



Waste Electrical and Electronic Equipment (WEEE)

Guidance Manual for *Authorised Representatives* to access the 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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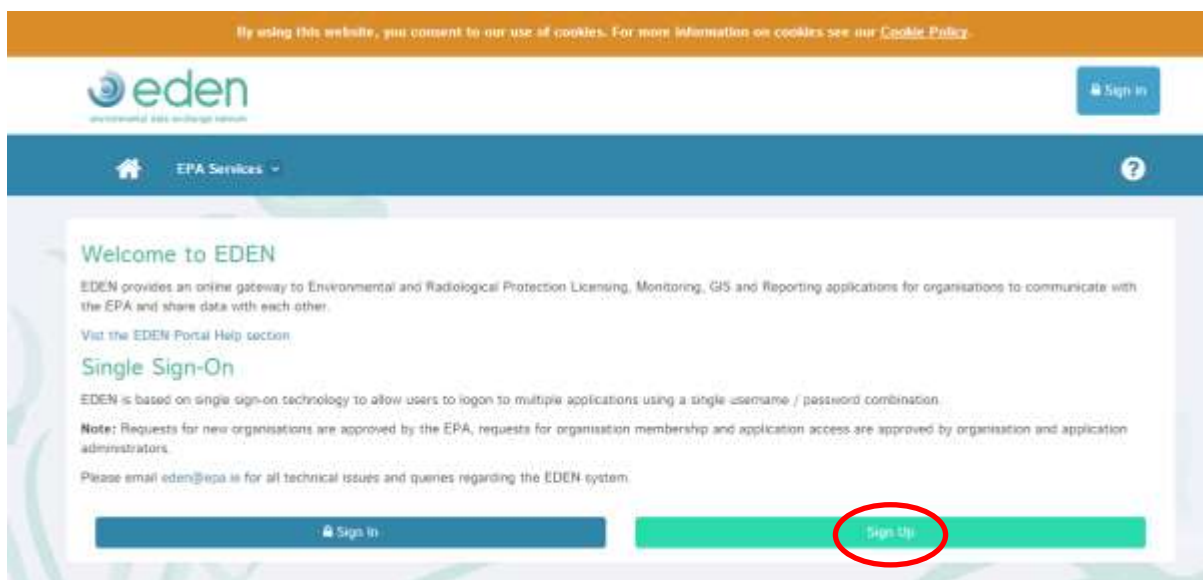
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Registering on EDEN

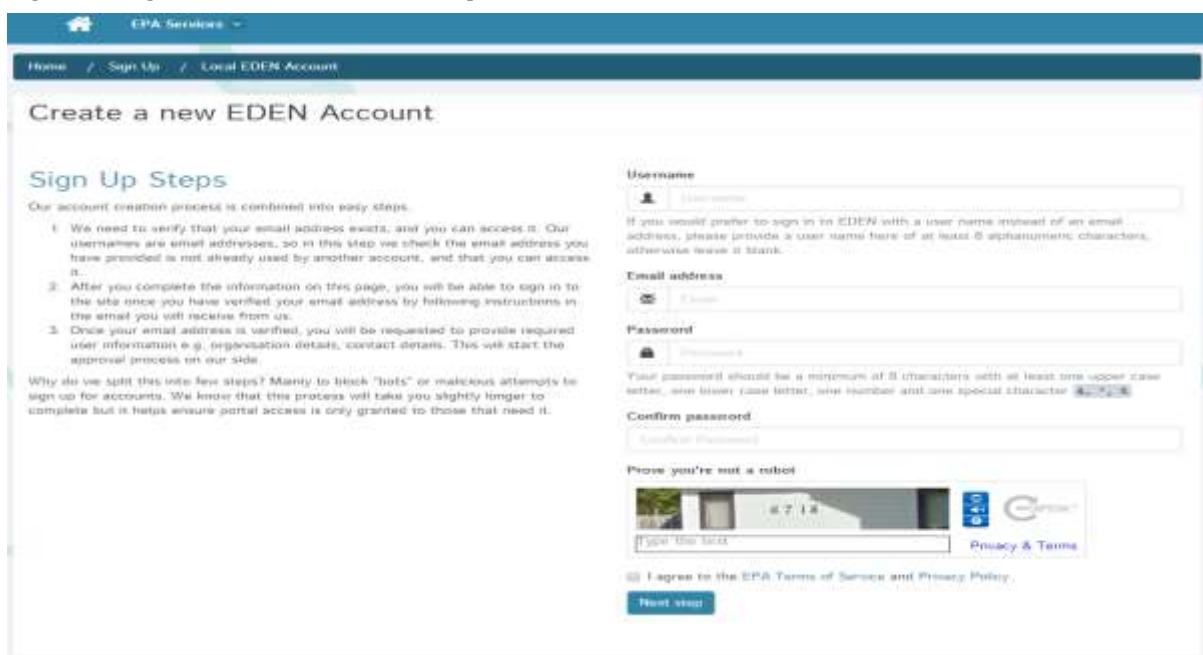
Authorised Representatives (AR) requiring access to the WEEE module in order to submit plans or reports on behalf of a Producer can do so via the EPA's EDEN portal. A nominated AR is first required to set up as a 'user' with the organisation they are representing and must not set up a new company under their own AR organisation name. The AR will first need to register on the EDEN portal and then request access to the relevant organisation. Click 'Sign Up' as below.

Figure 1: Register an Authorised Representative on EDEN Ireland.



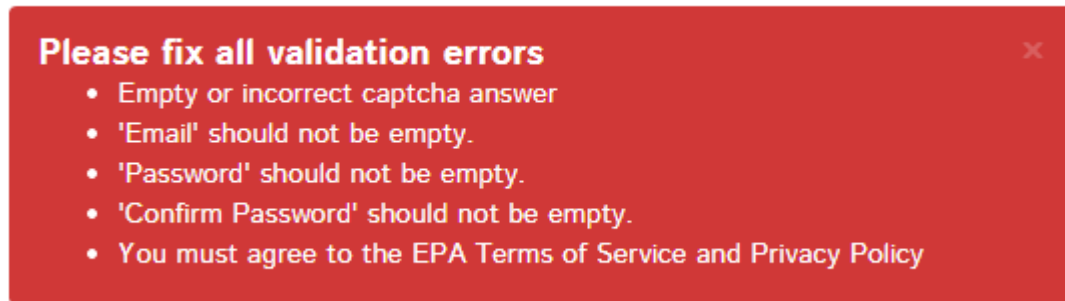
Once the AR has clicked 'Sign up' they should then follow the prompts to set a password and register their email address.

Figure 2: Register email address and set password.



Once the Authorised Representative has completed the steps above, if an error box pops up as seen below then please amend the section as indicated.

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 to registration process.

Figure 4: Email Verification

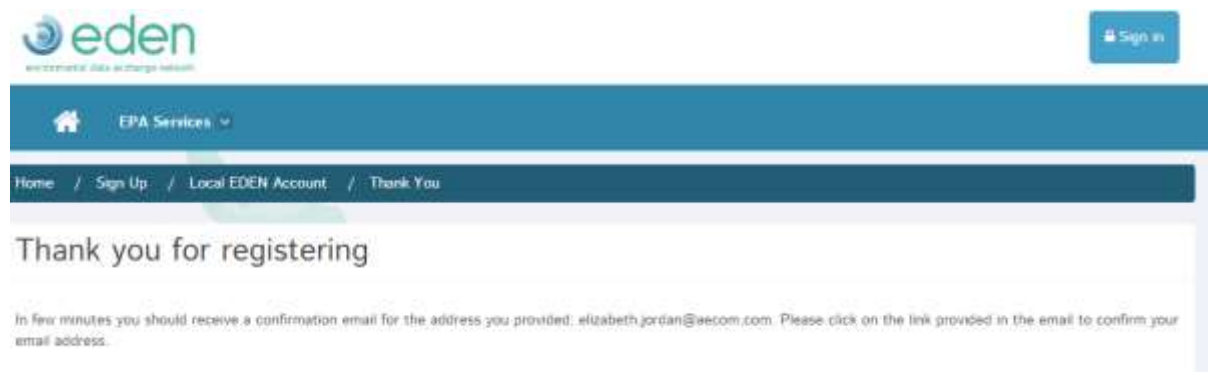
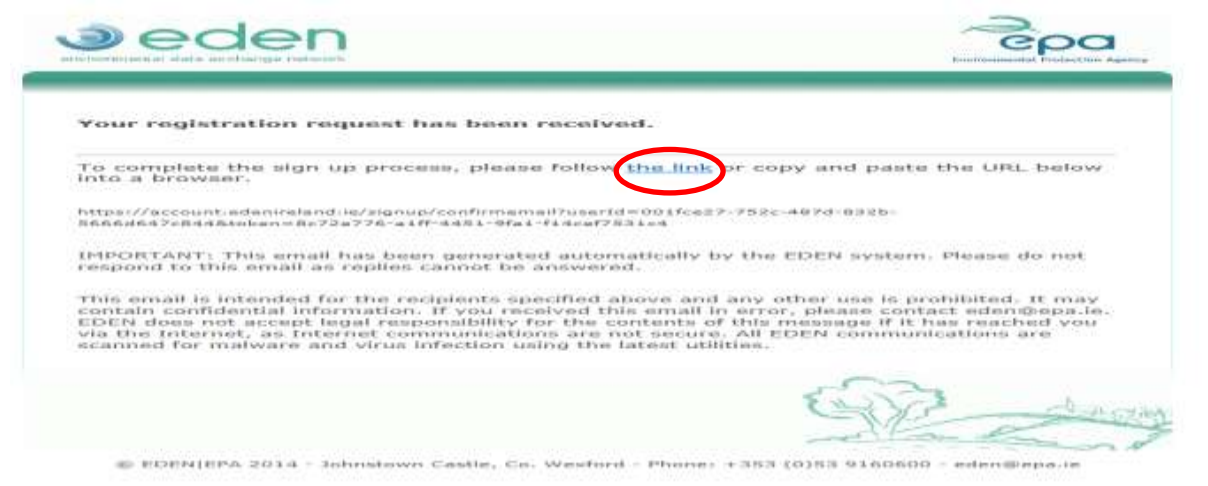
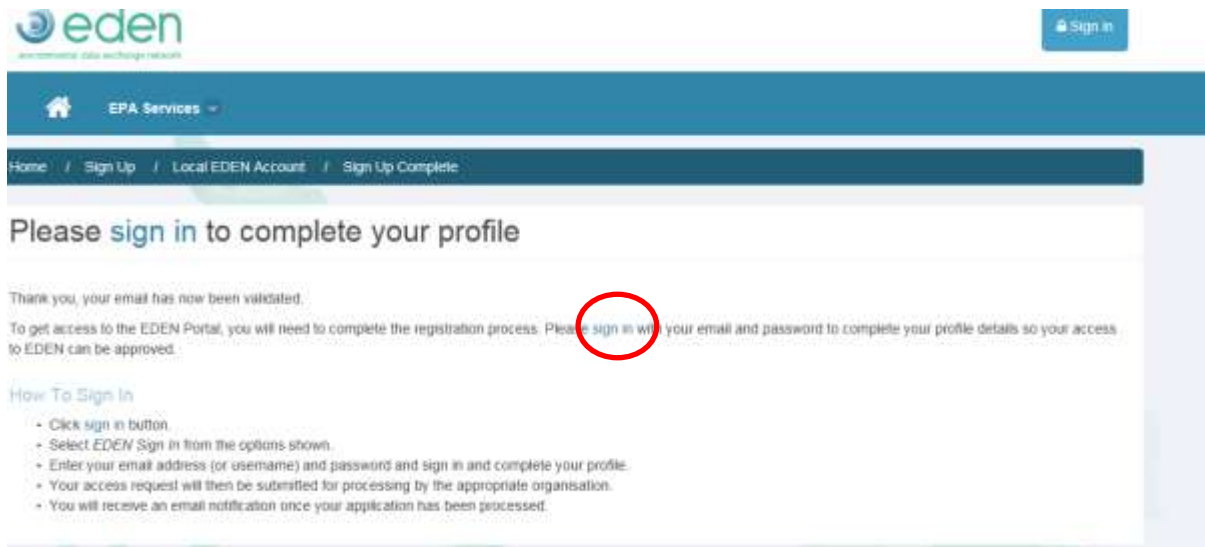


Figure 5: Email containing link



To complete the registration process the AR will need to 'Sign In' to EDEN with the newly registered email address and password.

Figure 6: EDEN home screen



Please click 'EDEN Sign In'.

Requesting access to an **existing** organisation

Figure 7a: EDEN Sign In.

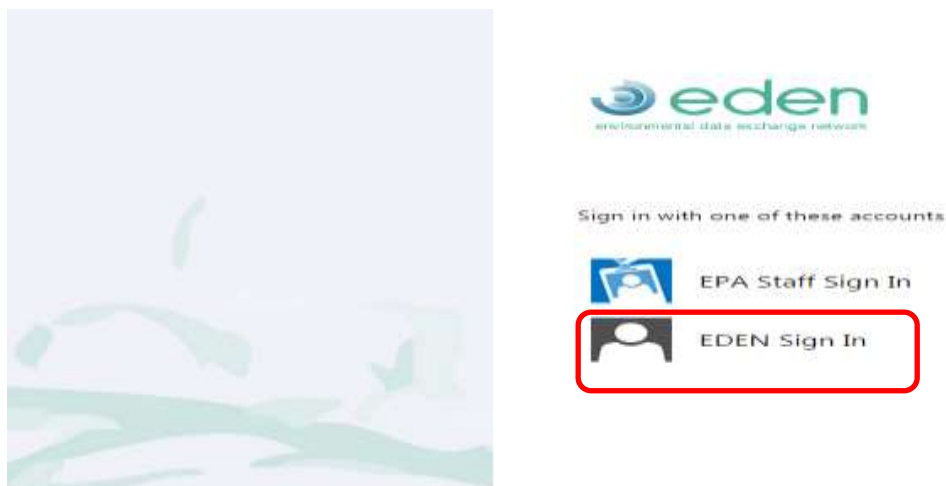


Figure 7b: EDEN Sign In



eden
environmental data exchange network

Sign in with your EDEN account

someone@example.com

Password

Sign In

Forgot Password

Use your EDEN username or email address to Sign In.

The AR will be required to select a organisation to request access to.

Figure 8a: Access Request



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environmental data exchange network

EPA Services

Home / EDEN Portal Access Request

EDEN Portal Access Request - Step 1

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: Access Request.

The screenshot shows the 'EDEN Portal Access Request - Step 1' form. At the top, there is the EDEN logo and a navigation bar with 'EPA Services'. Below the navigation bar, the breadcrumb 'Home / EDEN Portal Access Request' is visible. The main heading is 'EDEN Portal Access Request - Step 1'. Under the heading, there is a section titled 'Organisation' with a green icon. Below this, there is a paragraph of text: '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.' Below this is a 'Please note' section: '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.' Underneath is the 'Organisation Type:' label and a dropdown menu with 'Private Organisation' selected. Below that is a section titled 'Private Company' with a green icon. It contains a paragraph: 'Start typing the company name / CRD 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.' Below this is the 'Company Search:' label and a search input field with the placeholder text 'Search for company name or registration number...'. At the bottom left of the form, there is a blue button labeled 'Next Page'.

If the organisation is already set up on EDEN, the organisation name can be selected once you start to type the organisation name. Once the organisation has been selected, the AR Representative can build their profile.

Figure 9: Create profile

The screenshot shows the 'EDEN Portal Access Request - Step 2' form. At the top, there is the EDEN logo and a navigation bar with 'EPA Services'. Below the navigation bar, the breadcrumb 'Home / EDEN Portal Access Request' is visible. The main heading is 'EDEN Portal Access Request - Step 2'. Below the heading, there is a sub-heading 'Please provide contact information'. Underneath, there are two main sections: 'Profile' and 'Address'. The 'Profile' section has a green icon and contains the following fields: 'Title' (a dropdown menu with 'Select title...' selected), 'First Name' (a text input field with 'First Name' placeholder), 'Last Name' (a text input field with 'Last Name' placeholder), 'Section' (a dropdown menu with 'Select section...' selected), and 'Position' (a dropdown menu with 'Select position...' selected). The 'Address' section has a green icon and contains the following fields: 'Address Line 1' (a text input field with 'Address Line 1' placeholder), 'Address Line 2' (a text input field with 'Address Line 2' placeholder), 'Address Line 3' (a text input field with 'Address Line 3' placeholder), 'Post Code' (a text input field with 'Post Code' placeholder), 'County' (a dropdown menu with 'Select county...' selected), 'Phone' (a text input field with 'Phone' placeholder), 'Mobile' (a text input field with 'Mobile' placeholder), and 'Fax' (a text input field with 'Fax' placeholder). At the bottom left of the form, there is a blue button labeled 'Next Page', which is circled in red.

Complete all required fields and then click 'Next'. The next step requires the AR to request access to the WEEE portal. Please click on Waste Electrical and Electronic Equipment Module as shown below.

Figure 10: Module selection.

EDEN Portal Access Request - Step 3

Please select application you would like to access:

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	Apply for, Manage and Renew Radiological Protection Licences. Manage application/review of an IPC/IE/Waste Licence
Bathing Water Information System Module	Bathing Water Information System (BWIS) for reporting Bathing Water Annual Identifications, Monitoring Calendars and Profiles
Compliance and Risk Information System Module	Compliance & Risk Information System (CRIS) for managing and reporting Bathing Water Incidents and Drinking Water Safety Plans
Domestic Waste Water Application	Domestic Waste Water Application (DWWA) - Application for Local Authority Inspectors to record and manage inspections of Domestic Waste Water Treatment Systems
EnvironLink SharePoint Site	EnvironLink SharePoint site for the Department of the Environment, Community & Local Government
Licensing Management Application	Licensing Management Application (Licences and CoAs). Formerly 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
Monitoring Data System Module	Exchange, query and report chemistry monitoring data for Rivers, Lakes, Bathing, Urban Waste Waters, Public and Private Drinking Water Schemes
Network for Ireland's Environmental Compliance and Enforcement	Network for Ireland's Environmental Compliance and Enforcement SharePoint site
ODS & F-gas Module	ODS & F-gas Compliance module (includes send a PAN to the EPA)
Polychlorinated Biphenyl Module	Module to allow the notification of Polychlorinated Biphenyl (PCB) holdings to the EPA
Strategic Environmental Assessment Module	SEA WebGIS & Reporting Tool - Module for Public Authorities to access Environmental Data and Produce Environmental Reports to Assist in Strategic Environmental Assessment
Waste Electrical and Electronic Equipment Module	Module for submission of WEEE waste management plans and reports

Previous **Submit**

Once the AR clicks 'Next' the request for access will be sent to the nominated organisation for approval. **The system administrator of the organisation will be required to approve the access.** If there are any issues with the approval contact weee@epa.ie

Figure 11: Request for access complete

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Environmental Protection Agency

EPA Services

Home / Registration Complete

Registration Complete

Your application has been sent and is awaiting approval from Environmental Protection Agency.
You will have access to the EDEN portal once your application has been approved.

The nominated **'administrator'** of the organisation will receive a notification that the Authorised Representative has requested access to the organisation account and to the WEEE portal. The administrator of the organisation can log into the EDEN system and process the AR's request for access.

Figure 12: Access request received by organisation



Once the AR has been approved access they will receive an email of confirmation. From there the AR can 'Sign In' and complete WEEE waste management plans and/or reports, where nominated to do so.