Registering For The

Deposit Return Scheme

October 2023

CSNA
convenience stores &
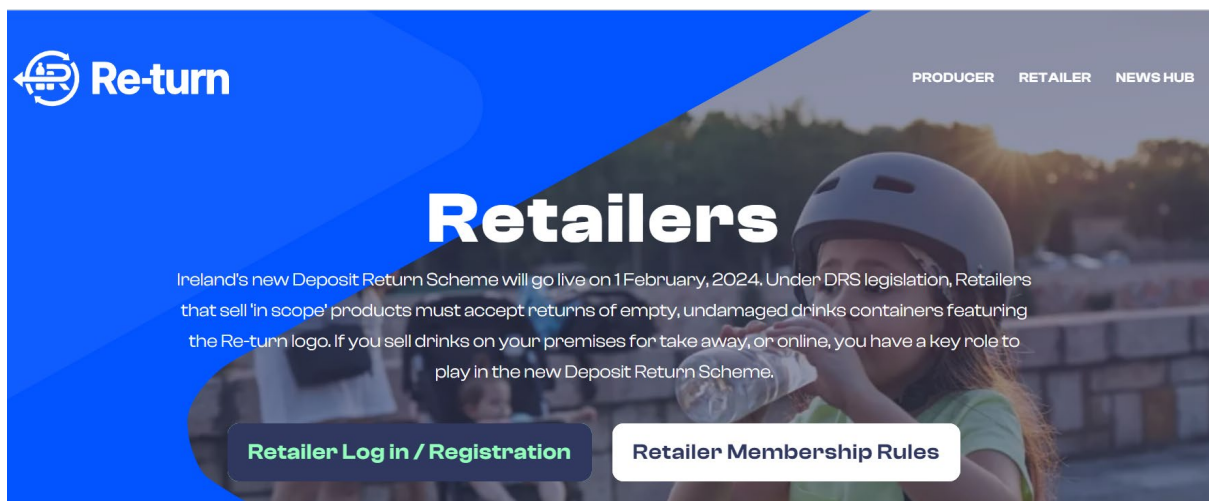newsagents association

Launching The Re-Turn Website

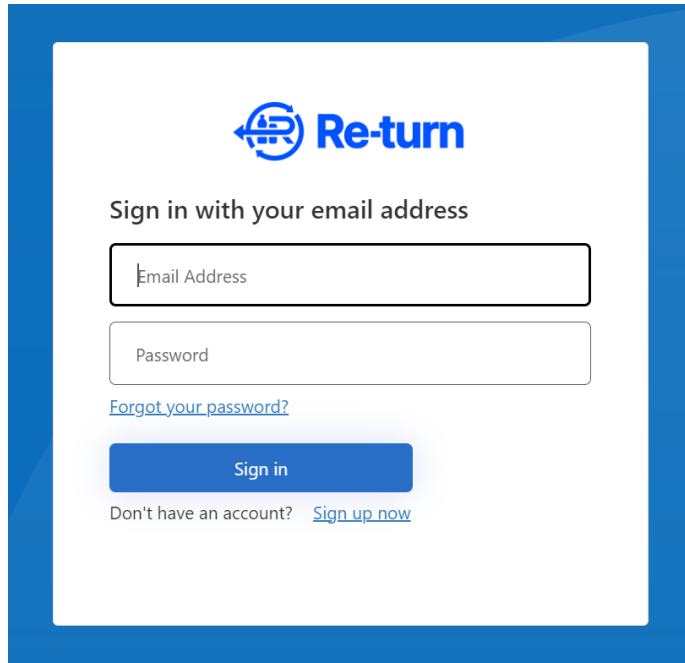1. Open the portal webpage: www.re-turn.ie/retailer
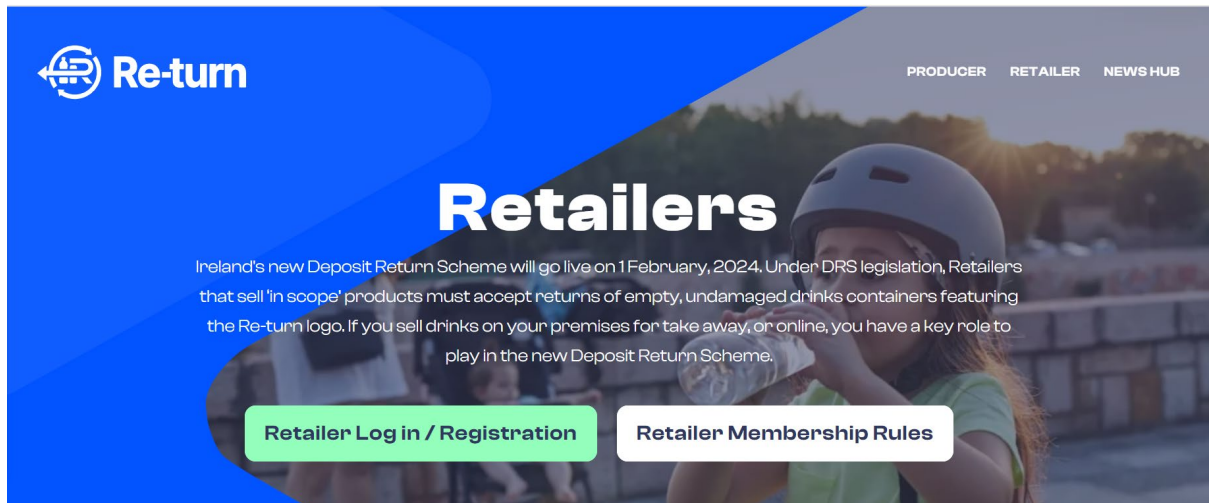
2. Click the "Retailer Registration" button to launch the portal

User Set Up

1. You will be presented with the following screen, and have 2 options:
   a) SIGN UP as a new user.
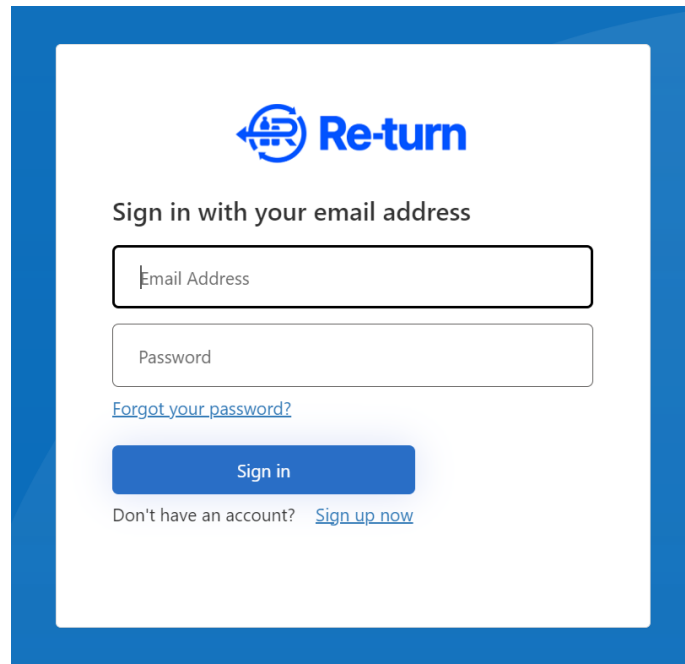   b) SIGN IN as an existing user (already registered)

2. As a new user click on the "**SIGN UP NOW"** button.

3. Your first step to create a new account is to provide your email address, then click the **"SEND VERIFICATION CODE"** button. *It is important that the email address is valid as an automatically generated one-time security code will be sent to that address.*

4. Check your inbox for an incoming email and enter the code provided. *If you can't find an email in your inbox, please check the JUNK or SPAM folder.*

NOTE: should you require a new code, simply click on the "Send new code" button and go to step #4.

5. After your email address has been verified, please complete your other credentials (all fields are mandatory) and click on the "Create" button.

6. Your log in has now been created and you are logged into the DRS Portal.

User Login

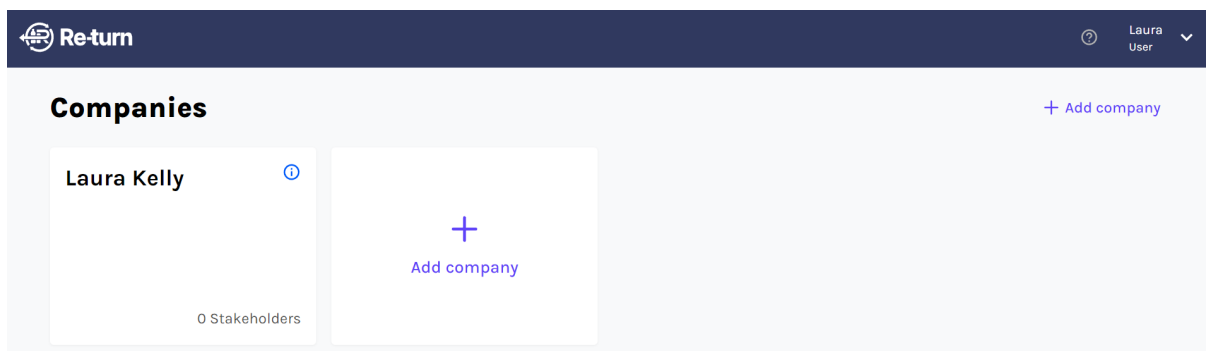Successfully registered users will use this functionality to log into the DRS Portal.

Once your account has been created, or if you have existing log on details, the portal can be accessed at any time via the web page, www.re-turn.ie.

1. Enter your email address and password and click the sign in button. *If you cannot remember your password, click on the "Forgot your password?" link and you will be sent an email to verify your address and resent your password.*

2. You are now on the DRS Portal homepage – the company view.

NOTE: The content of the home screen will differ depending on your authorization level and any restrictions set by your organization. You will only be able to see and access companies and associated stakeholders which are associated with your registered email address/user account.

Business Registration

Once your user account has been created you are able to register your company. You must create a record for your company before you add further producer or retailer information.

Click on "Add company" to start.
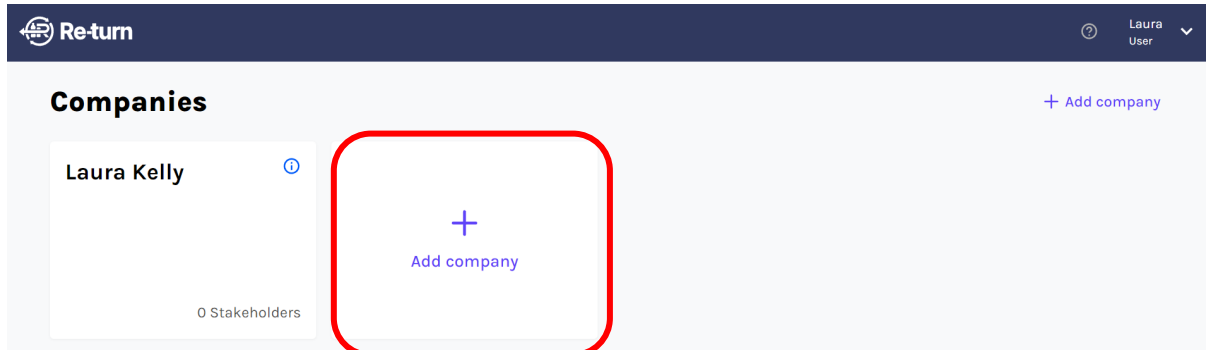
Company

1. A company has a CRO number (Company's Registration Office number) If your organisation is a company:
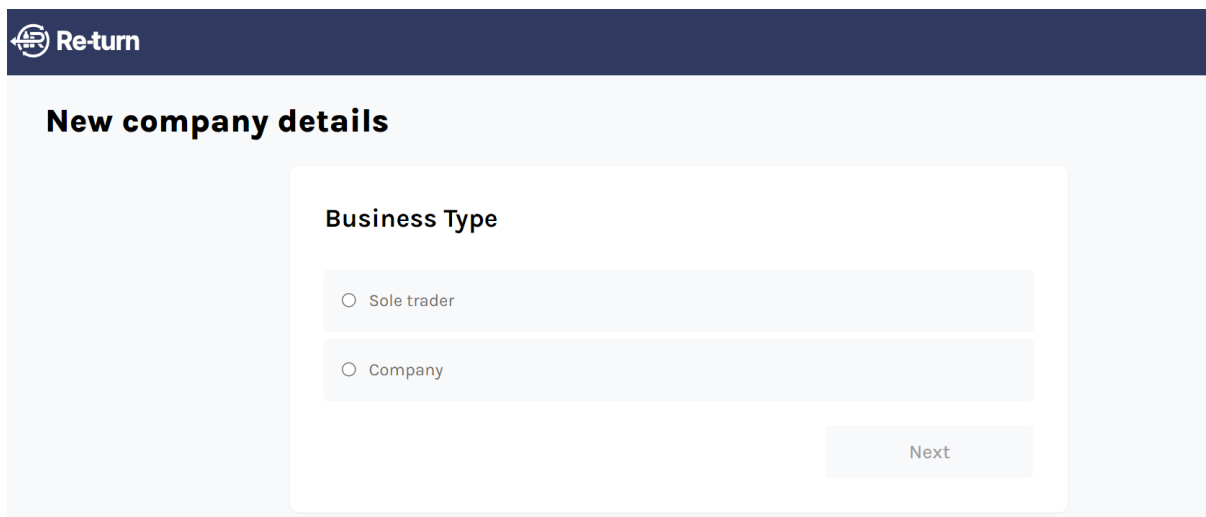
2. You will then be asked to enter your CRO number. This will be validated against the www.cro.ie register. If your organization is not a company, click "Change" to go back to the previous screen.

3. Data from the CRO.IE registration service will be used to prefill the company details; these fields will be greyed-out and cannot be modified. If you think any the details from CRO are incorrect you should contact them for correction.
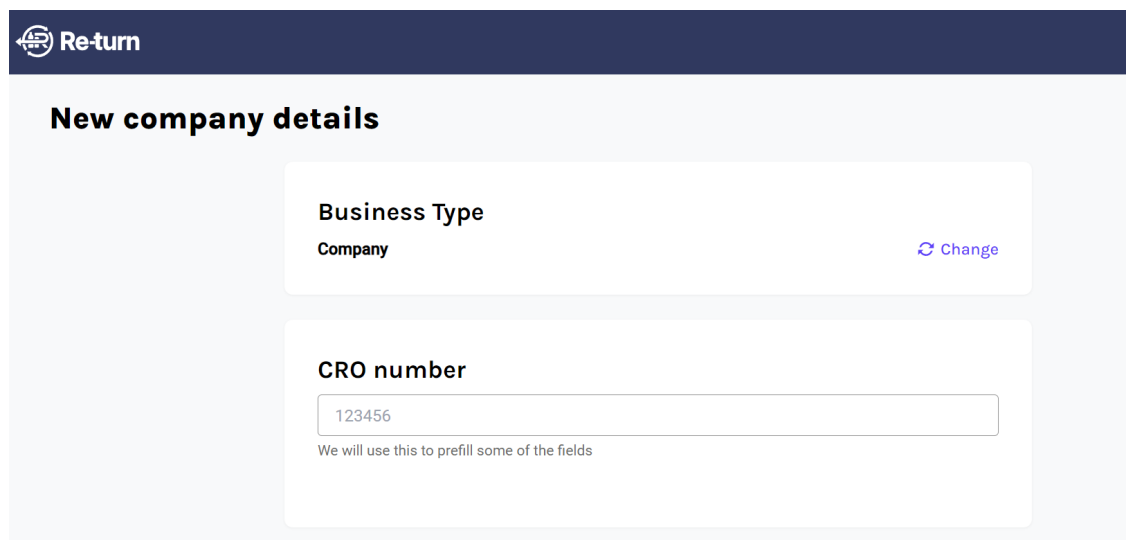
Company Details

Company Name

CSNA COMPANY LIMITED BY GUARANTEE

Trading Name (Business name)   Optional

Official business name

Registration Date

23/05/1989   📅

Company Type
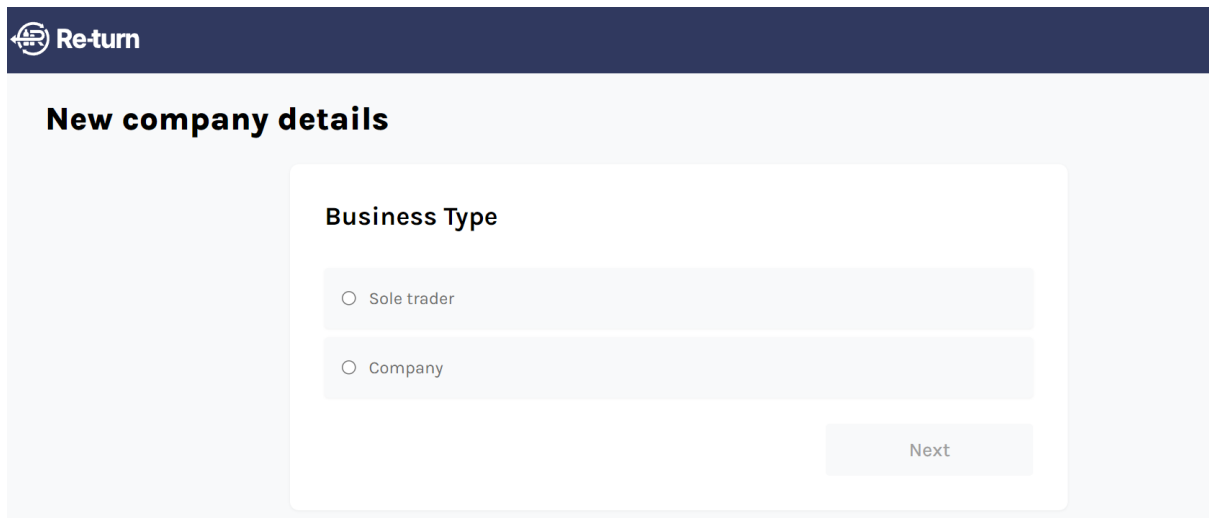
CLG - Company Limited by Guarantee

4. Please complete the remaining fields.

5. Once the registration form is complete, click on the "Review'' button to check your information.

6. If all the data is correct, click the "Confirm" button. To change any data, click on **"Go Back"** button.

7. You will receive an on-screen message and email confirmation that your company records have been created.

8. From here, you will have the following options:
   a) Register new Stakeholders associated with the registered company,
   b) Review the Company Details,
   c) Return to the Homepage.

Sole Trader

If your organisation is a sole trader:

1. Select "Sole trader"
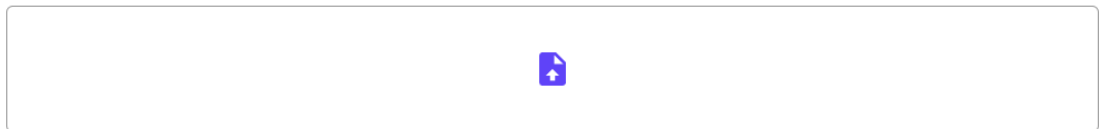

2. The system will display the registration form. If your organisation is not a company, click **"Change"** to go back to the previous screen.

3. Please complete the organisation and contact details. The ability to add any supporting documentation the sole trader feels may be useful is also available.
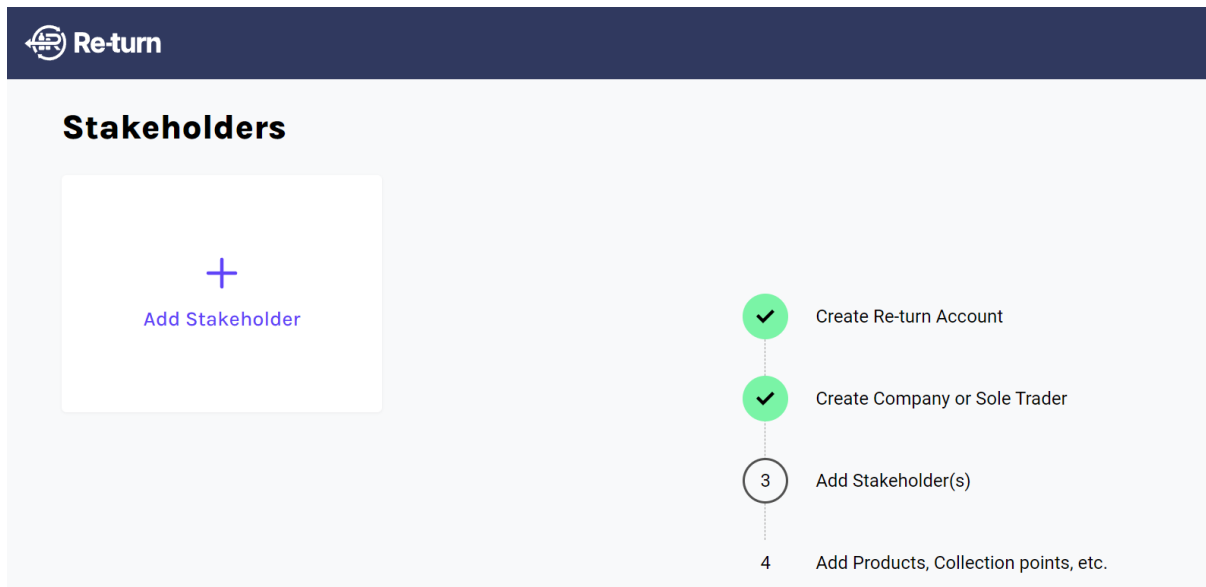
Note: Attachment of sole trader documentation is optional.

4. Once the registration form is filled in, click on the ''Review'' button to check your information.

5. If all the information is correct, click the "Confirm" button. To change any data, click on "Go back" button.

6. You will receive an on-screen message and email confirmation that your sole trader record has been created.

7. From here, you will have the following options:
    a) Register new Stakeholders associated with the registered company,
    b) Review the Stakeholder Details,
    c) Return to the Homepage.

Register A Retailer

Once your company record has been created, you can add Stakeholders. If you are linked to more than one company, please select the one you wish to update and click "Add Stakeholder."
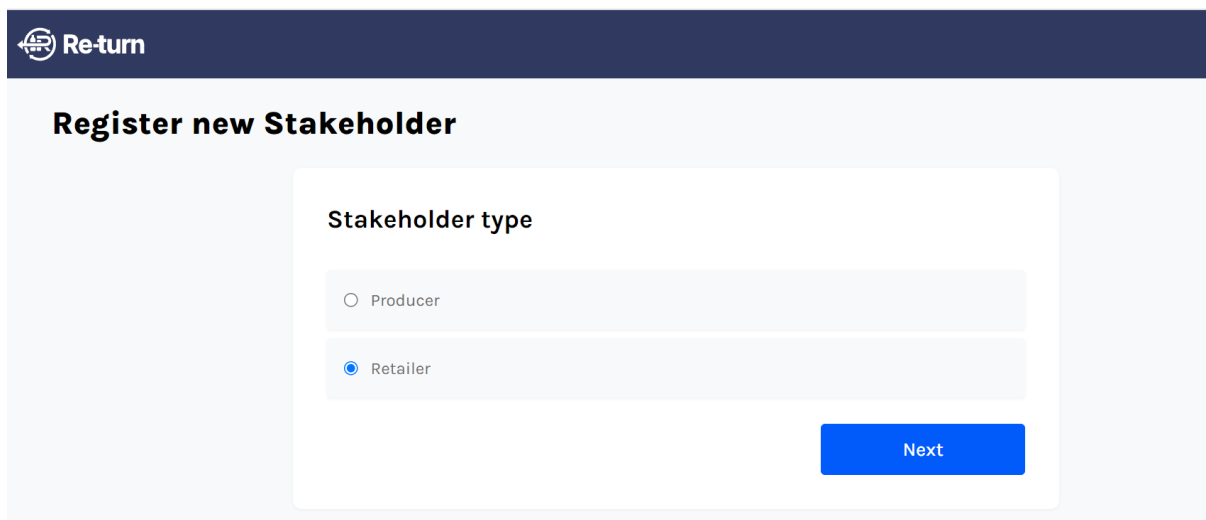
To register a new retailer:

1. Select **"Retailer"** and click **"Next"** to reach the stakeholder registration form.

2. Select the type of Retailer you are from the drop-down list.

   The company details will be prepopulated, and you can enter a mailing address. This may or may not be the same as the company address.

   There are a number of contact details that you are then asked to complete:

   - Contact – Primary contact for the Producer
   - Financial Contact – In case of any invoicing/ payment queries
   - Membership Agreement authorised Signatories – You can have up to four signatories. These will be used to send the agreement to and get the membership signed by.

3. Once the registration form is filled in, click on the ''Review'' button to check your information.

4. To change any data, click on "Go back" button.

5. The **"Retailer membership rules'' document must be opened, and the checkbox ticked, to proceed with the registration.**

Retailer Membership Rules

By ticking the box, I hereby attest and affirm that I am a duly authorized representative vested to act on behalf of the Retailer, with the specific intent of consenting to and agreeing with the provisions set forth in the Retailer Membership Rules. I acknowledge and confirm that I have read, understood, and agree to abide by the Retailer Membership Rules. This action constitutes the explicit agreement of the Retailer to observe, perform, and be bound by these Retailer Membership Rules and any variation or supplemental terms and conditions of membership issued by DRSI from time to time, which shall form part of the Retailer Membership Rules and shall have effect as if set out in the body of the Retailer Membership Rules. The Retailer understands that failure to comply with the Retailer Membership Rules may result in termination of its membership, without affecting any other right or remedy available to DRSI.

Click here to view the Retailer Membership Rules

☐ I confirm and accept the Retailer Membership Rules

You must read the Retailer Membership Rules

Review

6. If all the information is correct, and Retailer Membership Rules have been accepted, click the **"SEND FOR APPROVAL"** button which will send the registration to DRSI for approval. A message will display on screen to confirm it has been submitted.