

**Guidance Document
for
Edit Sales Data Functionality, Updating of Authorization
Person Details and Unblocking of User Accounts**



**Central Pollution Control Board, Delhi
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1.0 Background

The Ministry of Environment Forest & Climate Change (MoEF&CC) issued an Office Memorandum (OM) dated 14.11.2023 which stipulates that the Compliance for EPR targets for batteries for the FY 2022-23 as part of Battery Waste Management Rules, 2022 in respect of batteries covered under 21 Products under Schedule I of the erstwhile E-Waste (Management) Rules, 2016, shall be reflected and accounted as part of the obligations prescribed under erstwhile E-Waste (Management) Rules, 2016.

In response to this memorandum, Central Pollution Control Board (CPCB) received representations from various associations and stakeholders requesting the option to edit sales data for portable batteries used in consumer electronics that are rechargeable, for FY 2017-18 provided at the time of application for registration in the EPR Portal for Battery Waste Management.

Additionally, producers have submitted requests for change in user profile and change in battery details (sales data, type of producer, battery type, etc.) entered during the registration process on the Portal.

In the view of above, CPCB has developed and implemented the following features in the Online EPR Portal for Battery Waste Management:

1. Edit Sales Data Option
2. Update Authorized Personnel Details
3. Unblocking of Blocked Accounts

This document provides guidance to producers and recyclers on the utilization of these features effectively.

2.0 Applicability



This document applies to all producers who are currently registered on the portal and have received their Registration Certificate from CPCB but have not yet filed their Annual Returns. Producers are required to submit edited applications along with any necessary information and documents, as outlined in the subsequent sections of this document.

Additionally, the "Update Authorized Person Details" option will be available to all registered producers and recyclers on the EPR Portal for Battery Waste Management.

3.0 Guidance for Edit Sales Data Functionality

Step 1: Producers have to login to their EPR Portal for Battery Waste Management account at www.eprbatterypcb.in.

Step 2: On the dashboard, click on edit application button as show in figure below.

Registration Status	Valid Till	User Type	Financial Year	Application
Certificate Generated 	Five Years	Producer	2023 - 2024	

Step 3: On clicking edit icon, a pop-up window will appear as shown in the figure below. The Producer needs to check the square 'I understand that I want to update my registration application'.

Note

1. You will only be allowed to edit the Battery Type with Brand and Sales Data section
2. Please take a snapshot of both of the above mentioned sections from the existing registration form that you have submitted
3. You will be asked to upload these snapshots before finally submitting the edited application"

I understand that I want to update my registration application

I Understand & Proceed

Step 4: Click on 'I Understand & Proceed', an edit application form will appear where the Producer will have access to the following two sections-

- Battery Type with brand
- Add Sales Data

Under each section, Producer can remove their existing data, which they would have added while submitting the registration application. They can also add new data using the add button. This allows users to correct their previous misreporting by removing incorrect data, and adding new data if application.

Step 5: On making necessary corrections in the sales data, the Producer have to upload Self-Declaration of Sales Data.

Along with the self-declaration of sales data, the user also has to provide a proof of the changes that they are requesting under Edit Sales. They are supposed to upload following 'Supporting Document' to validate their edit request.

- If the Producers changes the Sales data for FY 2017-18 for 'Portable batteries used in Consumer Electronics which are rechargeable', then the Producers is required to upload the Annual Returns for FY 2022-23 filed

under E-waste (Management) Rules, 2016.

- If the Producer wants to change the Sales data or make corrections in sales data, the Producer is required to upload justification for changing the sales data on the Company's Letterhead.

Self-Declaration of Sales Data

NOTE: 1. Consolidated year-wise Sales Data for Each Battery type and Composition as given in the table above Should be uploaded in a Single file.
2. [Click here](#) for format of Sales Data



Sales Year	Upload Sales Data	View Uploaded File
2017 - 2018	<input type="button" value="File"/> _____ <input type="button" value="Upload"/>	<input type="button" value="View"/>
2018 - 2019	<input type="button" value="File"/> _____ <input type="button" value="Upload"/>	<input type="button" value="View"/>

Upload Document

FINAL SUBMIT

Step 6: After the Producers have edited their data, they can click on the Submit button to submit their edited application. This triggers an OTP on their registered mobile number and the Producers have to authenticate the OTP for submission of the edited application. After submission of the edited application, Producers can view both the Initial Application and the Edited Application by using their respective view icons on their dashboard.

(Note: This is a one-time opportunity to change the Data. Sales data once submitted and modified cannot be changed later at any stages.)

Registration Status	Valid Till	User Type	Financial Year	Application
Certificate Generated 	Five Years	Producer	2023 - 2024	 Edited Application

3.1 Processing of Edited Applications

Once the Producers have submitted their edited application, it is sent to CPCB for approval. No changes are reflected in the user's account until the approve/reject action has been taken by the CPCB.

3.2 Generate EPR Targets after Changes in Sales Data by the Producers

When CPCB approves the edit application request submitted by a Producer, it will impact the Producers data in following manner-

1. Case 1: When Producer has deleted an existing data

When a producer has deleted an existing sales data, the respective data associated with this sales data entry will be deleted from the Generate EPR Targets table, and also from the EPR Targets table. Thus, targets associated with any previously mistakenly added sales data will be rectified.

2. Case 2: When Producer add new sales data

When a producer adds new sales data, then a new entry will be made for this in the Generate EPR Targets table, and Add Materials button will be available for the user to add the material details for the sales data and generate their EPR Targets.

4. Update Authorized Person Request

Step 1: To initiate a request to update their authorized person details, the user needs to login to their account on the EPR portal and navigate to their Profile section from the top-right corner of their dashboard.



Step 2: On this page, users will see general information about their account, company details and authorized person details.

Step 3: Under the Authorized Person Details section, there is a 'Update Authorized Person Request' button that allows users to initiate the update request. When user clicks on this, a form with following fields appears-

Information Required	Guidance
Name	User have their previous name pre-filled, and they

	can edit it to update their name
Designation	User have their previous designation pre-filled, and they can edit it to update their designation
Aadhar Number	User have their previous Aadhar Number pre-filled, and they can edit it to update their Aadhar Number
PAN	User have their previous PAN pre-filled, and they can edit it to update their PAN
Mobile	User have their previous mobile pre-filled, and they can edit it to update their mobile User have to authenticate their mobile number through SMS OTP before submitting the update request
Email	User have their previous email pre-filled, and they can edit it to update their email User have to authenticate their email through Email OTP before submitting the update request If user changes their email address, then they have to update their password by entering the current password and creating a new password for future logins
Enter Current Password	Current password of the user's account
Create New Password There is also a note below this field - "Please add a password of minimum 8 characters with a combination of uppercase, lowercase, numbers and special characters"	Users have to add a password of minimum 8 characters with a combination of uppercase, lowercase, numbers and special characters
Confirm New Password	Users have to ensure that this matches with the input in 'Create Password' field
Upload Update Request Document (on company letterhead)	Upload a supporting document, clearly highlighting that the update request is genuine by providing approval on company letterhead, duly signed and attested by the new Authorized Person

Update Authorized Person Details

Name * Company 123	Designation * Manager	
Aadhar Number * 123412341234	PAN * AAAAAA1234A	
Mobile * 1234567890	<input type="button" value="Send OTP"/>	
Email * Email@gmail.com	<input type="button" value="Send OTP"/>	
Enter Current Password *	Create New Password * Create New Password	Confirm New Password * Confirm New Password
Reason for Update Request * example: - Authorized person left the company.		
Please enter only alphanumeric characters	<input type="button" value="Upload Doc"/>	Upload Update Request Document
NOTE* Once the request is submitted, it will be sent to CPCB for approval, and necessary changes will reflect in your profile after approval.		
<input type="button" value="Close"/>		

Step 4: Once the user has entered the above information, and verified their mobile and email through OTP, the user can click on the submit button to complete their update request.

4.1 Impact of Update Request Submission

After the submission of an update request, the 'Update Authorized Person Request' button is made unavailable to users for the next 1 hour, for both Producers and Recyclers. Additionally, Recyclers cannot transfer certificates until the request is processed from the concerned SPCB.

4.2 Processing of Update Requests

Once the Producers have submitted their update request, it is sent to CPCB for further processing and approval/rejection. For Recyclers, however, their update request is sent to concerned SPCB for further processing.

4.3 Impact after Processing from CPCB/SPCB

When CPCB/SPCB has approved the update request sent by Producers/Recyclers, following changes are made-

1. The updated authorized person details are now visible in the user's account
2. Login credentials for the user are updated as per the request made by them
3. In case of Recyclers, their 'Transfer Certificate' button is enabled and they can now transfer certificates

5. Unblocking of Blocked Account

The user is required to send email to batteries.cpcb@gov.in through their registered email ID on the EPR Portal regarding unblocking of the account. Further, the user is required to attach a letter on the company's letterhead duly signed by

the Authorized Person and Company's ID card copy, requesting CPCB to unblock the account.

Once the unblocking request is processed by CPCB, the user will be intimated through an official email from CPCB.

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