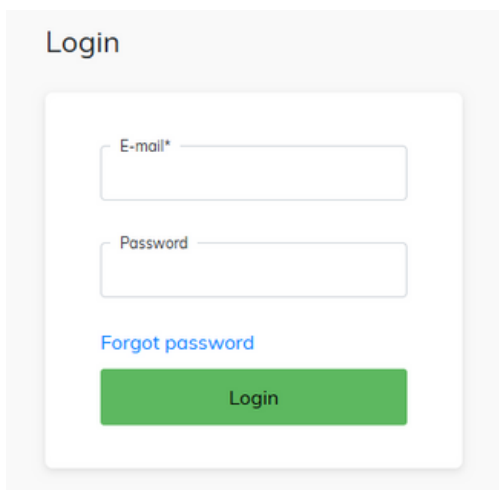


GUIDE: HOW TO REGISTER NEW CATEGORIES IN RETURPORTALEN

IMPORTANT – REMEMBER TO APPROVE THE REQUEST FROM DPA

*When you register one or more new categories in Returportalen, they must also be approved in DPA's system. **You will receive an email from the DPA with instructions to approve the categories within 7 days.***

- 1 Go to <https://returportalen.retur.dk> and log in with the email address and password associated with your account.



Login

E-mail*

Password

[Forgot password](#)

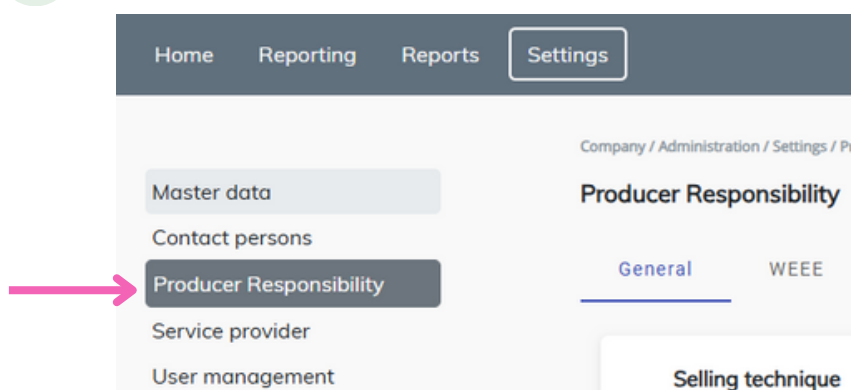
Login

- 2 Select the **Settings** tab.



Home Reporting Reports **Settings**

- 3 Click on **Producer Responsibility**.



Home Reporting Reports **Settings**

Company / Administration / Settings / Producer Responsibility

Producer Responsibility

Master data

Contact persons

Producer Responsibility

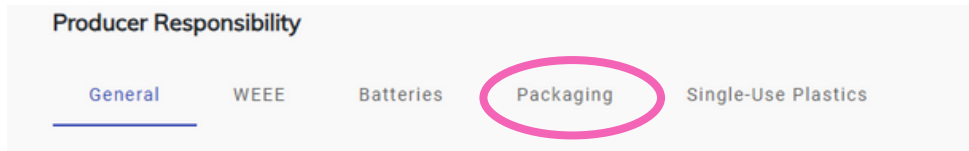
Service provider

User management

General WEEE

Selling technique

- 4 Select the **Packaging** tab from the menu on the right side.



- 5 Check the categories you wish to register for.

Household packaging – Category registration and estimated quantities

Category	Register	Total packaging quantity	Of which hazardous packaging	Of which packaging in residual waste
Aluminium	<input type="checkbox"/>	kg	kg	kg
Plastic ⁱ	Applied	15000 kg	kg	10000 kg
Glass ⁱ	<input type="checkbox"/>	kg	kg	kg
Food and beverage cartons ⁱ	Applied	7000 kg	kg	kg
Ferrous metal ⁱ	<input type="checkbox"/>	kg	kg	kg

- 6 Click Save. Your new categories are now added, and you are ready to report on them. [Follow the guide on how to report here.](#)

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