



Retailer Portal Registration step-by-step guide

DRSI CLG
(Trading as Re-turn)



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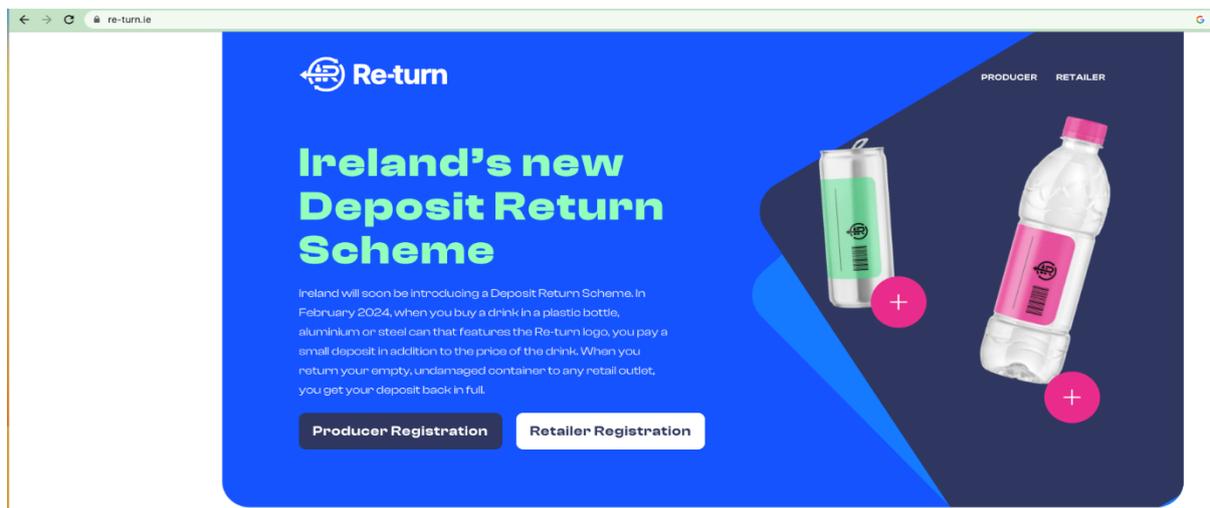
1. Initial Access

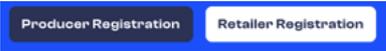
DRSI has been established to operate a Deposit Return Scheme in Ireland which will drive the separate collection of PET and aluminium or steel beverage containers (with a capacity between 150 millilitres and 3 litres), hence enabling the delivery of targets as per Directive (EU) 2019/904/EC of the European Parliament on the reduction of the impact of certain plastics on the environment.

All DRSI involved stakeholders will need to access to the Re-Turn portal to register themselves and the company they're representing.

The Registration portal is accessed via the web page, www.re-turn.ie.

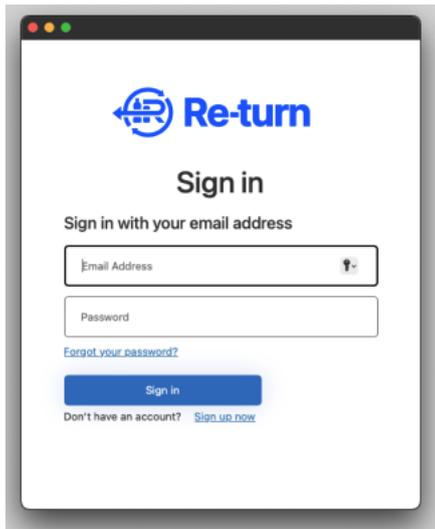
1. Open the portal webpage: www.re-turn.ie



2. Click the **“Retailer Registration”** button  to launch the portal.

2. User Set up.

1. You will be presented with the following screen, and have 2 options:
 - a. **SIGN UP** as a new user.
 - b. **SIGN IN** as an existing user (already registered)



2. As a new user, click on the [Sign up now](#) and follow the instructions.
3. Your first step to create a new account is to provide your email address, then click the **“Send verification code”** button. *It is important that the email address is valid as an automatically generated one-time security code will be sent to that address.*

4. Check your inbox for an incoming email and enter the code provided. *If you can't find an email in your inbox, please check the JUNK or SPAM folder.*



Verify your email address

Thanks for registering with Re-turn.

Your verification code is:

NNNNNN

Please enter this on the sign up screen

In case of any questions please contact us via email using
ITsupport@re-turn.ie

Regards

The Re-turn team

This message was sent from an unmonitored email address. Please do not reply to this message



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

Verify code

Send new code

Note: should you require a new code, simply click on the "Send new code" button and go to step #4.

5. After your email address has been verified, please complete your other credentials (all fields are mandatory) and click on the “**Create**” button.

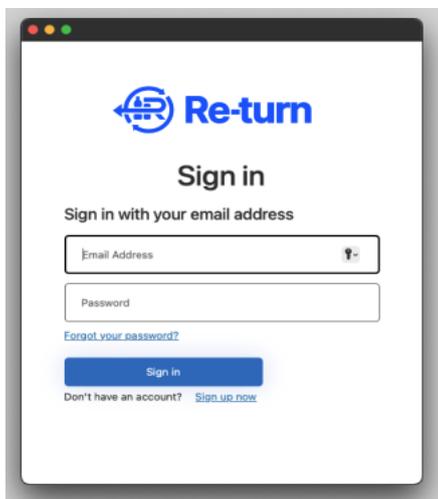
6. Your log in has now been created and you are logged into the DRS Portal.

3. User Log in

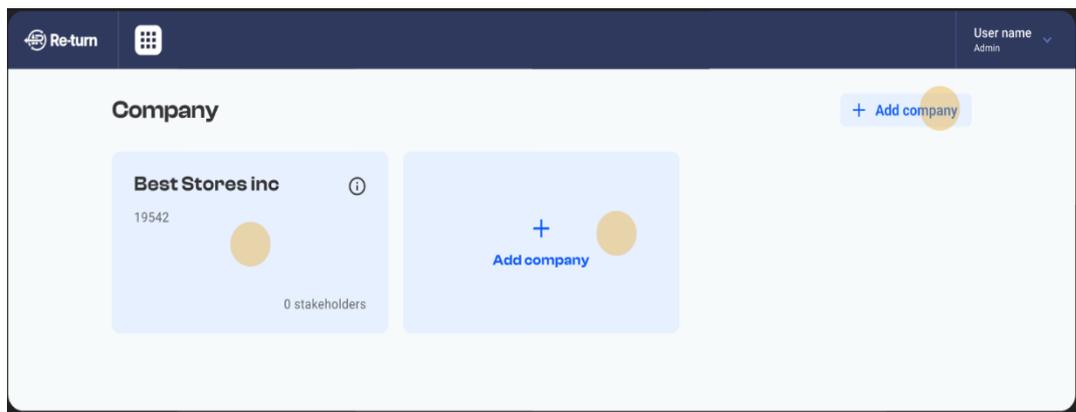
Successfully registered users will use this functionality to log into the DRS Portal.

Once your account has been created, or if you have existing log on details, the portal can be accessed at any time via the web page, www.re-turn.ie.

1. Enter your email address and password and click the button. *If you cannot remember your password, click on the “**Forgot your password?**” link and you will be sent an email to verify your address and resent your password.*



2. You are now on the DRS Portal homepage – the company view.

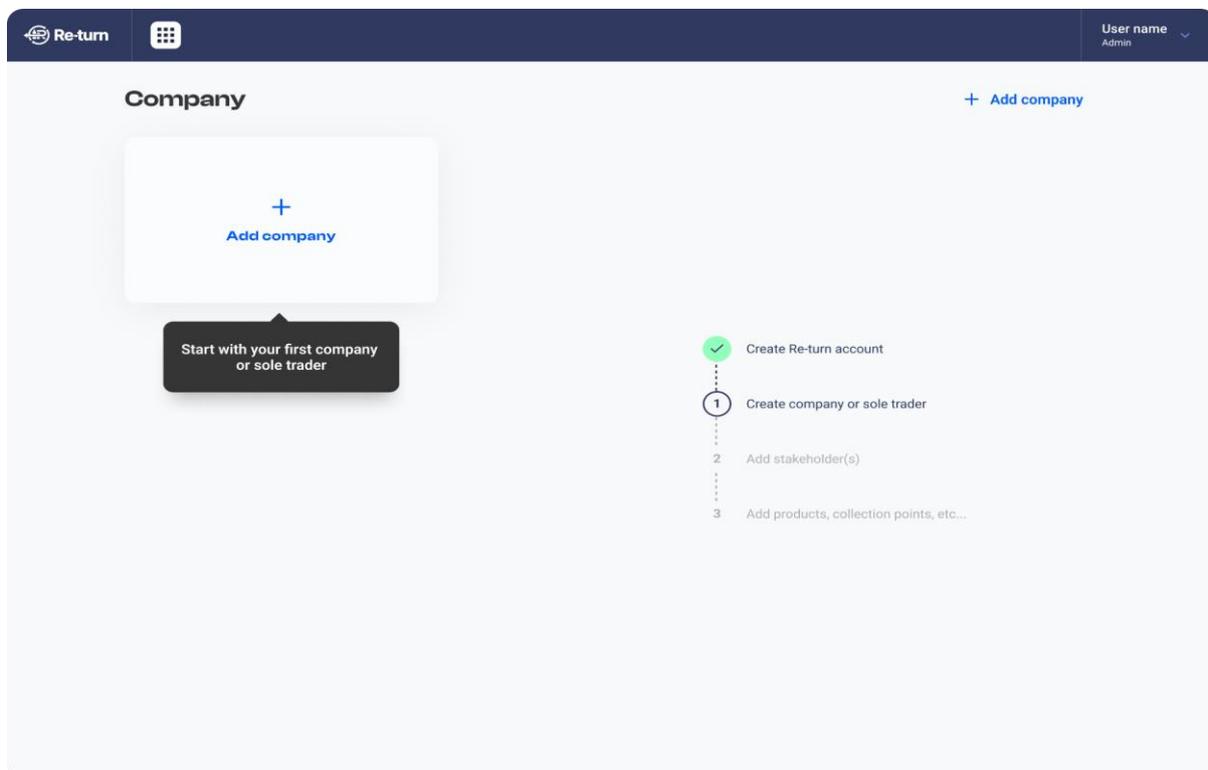


Note: The content of the home screen will differ depending on your authorization level and any restrictions set by your organization. You will only be able to see and access companies and associated stakeholders which are associated with your registered email address/user account.

4. Company Registration

Once your user account has been created you are able to register your company. You must create a record for your company before you add further producer or retailer information.

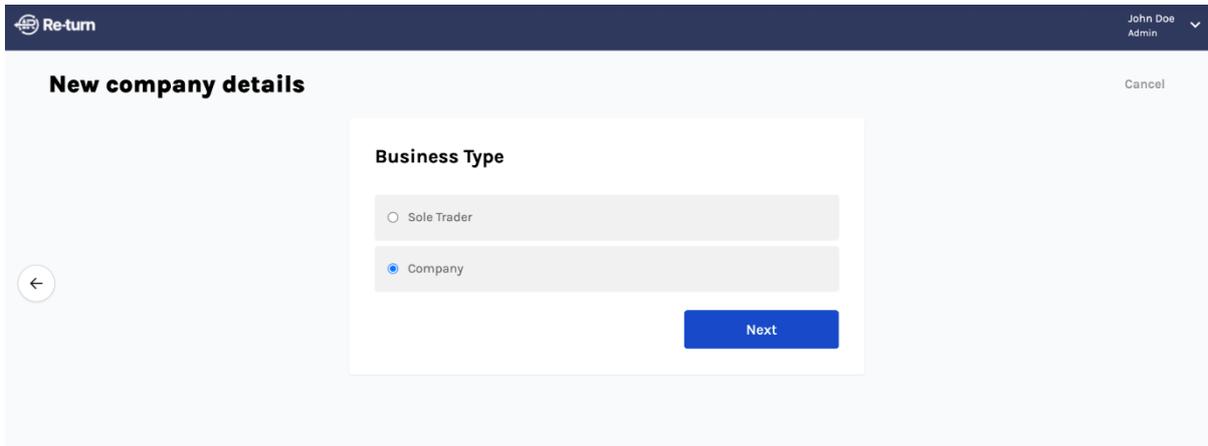
Click on “**Add company**” to start.



4.1 Company Registration

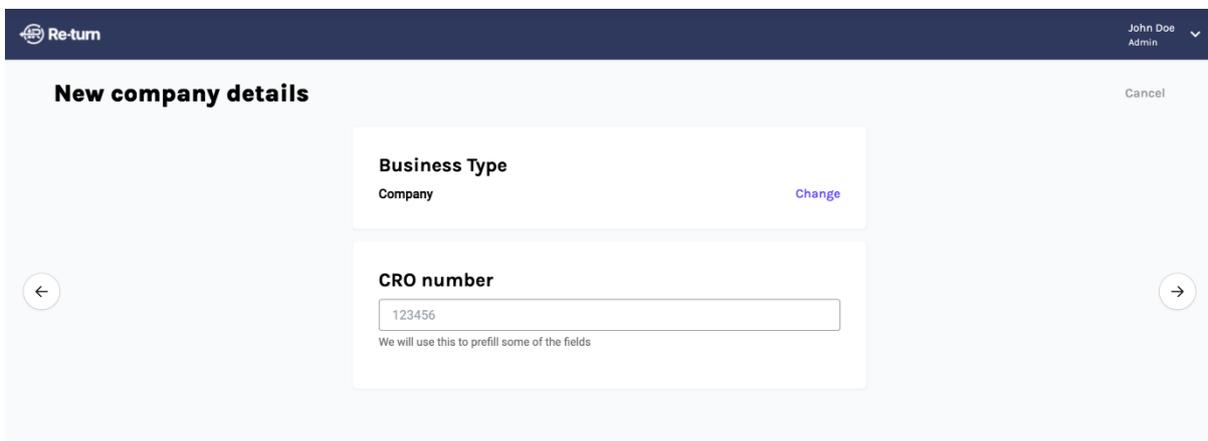
A company has a CRO number (Company's Registration Office number) If your organisation is a company:

1. Select **"Company"** and click 



The screenshot shows the 'New company details' form in the 'Re-turn' system. The user is logged in as 'John Doe Admin'. The form is titled 'New company details' and has a 'Cancel' button in the top right. The 'Business Type' section has two radio button options: 'Sole Trader' and 'Company'. The 'Company' option is selected. A blue 'Next' button is located at the bottom right of the form. A back arrow is visible on the left side of the form.

2. You will then be asked to enter your CRO number. This will be validated against the www.cro.ie register. If your organization is not a company, click  **Change** to go back to the previous screen.



The screenshot shows the 'New company details' form in the 'Re-turn' system. The user is logged in as 'John Doe Admin'. The form is titled 'New company details' and has a 'Cancel' button in the top right. The 'Business Type' section shows 'Company' selected, with a 'Change' link next to it. The 'CRO number' section has a text input field containing '123456'. Below the input field, it says 'We will use this to prefill some of the fields'. There are back and forward arrows on the left and right sides of the form, respectively.

- Data from the CRO.IE registration service will be used to prefill the company details; these fields will be greyed-out and cannot be modified. If you think any the details from CRO are incorrect you should contact them for correction.

CRO number

7661

We will use this to prefill some of the fields

Company Details

Company Name
BRITVIC IRELAND LIMITED

Trading Name (Business name) Optional
Official business name

Registration Date
10/21/1927

Company Type
LTD - Private Company Limited by Shares

Address

Eircode
8MRR+W5

Address Line 1
One Kilmainham Square

- Please complete the remaining fields.
- Once the registration form is complete, click on the **“Review”** button to check your information.

Primary Contact Details

First Name
Drsi

Last Name
Tester

Company Role
Tester

Email
tester@test.com

Phone Number
+353 000 000 0000

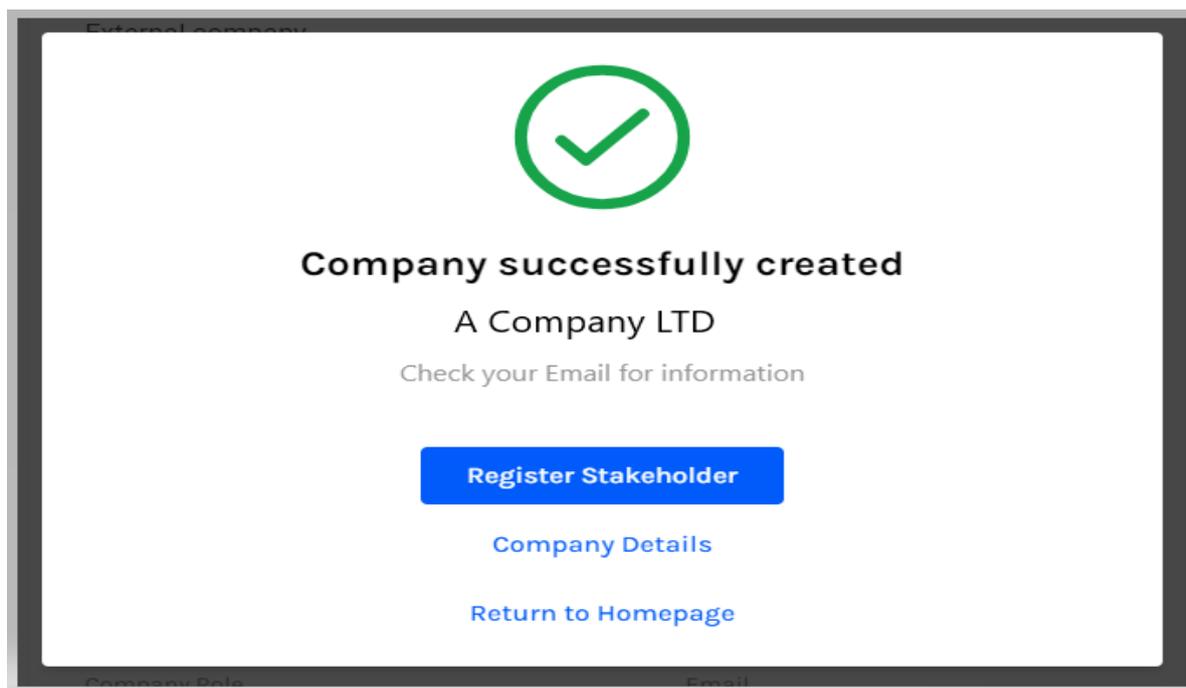
- If all the data is correct, click the **“Confirm”** button. To change any data, click on **“Go back”** button.

Address
Eircode
8MRR+W4
Address Line 1
Cappagh Rd
Address Line 2
Huntstown Business Park
City
Dublin 11
County
Dublin

Primary Contact Details
First Name
Drsi
Last Name
Tester
Company Role
Tester
Email
tester@test.com
Phone Number
+353 000 000 0000

[Go back](#) [Confirm](#)

7. You will receive an on-screen message and email confirmation that your company records have been created.

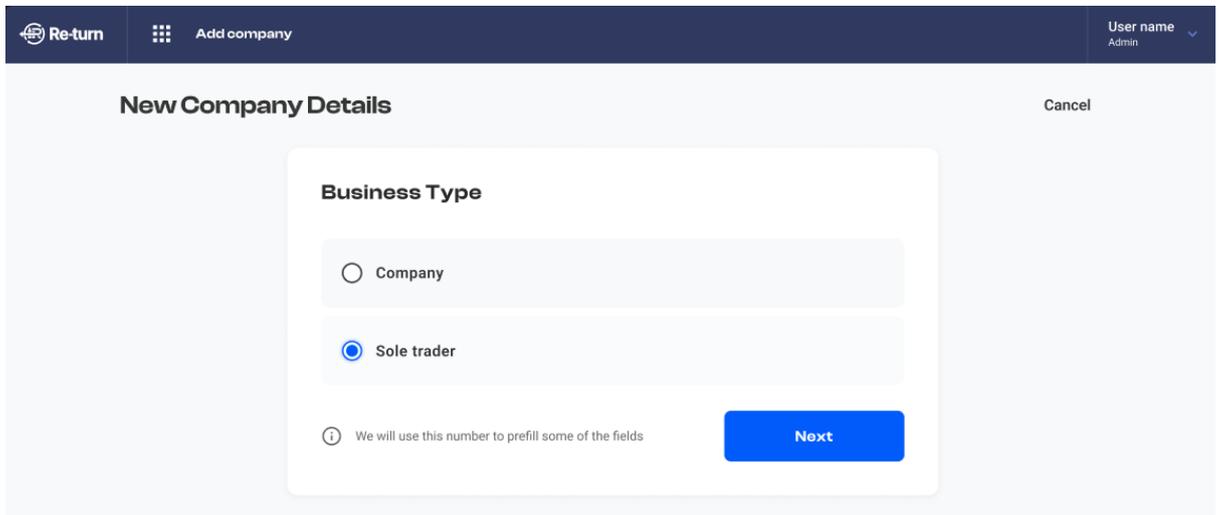


8. From here, you will have the following options:
 - a. Register new Stakeholders associated with the registered company,
 - b. Review the Company Details,
 - c. Return to the Homepage.

4.2. Sole trader registration

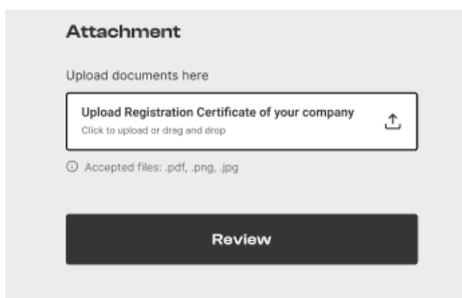
If your organisation is a sole trader:

1. Select **“Sole trader”**



The screenshot shows a web interface for 'New Company Details'. At the top, there is a dark blue header with 'Re-turn' on the left, 'Add company' in the center, and 'User name Admin' on the right. Below the header, the main content area is titled 'New Company Details' and has a 'Cancel' link in the top right corner. The central focus is a white box titled 'Business Type' containing two radio button options: 'Company' (unselected) and 'Sole trader' (selected). Below these options is a small information icon and the text 'We will use this number to prefill some of the fields'. A blue 'Next' button is positioned at the bottom right of the 'Business Type' box.

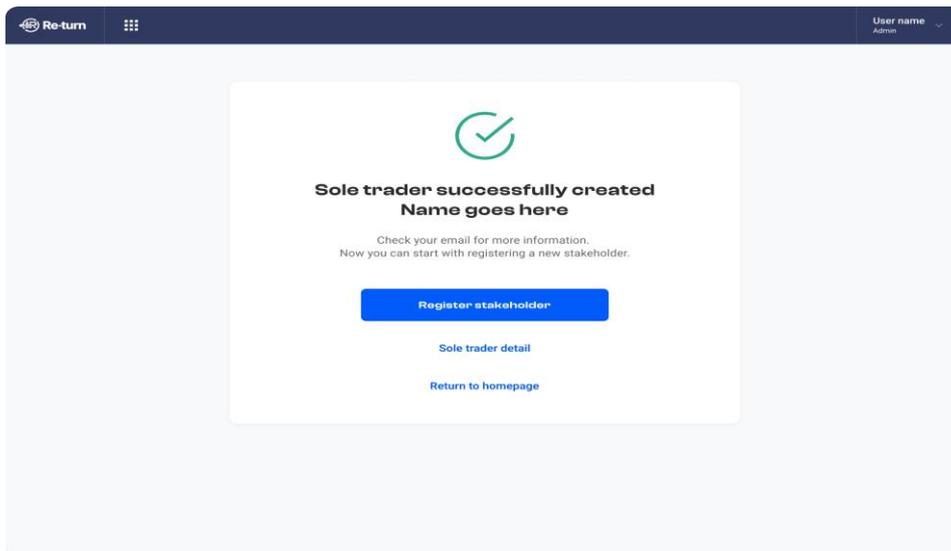
2. The system will display the registration form. If your organisation is not a company, click [Change](#) to go back to the previous screen.
3. Please complete the organisation and contact details. The ability to add any supporting documentation the sole trader feels may be useful is also available.



The screenshot shows an 'Attachment' section with the heading 'Attachment'. Below the heading is the text 'Upload documents here'. There is a rectangular upload area with the text 'Upload Registration Certificate of your company' and 'Click to upload or drag and drop' next to an upload icon. Below the upload area, it says 'Accepted files: .pdf, .png, .jpg'. At the bottom of the section is a dark grey 'Review' button.

Note: Attachment of sole trader documentation is optional.

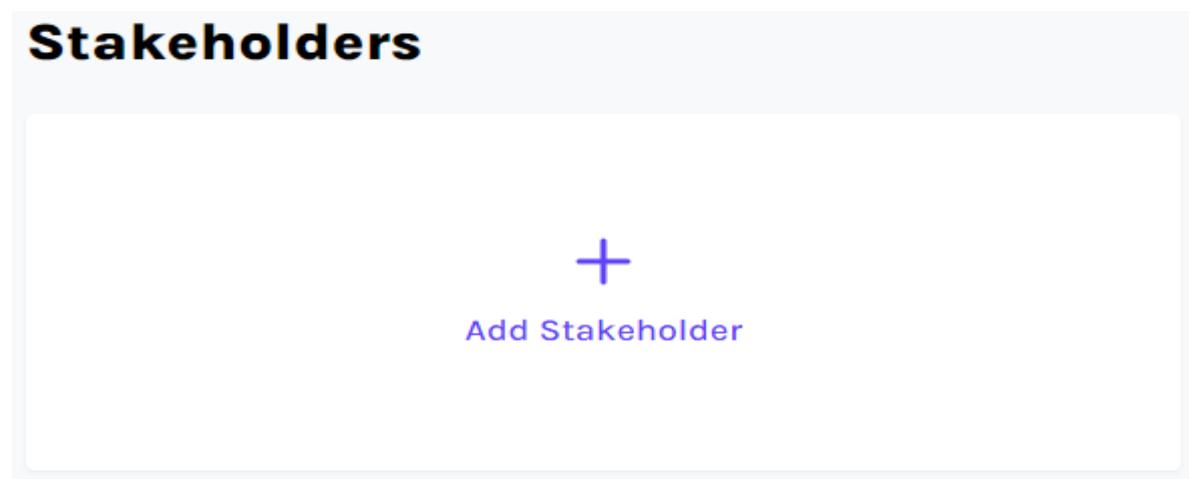
4. Once the registration form is filled in, click on the **“Review”** button to check your information.
5. If all the information is correct, click the **“Confirm”** button. To change any data, click on **“Go back”** button.
6. You will receive an on-screen message and email confirmation that your sole trader record has been created.



7. From here, you will have the following options:
- Register new Stakeholders associated with the registered company,
 - Review the Stakeholder Details,
 - Return to the Homepage.

5. Register a Retailer

Once your company record has been created, you can add Stakeholders. If you are linked to more than one company, please select the one you wish to update and click “**Add Stakeholder.**”



To register a new retailer:

- Select “**Retailer**” and click “**Next**” to reach the stakeholder registration form.

Select the type of Retailer you are from the drop-down list.

The company details will be prepopulated, and you can enter a mailing address. This may or may not be the same as the company address.

There are a number of contact details that you are then asked to complete:

- Contact – Primary contact for the Producer
 - Financial Contact – In case of any invoicing/ payment queries
 - Membership Agreement authorised Signatories – You can have up to four signatories. These will be used to send the agreement to and get the membership signed by.
2. Once the registration form is filled in, click on the **“Review”** button to check your information.
 3. To change any data, click on **“Go back”** button.
 4. **The “Retailer membership rules” document must be opened, and the checkbox ticked, to proceed with the registration.**

5. If all the information is correct, and Retailer Membership Rules have been accepted, click the **“Send for approval”** button which will send the registration to DRSI for approval. A message will display on screen to confirm it has been submitted.