

Enrolling for EPR via Report Packaging Data

Valpak Member Guidance – correct as of 15/08/23

On August 16 the **'Report Packaging Data' (RPD) portal** opened for enrolment for submitting packaging data for Extended Producer Responsibility (EPR).

Valpak members will **need to enrol themselves on the portal**, compliance schemes cannot do so on their members' behalf's. During enrolment, producers will be able to **associate their RPD account with their compliance scheme** in order for their scheme to submit packaging data on their behalf.

This document provides guidance on the process of enrolling your company on RPD and associating your account with Valpak. Defra have produced video guidance on [how to enrol](#) and, once enrolled, [how to select your compliance scheme](#).

What you'll need before enrolling

Only an approved person can enrol a company on RPD. This is typically a business's director or company secretary, as listed on Companies House.

If you have a delegation form in place under the existing shared producer responsibility regulations this will not be valid under EPR and authority for EPR submissions must be delegated within the RPD system once your enrolment is complete.

In order to complete your enrolment you will need to know:

- If registered on Companies House, your Companies House registration number
- The type of business you are (non-UK organisation, Partnership, Sole trader, Unincorporated body, or other)
- The name and address of your business, as well as your personal information

How to enrol on RPD

You can access the RPD portal [here](#).

1. On the RPD Guidance page, scroll down and select **'start now'**. This will direct you to the RPD portal.
2. When entering RPD, select the button to **'create a new account'**.
3. You will be asked if your organisation is a registered charity. This is because the packaging regulations do not apply to registered charities. Select **'no'** if applicable.
4. You will be asked if your organisation is registered on Companies House. **Select 'yes' or 'no' as appropriate.**

- a. If you answer no, then you can skip the page asking for your Companies House registration number.
 - b. If you select 'yes' you will then be asked to provide your **Companies House registration number**. If you are intending to enrol as part of a group of companies, then answer as the company representing the group for the purposes of EPR compliance.
5. You will need to confirm your company details which RPD will automatically retrieve from Companies House. **Ensure the details retrieved are correct**. If they are not, amend them on Companies House and return to restart your enrolment.
 6. You will then be asked where in the UK your organisation is based. Selection the nation listed that matches your organisation's registered address.
 7. You will then have to confirm your role within the company as listed on Companies House.
 8. After confirmation, select your type of business – a non-UK Organisation, Partnership, Sole Trader, Unincorporated Body, or Other.
 9. Next, provide your **business address**, the **name your business trades under**, as well as **your personal information** so that regulators can contact you in relation to your enrolment or any other matters relating to your EPR compliance if necessary.
 10. After **confirming all of your details**. You will have successfully enrolled on RPD. You will be sent a confirmation email, **retain this email for your records**.

At this point, you will also need to associate your RPD account with Valpak.

Associating your RPD account with Valpak

In order to associate your RPD account with Valpak, you must **log into the RPD portal**.

- The prompt to '**Tell us how you will register and submit data**' should be on the landing page. Select the prompt.
- When asked if you are using a compliance scheme to help you report your data for EPR, **select 'yes' if you want Valpak to submit data on your behalf for EPR and you are a Valpak packaging compliance member**.
- After presented with list of all authorised compliance schemes in the UK **select 'Valpak (Environment Agency)'** and click 'Continue'. **Do not select Valpak (Scottish Environmental Protection Agency) or Valpak (Northern Ireland Environment Agency)**.



- You will then be asked to **confirm that Valpak is your compliance scheme for EPR**. Once confirmed, you will have successfully associated your RPD account with Valpak.

If you do not associate your account with Valpak (Environment Agency) then it may delay the submission of your data.

If you are not a packaging compliance member, associating your account with Valpak will not register you as a Valpak member.