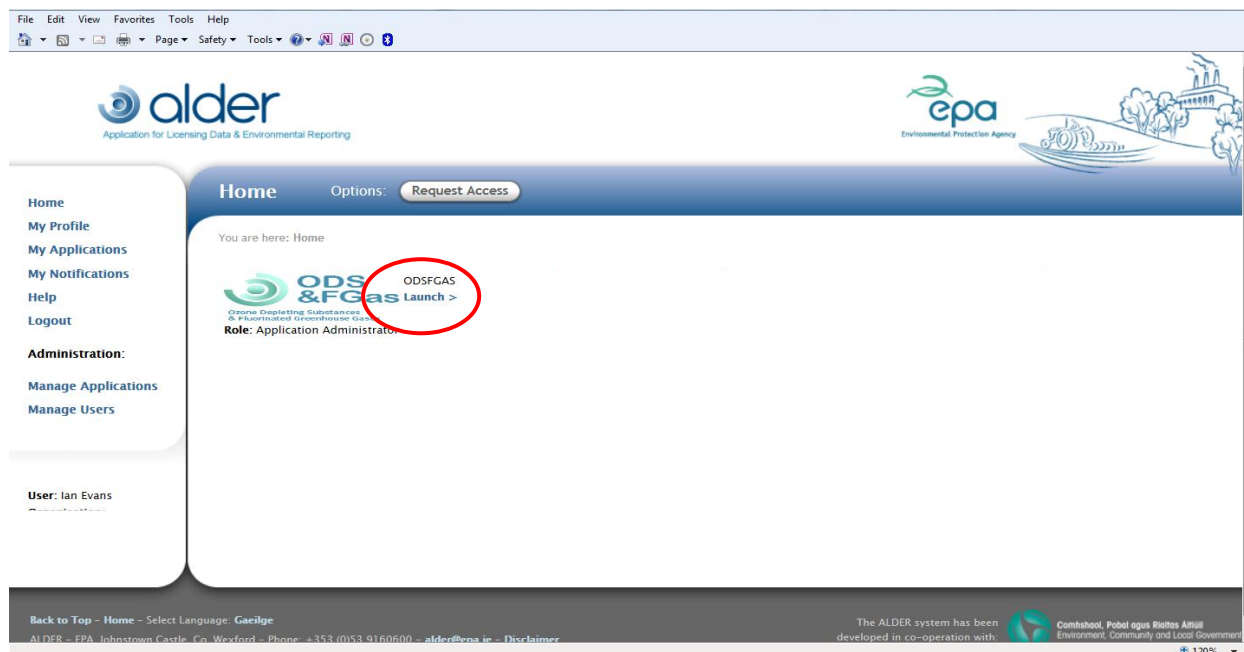
After that, you simply log in using your email address and chosen password each time you want to access the ODS & F-gas Compliance System application.

**Reminder:** the Alder portal also contains a help function.

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

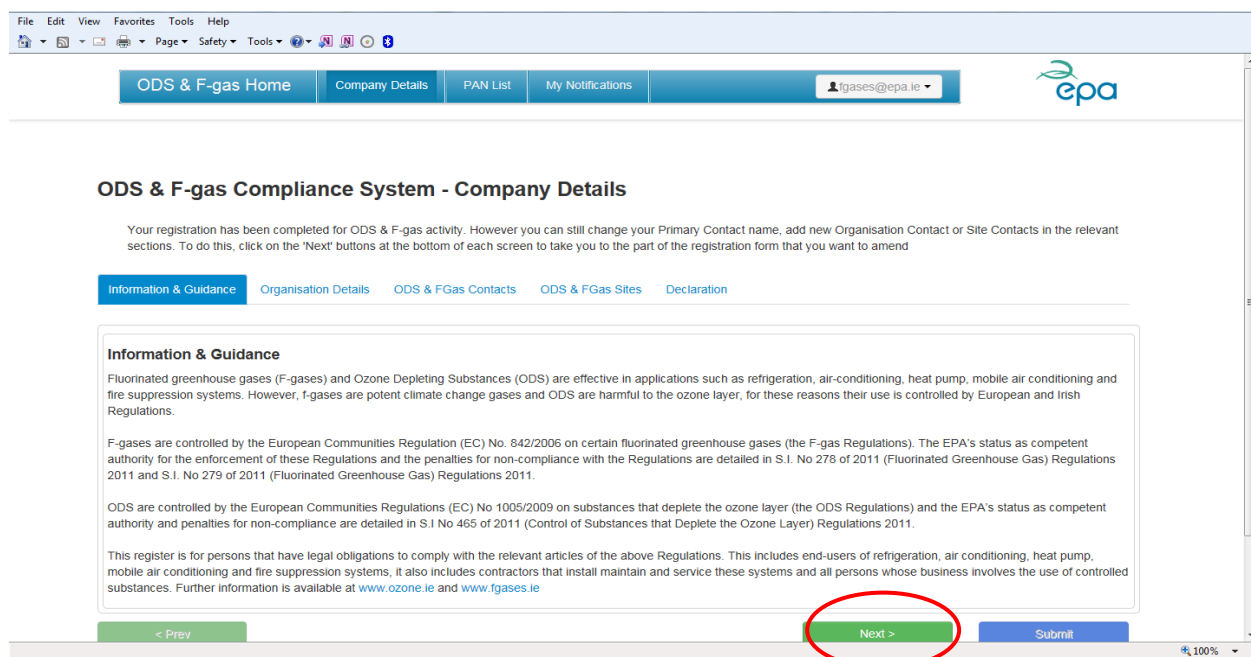
Once you log into the system you should go to the home page and here you will be able to launch the ODS & F-gas Compliance System application (see Figure 6 below).

**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**





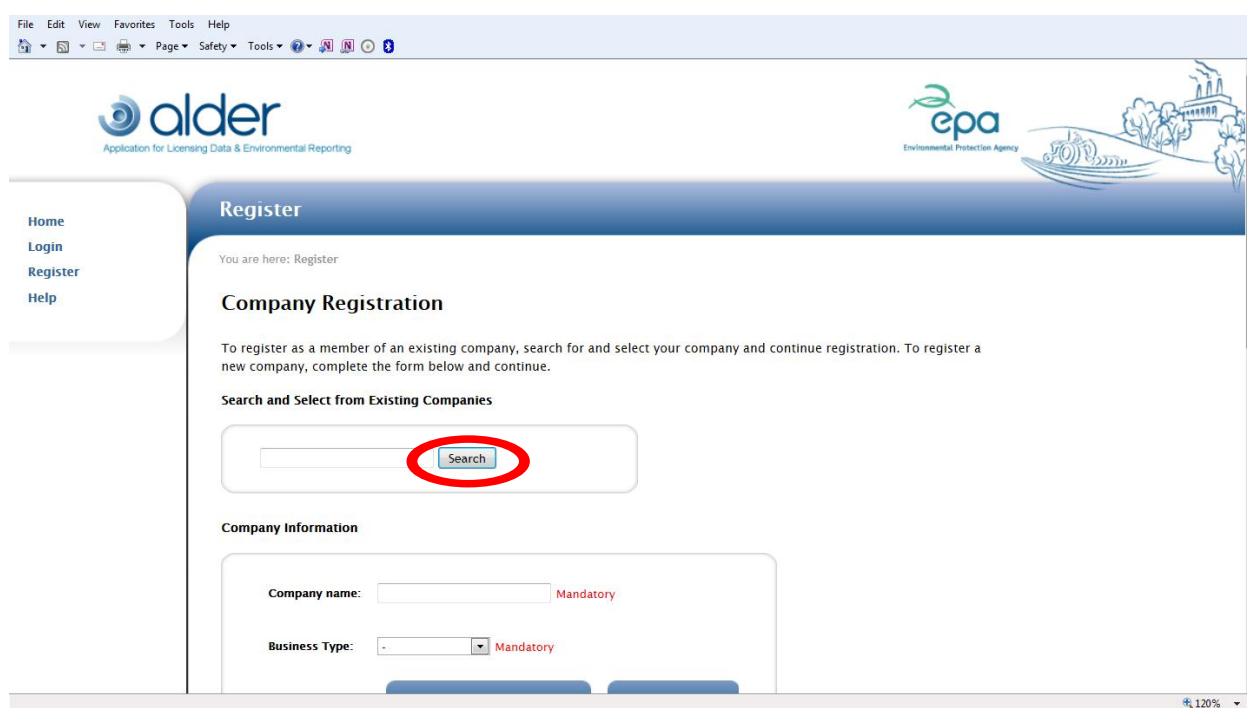
Please note that if you leave the system idle for more than 30 minutes, the system will time out and you will need to log back in.

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

Firstly 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**



The screenshot shows a web browser window displaying the Alder website. The page is titled 'Register' and has a sub-header 'Company Registration'. The text below the header reads: 'To register as a member of an existing company, search for and select your company and continue registration. To register a new company, complete the form below and continue.' Below this is a section titled 'Search and Select from Existing Companies' which contains a search bar and a 'Search' button. The 'Search' button is circled in red. Below the search bar is a section titled 'Company Information' which contains two fields: 'Company name' and 'Business Type', both marked as 'Mandatory'.

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**

File Edit View Favorites Tools Help

To register as a member of an existing company, search for and select your company and continue registration. To register a new company, complete the form below and continue.

**Search and Select from Existing Companies**

oclr

The following companies match that company name:  
[OCLR Ltd.](#)

**Company Information**

**Organisation:** OCLR Ltd.

**Registration Number:**

**Address Line 1:** Johnstown Castle

**Address Line 2:**

**Address Line 3:**

**County:** Co. Wexford

**Phone:** 053 9160655

**Fax:**

**Country:** Ireland

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**

File Edit View Favorites Tools Help

Name	Description	Options
Licensing Management Application	Licensing Management Application (Licences and CoAs). Formally known as: Manage my Waste Water Discharge Authorisations: – Incident notifications to the EPA for Licences and CoA sites – View, respond to and close out actions created by the EPA for Licensees in respect of achieving compliance with Licences and CoAs	<input type="button" value="Add"/>
<b>ODSFGAS</b>	ODS & FGas application	<input type="button" value="Add"/>
PCB	Application for Polychlorinated Biphenyl (PCB) submissions	<input type="button" value="Add"/>
WEEE	Application for Waste Electrical and Electronic Equipment (WEEE) submissions	<input type="button" value="Add"/>

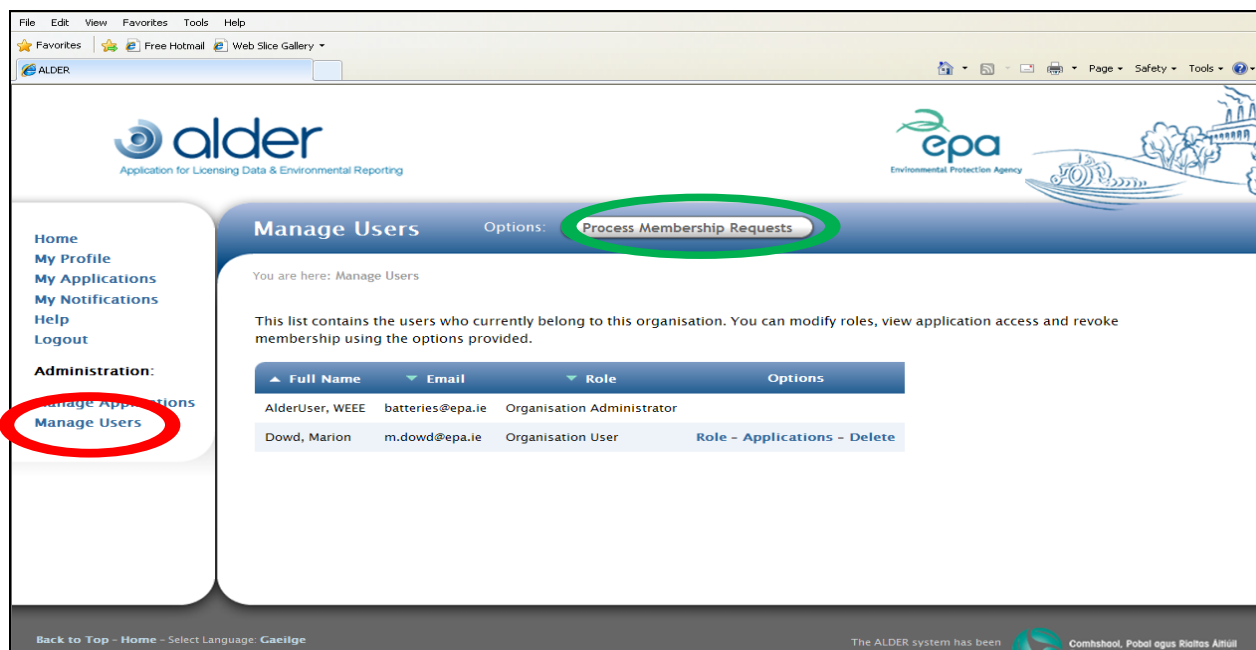
☐ I have read and accept the [Terms & Conditions](#)

### 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:

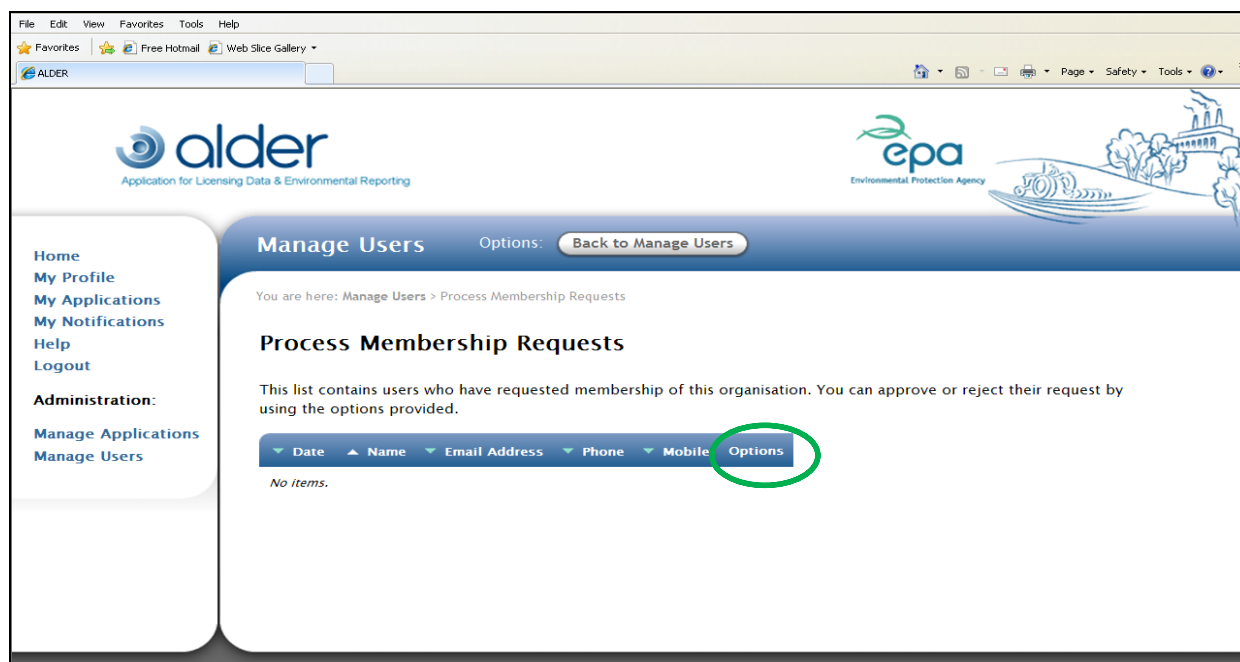
1. Log onto the system using administrator's username and password
2. Click on "Manage Users", circled in red below
3. Then click on "Process Membership Request", found at the top of the screen (circled in green below)

**Figure 11: Manage Users**



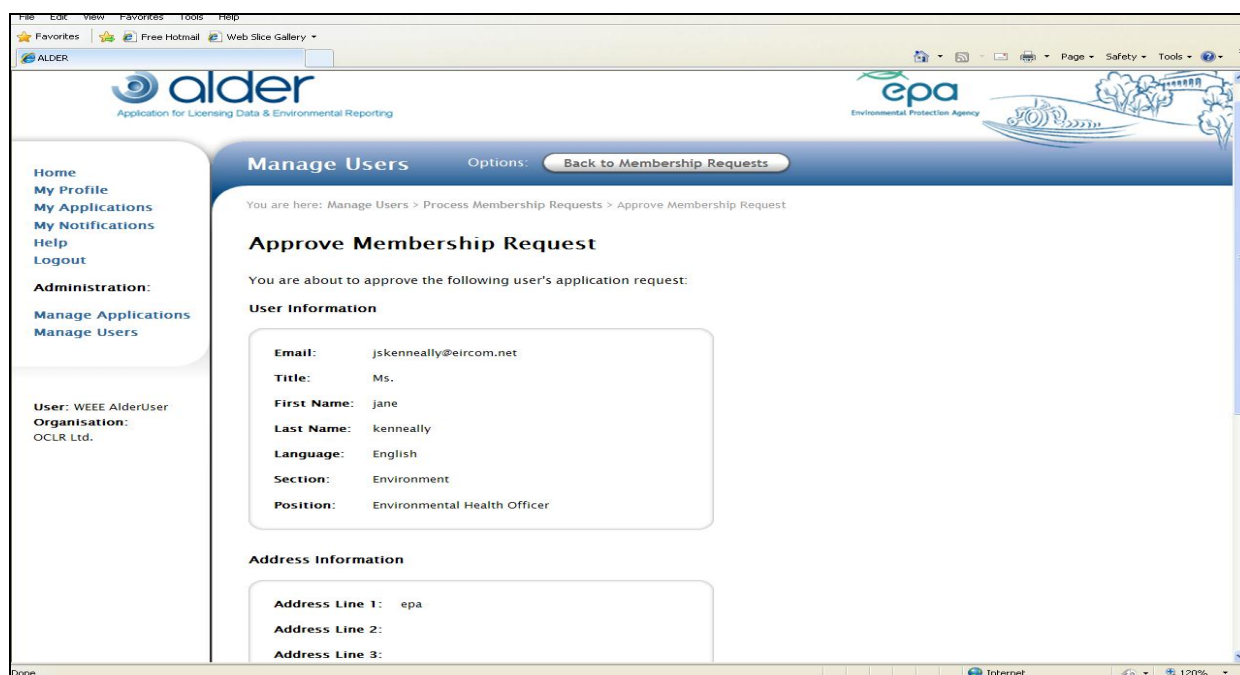
4. The name of the new contact person should appear here and you will have the option to approve or reject the request from this user (this will appear under the heading options as circled below in green).

**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**



5. 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**

File Edit View Favorites Tools Help

Favorites Free Hotmail Web Slice Gallery

ALDER

**Address Information**

Address Line 1: epa

Address Line 2:

Address Line 3:

Post Code:

County: Co. Wexford

Country:

Phone:

Mobile:

Fax:

Please select a role

**Role:** Organisation Administrator  
Organisation User Mandatory

Save Cancel

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

**Figure 15: Manage Users**

File Edit View Favorites Tools Help

Favorites Free Hotmail Web Slice Gallery

ALDER

**alder**  
Application for Licensing Data & Environmental Reporting

**epa**  
Environmental Protection Agency

Home  
My Profile  
My Applications  
My Notifications  
Help  
Logout

**Administration:**  
Manage Applications  
Manage Users

User: WEEE AlderUser  
Organisation:

**Manage Users** Options **Back to Manage Users**

You are here: Manage Users > Process Membership Requests

**Process Membership Requests**

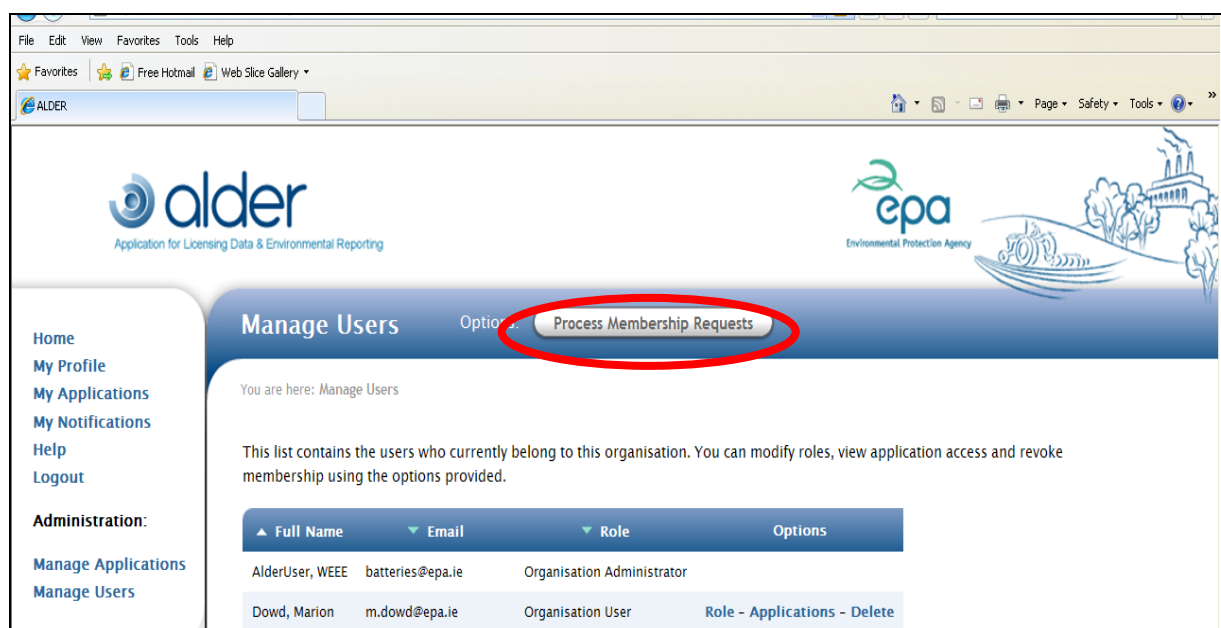
This list contains users who have requested membership of this organisation. You can approve or reject their request by using the options provided.

▼ Date ▲ Name ▼ Email Address ▼ Phone ▼ Mobile Options

No items.

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

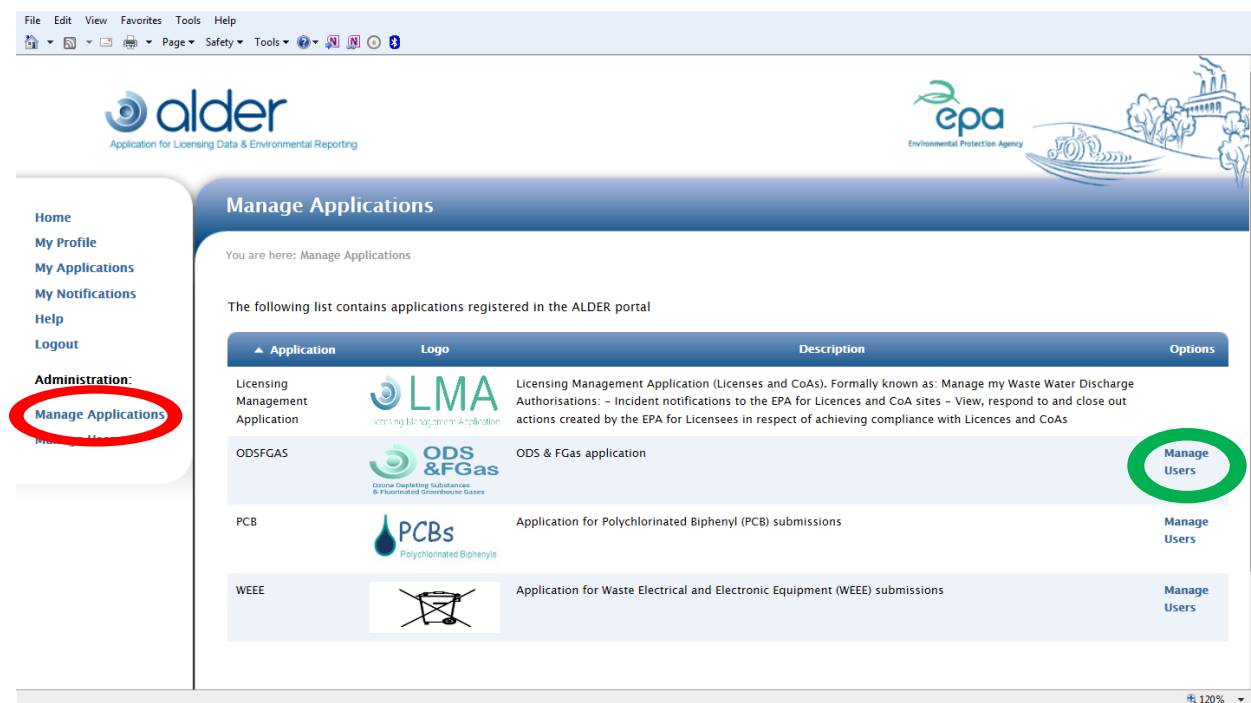
**Figure 16: Membership Request**



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

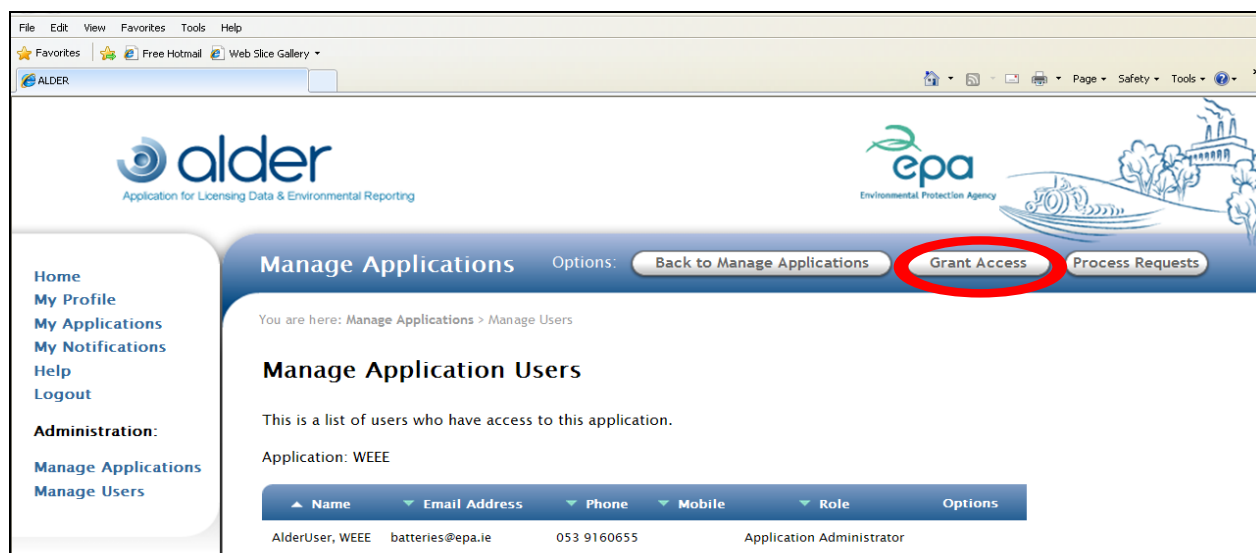
For this you can click on “Manage Applications” (circled below in red in Figure 17) and the screen below should appear, where you can then select “Manage Users” as circled below in green.

**Figure 17: ODS & F-gas Compliance System Application**



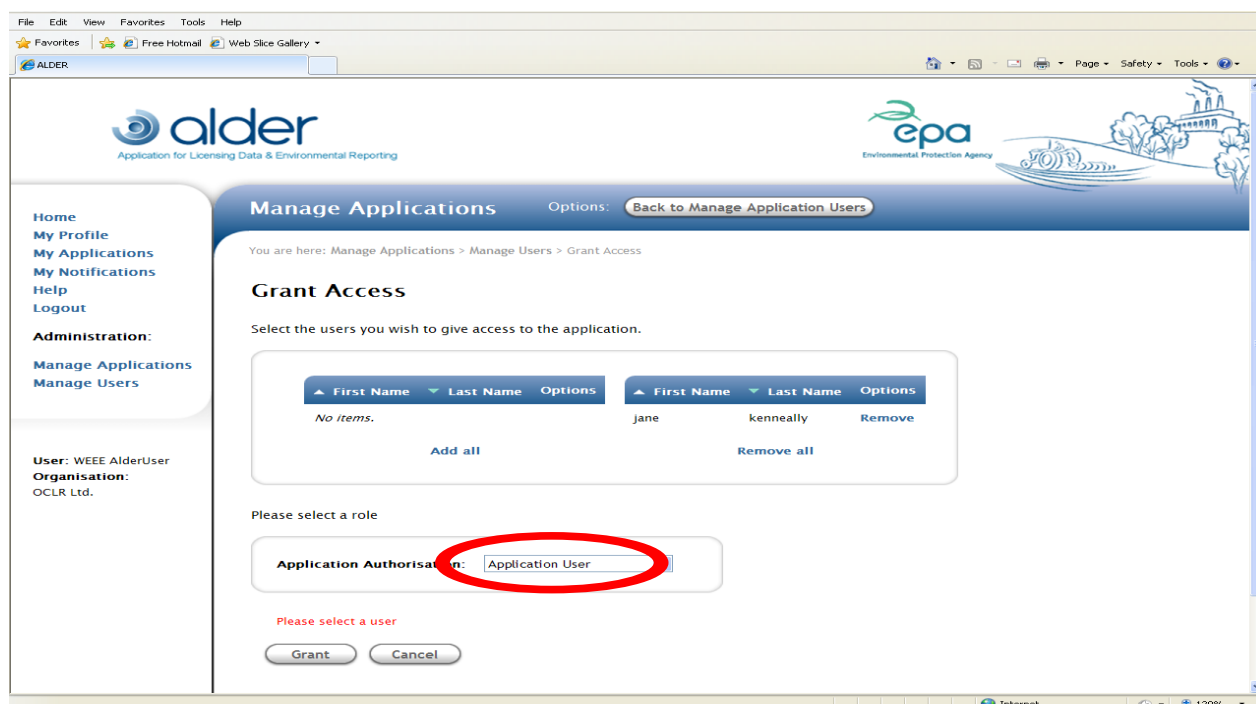
Then the screen below should appear where you will be able to click on “Grant Access”

**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.