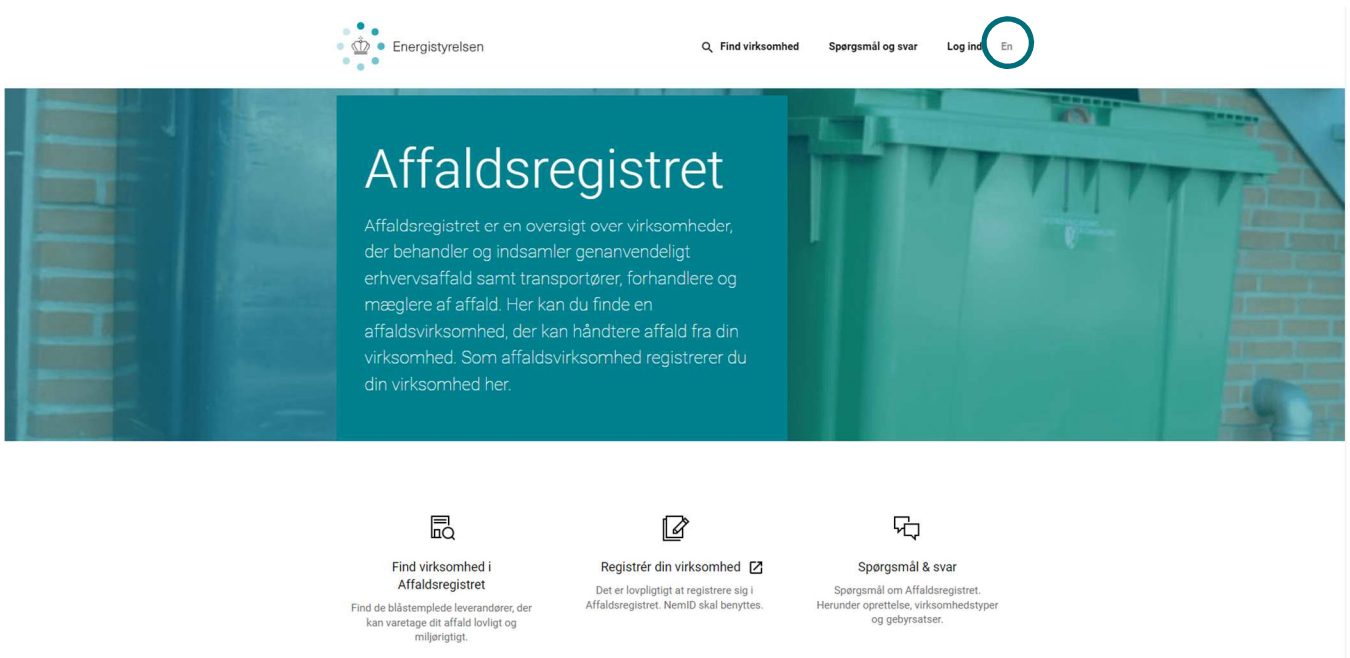



Guide to registration in the Danish National Waste Register

1. Go to www.affaldsregister.ens.dk via your browser of choice.
2. Press “EN” in the top right corner for the English version of the website



The screenshot shows the homepage of the Danish National Waste Register. At the top left is the logo for 'Energistyrelsen'. In the top right corner, there are navigation links: 'Find virksomhed', 'Spørgsmål og svar', and 'Log ind' with a circular button labeled 'En' next to it. The main content area features a large teal banner with the title 'Affaldsregistret' and a descriptive paragraph: 'Affaldsregistret er en oversigt over virksomheder, der behandler og indsamler genanvendeligt erhvervsaffald samt transportører, forhandlere og mæglere af affald. Her kan du finde en affaldsvirksomhed, der kan håndtere affald fra din virksomhed. Som affaldsvirksomhed registrerer du din virksomhed her.' Below the banner are three columns of service options, each with an icon and a brief description: 1. 'Find virksomhed i Affaldsregistret' with a magnifying glass icon, describing a list of suppliers. 2. 'Registrér din virksomhed' with a document icon, stating it is a legal requirement to register. 3. 'Spørgsmål & svar' with a speech bubble icon, providing information on registration types and fees.


3. Scroll down and choose “Login for foreign companies”.




Login for foreign companies
Login to the Waste Register. You will be registered through virk.dk.



Guide for registration 
Here you can find a guide for registration and for the use of the Waste Register.



Questions and answers
Here you can find information for foreign companies, fees and how to register.



Login using eIDAS



About the Waste Register
Here you will find information about the Waste Register.

4. Log in with email and password

If it is the first time you log in, see point 6 below.



Login



Email address

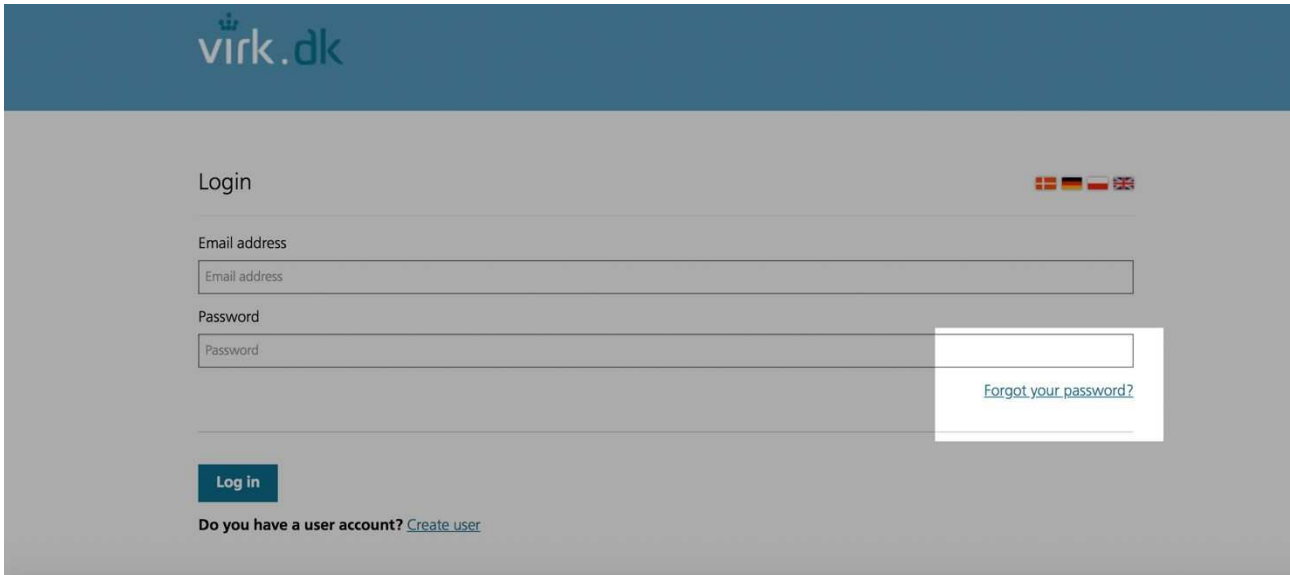
Password

[Forgot your password?](#)

Log in

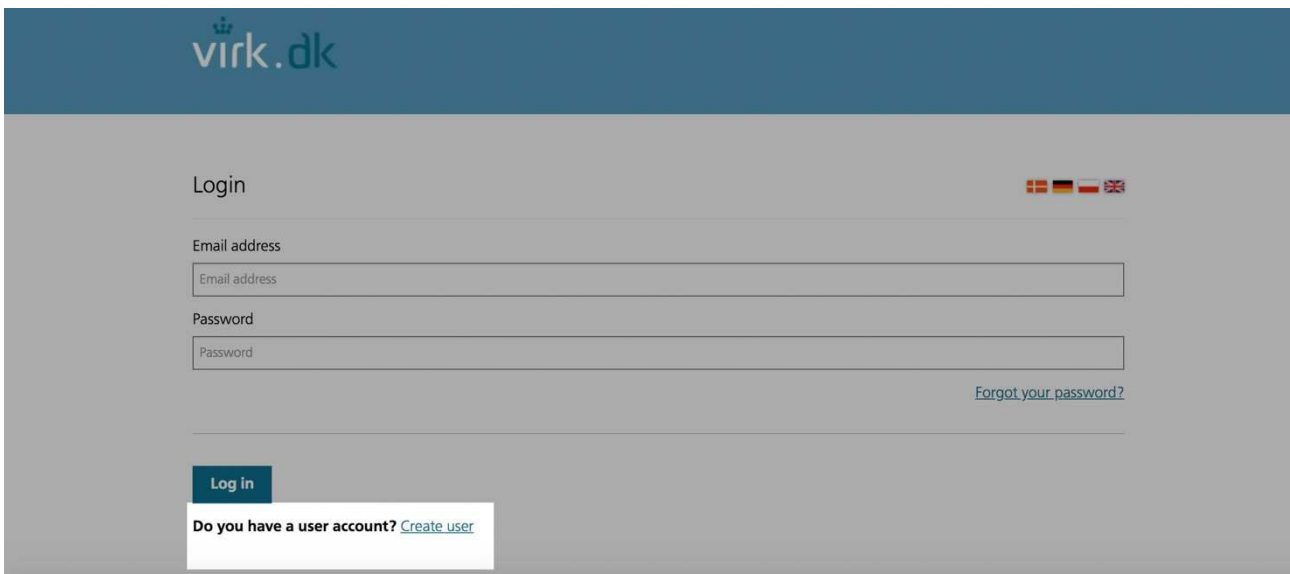
Do you have a user account? [Create user](#)

5. If you do not remember your password, press “forgot your password?”



The screenshot shows the login page for virk.dk. At the top left is the logo 'virk.dk'. Below it, the word 'Login' is displayed. To the right of 'Login' are three small flag icons (Denmark, Germany, and the UK). There are two input fields: 'Email address' and 'Password'. A blue button labeled 'Log in' is positioned below the input fields. Below the button is the text 'Do you have a user account? [Create user](#)'. A white callout box on the right side of the page highlights the text 'Forgot your password?' in blue.

6. If it is the first time you log in, please press “create user”



The screenshot shows the login page for virk.dk, identical to the previous one. However, a white callout box is positioned over the 'Do you have a user account? [Create user](#)' text, highlighting the 'Create user' link.

7. Fill in the information and press “create user account”

Create user account

Email address (will also be used as username) *

Repeat email address *


Name *

Date of birth

Preferred language

Password (minimum 8 characters. Must contain a capital letter, a small letter and a number/special character) *

Repeat password *


Play CAPTCHA
[Load new text](#)

Enter CAPTCHA

Solemn declaration

I hereby declare that the information above is correct

8. Open your e-mail and follow the activation link (some waiting time before the e-mail arrives may occur)

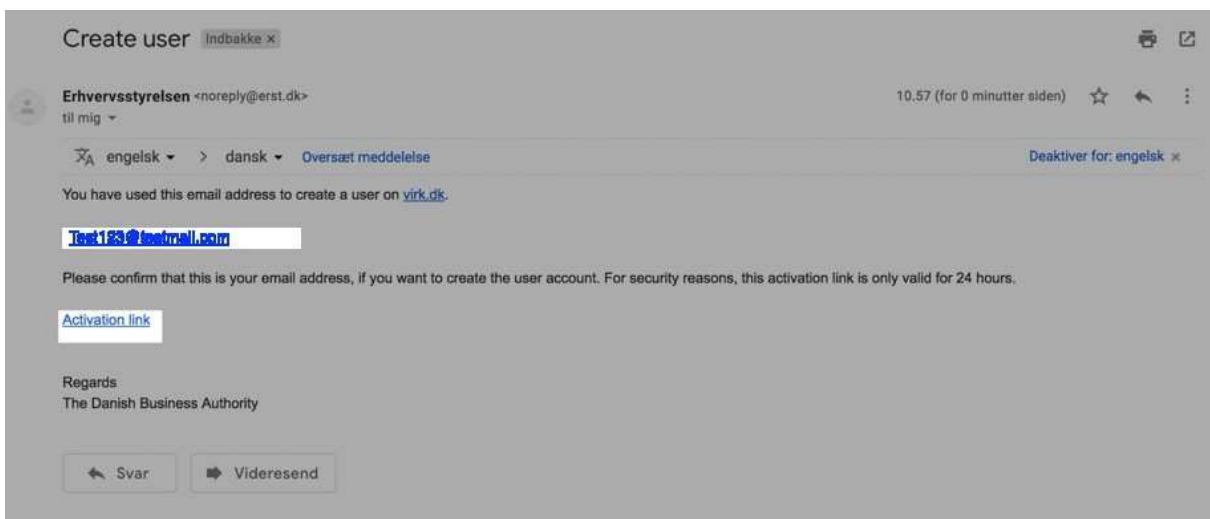


Your status

We have sent a mail with an activation link for the email address you have entered as your user name for Virk.dk. Open the mail and click on the activation link in order to activate your user account.

Resend activation mail

[Resend confirmation mail](#)



Create user Inbakke x

Erhvervsstyrelsen <noreply@erst.dk> 10:57 (for 0 minutter siden) ☆ ↶ ⋮
til mig ▾

🌐 engelsk ▾ > dansk ▾ [Oversæt meddelelse](#) [Deaktiver for: engelsk x](#)

You have used this email address to create a user on [virk.dk](#).

[Test123@testmail.com](#)

Please confirm that this is your email address, if you want to create the user account. For security reasons, this activation link is only valid for 24 hours.

[Activation link](#)

Regards
The Danish Business Authority

↶ Svar ➦ Videre-send

9. Log in with your e-mail and chosen password



Login



Email address

Testxxx@test.com

Password

.....|


[Forgot your password?](#)


Log in

Do you have a user account? [Create user](#)

10. Fill in the information and press “Register”


User registration for foreign companies [Logout](#)

Company* 

Address* 
Street name Street no.

Zip code Municipality

Country

VAT no.* 

Telephone*

Fax


Website


E-mail

I hereby declare that the information provided is true and correct*

OBS: When typing in the VAT number **DO NOT** use the land code in the front


User registration for foreign companies [Logout](#)

Company* 

Address* 
Street name Street no.

Zip code Municipality

Country

VAT no.* 

Fax

Website

E-mail

I hereby declare that the information provided is true and correct*

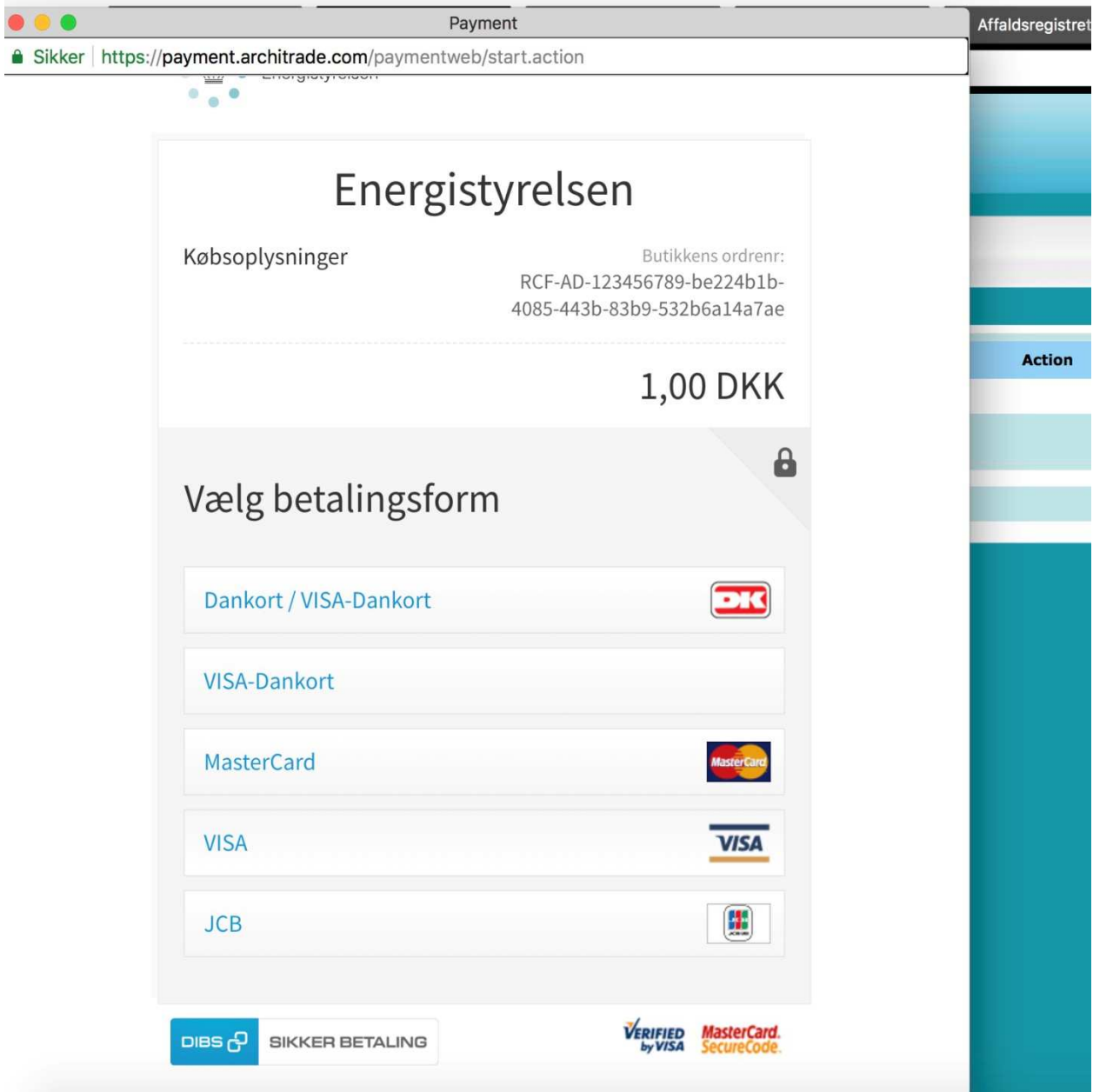
- To successfully register your company please go to “Credit cards” and press “Register new card”



- Allow the pop-up window



13. Choose the type of credit card you wish to register.



The screenshot shows a web browser window with the URL <https://payment.architrade.com/paymentweb/start.action>. The page title is "Energistyrelsen". The main content area displays "Købsoplysninger" (Purchase information) and "Butikkens ordrenr:" (Store order number) with the value "RCF-AD-123456789-be224b1b-4085-443b-83b9-532b6a14a7ae". The amount is "1,00 DKK". Below this, there is a section titled "Vælg betalingsform" (Choose payment method) with a lock icon. The payment methods listed are: Dankort / VISA-Dankort (with DKB logo), VISA-Dankort, MasterCard (with MasterCard logo), VISA (with VISA logo), and JCB (with JCB logo). At the bottom, there are logos for "DIBS SIKKER BETALING" and "VERIFIED by VISA MasterCard SecureCode".

14. Type in your credit card information and press "save"

Energistyrelsen


Købsoplysninger Butikkens ordrenr:
RCF-AD-123456789-be224b1b-
4085-443b-83b9-532b6a14a7ae

1,00 DKK

Udfør betaling 🔒



Valgt betalingsform:

MasterCard

✓ 5573123412344611 

✓ 12 / ✓ 20

[Gem kortoplysninger](#)

 **SIKKER BETALING** 

15. Go to payment overview to pay the pending registration and annual fees.
The registration is now completed.

Waste register

- Home page
- Search
- Applications
- Credit cards
- Payment overview

Log out

Payment overview

Registered cards

Card number: XXXXXXXXXXXX0000

Expiration date: juni 2024

Use new card

Pending payments

Registration fee for conveyors	
Beløb (DKK):	134,00
Ansøgningsdato:	24-10-2018
Pay now	
Annual fee for conveyors	
Beløb (DKK):	55,00
Ansøgningsdato:	24-10-2018
Pay now	
Annual fee collector	
Beløb (DKK):	55,00
Ansøgningsdato:	19-09-2018
Pay now	
Annual fee recycling facility	
Beløb (DKK):	55,00
Ansøgningsdato:	19-09-2018
Pay now	
Annual fee broker	
Beløb (DKK):	55,00
Ansøgningsdato:	19-09-2018
Pay now	

Betingelser

You can pay with the following types of credit cards:

Dankort / VISA-Dankort , VISA , MasterCard , og JCB

16. The company is registered in the Danish National Waste Register when all pending fees are paid. The company will also receive receipts for the payments made, and digital proof of registration by email.