



# Waste Electrical and Electronic Equipment (WEEE)

## Quick Start Guidance for EDEN Users

### *EDEN Sign In*

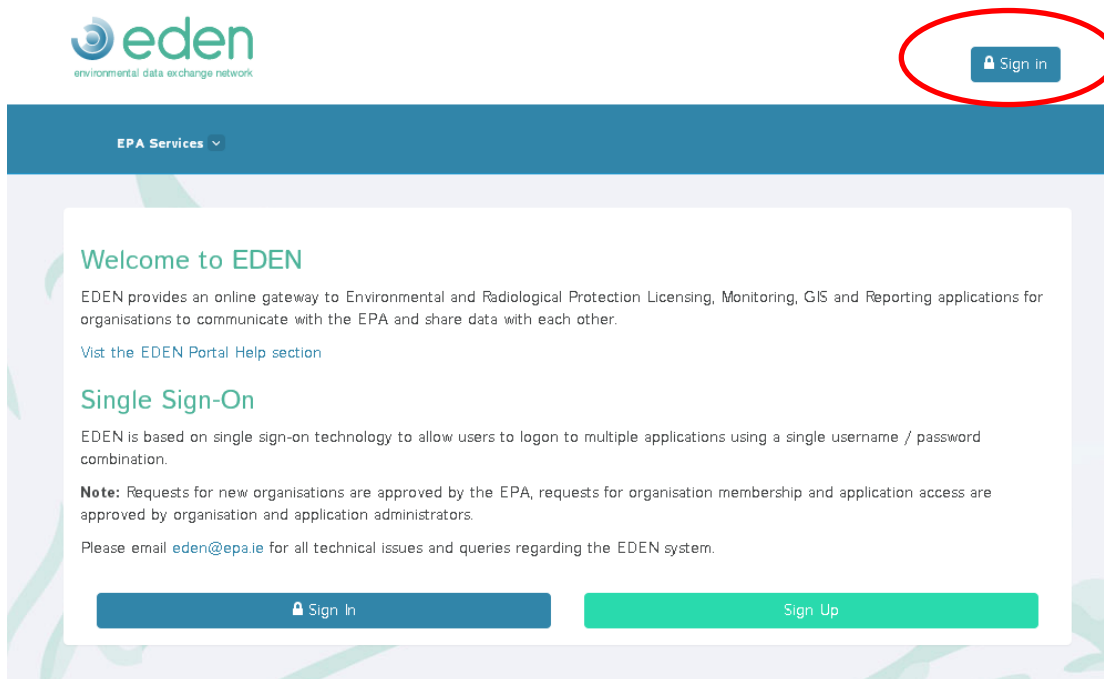
### *and*

### *Resetting a forgotten password*

**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.**

## Signing into Eden

To make your submission(s) you must log onto your company account on EDEN. Go to <https://www.edenireland.ie/> and click on "Sign In" (circled below in red). This will bring you to the 'Sign In' page where you will be asked for your sign in details. Enter your username (this is the email address that you used when setting up the company account) and your password. Then click 'Sign In'.



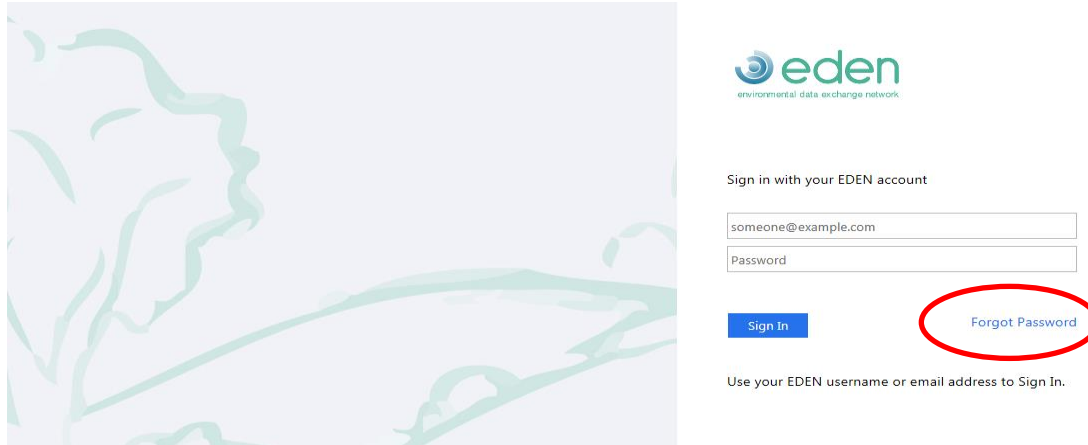
When you have successfully signed in, click on the WEEE module box. A new tab will then open to show the next submission due for the company.

If the landing page does not default to the next plan or report due for submission, please contact the Producer Responsibility Team at [weee@epa.ie](mailto:weee@epa.ie) or Lo-Call 1890 33 55 99 for further assistance. Further guidance for submissions can be found on the EPA website: <http://www.epa.ie/enforcement/weee/b2bwastemanagementplansandreports/>

Your EDEN password will expire every 3 months so once you log in you may be asked to change your password. To do this you will need to enter your old password and then enter your new password as chosen by you.

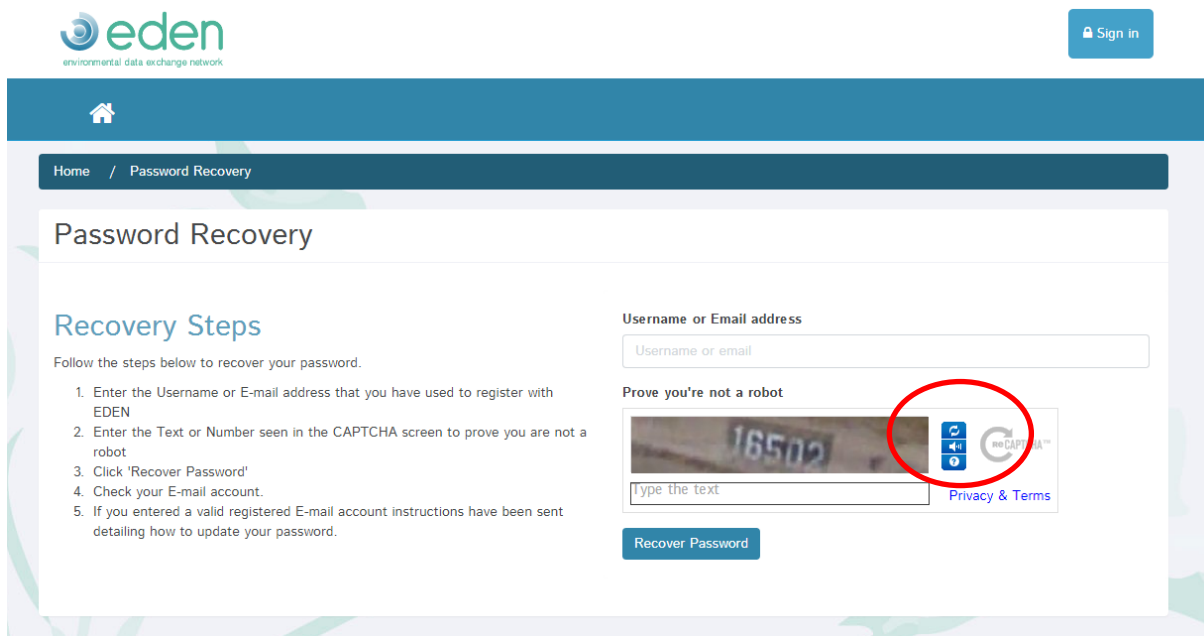
## Forgotten Password

If you have forgotten your password you can go through the “forgot password” process (circled in red below).



The screenshot shows the EDEN login interface. At the top left is the EDEN logo (environmental data exchange network). Below it, the text reads "Sign in with your EDEN account". There are two input fields: "someone@example.com" and "Password". Below these fields are two buttons: "Sign In" and "Forgot Password". The "Forgot Password" button is circled in red. At the bottom, it says "Use your EDEN username or email address to Sign In."

You will need to provide your email address (the email address used when the account was first set up) and you will also need to type in a security word (see example below). If you find it difficult to read the word that is displayed then there is an option to have the word provided in an audio format. Just click the speaker symbol.



The screenshot shows the EDEN Password Recovery page. At the top left is the EDEN logo. At the top right is a "Sign in" button. Below the logo is a home icon and a breadcrumb trail: "Home / Password Recovery". The main heading is "Password Recovery". Underneath is "Recovery Steps" with a list of five instructions. To the right of the steps is a form with a "Username or Email address" field containing "Username or email". Below that is a "Prove you're not a robot" section with a CAPTCHA image showing the number "16502". The CAPTCHA image is circled in red. Below the CAPTCHA is a "Type the text" field and a "Recover Password" button. There are also icons for audio and refresh, and a "Privacy & Terms" link.

When submitted you will receive an email from EDEN to acknowledge your password re-set submission.

## Password Recovery Complete

If you provided a valid registered E-mail address you should shortly receive email with link to password reset instructions.

The link included in yours email will available for 24h. If you requested the password recovery by accident, just do nothing. Your password will not be changed. We only allow you to change password by accessing link in email.

Once you receive an email from EDEN support you can click the link provided and follow the instructions to reset your password.



Once you have clicked on the link (shown circled in red above) you should see the screen below.

Home Recover Password

Home / Password Reset



## Password Reset

**New 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 special character &, \*, %

**Confirm password**

**Prove you're not a robot**

[Privacy & Terms](#)

[Reset Password](#)

Please ensure you read the requirements for the password format (circled in red above). Once you have reset the password you will see the screen below which will direct you to 'Sign In' (under the EDEN Sign in) to the company account to continue to make your required submission.

Home Recover Password

Home / Password Reset

## Password Reset Successfully

Your password has been changed successfully.

To log into EDEN, click on EDEN Sign In, enter your username or e-mail address and password.

Once you have accessed your company account you can proceed to 'Home' and 'Sign In' (EDEN Sign In). Click on the WEEE module box. A new tab will then open to show the next submission due for the company as described above.