



Waste Electrical and Electronic Equipment (WEEE)

Guidance Manual for *First Time Users* of the WEEE Module in 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.

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Setting Up Company Account for Single Sign On (SSO)

If this is your first time to submit any information on the online EDEN system you will first need to set up an online account for your company by registering on EDEN. This can be done by following the link to the “EDEN Webpage” <https://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 Reporting Module/System.

Figure 1: Sign Up

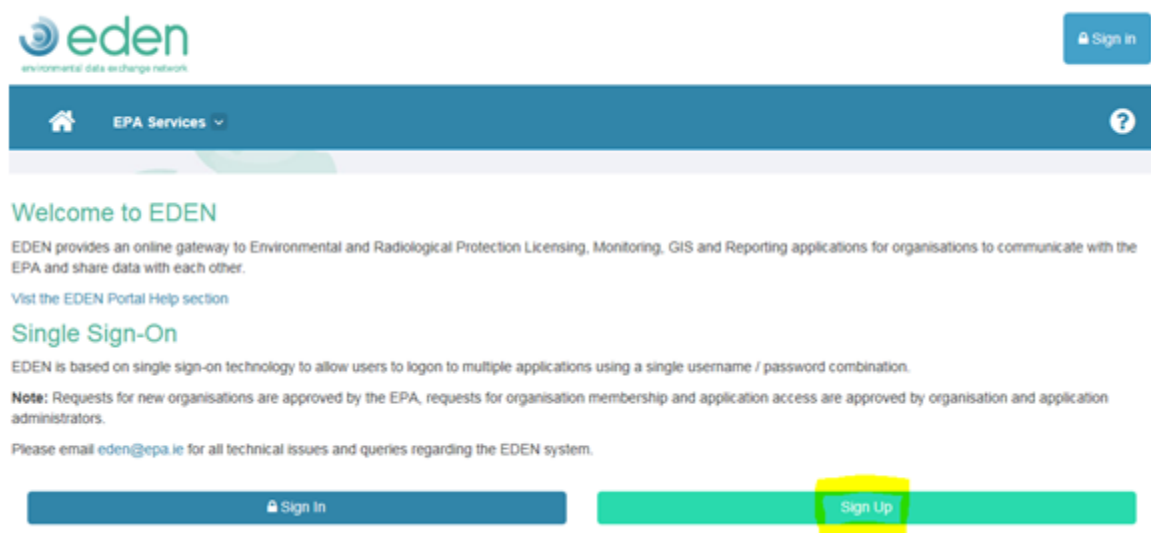


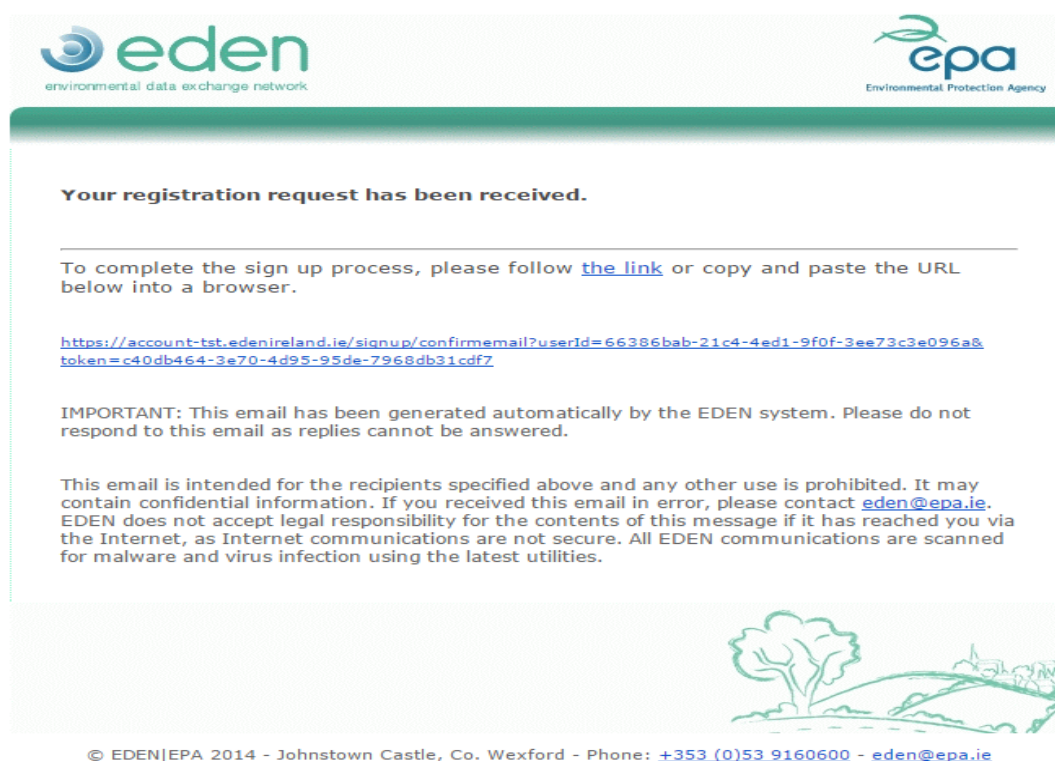
Figure 2: Create a New EDEN Account

The screenshot shows the 'Create a new EDEN Account' page. The breadcrumb trail at the top is 'Home / Sign Up / Local EDEN Account'. The page title is 'Create a new EDEN Account'. On the left, under 'Sign Up Steps', there are three numbered steps explaining the process. On the right, the form fields are: 'Username' (with a note about using email addresses or alphanumeric characters), 'Email address', 'Password' (with a note about character requirements), and 'Confirm password'. Below these is a 'Prove you're not a robot' section with a CAPTCHA image showing the number '457' and a 'Type the text' input field. At the bottom, there is a checkbox for 'I agree to the EPA Terms of Service and Privacy Policy.' and a 'Next step' button.

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 for all contact between EDEN and your company. Also keep a note of your password.

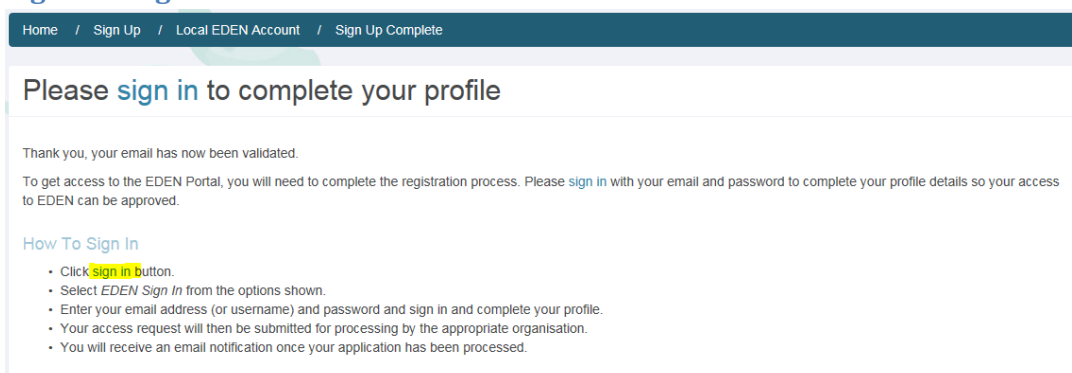
Once you have registered for your account an email will be sent to the address that you provided (see Figure 3 below) from the EDEN System. This email will contain a link that you must click to sign in and verify your email. This is to ensure your email address is valid.

Figure 3: Email Verification



Select the link in the email you receive and you will now be able to Sign In (highlighted in yellow in Figure 4 below) to complete the rest of your registration

Figure 4: Sign In



Select **EDEN Sign In**, and then enter your username or email address and password as shown below in Figure 5 and click '**Sign In**'.

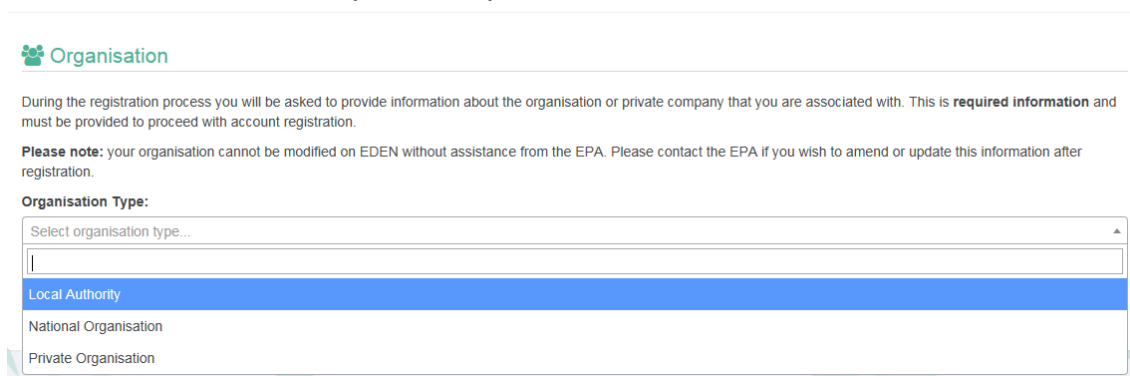
Figure 5: Sign In Access



Next select what type of Organisation you belong to from the drop down shown on screen as outlined in Figure 6 below.

Figure 6: EDEN Portal Access Request Step 1

EDEN Portal Access Request - Step 1



If you select Private Organisation, you can join an existing organisation or if this is your organisation's first time using EDEN you can create a new organisation.

Figure 7: New Organisation



New Local Authorities and National Organisations are set up by the EPA.
Office of Environmental Sustainability

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. The “Company Information” section requires information related to the company for which you wish to set up an account. In the case of companies that hold a 6-digit Company Registration Office (CRO) number if you input your correct company name you will see that your company name will appear with your assigned CRO number.

If you are joining an organisation that already exists in EDEN, start typing the name or CRO number in the Company Search box and matches will be shown. Select your organisation name from the list.

Figure 8: Company Search

Company Search:

x

Advanced Environmental Solutions (Ireland) Limited - 224173

AMBERLEY QUALITY & ENVIRONMENTAL SERVICES LIMITED - 361460

CLW Environmental Planners Limited

Cuthbert Environmental

ENVIRON

Environmental Efficiency Ltd

Comhairle, Oidhreacht agus Rialtas Aifreall

Disclaimer

Professional Practice Review

You will be shown the organisation details of the organisation that you have selected. Click 'Next Page' to enter your contact details. Any errors or missing information will be highlighted to you when you click 'Next Page' (see Figure 10 below).

Figure 9: Company Details

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:

Organisation

environmentalsh

Trading As

Trading As

Business Type

Select business type

Address Line 1

Address Line 1

Address Line 2

Address Line 2

Address Line 3

Address Line 3

Post Code

Post Code

County

Select county

Phone

Phone

Fax

Fax

Next Page

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 in Figure 11.

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

EDEN Portal Access Request - Step 2

Please provide contact information

Profile

Title
Select title ...

First Name
First Name

Last Name
Last Name

Section
Select section ...

Position
Select position ...

Address

Address Line 1
Address Line 1

Address Line 2
Address Line 2

Address Line 3
Address Line 3

Post Code
Post Code

County
Select county ...

Phone
Phone

Mobile
Mobile

Fax
Fax

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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 pictured 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

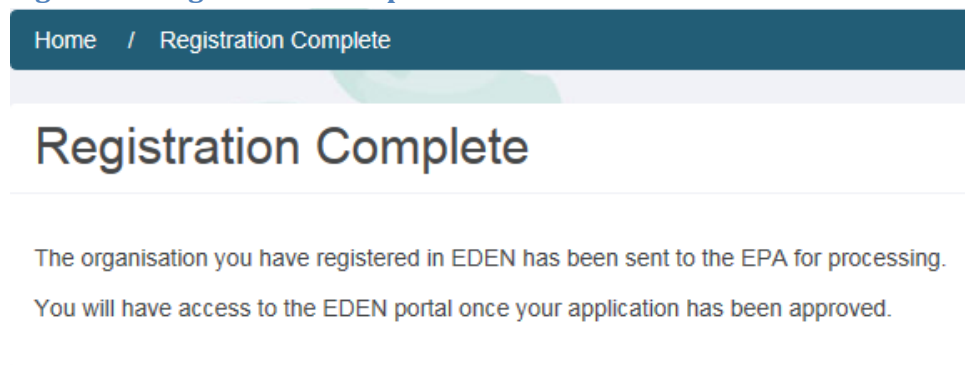
Article 27 Module	Notification of by-product decisions made by economic operators under Article 27 of the European Communities (Waste Directive) Regulations 2011
Authorisation Module	Apply for, Manage and Renew Radiological Protection Licences. Manage application/review of an IPC/IE/Waste Licence
Licensing Management Application Module	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
ODS & FGas Module	ODS&F Gas Compliance application (includes send a PAN to the EPA)
Polychlorinated Biphenyl Module	Application to allow the notification of Polychlorinated Biphenyl (PCB) holdings to the EPA
Waste Electrical and Electronic Equipment Module	Application for submission of WEEE waste management plans and reports

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

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

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

Figure 13: Registration Complete Email



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

Figure 14: New Organisation Email

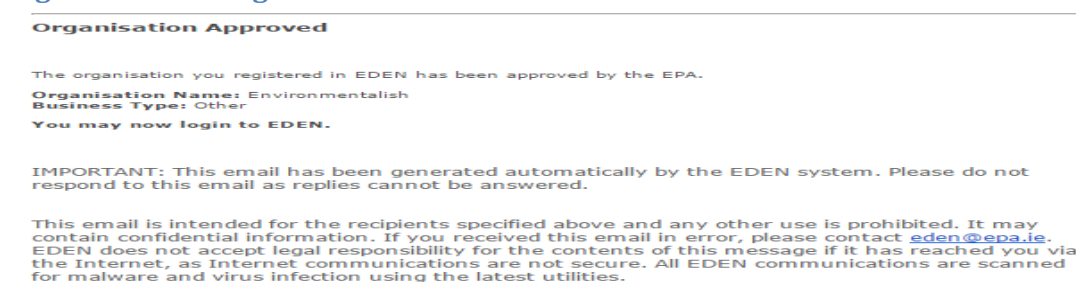
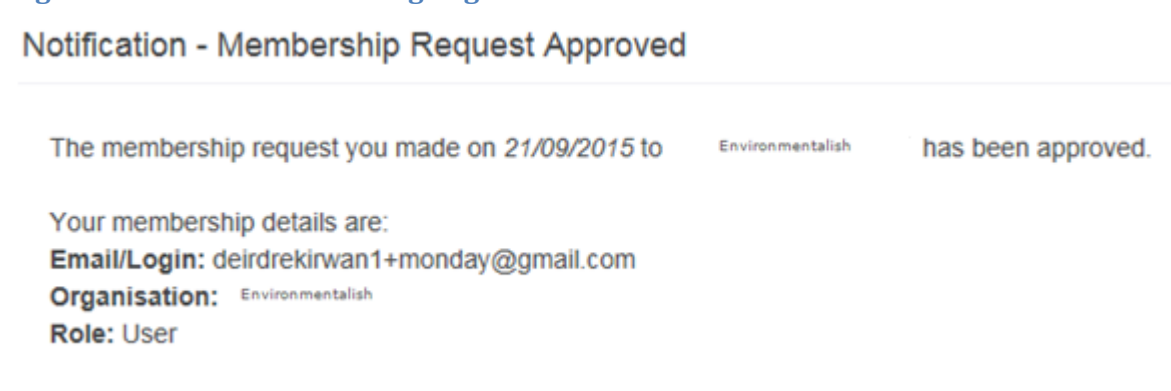


Figure 15: New User & Existing Organisation Email



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

Figure 16: WEEE Access



Click on the WEEE icon 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

The screenshot displays the WEEE submission homepage. At the top right, there is a blue header bar with a question mark icon. Below this, a table lists previous submissions. The table has four columns: Year, Submission Type, Submission Status, and Download PDF. The rows show submissions for the years 2013, 2014, 2015, 2016, and 2017, with submission types ranging from Annual Waste Report to 3 Year Waste Plan. Below the table, there is a section titled 'Current Submission:' which contains a form with fields for Year (set to 2015) and Submission Type (set to AnnualWasteReport), and a Load button. At the bottom, there are notes stating that the form is automatically saved every 15 minutes and advising users to save manually before exiting.

Year	Submission Type	Submission Status	Download PDF
2013	Annual Waste Report	Submitted	Download PDF
2014	Annual Waste Report	Submitted	Download PDF
2015	Annual Waste Report	NotSubmitted	Download PDF
2016 - 2018	3 Year Waste Plan	NotSubmitted	Download PDF
2016	Annual Waste Report	NotSubmitted	Download PDF
2017	Annual Waste Report	NotSubmitted	Download PDF

Current Submission:

Year	Submission Type	
2015	AnnualWasteReport	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.

Click 'OK' to the pop-up box which advises the user to consult with the EPA before changing any of these defaults. Some of the company details will be prepopulated so 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 in to access your submission. Make sure you save each screen as you go to ensure that all your information is saved (Further guidance on making a WEEE submission can be found on the EPA website by clicking [here](#)).