

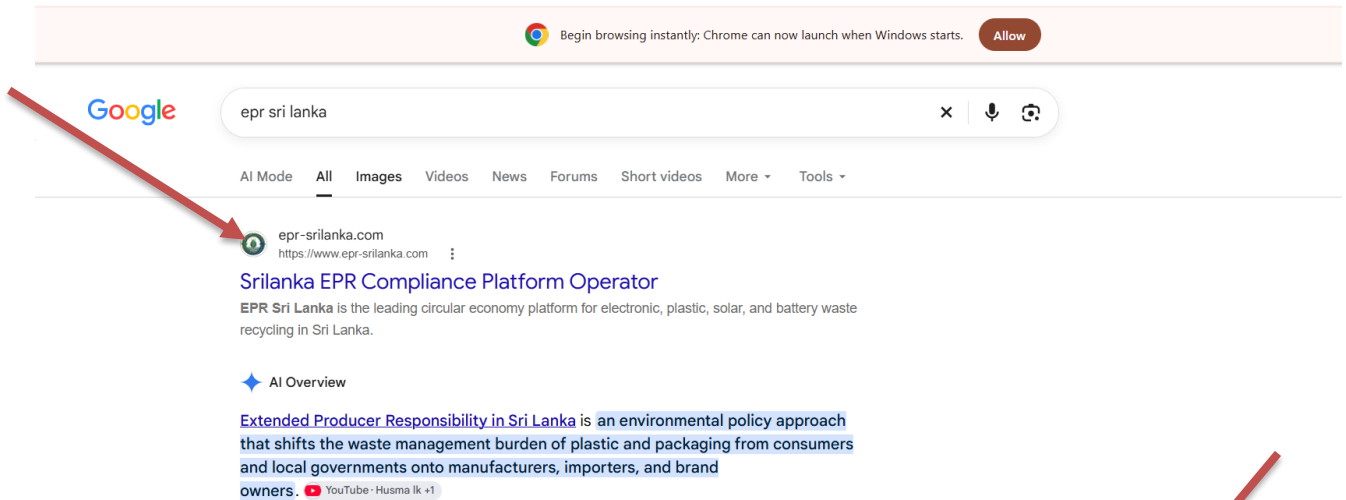
EPR Portal – Product Registration Process

Step-by-Step User Guide

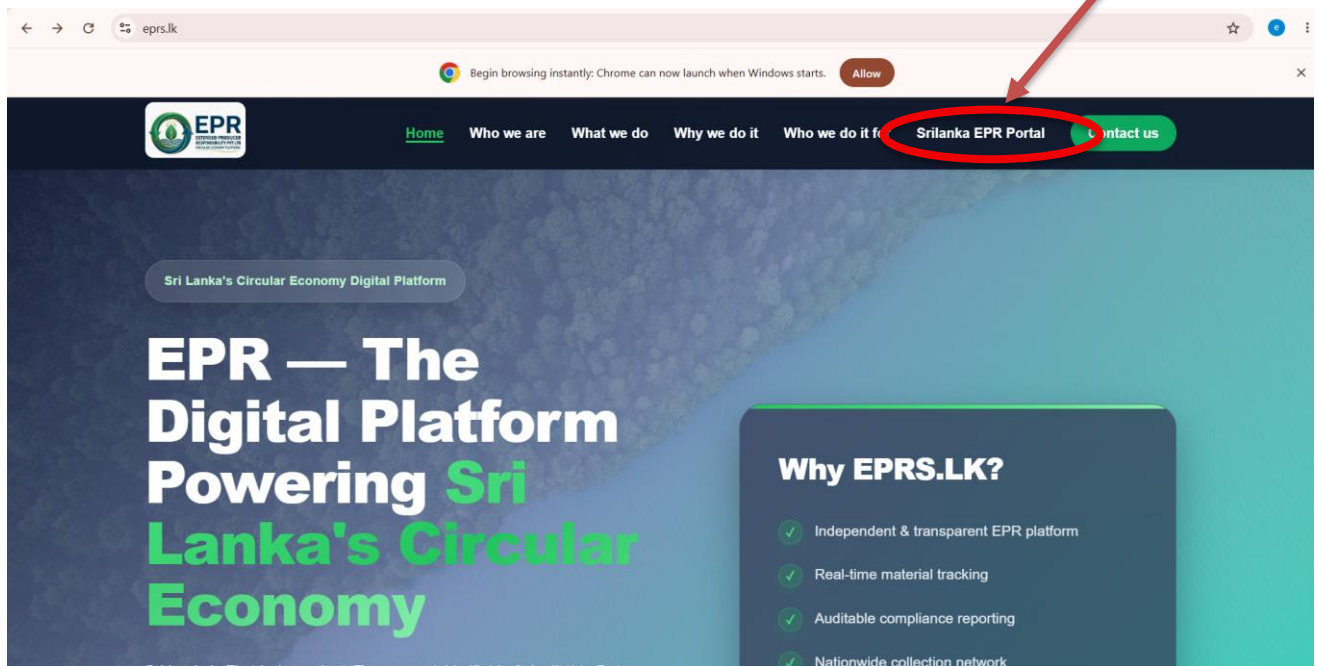


Step 1 – Access the EPR Portal

Open Google and search for “**epr-srilanka.com**” or “**ep.rs.lk.**” From the search results, select the Sri Lanka EPR Portal to access the system.



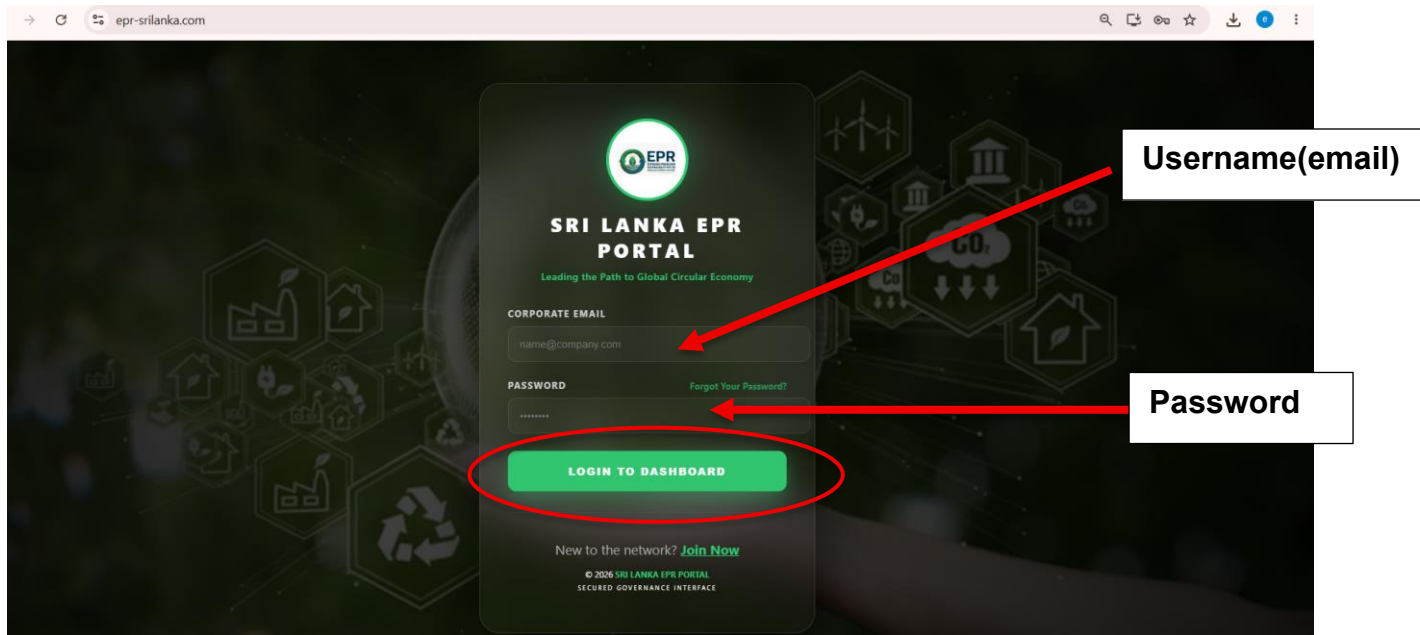
Or



Step 2 – Log in to Your Account

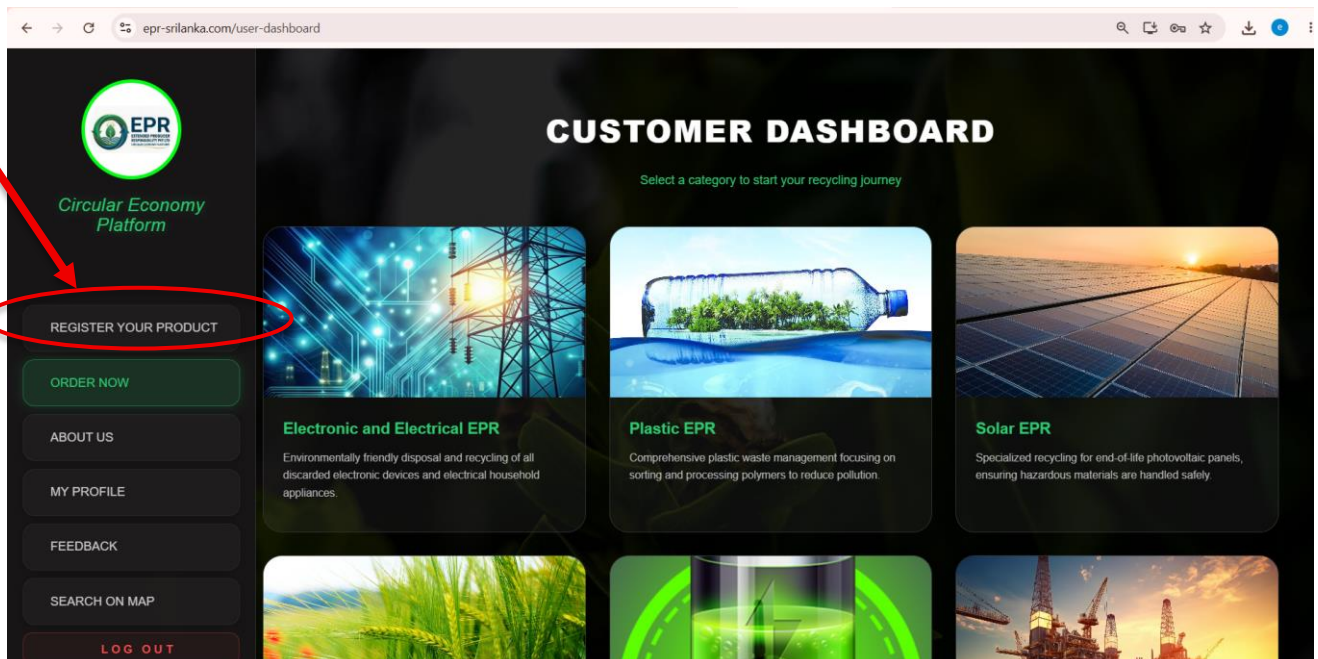
Once the login page appears, enter the username and password that you used when registering your account. Then, click the **Login button to access the dashboard**.

If you have forgotten your password, click “**Forgot Password**.” Enter your registered email address, and an OTP (One-Time Password) will be sent to your email. Enter the OTP in the required field and create a new password. After resetting the password, return to the login page and sign in using your **username and new password**. And click **Login to dashboard**.



Step 3 – Open Product Registration

After successfully logging in, the dashboard will be displayed. From the side navigation menu, click “**Product Registration**.” Then after select your **EPR category** in Customer dashboard.



Step 4 – Complete the Product Registration Form

The Product Registration Form will appear. Complete all the required fields carefully according to the type of product you are registering. Make sure the information provided is accurate and relevant to the selected product type.

The screenshot shows the 'PRODUCT REGISTRATION FORM' on the 'epr-srilanka.com/user-dashboard'. The form is highlighted with a red circle. It includes the following fields:

- Product Type:** A dropdown menu with 'Selected Product Type'.
- Brand Name:** A text input field with 'e.g. Sony'.
- Product Model:** A text input field with 'e.g. WH-1000XM4'.
- Country of Origin:** A dropdown menu with 'Select Country'.
- Estimated Annual Quantity (Weight - kg):** A text input field with 'e.g. 100 kg'.
- Estimated Annual Quantity (Units):** A text input field with 'e.g. 500'.
- Packaging Category:** A dropdown menu with 'Primary/Secondary'.
- Packaging Material:** A dropdown menu with 'Plastic/Cardboard'.
- Material Composition (% by weight):** A section with a 'Material Name' input field, a '%' input field, and a '+ Add More Material' button.
- Unit Weight (kg/g):** A text input field with 'e.g. 250g'.
- Usage Type:** Radio buttons for 'Reusable' and 'Single-use'.
- REGISTER PRODUCT:** A large green button at the bottom of the form, indicated by a red arrow.

Step 5 – Review the Information

Before submitting the form, review all the entered information carefully to ensure that there are no errors or missing details.

Step 6 – Submit the Registration

Once all the required information has been completed and verified, click the Submit/Register button to complete the product registration process.