Guideline to “My pages” in the EEE- & battery registry

If you have any questions that are not answered in this guide, please do not hesitate to contact us at the Swedish Environmental Protection Agency.

Customer service: +46 (0) 10 698 10 00
E-mail: eefraga@naturvardsverket.se
Go to http://eeb.naturvardsverket.se

Note the grey colored box on the upper right section of the webpage, marked “Organisationsnummer” (company registration number) and “Lösenord” (password).

In the first field enter username which is your company’s corporate identity number, 10 digits without a hyphen.

In the field “Lösenord”, enter your password.

To login, click on the triangle marked “Logga in”.

You have five attempts to login. Then your account will be locked and you must contact the Swedish EPA to activate the account again.

If you have forgotten your password, please see next page.
Click on the yellow box on the right hand side of the start page marked ”Glömt ditt lösenord? Klicka här” (Forgotten your password? Click here).

You will be directed to a new page, “Beställ nytt lösenord” (Request a new password). See example here to the right.

Please enter the company's corporate identity number, 10 digits without hyphens and click the yellow box marked “Skicka” (Send).

A new password will be sent directly to your registered e-mail address.

(If you want to change your password, please go to the last page of this guide.)
After logging in you will be directed to your pages. You can navigate on the general pages of the website and still remain logged in. Just click on the light grey tab called “Min sida/ Redovisning” (see picture below) and you will return to My page.
Overview

After clicking the tab "Min sida/Redovisning" (My page/Report) you will be directed to a page called "Översikt" (Overview). If there is an ongoing report period you will find your available reports for the period here. After the reporting period, the reports are found under “Tidigare rapporter” (“Previous reports”) in the left menu.

In the example below you see the page of a producer of WEEE and batteries. If you are a producer of either batteries or electronic equipment, only one available report will be shown.
Options in the menu of “Min sida/ Redovisning”

On the left hand side (when logged in) you have this menu:

- **Aktuell batterirapport** = **Current battery report**: if you are a battery producer you can see your current report here during the report period from the beginning of January until March 31.

- **Aktuell EE-rapport** = **Current WEEE-report**: if you are an EE-producer you can see your current report here during the report period from the beginning of January until March 31.

- **Tidigare rapporter** = **Previous reports**: click here to see the status on previous reports.

- **Företagsuppgifter** = **Company Information**: here you’ll see all the information registered regarding your company. Here you can correct your data, and also change your password.

- **Guider för rapportering** = **Guide for reporting**: here you will find guides on how to report.

- **Registreringsbevis** = **Registration Certificate**: here you can save and print a certificate that the company is registered in the EEB-register.
Changing company information

You can edit your information by either clicking the button:

• "Företagsuppgifter" (Company information) in the left menu or by
• "Ändra uppgifter" (Change information) on the page called “Översikt” (Overview).

Then you will reach a page with your registered information. All fields are editable except company name and corporate identity number. If you want to change this information you have to contact the Swedish EPA. Please send your request to eefraga@naturvardsverket.se.
You can change password under company information, when you are logged in. Go to the page via "Företagsuppgifter" in the left menu or click the button “Ändra uppgifter” in the overview page.

At the bottom of the page you will find the following form:

1. Enter your old password.
2. Enter a new password.
3. Enter your new password again.
4. Click the yellow button “Spara” (Save).

“Avbryt” means Cancel. No changes will be saved.