



Polychlorinated Biphenyls (PCBs)

Guidance Manual for *First Time Users* of the PCB Application 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 requirements.

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Section 1. Setting Up Company Account for Single Sign On

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 PCB Reporting System.

Figure 1 Registration

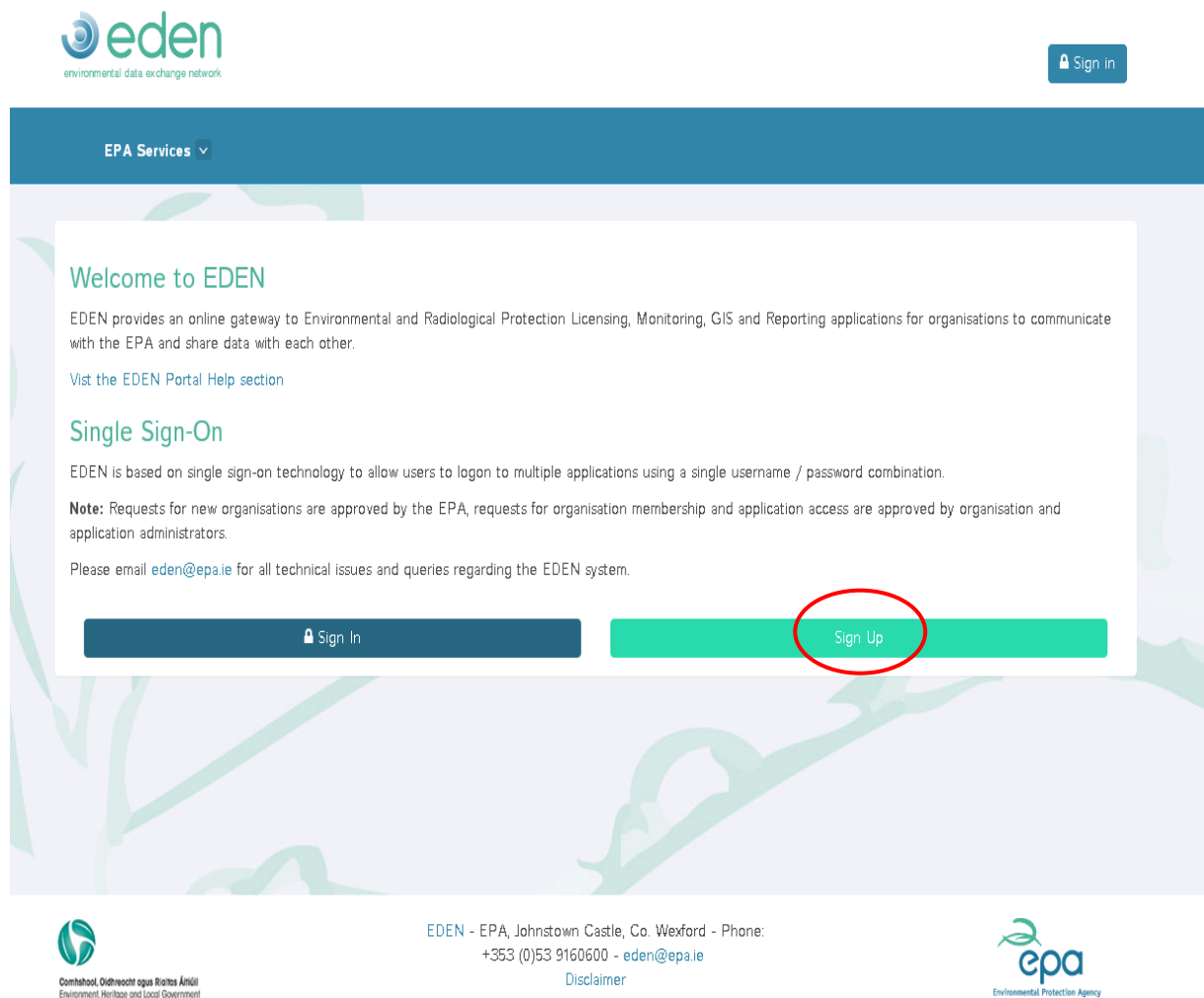


Figure 2 Create a New EDEN Account

Home / Sign Up / Local EDEN Account

Create a new EDEN Account

Sign Up Steps

So you decided to open an account with us.

Our account creation process is combined into easy steps.

1. We need to verify that your email exists, and you can access it. All of our usernames are emails, therefore in this step we check if email that you provide is not used by anyother account already, and that you have an access to it.
2. After a email verification you will be able to sign in into this site - no EDEN PORTAL access will be grathned.
3. After sign in, you will be requested to provide required user information. This will start approval workflow on our side.

Why do we split this into few steps? to block bots that will sign up for account. We know that this process will take you a little bit longer, than one form, but at the end your will be sure that only people that should have access to portal will be granted it.

Username

If you want to sign in to application using user name instead of email address, please provide value, otherwise leave it blank; You need to specify at least 8 alphanumeric characters

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 special character (&, +, %)

Confirm password

Prove you're not a robot

☐ I agree to the EPA Terms of Service and Privacy Policy.

[Privacy & Terms](#)

[Next step](#)

Please keep a note of the email address you provide during your account set up as this will be the email address that all contact between EDEN and your company will be directed to. Also keep a note of your password.

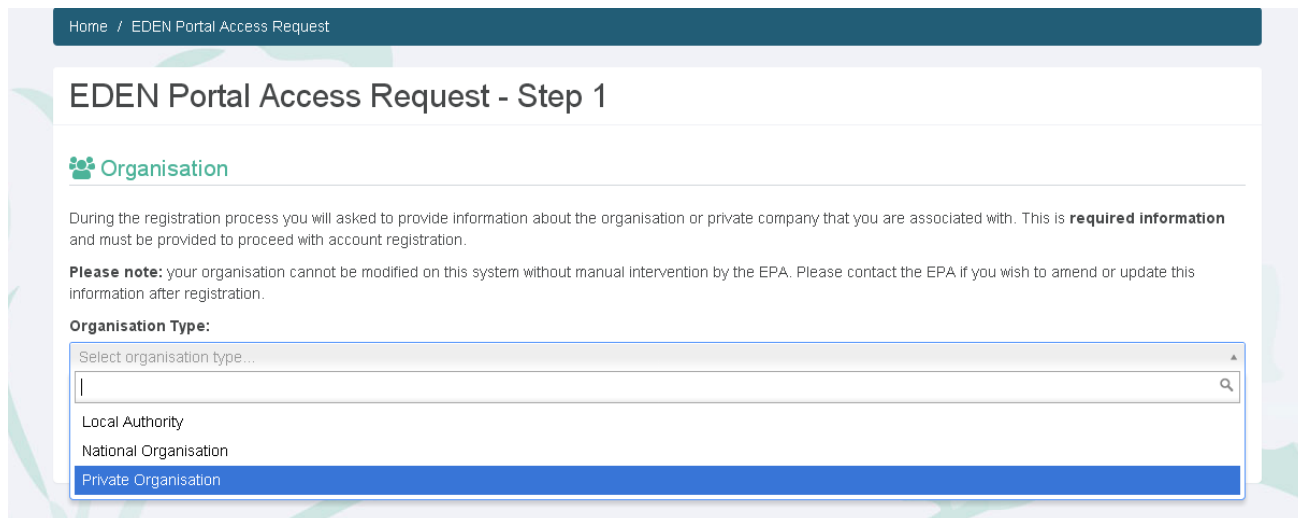
Once you have registered for your account an email will be sent to the address that you provided (see Figure 3 below). This email will contain a link that you must click to sign in to your account with the details that you have provided.

Figure 3 Email Verification



Once you have clicked on the link provided in the email you will be directed to the first step in the Portal Access Request.

Figure 4 EDEN Portal Access Request Step 1



Home / EDEN Portal Access Request

EDEN Portal Access Request - Step 1

Organisation

During the registration process you will 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 this system without manual intervention by the EPA. Please contact the EPA if you wish to amend or update this information after registration.

Organisation Type:

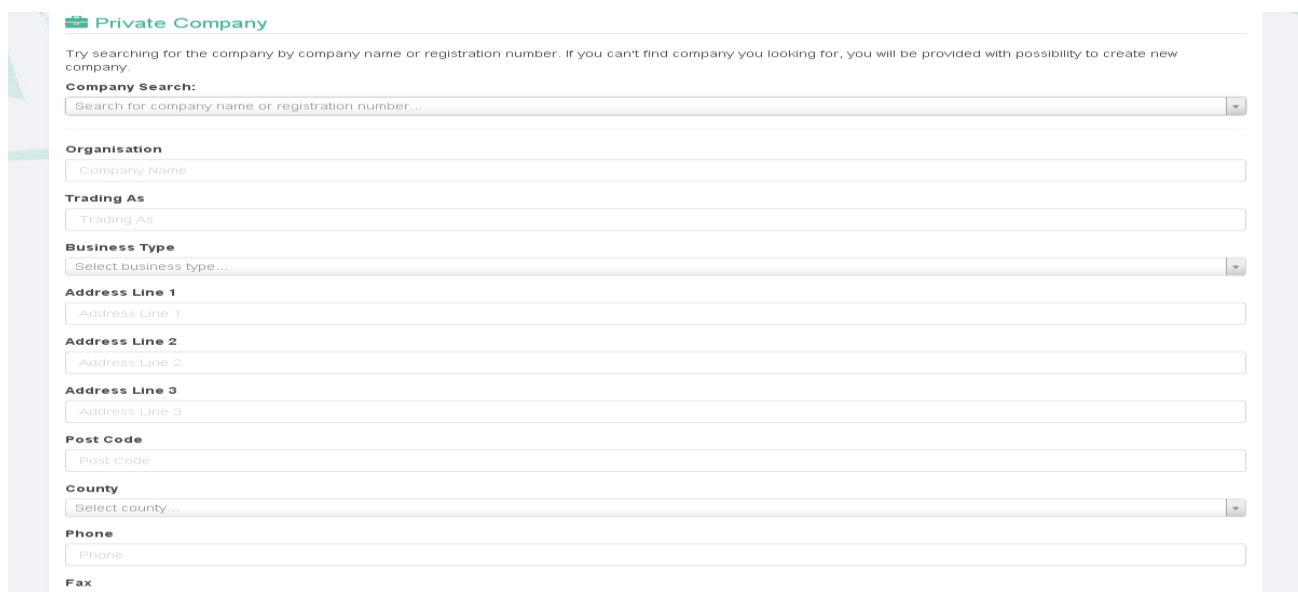
Select organisation type...

- Local Authority
- National Organisation
- Private Organisation

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 relating 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 then if you have inputted your correct company name you will see that your company name will appear with your assigned CRO number.

If you search for your company and it does not already exist on the EDEN system please ‘click to create new’. Input your details as requested (see Figure 5 below). Click ‘Next Page’ when all fields are populated.

Figure 5 Company Details



Private Company

Try searching for the company by company name or registration number. If you can't find company you looking for, you will be provided with possibility to create new company.

Company Search:

Search for company name or registration number...

Organisation

Company Name

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

Figure 6 Portal Access Request Step 2

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

Click 'Next Page' to continue.

Figure 7 EDEN Portal Access Request Step 3

EDEN Portal Access Request - Step 3

Please select application you would like to access

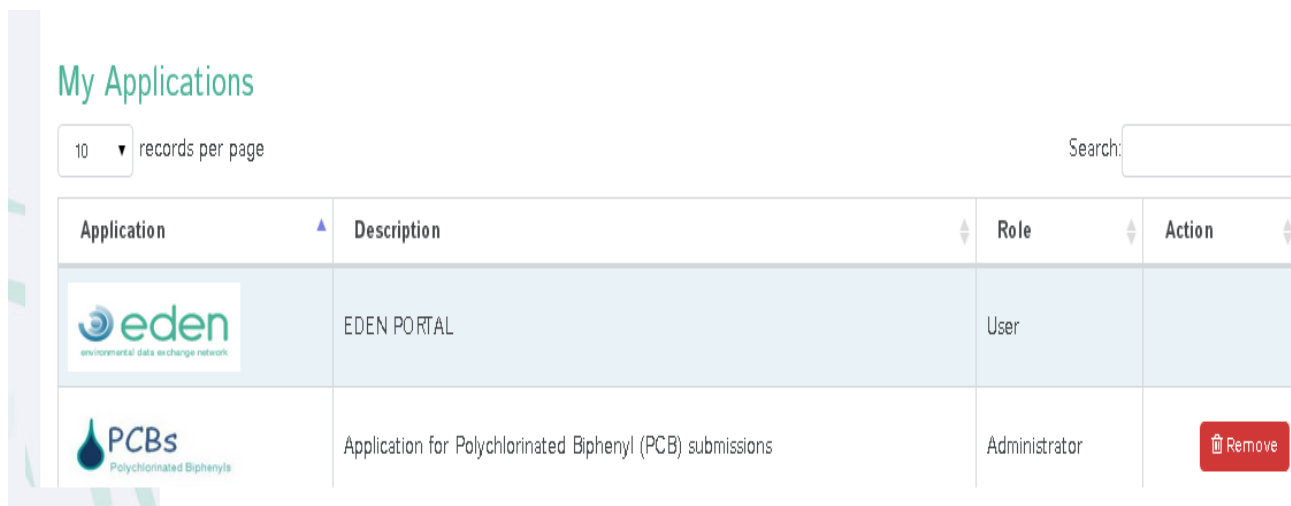
	Article27 Application
	Licensing Management Application (Licences and CoAs). Formally known as: Manage my Waste Water Discharge Authorisations: - Incident notifications to the EPA for Licences and CoA sites - View, respond to and close out actions created by the EPA for Licensees in respect of achieving compliance with Licences and CoAs
	ODS & FGas application
	Application for Polychlorinated Biphenyl (PCB) submissions
	Application for Waste Electrical and Electronic Equipment (WEEE) submissions

Previous **Submit**

Click on the PCB icon to request access to this portal. Once you have clicked the icon it will turn blue, and then click 'Submit'. Once you have done this a request will be sent to the EPA for approval. You will not have access to the portal until it is approved by the EPA.

Once the EPA has approved your request for access you will receive notification via email. Once you have been granted access you will need to Sign In to <https://www.edenireland.ie> as before. Once this is completed you will see the screen as shown in Figure 8 below.




Figure 8 My Portal Access



My Applications

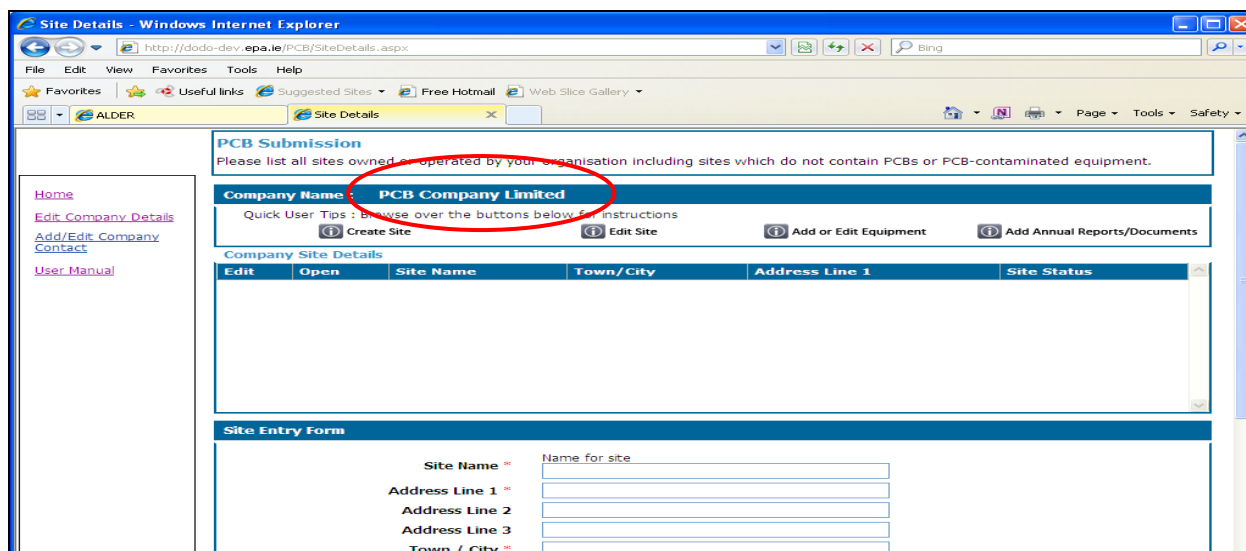
10 records per page

Search:

Application	Description	Role	Action
	EDEN PORTAL	User	
	Application for Polychlorinated Biphenyl (PCB) submissions	Administrator	

Click on the PCB icon to continue to making a submission. On Launching the PCB application you will be brought to the PCB Submission page as shown in Figure 9 below. Your company name should be displayed as shown below.

Figure 9 PCB Homepage



Site Details - Windows Internet Explorer

http://dodo-dev.epa.ie/PCB/SiteDetails.aspx





File Edit View Favorites Tools Help

ALDER Site Details

PCB Submission
Please list all sites owned or operated by your organisation including sites which do not contain PCBs or PCB-contaminated equipment.

Company Name: PCB Company Limited

Quick User Tips : Browse over the buttons below for instructions

Company Site Details

Edit	Open	Site Name	Town/City	Address Line 1	Site Status

Site Entry Form

Site Name *

Address Line 1 *

Address Line 2

Address Line 3

Town / City *

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 in order 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 PCB submission can be found on the EPA website at www.pcbs.ie).

Section 2. Adding another User to your Company Details

Once the new user has signed up to the organisation and requested access to the portal in the same way as the Organisation Administrator originally did (following steps outlined above) the Organisation Administrator (person that registered the company in the beginning) will be able to grant access as follows:

1. Sign in to the system using administrator's username and password
2. Hover your mouse over 'My Account' then click "Manage Users", circled in green below

Figure 10 Manage Users

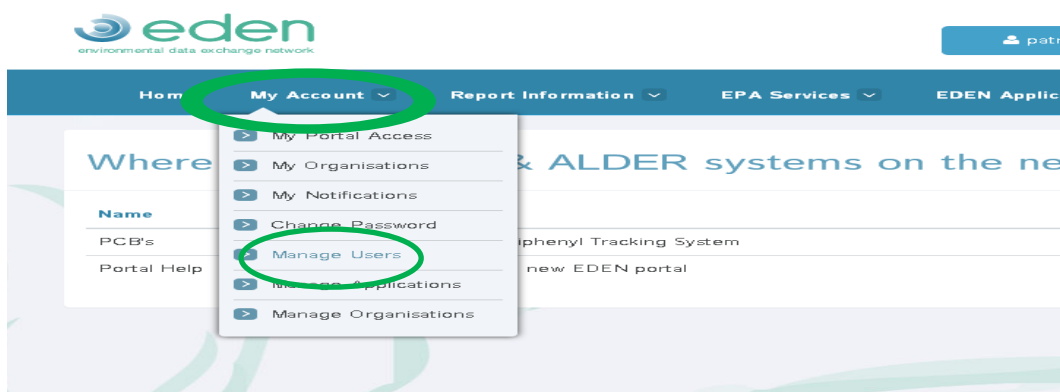
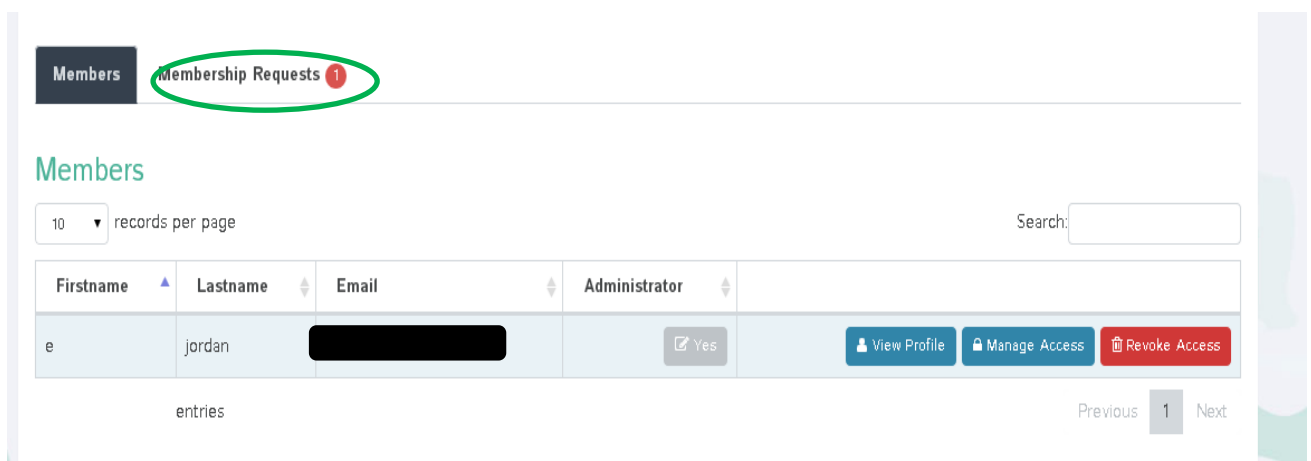


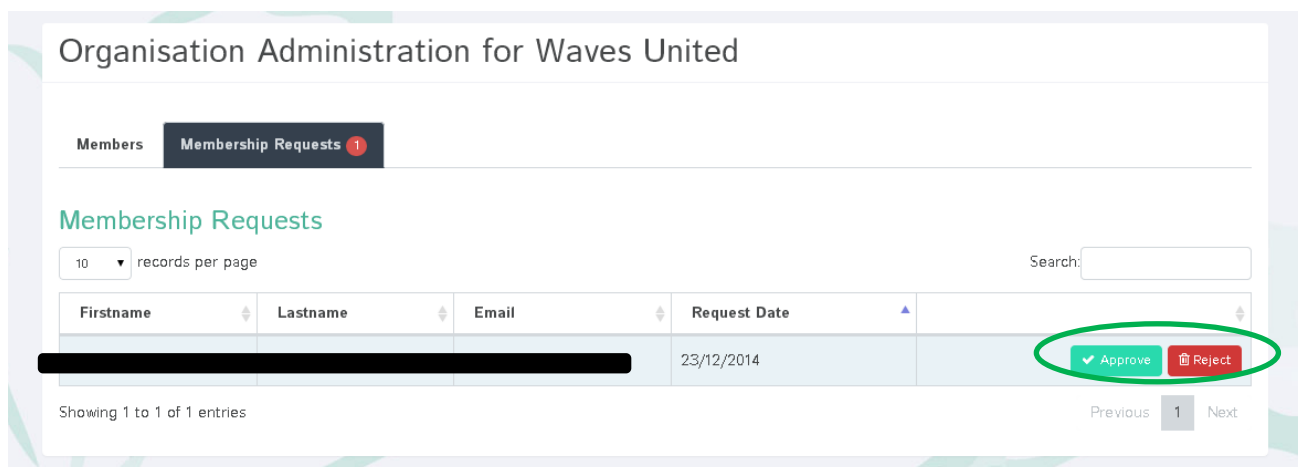
Figure 11 Process Membership Requests



3. Then click on "Membership Requests", found at the top of the screen (circled in green above)
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

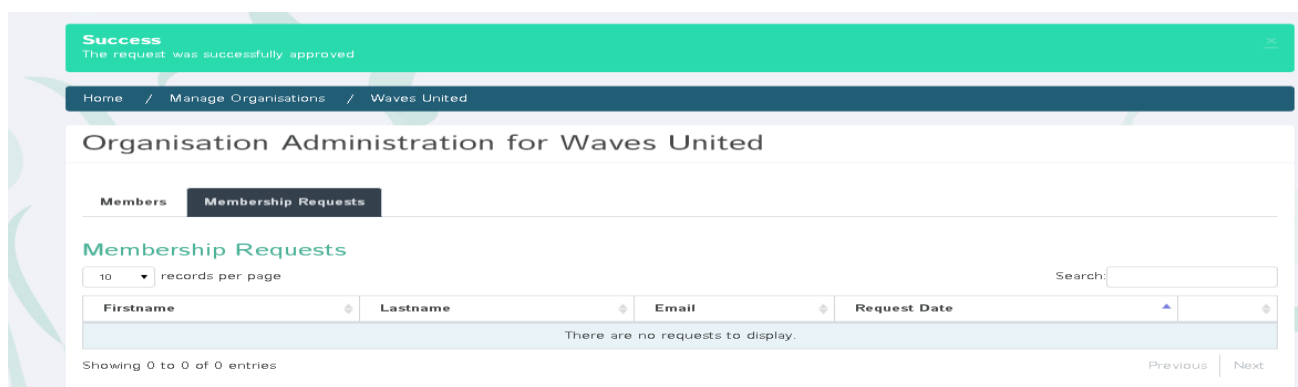
circled below in green). Once the Organisation Administrator Approves the request they will receive notification via the next screen that pops up.

Figure 12 Approve or Reject an Application



The screen below will appear once the user has been approved for this system.

Figure 13 Successful Approval Notification



5. You can then return to "My Account" and 'Manage Users' to view the newly added organisation user (circled in red below)

Figure 14 Viewing Members

Organisation Administration for Waves United

Members Membership Requests

Members

10 records per page Search:

Firstname	Lastname	Email	Administrator	
e			<input checked="" type="checkbox"/> Yes	View Profile Manage Access Revoke Access
Jane			<input type="checkbox"/> No	View Profile Manage Access Revoke Access

Showing 1 to 2 of 2 entries Previous 1 Next

Lastly the administrator will need to grant this user access to the PCB application.

For this you can hover your mouse over 'My Account' then click 'Manage Applications'. The screen as shown in Figure 15 below will appear. As you look over the available applications you will see that PCB application has 1 request beside it. Click on the 'Manage' button (circled in green below) to the left of the red 1 notification.

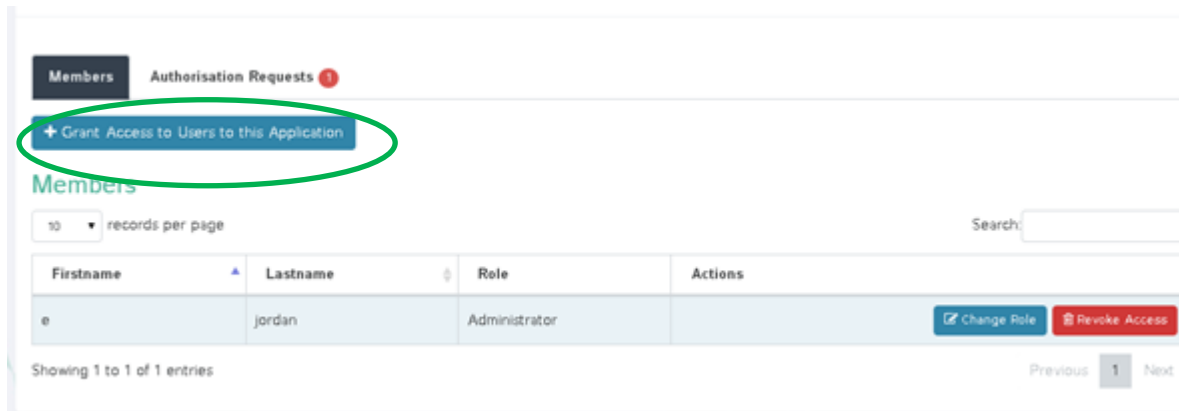
Figure 15 PCB Portal Application

10 records per page Search:

Name	Description	Number of Requests	Actions
Article27	Article27 Application	None	Manage
PCBs	Application for Polychlorinated Biphenyl (PCB) submissions	1	Manage
LMA	Licensing Management Application (Licenses 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	None	Manage
ODS & FGAs	ODS & FGAs application	None	Manage
WEEE	Application for Waste Electrical and Electronic Equipment (WEEE) submissions	None	Manage

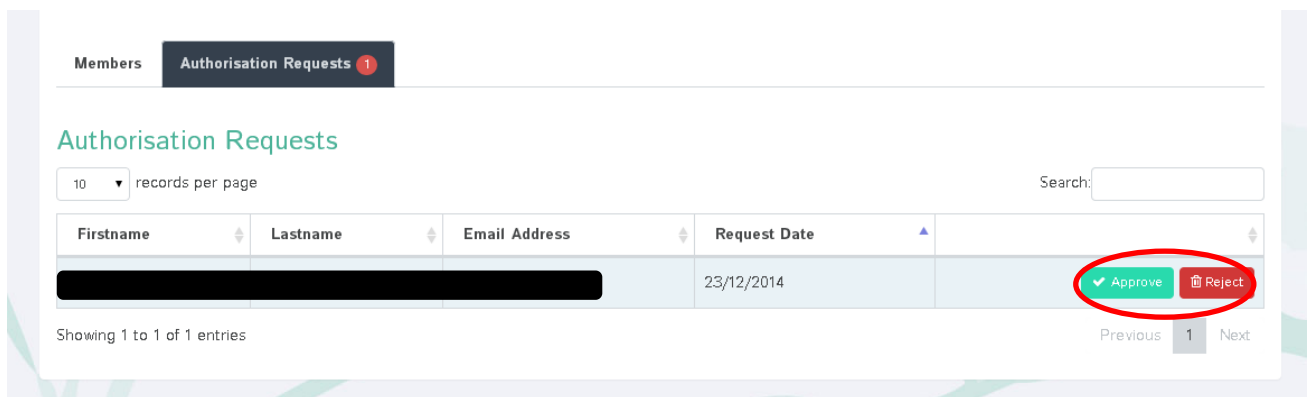
Showing 1 to 5 of 5 entries Previous 1 Next

Figure 16 Grant Access



You can grant access to the new to the PCB portal user by clicking 'Authorisation Requests' as circled in green in Figure 16 above.

Figure 17 Approving the New User



Click approve or reject (circled in red above) to grant the user access or to block access. Should you choose to grant the user access, a pop up screen will appear to show the users details and to allow you to assign them a role. You can choose to either make them the administrator of the account or to be a user. Once you have assigned the user a role your request should be successfully granted.

This new user should then be visible in the "Manage Application" screen under the PCB application and will now also have access to the PCB application.