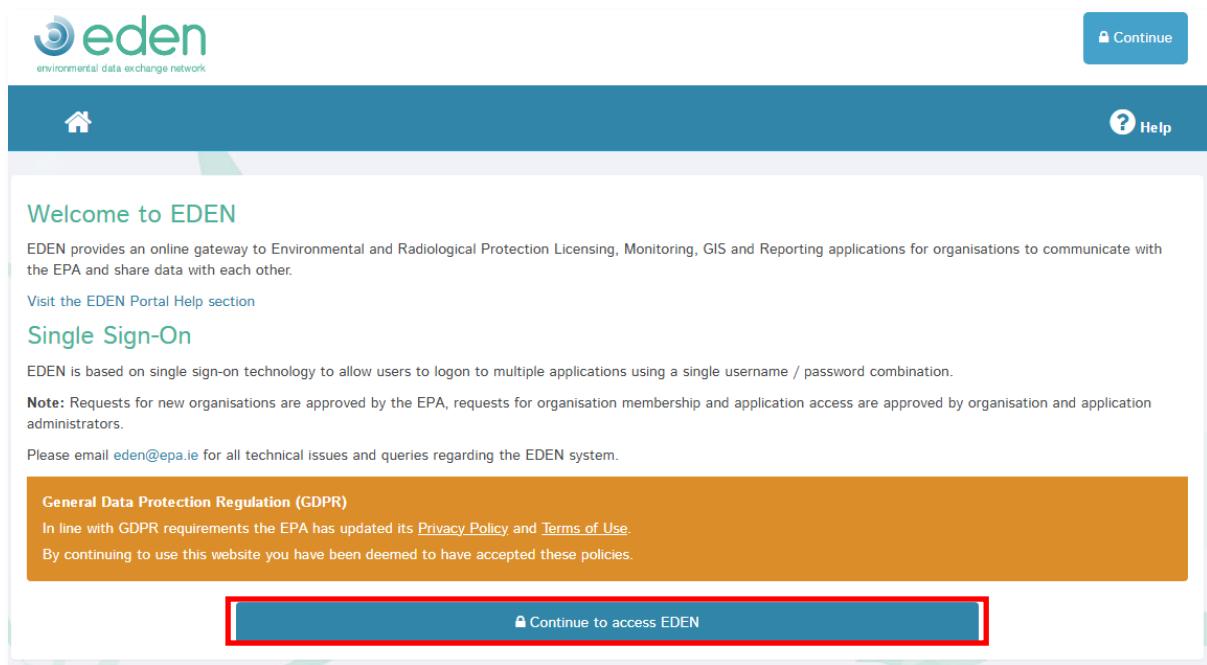
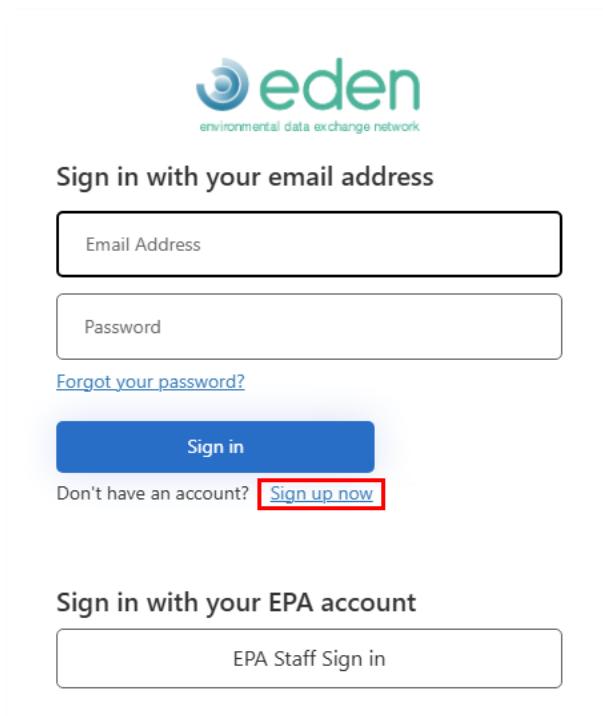


# How to Register on the EDEN Portal

1. Open the site [www.edenireland.ie](http://www.edenireland.ie)
2. Click the 'Continue to access EDEN' button.



3. Click on the 'Sign up now' link.



4. Enter your email address.
5. Click the Send verification code button.



Verification is necessary. Please click Send button.

Email Address

**Send verification code**

New Password

Confirm New Password

Display Name

I agree to the EPA Privacy and Terms of Use.

**Create**

6. Switch to your mail client to retrieve the verification code.
7. Enter the verification code.
8. Click the 'Verify code' button.



Verification code has been sent to your inbox. Please copy it to the input box below and click Verify code.

Email Address

l@gmail.com

Verification code

Verification code

**Verify code**

**Send new code**

9. Enter your password.
10. Confirm your password.

11. Enter your first name and surname in the display name field.
12. Accept the EPA Privacy and Terms of Use.
13. Click the Create button.



Cancel

E-mail address verified. You can now continue.

@gmail.com

Change e-mail

.....

.....

.....

I agree to the EPA Privacy and Terms of Use.

Create

14. Select your preferred secure authentication method, ie email or authenticator app.



Cancel

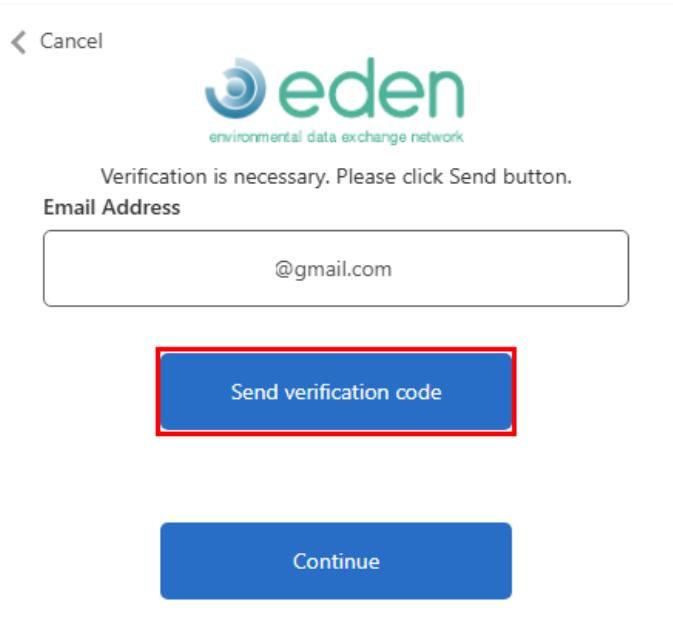
Please select your preferred secure authentication method:

Email

Authenticator App

Continue

15. Click the Continue button.
16. Click the Send verification code button.



17. Switch to your email client and copy the verification code.
18. Enter your verification code.
19. Click the Verify Code button.



20. Click the Continue button.

< Cancel



E-mail address verified. You can now continue.

Email Address

@gmail.com

**Continue**

21. Select an organisation type, ie private organisation, local authority or national organisation.
22. Enter/select the organisation name in the search field. For private organisations, if the organisation is not found, the option 'Click to create new' is displayed, proceed to step 23 otherwise skip to step 25.

## 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:

Private Organisation x ▾

### 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:

Search for company name or registration number...  
EDEN SSO Test 2  
No company found [click to create new](#)  
**Next Page**

23. Click on the option 'Click to create new'.
24. Update Organisation details.
25. Click the 'Next Page' button.
26. Enter your own contact details on Step 2.

## EDEN Portal Access Request - Step 2

Please provide contact information

### Profile

**Title**

Select title...

**First Name**

**Last Name**

**Section**

Select section...

**Position**

Select position...

**Landline**

**Mobile**

### Address

**Search Address, Full eircode...**

**Address Line 1**

**Address Line 2**

**Address Line 3**

**Town/City**

**County**

Select county...

**Eircode/Postcode**

**Country**

Select country...

**Previous**

**Next Page**

27. Click the 'Next Page' button.
28. Select a module you require access to on Step 3. Please note, access to other modules can be requested when your portal access has been approved.
29. Click the Submit button.

## EDEN Portal Access Request - Step 3

Please select application you would like to access

<b>Article 11 Module</b>	Article 11 Reporting
<b>Authorisation Module</b>	Manage existing industrial, waste, urban waste water and other licences and authorisations. Apply for new licence or authorisation
<b>BMW Module</b>	Biodegradable Municipal Waste Reporting
<b>Circular Economy Module</b>	This module facilitates: Notification of by-product materials under Regulation 27 of the European Union (Waste Directive) Regulations 2011-2020 for a determination by the Agency; Notification of end-of-waste materials under Regulation 28 of the European Union (Waste Directive) Regulations 2011-2020 for a decision on end-of-waste status by the Agency; Registration of the production of by-product materials against published criteria; and Registration of the production of end-of-waste materials against published criteria.
<b>Emissions Trading System (ETS)</b>	Apply for the relevant Authorisation under the EU Emissions Trading Scheme, upload reports and manage the enforcement process for authorised ETS permits and plans.
<b>Halon</b>	Halon Critical Use Survey Reporting
<b>Local Authority Certificates of Registration</b>	This module facilitates the management of new and existing Certificate of Registrations by local authorities.
<b>Medium Combustion Plant Module</b>	Apply for, amend and manage enforcement of Medium Combustion Plant Registrations.
<b>ODS &amp; F-gas Module</b>	ODS & F-gas Compliance module (includes send a PAN to the EPA)
<b>Persistent Organic Pollutants Notifications</b>	Persistent Organic Pollutants Notifications
<b>Polychlorinated Biphenyl Module</b>	Module to allow the notification of Polychlorinated Biphenyl (PCB) holdings to the EPA
<b>Radiation Protection Module</b>	Apply for, renew, amend and manage enforcement of Radiation Protection Authorisations.
<b>Waste Electrical and Electronic Equipment Module</b>	Module for submission of WEEE waste management plans and reports
<b>Water Abstractions Module</b>	Apply for and manage Water Abstraction registrations and licences.

[Previous](#)

[Submit](#)

30. Your registration request will then need to be approved either by the EPA for new organisation requests or a portal administrator in your organisation for existing registered organisations.

## Registration Complete

The organisation you have registered in EDEN has been sent to the EPA for processing.

You will have access to the EDEN portal once your application has been approved.