

GUIDE: REPORTING 2024 PACKAGING VOLUMES VIA RETURPORTALEN

Note: Have you activated your user account on Returportalen?

The first step is to ensure that you are registered and have activated your account. As a member of Emballageretur, you have automatically been granted access to Returportalen. You should have received an email with a link to activate your user profile.

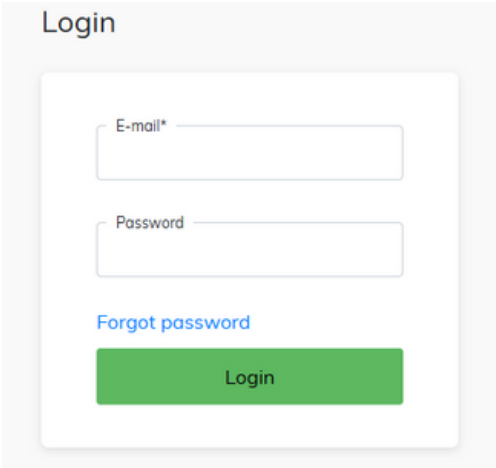
If the activation link does not work, it is often because your account has already been activated. In that case, simply request a new password via the login page. Click on "Forgot password," and you will receive an email with the option to reset your password.

Remember to check that the email has not ended up in your spam or junk folder.

If you have neither received an activation email nor can gain access by resetting your password, please contact Emballageretur at info@emballageretur.dk for assistance.

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



Login

E-mail*

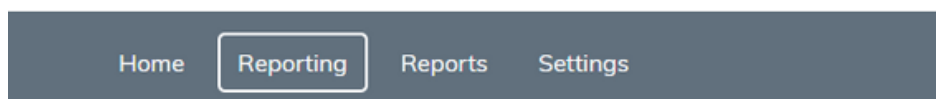
Password

[Forgot password](#)

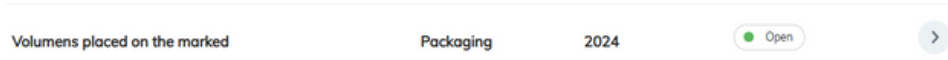
Login

2

Select the **Reporting** tab



3 Click on **Volumes placed on the market**, Packaging, 2024



The window for reporting will now open.

Note: Only the categories you are already registered for will be visible.

4 Enter your actual marketed volumes for 2024 in each category, in the column on the far right: **"December."**

Categories	Sep	Oct	Nov	Dec	Total 2024
Aluminium					
Non-household General w... kg				18000,00	18000,00 kg
Non-household Residual... kg					0,00 kg
Non-household Hazardous... kg					0,00 kg
Household General waste... kg					0,00 kg
Household Residual waste... kg				8000,00	8000,00 kg
Household Hazardous waste... kg				6000,00	6000,00 kg
Environmental fee... DKK	0,00	0,00	0,00	0,00	0,00 DKK
Graduated environmental... DKK	0,00	0,00	0,00	0,00	0,00 DKK
Plastic					
Non-household General w... kg					0,00 kg
Non-household Residual... kg					0,00 kg
Non-household Hazardous... kg					0,00 kg
Household General waste... kg					0,00 kg
Household Residual waste... kg					0,00 kg
Household Hazardous waste... kg					0,00 kg
Environmental fee... DKK	0,00	0,00	0,00	0,00	0,00 DKK

Note: You will find the "December" column by scrolling all the way to the right in your screen view. Once you have filled in the column, your total volumes will appear in the "Total 2024" column.

4 Then click **Save**. You are now finished, and we will import your data to DPA.