PRODUCERS

Complete the following steps to register as a Producer on the Exchange for Change Phase 1 Registration Portal.

EXCHANGE FOR CHANGE

BEFORE YOU START

Before beginning your registration, ensure you have the following information to hand:

- [ ] Your company registration number
- [ ] Your registered company address, as recorded with Companies House
- [ ] Your primary contact's name, email address and job role
- [ ] Your business name and, where applicable, trading name
- [ ] Your business address and mailing address



TIP:

Click on the information icons throughout the portal for guidance on completing the different fields.

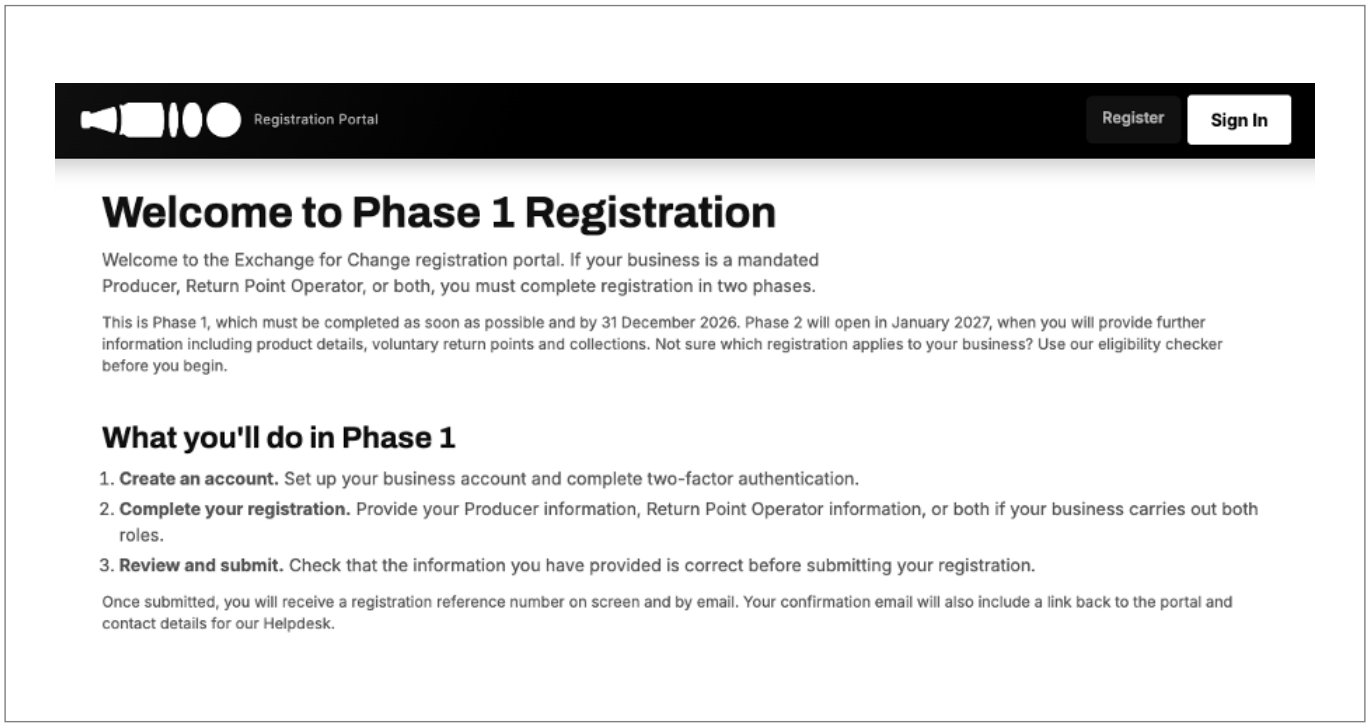
CREATE AN ACCOUNT

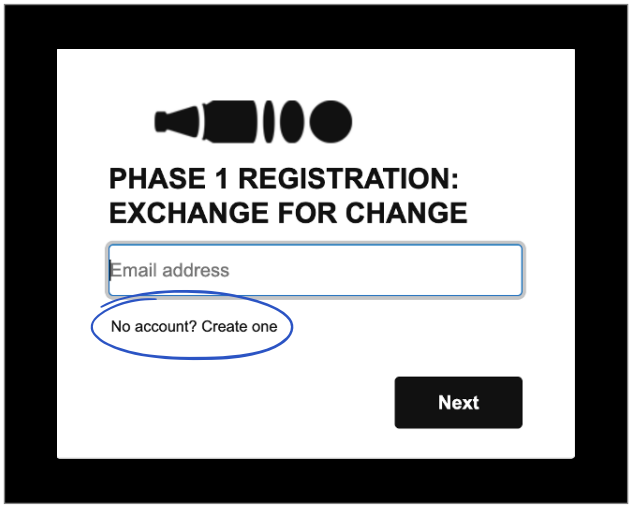
If using the portal for the first time, you will need to sign up for an account before starting your registration.

1. Select **Register** on the portal homepage.

TIP:

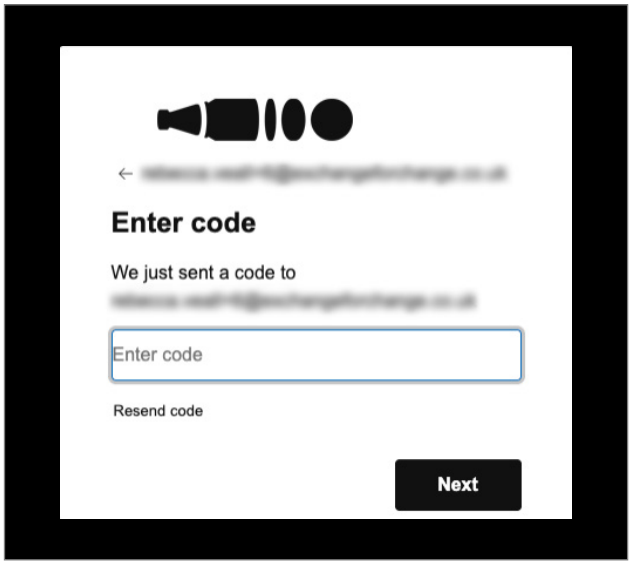
If you are already registered, sign in using your existing login details to update your organisation, business and premises details at any time from the dashboard.



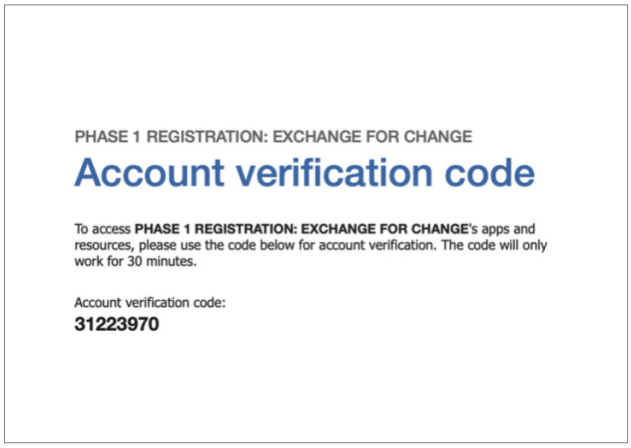


2. Select **No account? Create one.**

3. Enter your email address.

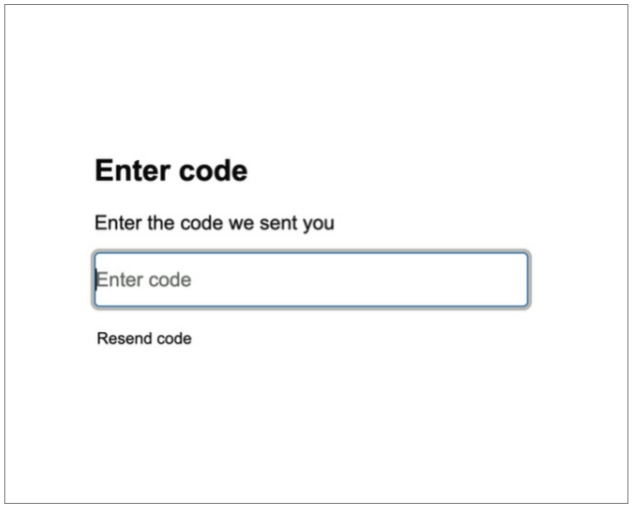


4. Retrieve the verification code from the email sent to you.



TIP:

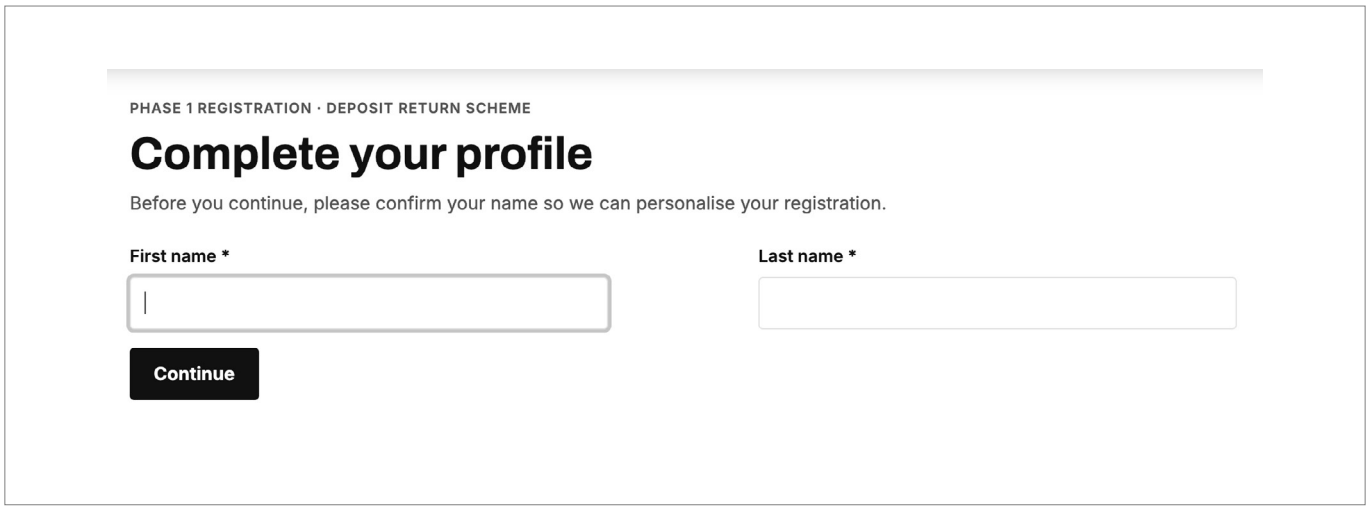
If you did not receive the code, check your spam or junk folder.



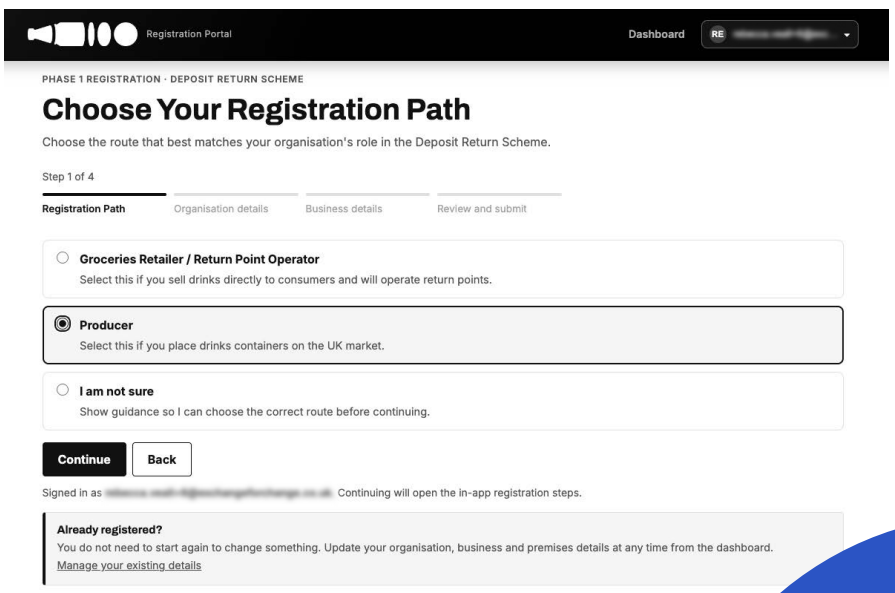
5. Enter the verification code into the portal and click **Verify**.

6. Add a secure password to your account.

7. Complete your profile by entering your name and selecting **Continue**.



SELECT YOUR REGISTRATION TYPE

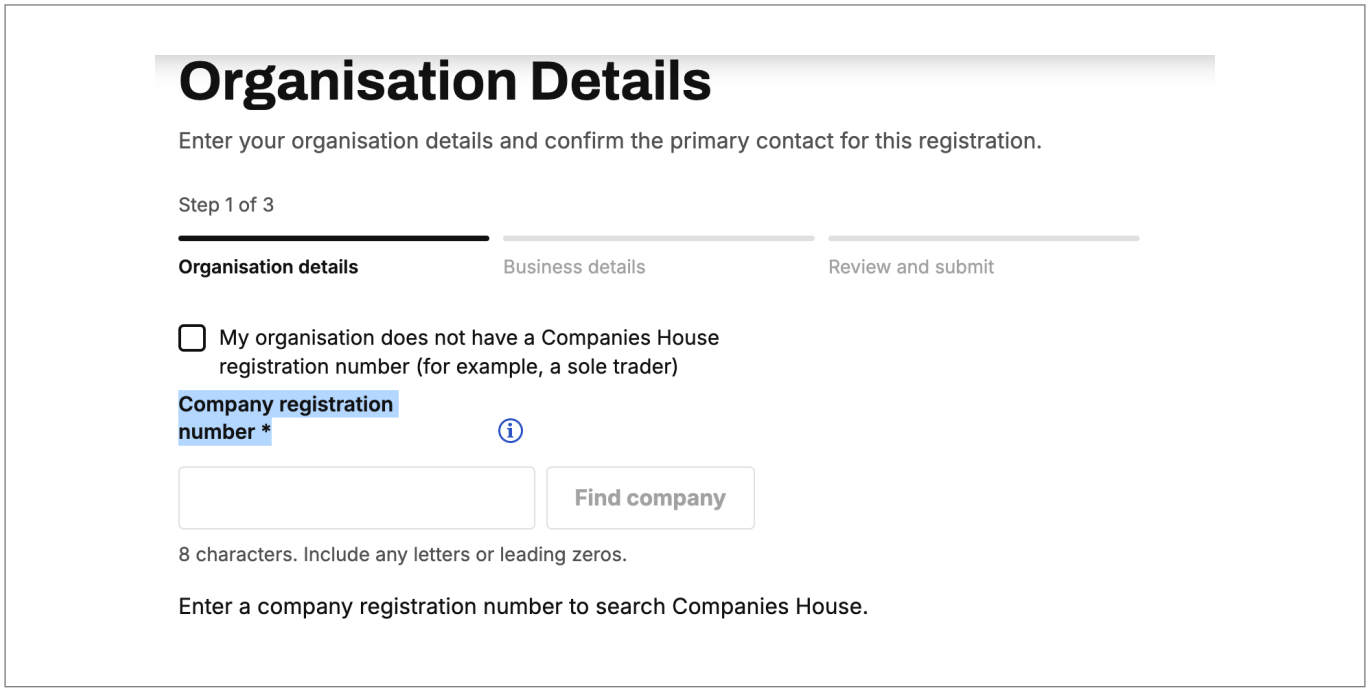


1. If you place drinks containers on the UK market, select **Producer**.
2. Select **Continue**.

NOTE:

If your organisation operates as both a Producer and a Groceries Retailer, please submit a separate registration for Groceries Retailer once you have completed this registration.

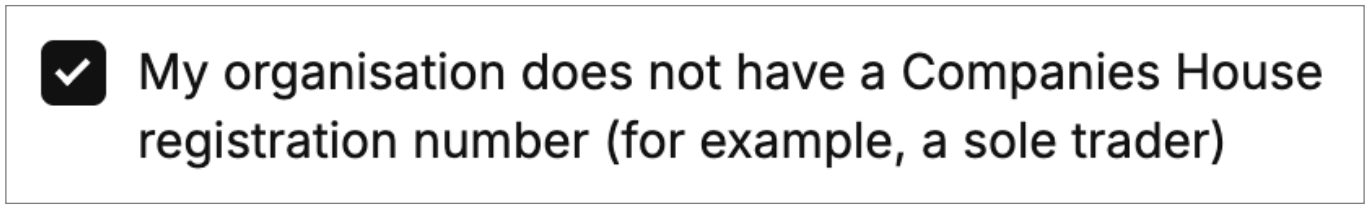
ENTER ORGANISATION DETAILS



A. If your organisation has a company registration number:

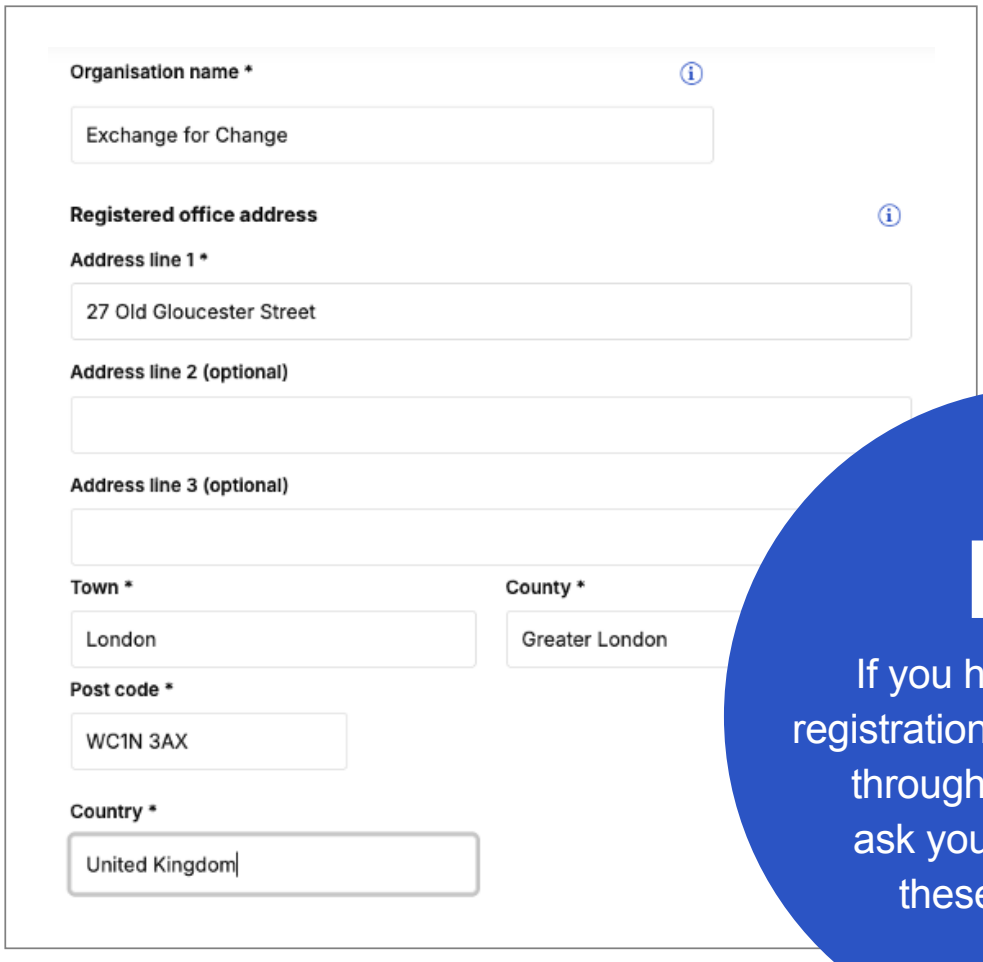
1. Enter it into the company registration number field.
2. Select **Find Company**.

The portal will then retrieve and populate your organisation information from Companies House.



B. If your organisation does not have a company registration number:

1. Tick the checkbox at the top of the form.
2. Complete the form with your organisation's details.



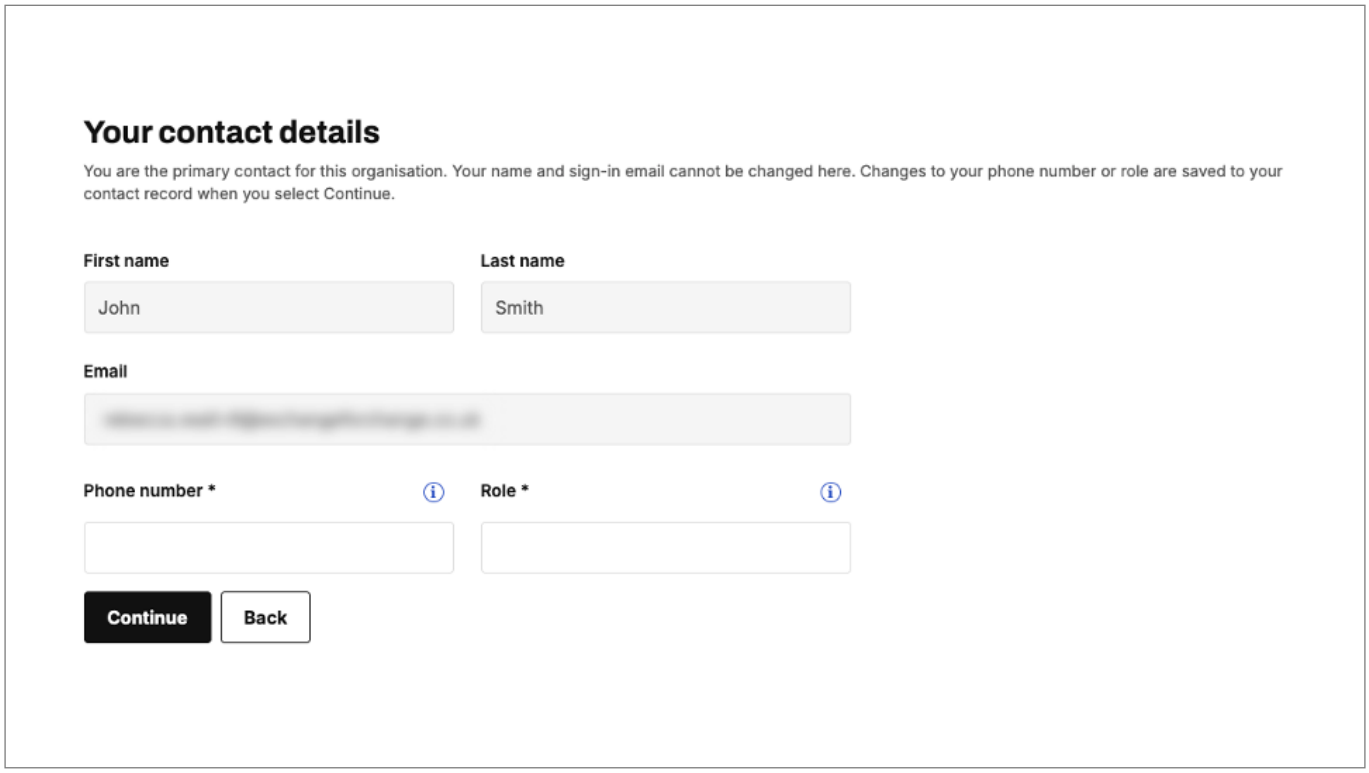
NOTE:

If you have an existing registration, the portal will pull through the details and ask you to confirm that these are correct.



3. Enter your VAT number, if applicable.

4. Update the contact details for your primary contact, if required, and add in their role and phone number.

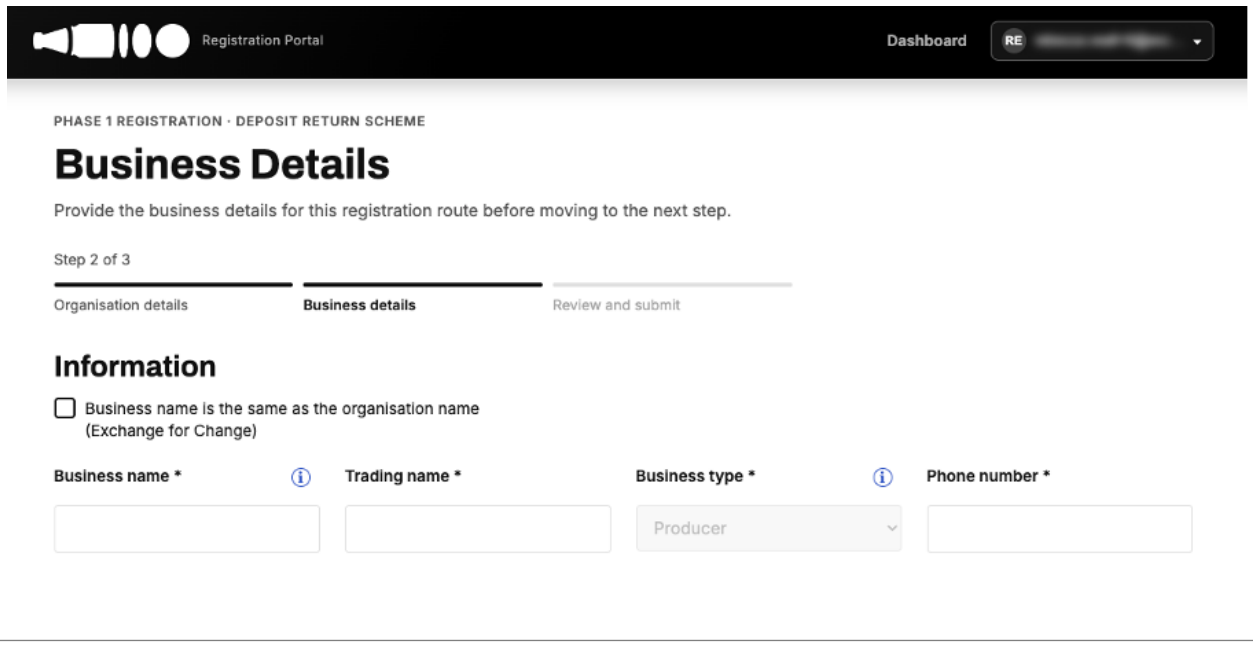


5. Complete all mandatory fields marked with an asterisk (*).

6. Check the information shown.

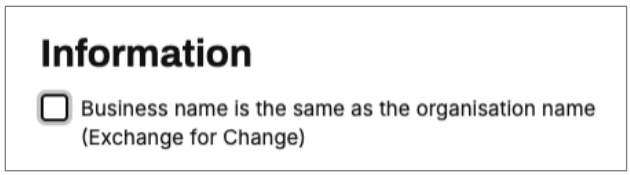
7. Select **Continue**.

ENTER BUSINESS DETAILS



1. Enter the details of the business you are registering.

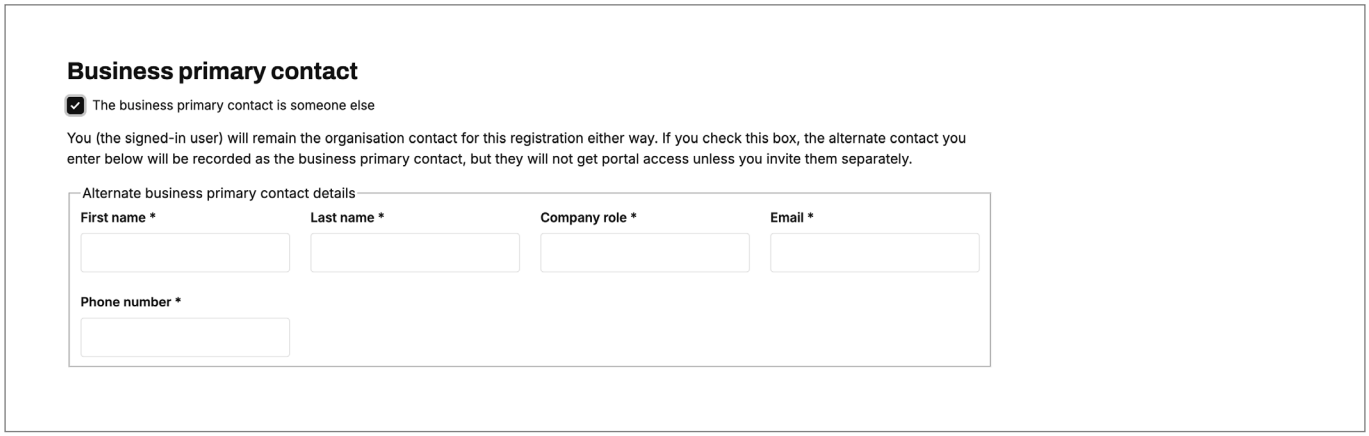
2. Select the relevant checkbox to automatically populate previously entered details.



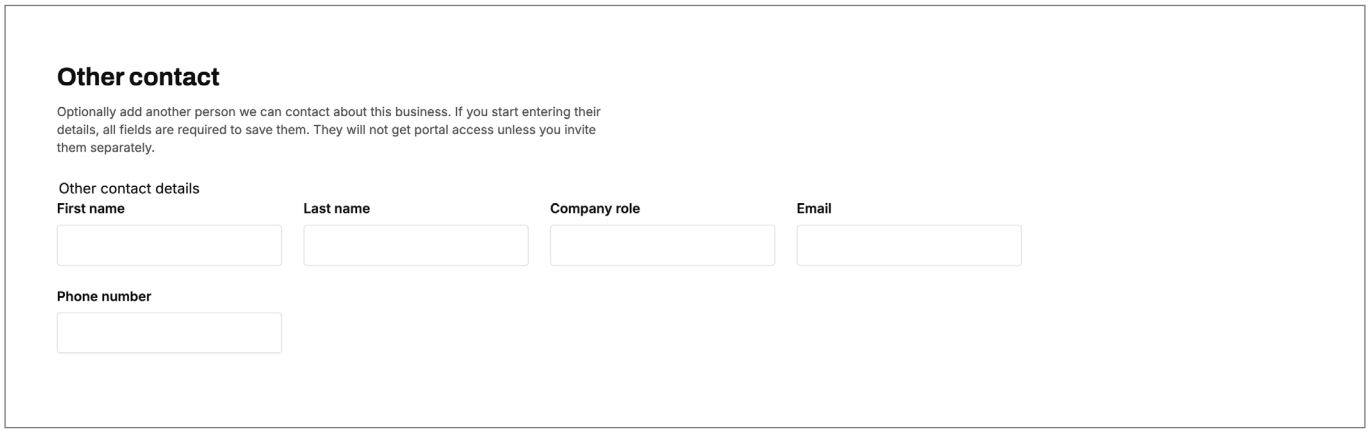
NOTE:

You will need to complete all contact detail fields to submit this contact to us.

3. If the primary contact for the business has not yet been entered, tick the checkbox in the Business Primary Contact section and complete the **Alternate business primary contact details section**.



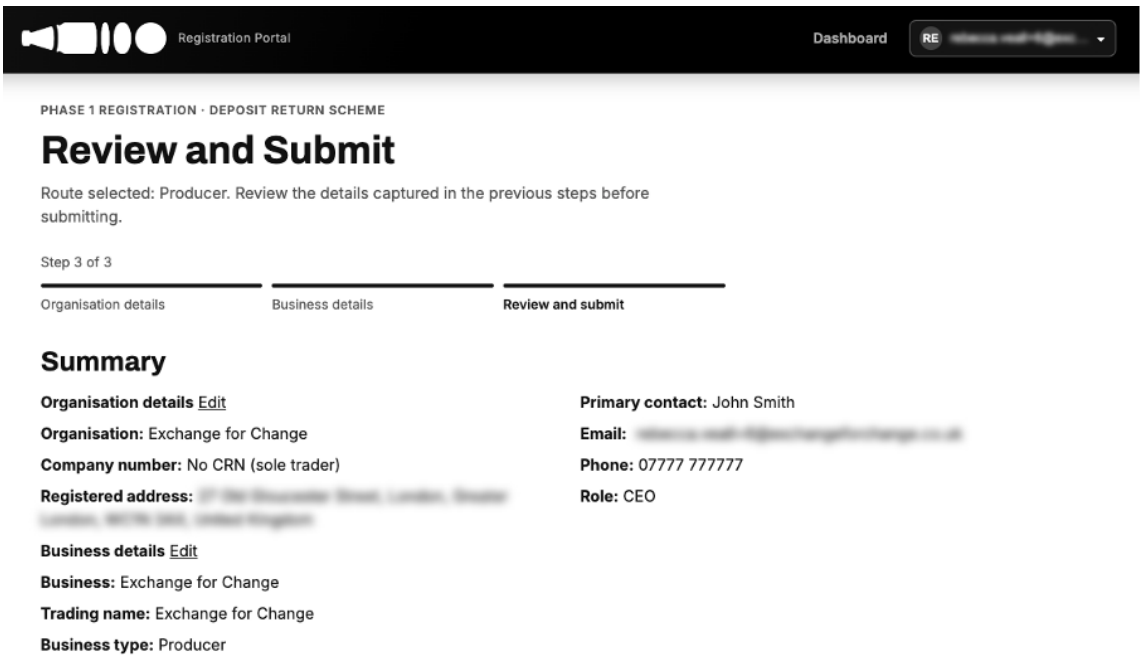
4. Add in details of another contact, if preferred.



5. Check that all mandatory fields marked with an asterisk (*) have been completed.

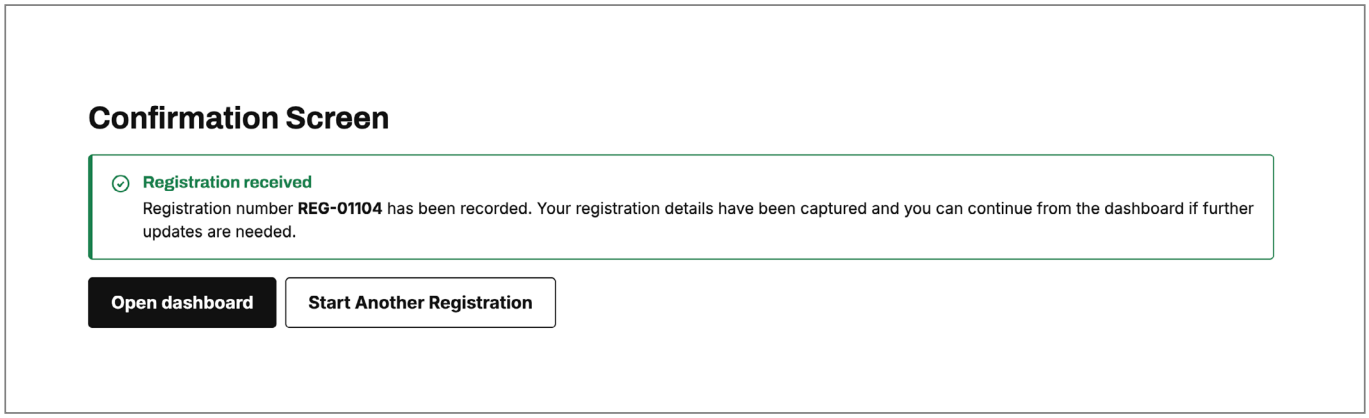
6. Select **Continue**.

REVIEW AND SUBMIT



1. Review all information before submitting your registration.
2. To make changes, select **Edit** or **Back** to return to the previous screen.
3. Once all information has been reviewed, select **Submit Registration.**

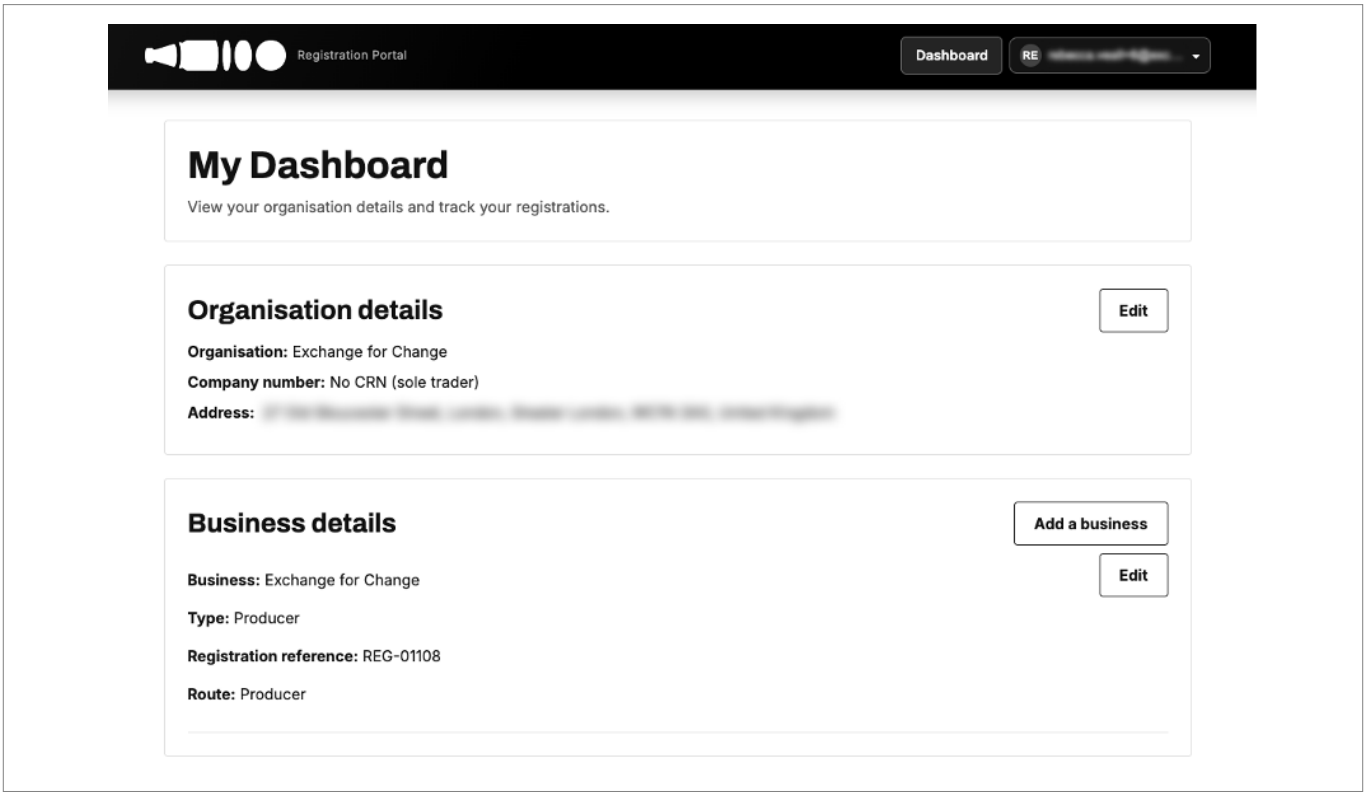
A confirmation message will appear on screen, and a confirmation email will be sent to the inbox of the primary user.



After submitting your registration, you can:

- Start another registration as a Groceries Retailer by selecting **Start Another Registration**.
- Go to your dashboard by selecting **Open Dashboard**.

ACCESS YOUR DASHBOARD



Within your dashboard, you can:

- Manage your organisation's details.
- Manage business details and add a business.
- View your business withdrawal requests, if applicable.
- Review registration information.
- Invite additional users to access or manage records.