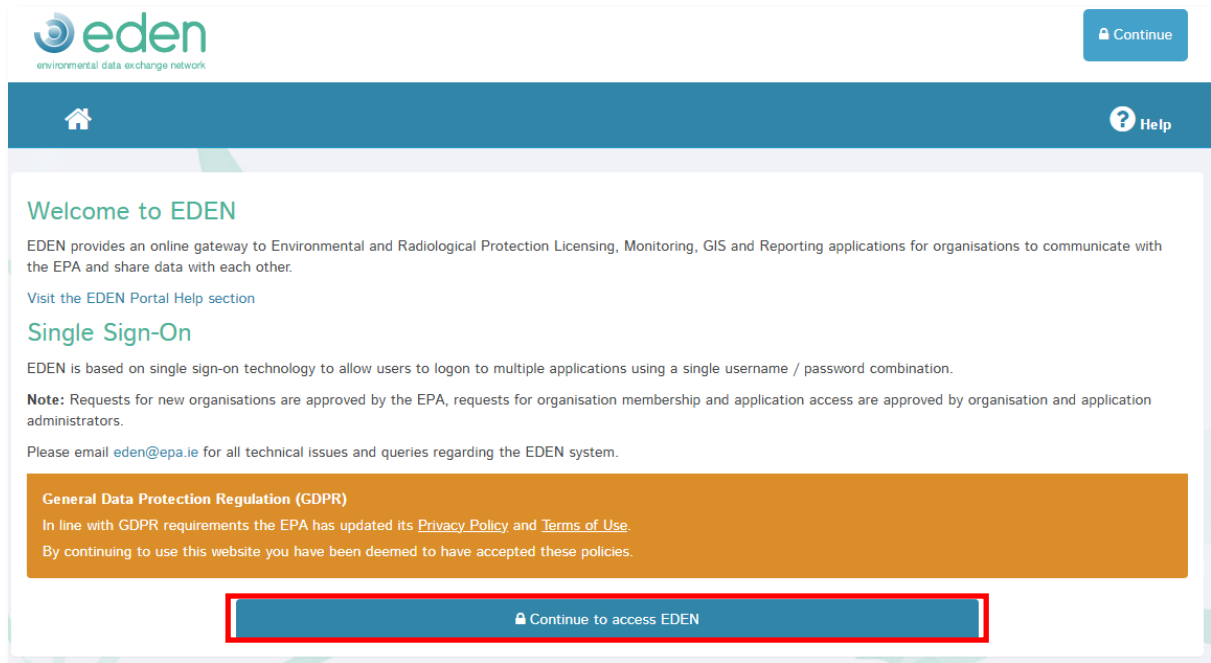


How to Register on the EDEN Portal

1. Open the site www.edenireland.ie
2. Click the 'Continue to access EDEN' button.



The screenshot shows the EDEN Portal homepage. At the top left is the EDEN logo with the text 'environmental data exchange network'. At the top right is a blue button labeled 'Continue'. Below the logo is a blue navigation bar with a home icon and a 'Help' link. The main content area has a heading 'Welcome to EDEN' followed by a paragraph explaining the portal's purpose. Below this is a link to the 'EDEN Portal Help section' and a section titled 'Single Sign-On' with a paragraph about the technology. A 'Note' section follows, explaining the approval process for new organizations. Below the note is a link to email 'eden@epa.ie' for technical issues. A large orange box contains a 'General Data Protection Regulation (GDPR)' notice. At the bottom of the page is a blue button labeled 'Continue to access EDEN', which is highlighted with a red rectangle.

Welcome to EDEN

EDEN provides an online gateway to Environmental and Radiological Protection Licensing, Monitoring, GIS and Reporting applications for organisations to communicate with the EPA and share data with each other.

[Visit the EDEN Portal Help section](#)

Single Sign-On

EDEN is based on single sign-on technology to allow users to logon to multiple applications using a single username / password combination.

Note: Requests for new organisations are approved by the EPA, requests for organisation membership and application access are approved by organisation and application administrators.

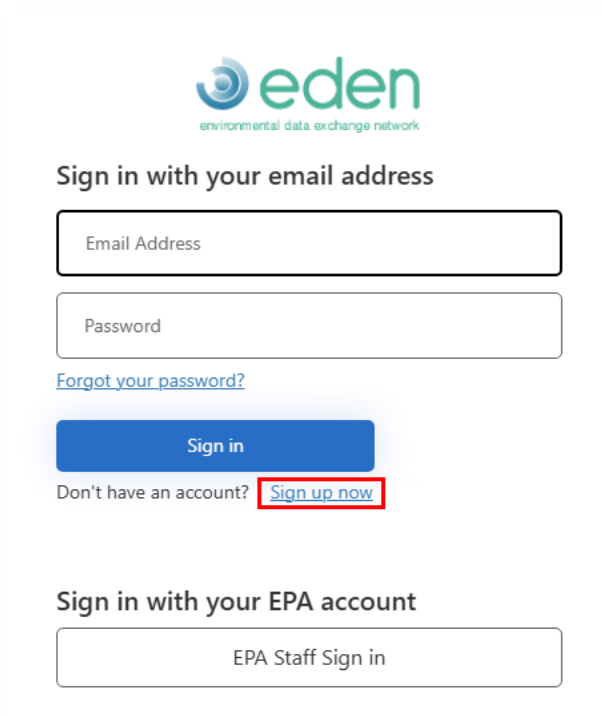
Please email eden@epa.ie for all technical issues and queries regarding the EDEN system.

General Data Protection Regulation (GDPR)

In line with GDPR requirements the EPA has updated its [Privacy Policy](#) and [Terms of Use](#).
By continuing to use this website you have been deemed to have accepted these policies.

[Continue to access EDEN](#)

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



The screenshot shows the EDEN Portal sign-in page. At the top is the EDEN logo. Below it is the heading 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. Below the password field is a link 'Forgot your password?'. There is a blue 'Sign in' button. Below the button is the text 'Don't have an account?' followed by a link 'Sign up now', which is highlighted with a red rectangle. At the bottom is a section titled 'Sign in with your EPA account' with an 'EPA Staff Sign in' button.

Sign in with your email address

Email Address

Password

[Forgot your password?](#)

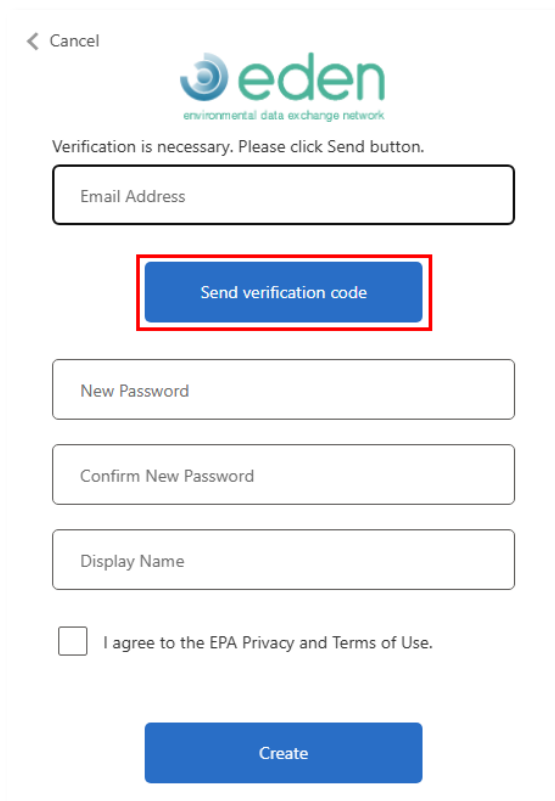
[Sign in](#)

Don't have an account? [Sign up now](#)


Sign in with your EPA account

EPA Staff Sign in

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



< Cancel


eden
environmental data exchange network

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.



< Cancel


eden
environmental data exchange network

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

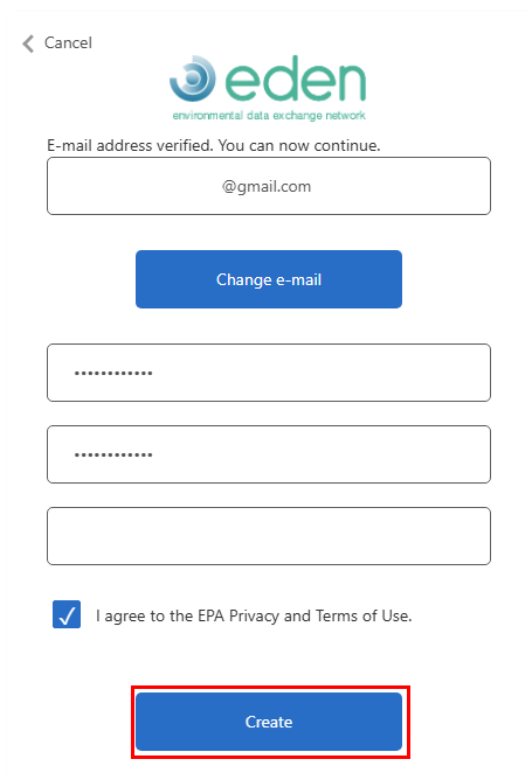
Verification code

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


environmental data exchange network

E-mail address verified. You can now continue.

@gmail.com

Change e-mail

.....

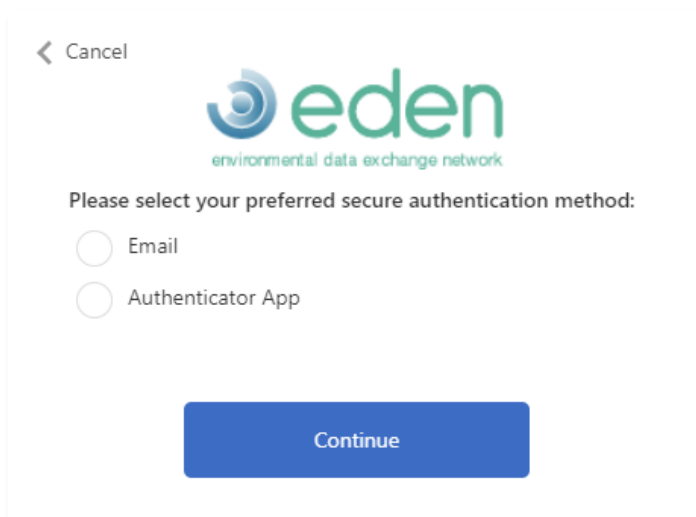
.....

.....


☒ I agree to the EPA Privacy and Terms of Use.

Create

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



< Cancel


environmental data exchange network

Please select your preferred secure authentication method:


☐ Email

☐ Authenticator App

Continue

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

< Cancel



Verification is necessary. Please click Send button.


Email Address

Send verification code

Continue

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

< Cancel



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

Email Address

Verification code

Verify code Send new code

Continue

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

 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 you own contact details on Step 2.

EDEN Portal Access Request - Step 2

Please provide contact information

Profile

Title

First Name

Last Name

Section

Position

Landline

Mobile

Address



Address Line 1

Address Line 2

Address Line 3

Town/City

County

Eircode/Postcode

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

Article 11 Module	Article 11 Reporting
Authorisation Module	Manage existing industrial, waste, urban waste water and other licences and authorisations. Apply for new licence or authorisation
BMW Module	Biodegradable Municipal Waste Reporting
Circular Economy Module	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.
Emissions Trading System (ETS)	Apply for the relevant Authorisation under the EU Emissions Trading Scheme, upload reports and manage the enforcement process for authorised ETS permits and plans.
Halon	Halon Critical Use Survey Reporting
Local Authority Certificates of Registration	This module facilitates the management of new and existing Certificate of Registrations by local authorities.
Medium Combustion Plant Module	Apply for, amend and manage enforcement of Medium Combustion Plant Registrations.
ODS & F-gas Module	ODS & F-gas Compliance module (includes send a PAN to the EPA)
Persistent Organic Pollutants Notifications	Persistent Organic Pollutants Notifications
Polychlorinated Biphenyl Module	Module to allow the notification of Polychlorinated Biphenyl (PCB) holdings to the EPA
Radiation Protection Module	Apply for, renew, amend and manage enforcement of Radiation Protection Authorisations.
Waste Electrical and Electronic Equipment Module	Module for submission of WEEE waste management plans and reports
Water Abstractions Module	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.