INSTRUCTION SHEET FOR CREATING LOGIN CREDENTIAL ON THE E-WASTE PORTAL AS A PRODUCER

(Under E-Waste (Management) Rules, 2022)

Central Pollution Control Board (CPCB)

Steps required for generation of login credential

Step 1
Initiate the Signup Process:

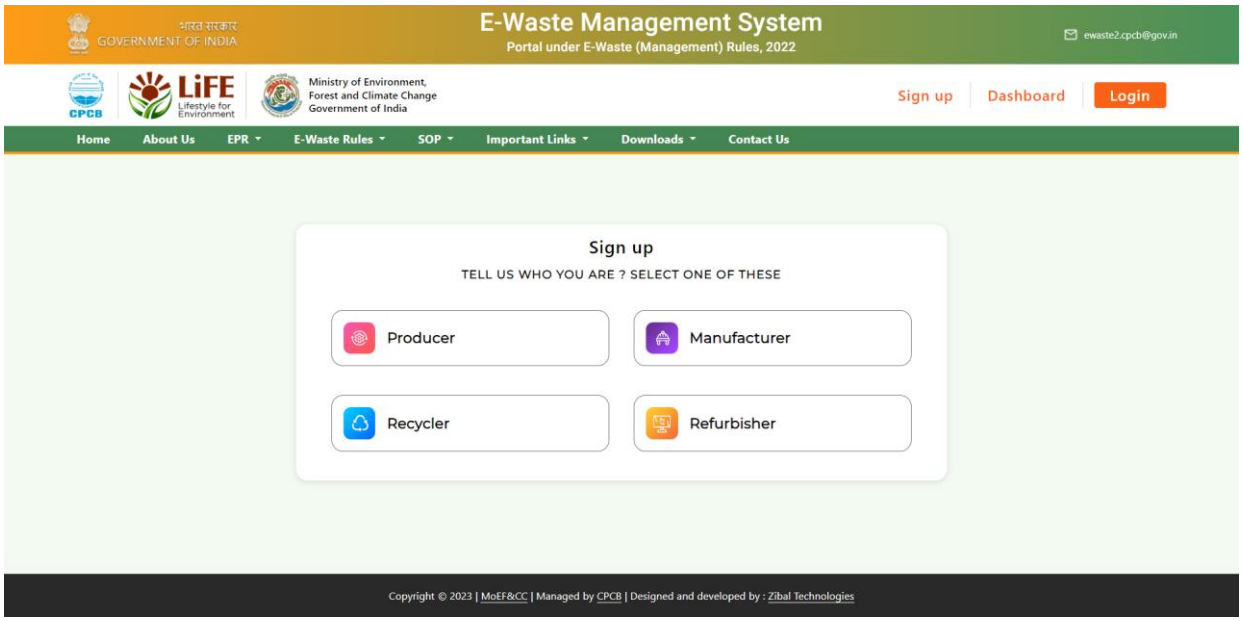
From the home page of the e-waste management portal, locate and click on the "Signup" option.



(Figure 1)

Step 2
Select Producer Option:

Once on the signup page, look for the section mentioning different account types. Click on the "Producer" option.



(Figure 2)

Step 3

Fill in Producer Signup Form

Step 3.A After selecting the "Producer" option, you will be directed to the Producer Signup page.

- **On the Producer page, Registration Page the first step involves selecting the type of producer.**
  - **If you have previously obtained EPR (Extended Producer Responsibility) Authorization from CPCB (Central Pollution Control Board), select "Yes."**
  - **If "Yes" is selected**
  - **Enter the EPR Authorization number in the provided field**
  - **Click on "Save and Next" to proceed**
  - **If you have not obtained EPR Authorization from CPCB, select "No."**
  - **If "No" is selected: Click on "Save and Next" to continue**



(Figure 3)

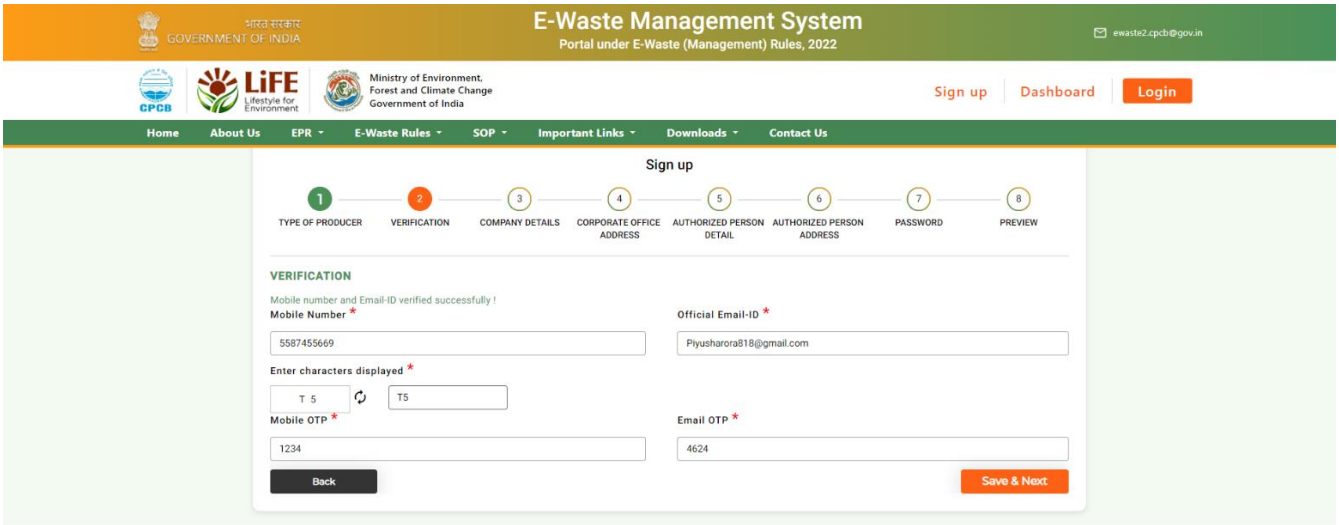


(Figure 4)

Step 3.B

❖ **Mobile Number and Email Verification**

- **The next step involves verifying your mobile number and official email ID**
- **Follow the instructions to verify both your mobile number and official email ID to proceed**



(Figure 5)

Step 3.C

❖ **Company Details Verification:**

- **Company Name:** Provide the company name according to the trade name registered in the GST (Goods and Services Tax).
- **Legal Name:** Enter the legal name of the company as per the GST registration details.
- **Landline Number (Optional):** If available, input the landline number associated with the company. This field is optional.
- **CIN Number:** Fill in the Corporate Identification Number (CIN) in the specified format: 'L17110MH1973PLC019786'.
- **GST Number:** Enter the Goods and Services Tax (GST) number as registered: '22AAAAA0000A1Z5'.
- **IEC Number (If Available):** If applicable and available, input the Import Export Code (IEC) number associated with the company.

Review all the entered details for accuracy and completeness.

Ensure all mandatory fields are appropriately filled.

Click on "Save" or the relevant button to proceed to the next step.



(Figure 6)

Step 3.D

❖ **Corporate Office Address Details**

- **Address Line 1 (Mandatory**): Enter the primary address of the corporate office in the first address line. This field is mandatory
- **Address Line 2 (Optional):** If applicable, provide additional address details, such as suite number, floor, or building details, in the optional second address line
- **City of the Office:** Specify the city where the corporate office is located
- **State of the Office:** Select or input the state where the corporate office is situated
- **District:** Enter the district or region within the state where the corporate office is situated
- **PIN Code:** Provide the PIN code associated with the corporate office's location

Review all entered corporate office address details for accuracy and completeness.

Ensure the mandatory fields are appropriately filled.

Click on "Save" or the relevant button to proceed to the next phase of the signup process.



(Figure 7)

Step 3.E

❖ **Authorized Person Details:**

- **Name of the Authorized Person:** Enter the full name of the authorized person associated with the company
- **Mobile Number:** Provide the mobile number of the authorized person
- **PAN Number (Permanent Account Number):** Input the PAN number of the authorized person as per official documentation
- **Email ID:** Enter the email address of the authorized person



(Figure 8)

Step 3.F

❖ **Authorized Person Address:**

- **Address Line 1 (Mandatory):** Enter the primary address of the authorized person in the first address line. This field is mandatory.
- **Address Line 2 (Optional):** If applicable, provide additional address details in the optional second address line.
- **City of the Authorized Person:** Specify the city where the authorized person resides.
- **State of the Authorized Person:** Select or input the state where the authorized person's address is located.
- **District of the Authorized Person:** Enter the district or region within the state where the authorized person's address is situated.
- **PIN Code of the Authorized Person:** Provide the PIN code associated with the authorized person's address.



(Figure 9)

Step 3.G

❖ **Create Password:**

After entering all required details, you will be prompted to create a password adhering to the suggested format:

Input the newly created password in the designated field.
Confirm the same password in a separate field to ensure accuracy.

- **Conditions for creating strong password creation:**

The password must be between 8 and 10 characters.



(Figure 10)

It should contain at least one uppercase letter (A-Z), one lowercase letter (a-z), one numerical digit (0-9), and one special character (e.g., !, @, $, %, &).

Step 3.H

❖ **Producer Signup and Review Process:**

- **Preview Details:**

Once the password is set, User will be directed by clicking on save and next to preview page. On this page, review all the entered details in a preview form to ensure accuracy.



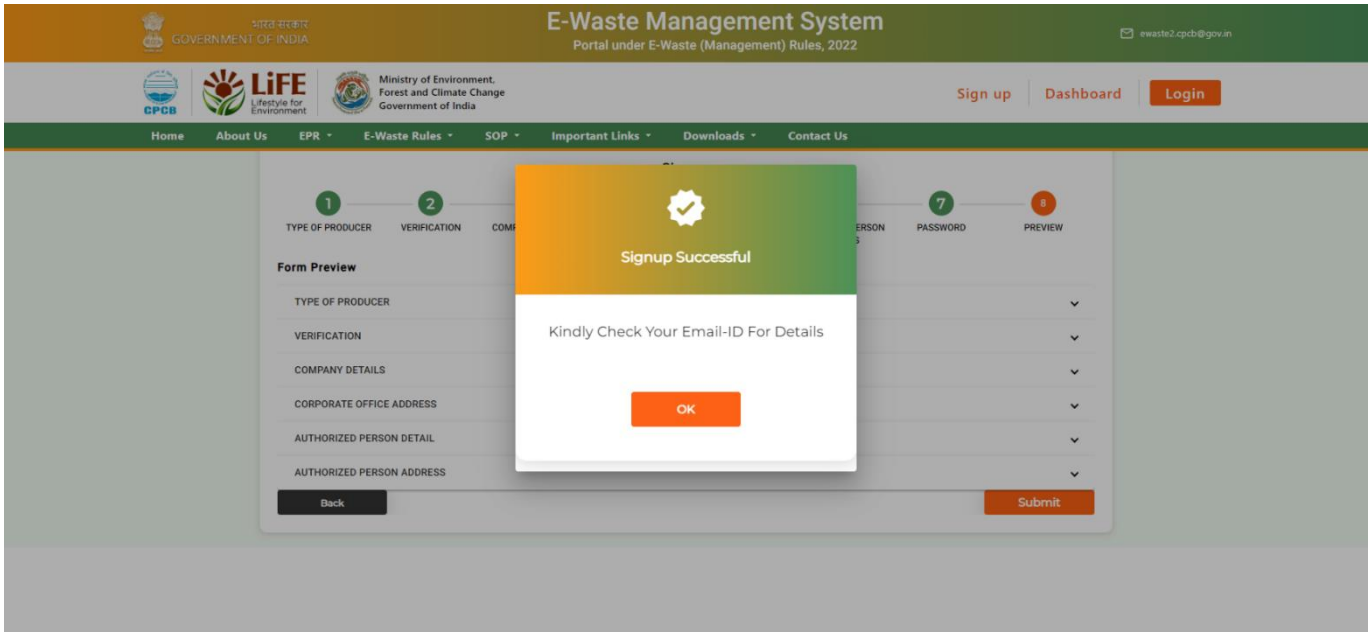
(Figure 11)

❖ **Submit for Verification:**

➢ **After reviewing, if all information is accurate, proceed by clicking the "Submit" button.**

❖ **Submission Confirmation:**

Upon submission, a confirmation message will display that the details have been successfully submitted.



(Figure 12)

❖ **Email and Phone Verification:**

- The credentials and verification information will be sent to the provided email and phone number for confirmation.
- Check your email and phone for the verification message.

It's crucial for users to enter accurate information during the signup process because the data entered during signup will be auto fetched and displayed in the non-editable mode in the basic details section of the EPR registration form.