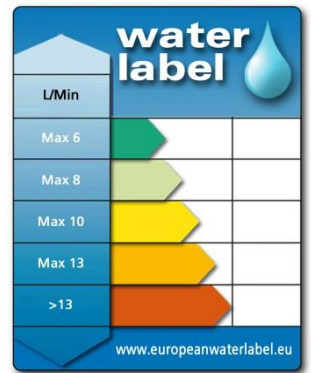


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## GUIDE TO REGISTRATION

The Water Label Scheme provides easy access to a database of bathroom products, which display the volume/flow of water used, when installed and used correctly in accordance with manufacturer's instructions.

Using water wisely and reducing waste, saves water, reduces energy and saves the user money on utility bills.

The procedure for Scheme registration is easy and simple. Here is a step by step guide to help you:

### STAGE ONE

- Go to [www.europeanwaterlabel.eu](http://www.europeanwaterlabel.eu)
- Click 'enter' icon
- Click '**Industry & Professionals**' which is on the top horizontal bar
- Click 'Scheme Forms' which can be found on the vertical left side of the screen
- Click 'Company Registration'
- Complete and return to the Scheme Administrator, electronically, fax or post
- Click 'Declaration of Conformity' form
- Complete and return, electronically, fax or post

### STAGE TWO

- Scheme Administrator to generate and issue Company Scheme Registration Number to be used on all subsequent correspondence and relevant product registration forms
- Scheme Administrator will upload all Company details onto database
- Applicant to raise and send to Water Label Company a Purchase Order number for invoice payment and provide a VAT number.
- Water Label Company will generate and send out electronically to notified email address the relevant invoice for Scheme Registration payment

### STAGE THREE

- Click 'Submit a product to the Scheme' which can be found on the vertical left side of the screen. Enter 'Company Scheme Registration Number' in appropriate box, which must be in capital letters and no spaces between letters or numbers
- Click 'Sign In' which is under the Company Scheme Registration number box, this will take you to a new page

- Click on product type to be submitted for your product registration and complete the necessary and relevant information and click submit
- Ensure all relevant 'European Countries' boxes have been completed in accordance with your preferred registration options
- Water Label Company will generate and issue payment invoice for product registrations
- Scheme Administrator will request product images for each product registration to be included on database – each image to be referenced with product registration and be in .jpg and be 200px wide x 200px high and no larger than 10 kilobytes.

## **ADDENDUM**

Within the 'Scheme Forms' section you will also find 'The Complete Guide to the Scheme and Testing Criteria', plus additional forms referring to applicable 'Costing' and if registration falls under licence fee structure or SKU structure – Company Registration Number is mandatory element of this form. Further additional forms referring to 'Notification of Modification' to existing registrations and 'Notification for Withdrawal' of product registrations can also be found in the vertical left hand side of the screen.