

Accessing EDEN Portal

New users, read below p1- 9

OR

Existing users, see p10-16

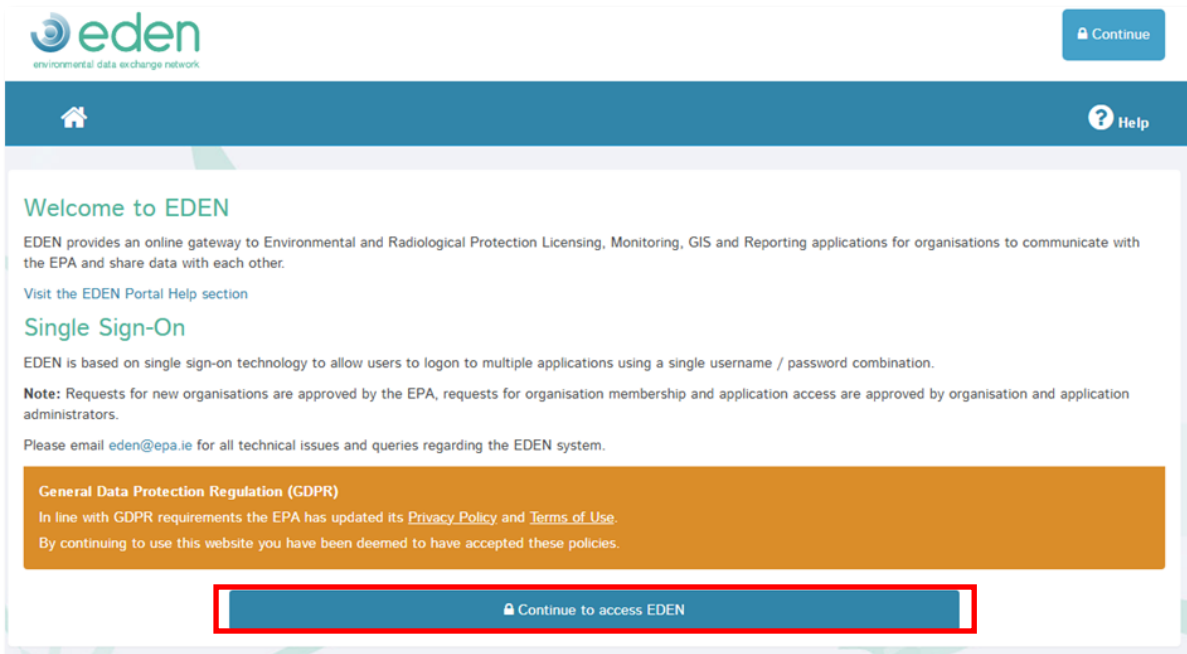
You can also refer to the [Existing Users video](#) on EPA's youtube.

New Users: How to Register on the EDEN Portal

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

How to Register on the EDEN Portal


1. Open the site 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.

< Cancel


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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

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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

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E-mail address verified. You can now continue.

@gmail.com

Change e-mail

.....

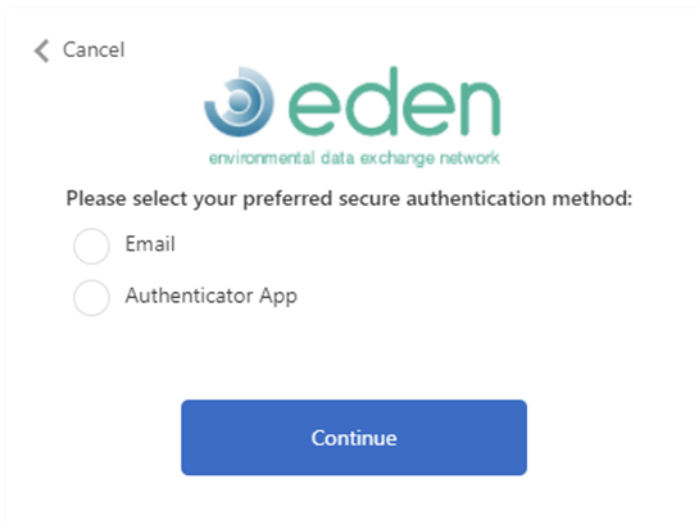
.....

.....

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

Create

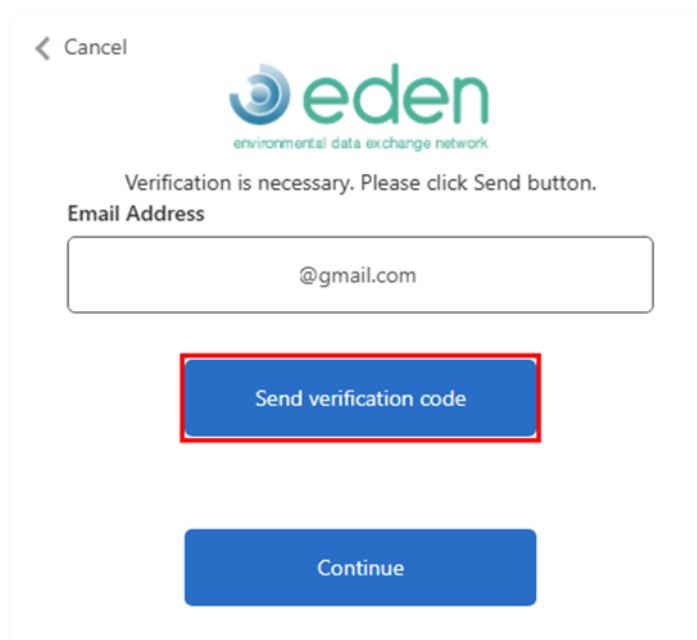
14. Select your preferred secure authentication method, ie email or authenticator app.



This is a mobile application screen for the Eden Environmental Data Exchange Network. At the top left is a back arrow and the word "Cancel". In the center is the Eden logo, which consists of a stylized blue circular icon followed by the word "eden" in green, with "environmental data exchange network" in smaller green text below it. Below the logo, the text "Please select your preferred secure authentication method:" is displayed. There are two radio button options: "Email" and "Authenticator App". At the bottom center is a blue button with the text "Continue".

15. Click the Continue button.

16. Click the Send verification code button.



This is a mobile application screen for the Eden Environmental Data Exchange Network, showing the verification step. At the top left is a back arrow and the word "Cancel". In the center is the Eden logo. Below the logo, the text "Verification is necessary. Please click Send button." is displayed. Below this is the label "Email Address" followed by a text input field containing "@gmail.com". Below the input field is a blue button with the text "Send verification code", which is highlighted with a red rectangular border. At the bottom center is a blue button with the text "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

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

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

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

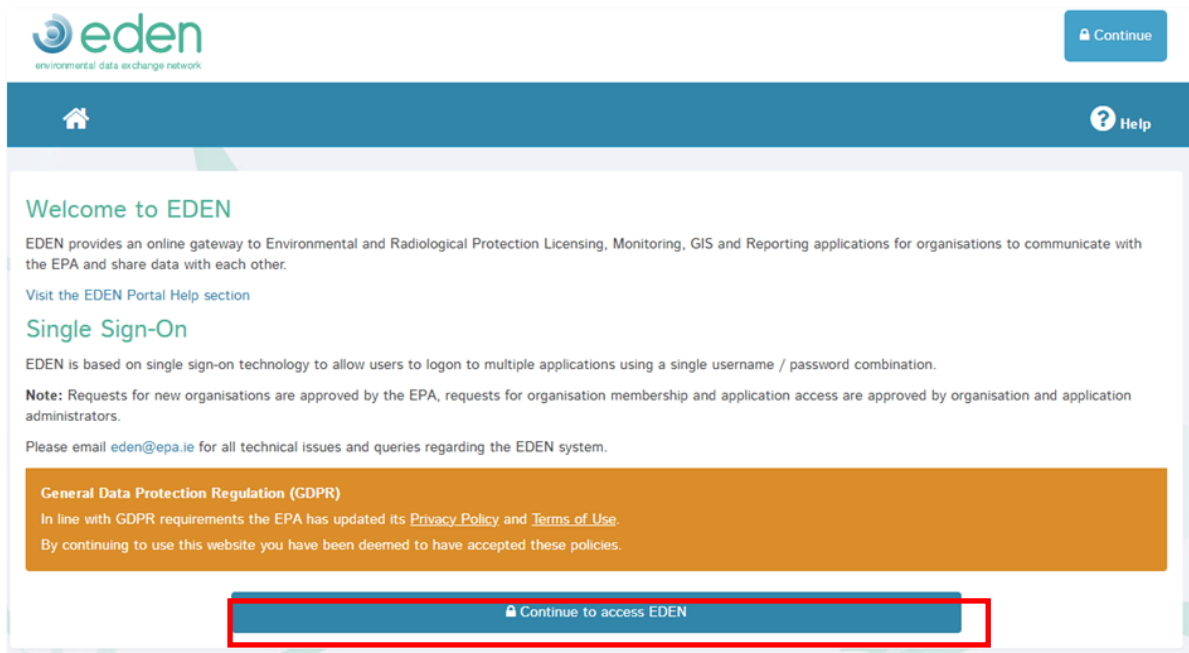
The organisation you have registered in EDEN has been sent to the EPA for processing.

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


Existing Users:

How to Verify Your Authentication Method for the First Time

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



3. Click on the 'Forgot your password' link.



environmental data exchange network

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



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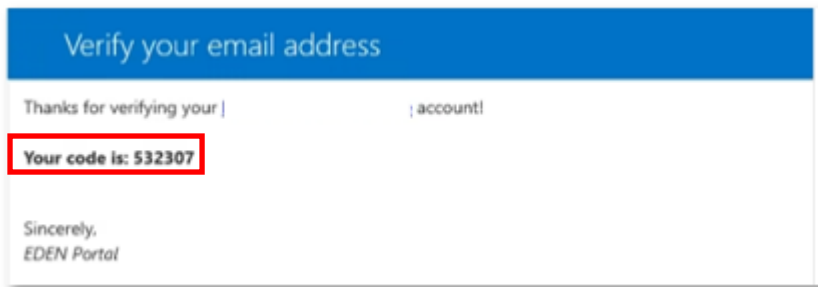
Verification is necessary. Please click Send button.

Email Address

Send verification code

Continue

6. Switch to your mail client and retrieve the verification code.



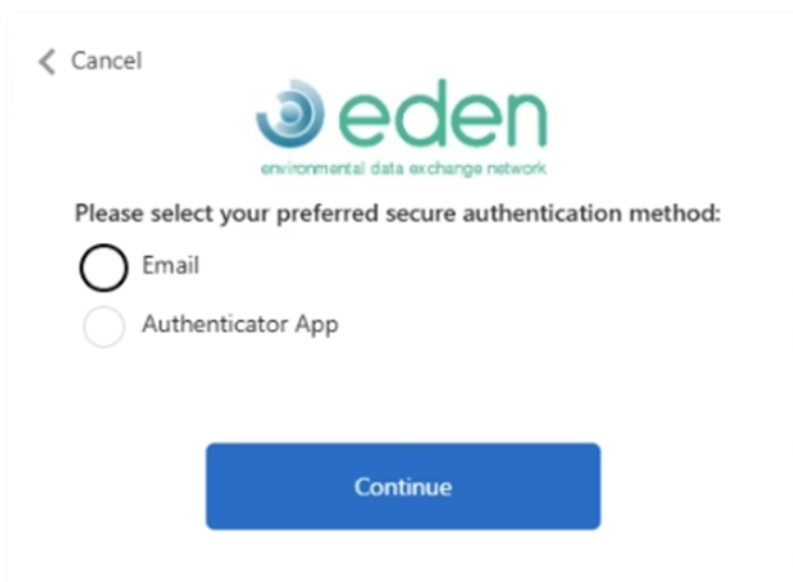
7. Switch back to the portal.
8. Enter the code in the portal.



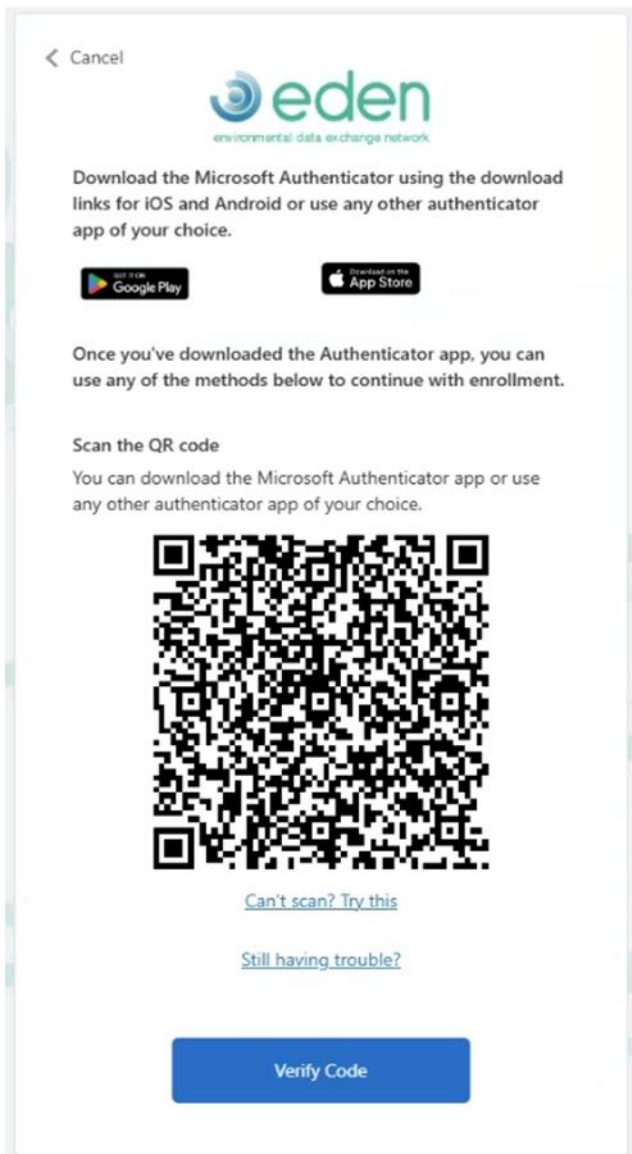
9. Click the 'Verify code' button.
10. Click the Continue button.



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



- 11.1. If you select the authenticator app:
 - 11.1.1. Open the app on your phone.
 - 11.1.2. Scan the QR code shown in the portal.



11.1.3. Switch back to the portal.


11.1.4. Click the Verify code button.

11.2. If you select email:

11.2.1. Switch back to your mail client and retrieve the 6 digit code.

12. Enter the 6 digit code from the authenticator app or email notification.

13. Click the Verify code button.



< Cancel

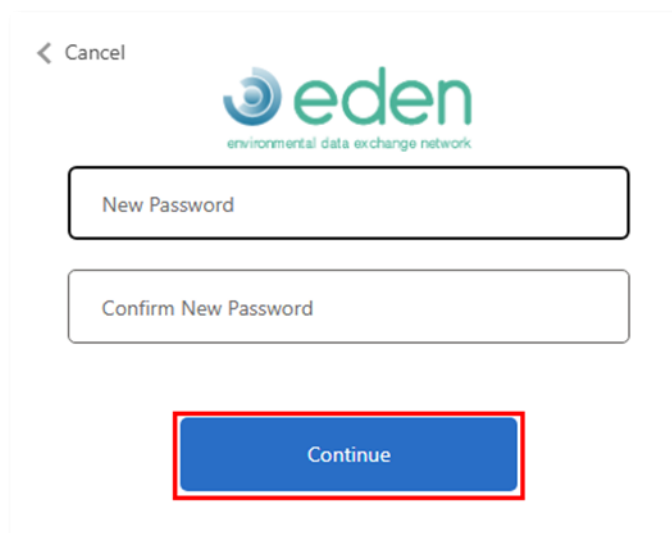

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Verification code has been sent to your inbox. Please copy it to the input box below and click Verify code.


Email Address

Verification code

14. Click the continue button.
15. Enter your New Password.
16. Confirm your New Password.
17. Click the Continue button.

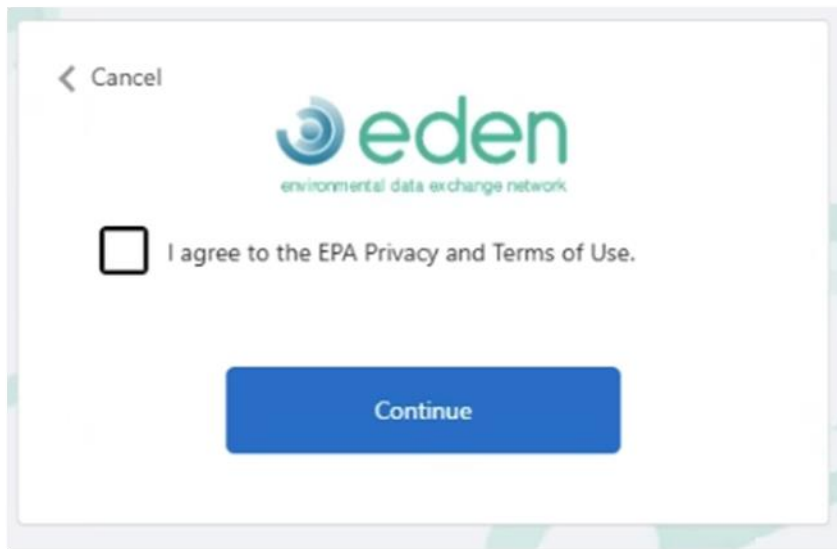


< Cancel


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18. You will then be logged into the portal.

19. Open one of your modules and you will be directed to sign back into the portal.
20. Enter your login credentials to sign in.
21. Tick the checkbox to agree to the EPA privacy and terms of use.



22. Click the Continue button and you will be logged into the portal.