

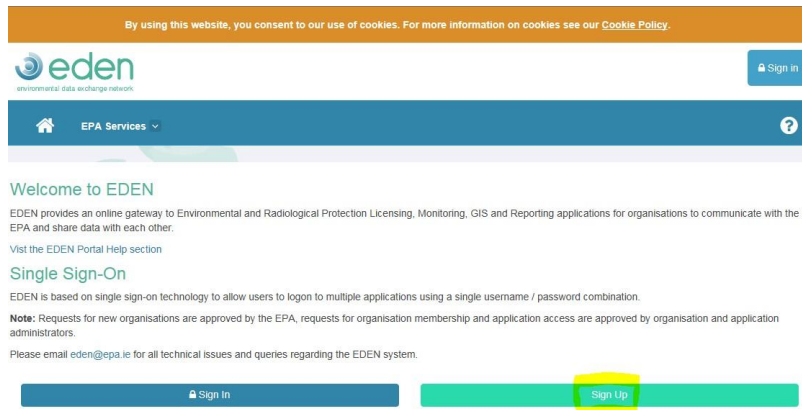
How to Register for EDEN

Sign Up - https://www.edenireland.ie	2
Create an EDEN account	2
Organisation Selection	4
Step 1 – National Organisation or Local Authority selected	4
Step 1 – Private Organisation selected	5
Step 2 – Enter your Contact Information	7
Step 3 – Select the Module you would like access to	7
Registration Complete	8

How to Register for EDEN

Sign Up - <https://www.edenireland.ie>

Select Sign Up on the screen shown below



Create an EDEN account

Enter your email address, a password, enter the Captcha and agree to the Terms of Service/Privacy Policy in order to register for an EDEN account

Home / Sign Up / Local EDEN Account

Create a new EDEN Account

Sign Up Steps

Our account creation process is combined into easy steps.

1. We need to verify that your email address exists, and you can access it. Our usernames are email addresses, so in this step we check the email address you have provided is not already used by another account, and that you can access it.
2. After you complete the information on this page, you will be able to sign in to the site once you have verified your email address by following instructions in the email you will receive from us.
3. Once your email address is verified, you will be requested to provide required user information e.g. organisation details, contact details. This will start the approval process on our side.

Why do we split this into few steps? Mainly to block "bots" or malicious attempts to sign up for accounts. We know that this process will take you slightly longer to complete but it helps ensure portal access is only granted to those that need it.

Username

If you would prefer to sign in to EDEN with a user name instead of an email address, please provide a user name here of at least 8 alphanumeric characters, otherwise leave it blank.

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

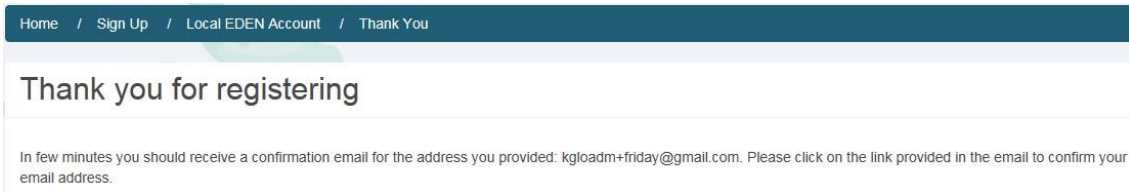
Prove you're not a robot

[Privacy & Terms](#)

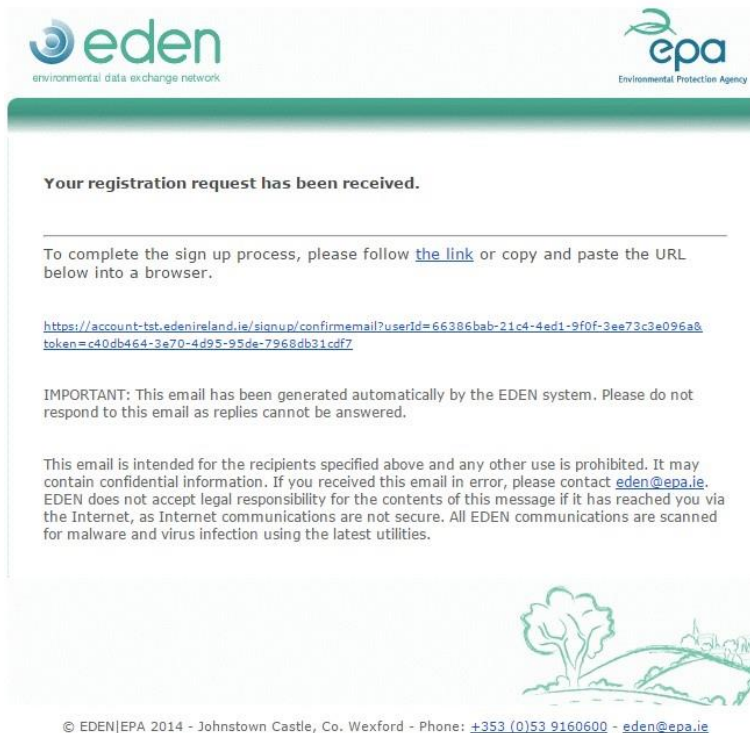
I agree to the EPA Terms of Service and Privacy Policy.

Check your email as you will have received an email from EDENSystem with a link that you click to verify your email. We do this to ensure your email address is valid.

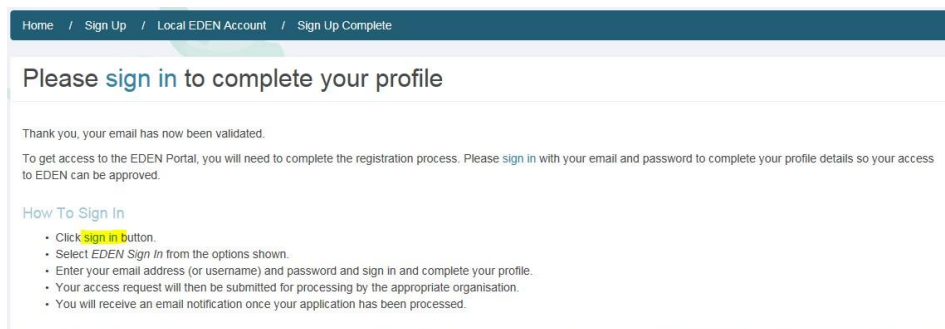
How to Register for EDEN



The email you receive will look like this:



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



Select **EDEN Sign In** from the next screen, then enter your username or email address and password as shown below and press **Sign In**

How to Register for EDEN



Sign in with your EDEN account

Sign In

[Forgot Password](#)

Use your EDEN username or email address to Sign In.

Organisation Selection

Next select what type of Organisation you belong to from the drop down shown on screen:

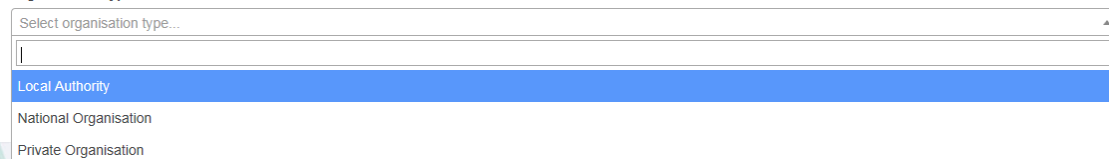
EDEN Portal Access Request - Step 1

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:



Select organisation type...

- Local Authority
- National Organisation
- Private Organisation

- Local Authority e.g. Carlow County Council
- National Organisation e.g. Department of Environment
- Or Private Organisation.

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.

New Local Authorities and National Organisations are set up by the EPA.

Step 1 – National Organisation or Local Authority selected

You will be shown the organisation details of the organisation you've selected and click **Next Page** to enter your [contact details](#).

How to Register for EDEN

Step 1 – Private Organisation selected

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:

Next Page

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.

Company Search:

environ

- Advanced Environmental Solutions (Ireland) Limited - 224173
- AMBERLEY QUALITY & ENVIRONMENTAL SERVICES LIMITED - 361460
- CLW Environmental Planners Limited
- Cuthbert Environmental**
- ENVIRON
- Environmental Efficiency Ltd

Disclaimer

You will be shown the organisation details of the organisation you've selected and click **Next Page** to enter your [contact details](#).

If your organisation does not exist, then use the **Click to Create New** option to register your organisations details from scratch

Company Search:

environmentalst

No company found. click to create new

Next Page

How to Register for EDEN

Organisation

Environmentalsh

Trading As

Website

Registration Number

Registered Address

Address Line 1

Address Line 2

Address Line 3

Town/City

County

Eircode/Postcode

Country

Phone

Fax

Organisation Address

Is the Organisation Address the same as the Registered Address?

Address Line 1

Address Line 2

Address Line 3

Town/City

County

Eircode/Postcode

Country

Phone

Fax

Next Page

Click Next Page to enter your own contact details. Any errors or missing information will be highlighted to you when you click Next Page, similar to this screenshot

Please fix all validation errors

- Company address line 1 is required
- Company county is required
- Company phone is required
- Company business type is required

How to Register for EDEN

Step 2 – Enter your Contact Information

EDEN Portal Access Request - Step 2

Please provide contact information

Profile

Title

First Name

Last Name

Section

Position

Address

Address Line 1

Address Line 2

Address Line 3

Town/City

County

Eircode/Postcode

Country

Landline

Mobile

Fax

Enter your contact information and select Next Page. Any errors or missing information will be highlighted to you when you click Next Page.

Step 3 – Select the Module you would like access to:

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/E/Waste Licence
Licensing Management Application Module	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
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

The modules available to select will depend on the organisation type you selected at the start. Select the module you would like access to and click Submit.

How to Register for EDEN

Registration Complete

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 be sent to an administrator of that organisation.

Home / Registration Complete

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.

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 and you can now log in and use EDEN.

New Organisation

Organisation Approved

The organisation you registered in EDEN has been approved by the EPA.

Organisation Name: Environmentalish
Business Type: Other

You may now login to EDEN.

IMPORTANT: This email has been generated automatically by the EDEN system. Please do not respond to this email as replies cannot be answered.

This email is intended for the recipients specified above and any other use is prohibited. It may contain confidential information. If you received this email in error, please contact eden@epa.ie. EDEN does not accept legal responsibility for the contents of this message if it has reached you via the Internet, as Internet communications are not secure. All EDEN communications are scanned for malware and virus infection using the latest utilities.

New User & existing organisation

Notification - Membership Request Approved

The membership request you made on 21/09/2015 to Cavan County Council has been approved.

Your membership details are:

Email/Login: deirdrekirwan1+monday@gmail.com

Organisation: Cavan County Council

Role: User