

Registration, login, representation in PPWIS

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1. Registration in PPWIS

The unified product, packaging and waste accounting information system (hereinafter – PPWIS) has been operating since 1 January 2018 (website address www.gpais.eu).

In order to join PPWIS, natural and legal persons must first register.

After entering the address of the website www.gpais.eu, in the browser window, you will see useful links for the user in the main window of PPWIS, you can change the language and log in to PPWIS. To log in or register in PPWIS, click “Login to PPWIS” (Figure 1).

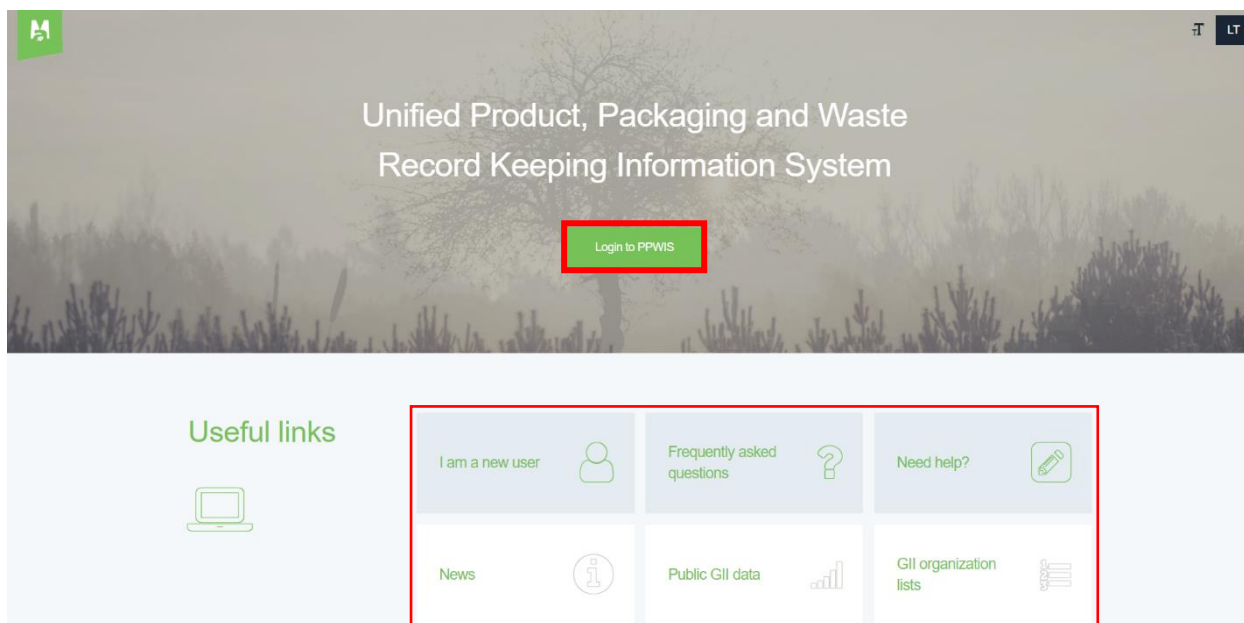


Figure 1

In the window that opens, click “Register” (Figure 2). You will be redirected to the Electronic Government Gateway portal where your authentication takes place.

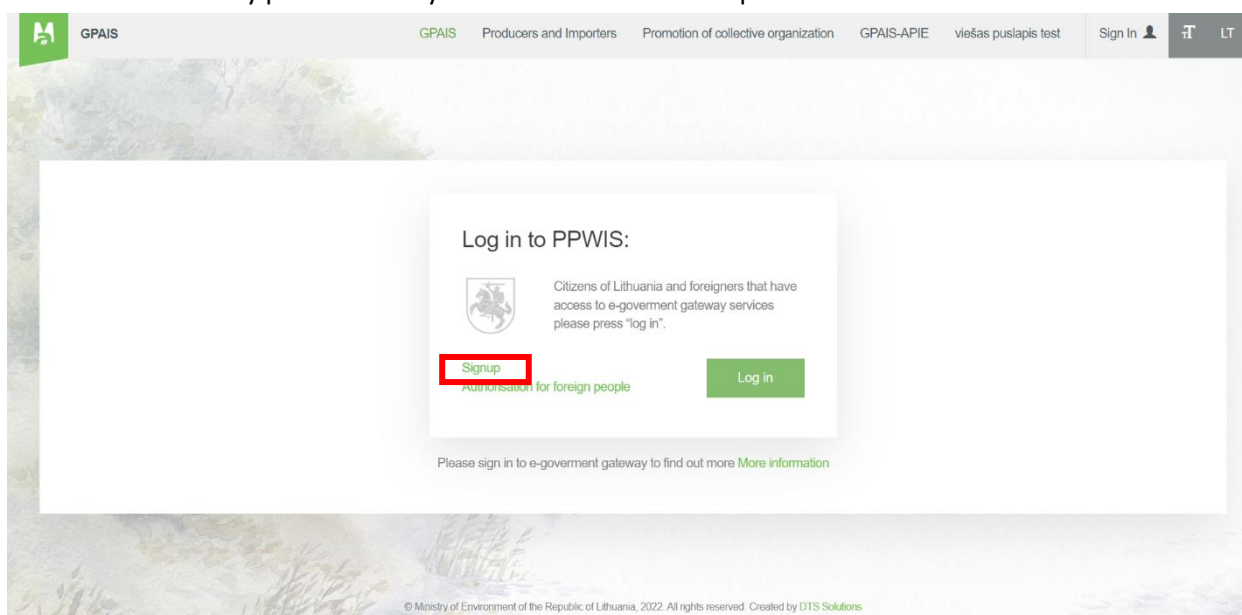


Figure 2

Please note

You can find useful information related to registration and login to PPWIS in the useful link on the “I am a new user” page of PPWIS.

1.1. Registration of a natural person carrying out individual activities in PPWIS

Natural persons who carry out or start to carry out individual activities must register in PPWIS and, as a result of this activity, must keep records of waste generation and/or waste management, and/or relevant for manufacturers and importers.

When registering a natural person in PPWIS, confirm your identity in the portal of the Electronic Government Gateway by selecting “Citizen of resident” (Figure 3).

Authentication by Lithuanian means of identification **Lithuanian citizens**

Choose your user type:

After selecting the target group, it will be given the opportunity to login for selected group of users in applicable login ways. Select the target group, according to actions you are planning to perform after login.



Figure 3

Select the login method you are using (Figure 4).

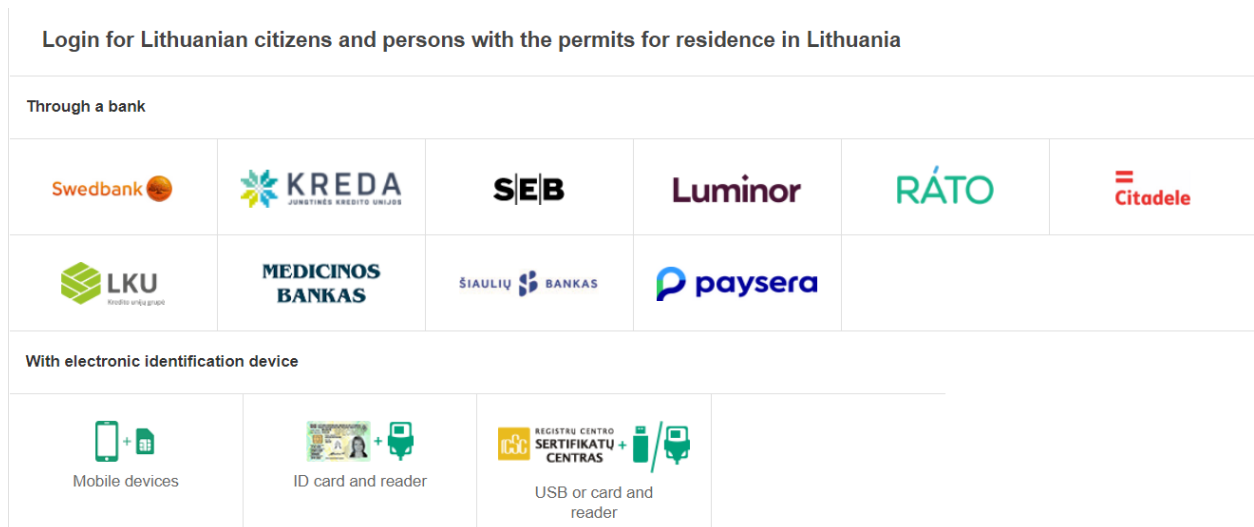


Figure 4

After completing the login steps, a data review window will open where you can see your personal data. Make sure that the provided data is correct and select “Confirm” (Figure 5). When connecting through Swedbank, there is an additional step, you need to press “Login” under the heading “Electronic government portal”.

Vieninga gaminių, pakuočių ir atliekų apskaitos informacinė sistema

First name:
Last name:
Email:
Phone number:
Date of birth:
Personal code

Short description: Vieninga gaminių, pakuočių ir atliekų apskaitos informacinė sistema (toliau – GPAIS) yra skirta Aplinkos ministerijos, Aplinkos apsaugos agentūros, Aplinkos ministerijos regionų aplinkos apsaugos departamentų ir kitų gaminių, pakuočių ir atliekų (toliau – GPA) apskaitoje dalyvaujančių institucijų procesams automatizuoti.

Service providers: Lietuvos Respublikos aplinkos ministerija
Contacts: Interneto svetainės <https://www.gpais.eu/>
Pagalbos puslapyje nurodyti tel. Nr. pagalba@gpais.eu

Cancel Confirm

Figure 5

When signing in PPWIS for the first time, please provide the contact email address of the registered user. After entering the e-mail address, click “Register” (Figure 6). Read the terms of use and click “I agree”.

Please note

It is recommended to enter the e-mail address that is used to read informational messages from PPWIS. If the e-mail address is already used in PPWIS, for example, you have registered another company and you try to specify the same e-mail address a second time, the system will not allow you to register – choose another e-mail address.

Please register before signing in for the first time

Email *

Register

Figure 6

You will be directed to the list of entities represented by PPWIS – natural and legal entities that you can represent in PPWIS. Click “Register” next to your name and you will be directed to the contact information window (Figure 7). In it you will see your personal information (“Subject Data”) and contact information. In this window, enter the requested contact information:

- Contact person – first and last name of the contact person (field is mandatory);
- Phone number (field is mandatory);
- E-mail address (field is mandatory);
- Fax number (field is optional);
- Internet page.

When all the contact information of the person to be registered, who carries out individual activities, is specified – click “Register” (Figure 7).

Fill in contact information:

First name and last name

Phone Fax

Email

Internet page

Cancel registration ✖

Subject data

Citizen

Lithuania

Contact information

Register

Figure 7

After registering a natural person, you will see the information of the registered entity.

1.2. Registration of a legal entity in PPWIS

If you have to provide data in PPWIS for a legal entity, when you start using PPWIS (registering a legal entity) for the first time, you must confirm the identity of the legal entity in the Electronic Government Gateway portal by selecting “Business entity” (Figure 9) and selecting the login method used (Figure 10).

Important!

After registering the account of a legal entity in PPWIS, you will have to appoint natural persons as representatives of this legal entity in PPWIS, who will continue to provide data to PPWIS (see section 3 “Assignment of a representative”). When the account of a legal entity in PPWIS has already been registered and representatives have been appointed, all other times the appointed representatives will have to confirm their identity by selecting “Citizen of resident” on the Electronic Government Gateway portal when logging in, and they will see the accounts of both their person and the legal entity they represent.

Please note

If you are the head of a legal entity whose data is transferred to the Register of Legal Entities, you can also authenticate as “Citizen of resident” when logging in to PPWIS, using your electronic banking or electronic signature data as a natural person. In the Electronic Government Gateway portal, in your account as a natural person, you will see the option to select “Represented person” (Figure 8).

Link your account with the company you manage according to the legal entity code. Data regarding your rights to act on behalf of the company, as a head, will be checked with the Register of Legal Entities. If you fail to register a legal entity in PPWIS when logging in as a head of a legal entity via “Citizen of resident” – log in via “Business entity”.

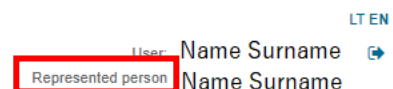


Figure 8

Authentication by Lithuanian means of identification **Lithuanian citizens**

Choose your user type:

After selecting the target group, it will be given the opportunity to login for selected group of users in applicable login ways. Select the target group, according to actions you are planning to perform after login.

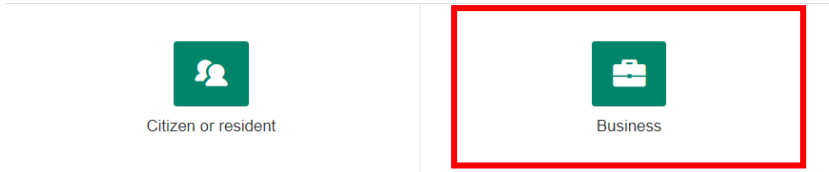


Figure 9

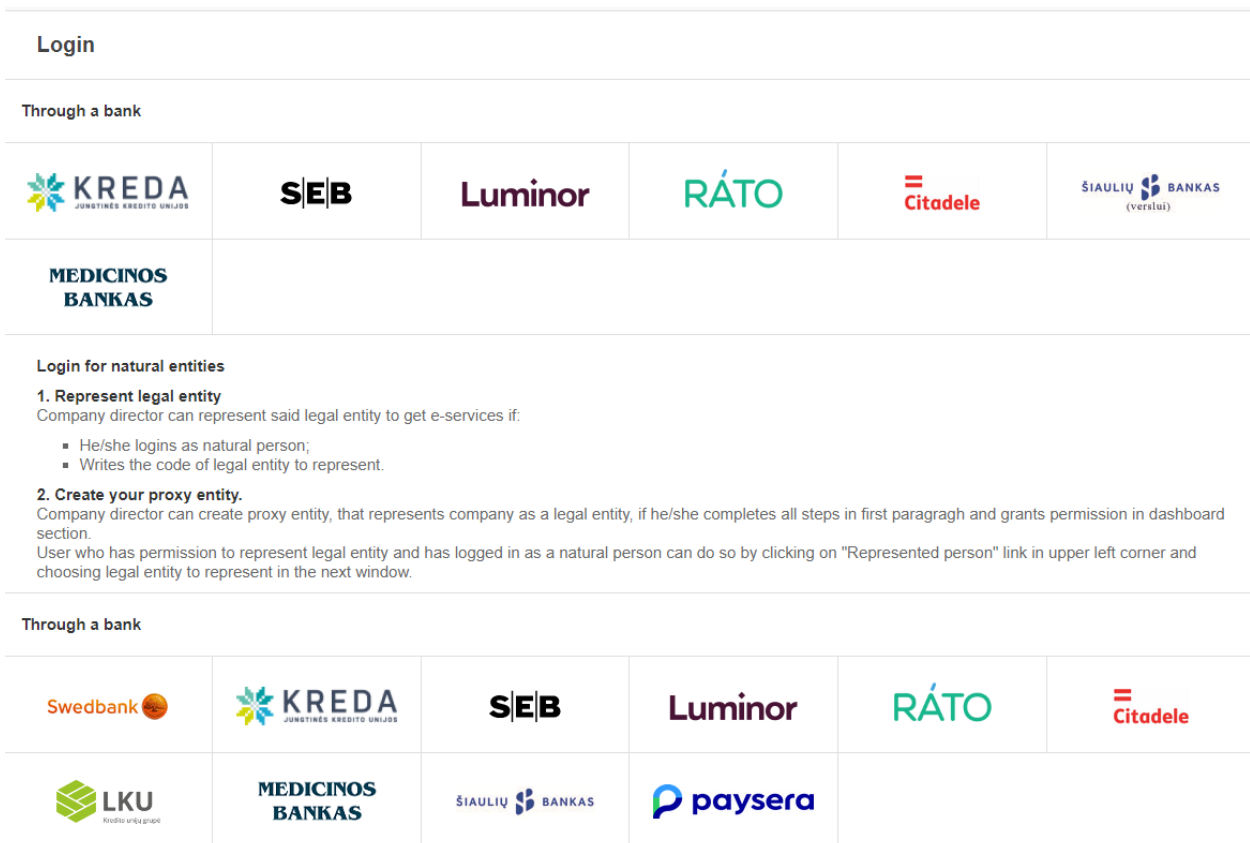


Figure 10

In the window that opens, select that you represent a legal entity, specify the code of the represented legal entity and click “Continue” (Figure 11).

Select the person that you represent

Representation by law: ?

Legal entity (for business owners)

Request for additional rights

Continue

Figure 11

After completing the steps required for logging in, a data review window will open, where you will see both the data of the registering natural person and the data of the registered legal entity. Make sure that the provided data is correct and select “Confirm” (Figure 12). When logging in through Swedbank, there is an additional step, you need to press “Login” under the heading “*Electronic Government Gateway*”.

The screenshot shows the E-Government Gateway interface. At the top left is the logo and name 'E-Government Gateway' with the subtitle 'Administrative and public e-services portal'. On the top right, there are language options 'LT EN' and a user profile icon. Below the header is a navigation bar with tabs: Home, Citizens, Business, Public sector, E-signature, Centralized Public Procurement, and My menu. Underneath is a secondary navigation bar with 'My dashboard', 'Messages', 'My tasks', and 'My profile'. The main content area is titled 'Vieninga gaminių, pakuočių ir atliekų apskaitos informacinė sistema'. It displays a list of fields for review: First name, Last name, Address, Email, Phone number, Legal entity name, Legal entity code, and Personal code. Below these is a 'Short description' field containing text about the system's purpose. At the bottom, there are 'Service providers' and 'Contacts' fields. At the very bottom of the form, there are two buttons: 'Cancel' and 'Confirm', with the 'Confirm' button highlighted by a red box.

LT EN

User:

Represented person

Home Citizens Business Public sector E-signature Centralized Public Procurement My menu

My dashboard Messages My tasks My profile

Vieninga gaminių, pakuočių ir atliekų apskaitos informacinė sistema

First name:

Last name:

Address:

Email:

Phone number:

Legal entity name:

Legal entity code

Personal code

Short description: Vieninga gaminių, pakuočių ir atliekų apskaitos informacinė sistema (toliau – GPAIS) yra skirta Aplinkos ministerijos, Aplinkos apsaugos agentūros, Aplinkos ministerijos regionų aplinkos apsaugos departamentų ir kitų gaminių, pakuočių ir atliekų (toliau – GPA) apskaitoje dalyvaujančių institucijų procesams automatizuoti.

Service providers: Lietuvos Respublikos aplinkos ministerija

Contacts: Interneto svetainės <https://www.gpais.eu/>
Pagalbos puslapyje nurodyti tel. Nr.
pagalba@gpais.eu

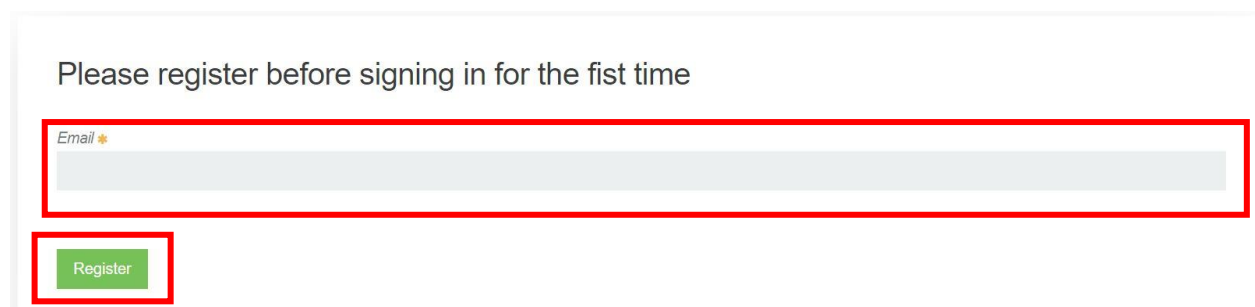
Cancel Confirm

Figure 12

When signing in PPWIS for the first time, please provide the contact email address of the registered user. After entering the e-mail address, click “Register” (Figure 13). Read the terms of use and click “I agree”.

Please note

It is recommended to enter the e-mail address that is used to read informational messages from PPWIS. If the e-mail address will already be used in PPWIS, for example, you have registered another company and you try to specify the same e-mail address a second time, the system will not allow you to register – choose another e-mail address.



Please register before signing in for the first time

Email *

Register

Figure 13

You will be directed to the list of entities represented by PPWIS – natural and legal entities that you can represent in PPWIS. Press “Register” next to the legal entity you want to register (Figure 14).

List of subjects

Please select appropriate subject from the list of subject's before starting work

Register foreign subject Logout

Subject name	Code	Type	Country	
Vardas Pavardė	987654321	Citizen	Lithuania	Register
UAB Jmonė	123456789	Foreigner	Lithuania	Select
UAB Verslas	987654321	Legal	Lithuania	Register

Figure 14

A window will open where you can see the registered legal entity’s information (“Subject data”) and contact information. In this window, enter the requested contact information:

- Contact person – first and last name of the physical person for contact (field is mandatory);
- Phone number (field is mandatory);
- E-mail address (field is mandatory);
- Fax number (field is optional);
- Internet page.

When all contact information is specified – click “Register” (Figure 15).

Figure 15

After registering a legal entity, you will see the information of the registered entity.

Please note

Some companies may experience problems registering with PPWIS because the natural person – head interface does not work.

If you encounter any problems, please contact the PPWIS Help Desk by specifying the company code:

- 1. connecting to the PPWIS Help Desk information system via this link:*
<https://it.aplinka.lt/servicedesk/customer/portal/2>
- 2. via e-mail paqalba@qpais.eu*

If necessary, you will be asked to send scanned documents confirming the power of attorney to represent the company.

1.3. Authorization of foreign citizens

Foreign citizens who wish to use PPWIS must first authorize themselves in PPWIS at (www.gpais.eu).

In the main PPWIS window, click “Login to PPWIS” (Figure 16).

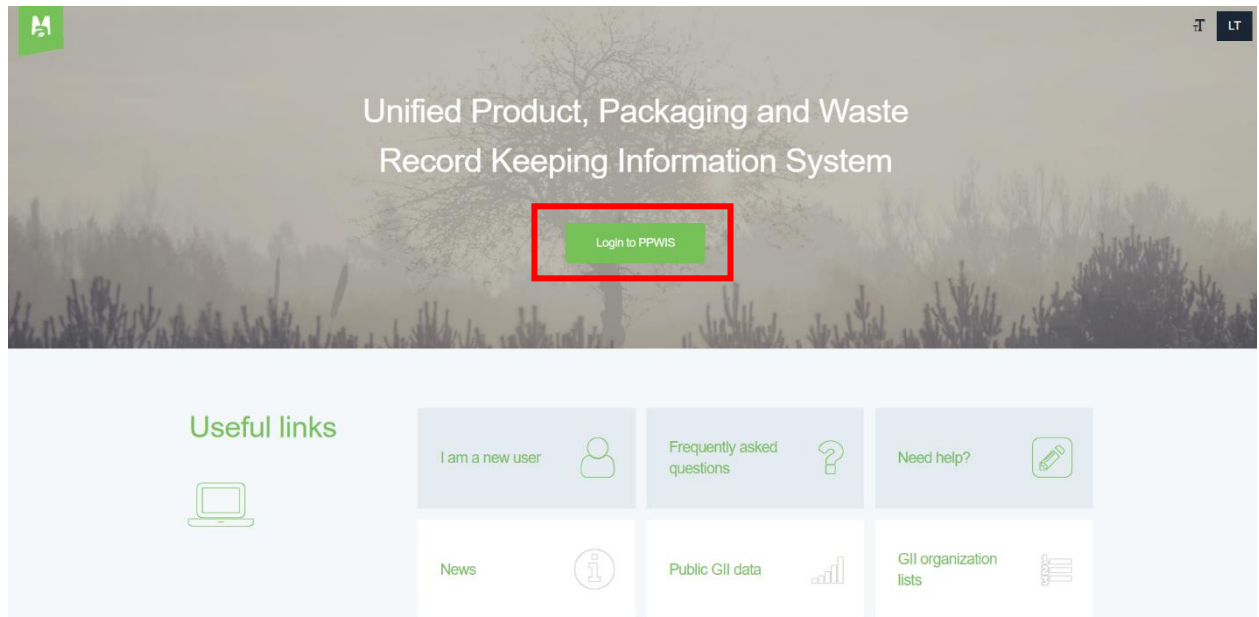


Figure 16

In the window that opens, select “Authorization of foreign citizens” (Figure 17) and you will be directed to further authorization.

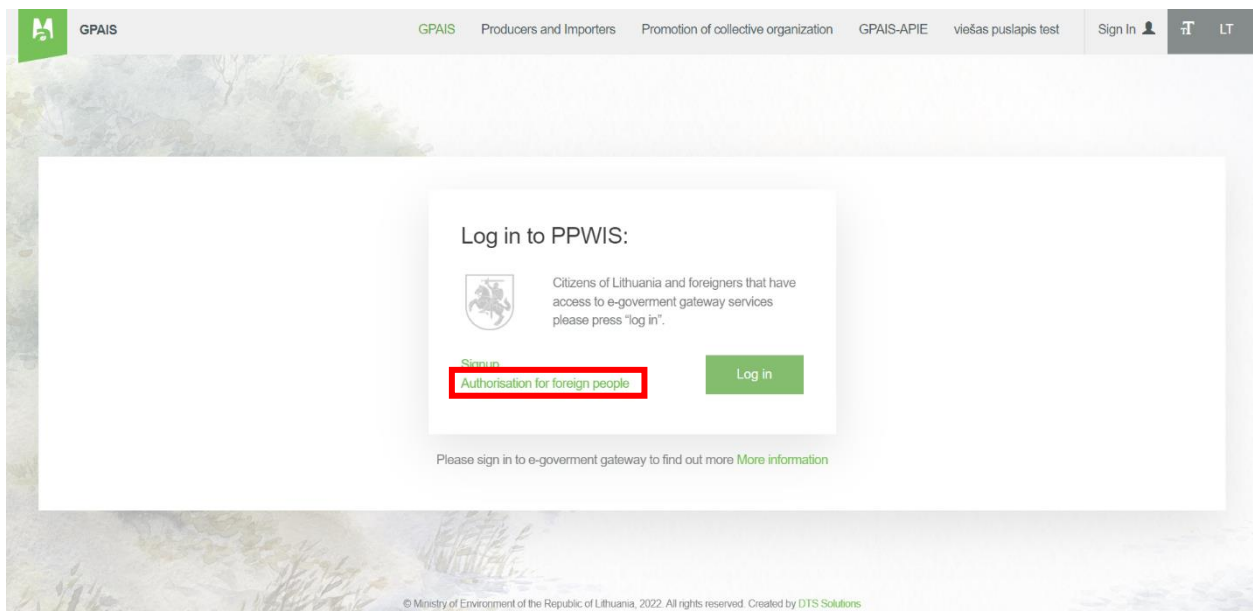


Figure 17

In the authorization window, select “Registration of a foreign citizen for direct connection” (Figure 18) and fill in the registration form.

Authorisation for foreign people



Lithuanian and foreign citizens with access to e-government gateway service connect directly [click here](#) . Otherwise use the online form below.

Log in

 Remember Me

To use PPWIS system please login using way above, if you are [Lithuanian citizen, click here](#)
[More information about e-govtment gateway](#)

Figure 18

In the registration form, enter your name, surname and e-mail address and provide a short comment about the existing data. Add an identity document by clicking "Add document" (allowed document upload formats: .jpg, .jpeg, .png, .bmp, .gif.) and check the "I'm not a robot" box. After completing these steps, select "Register" (Figure 19) and you will receive login information to the specified e-mail address.

Please fill out and submit this form in order to request an account: Prove your identity:

First name * Last name *

First name Last name


Email *

Email

Short comments for given data if needed

Short comments for given data if needed

Add document



Press add document button to upload documents proving your identity. Supported file types are: .jpg, .jpeg, .png, .bmp, .gif.

5123

Text Verification *

Text Verification

* - Mandatory field

Close this website * **Submit**

Figure 19

1.4. Registration of a foreign entity in PPWIS

When registering a foreign person in PPWIS, first log in to PPWIS (see section 2 “Logging in to PPWIS”), press “Register a foreign entity” (Figure 20) and you will be directed to the registration data filling form.

List of subjects

Please select appropriate subject from the list of subject's before starting work

Register foreign subject **Logout**

Subject name	Code	Type	Country

Figure 20

When registering a foreign entity, you will need to specify:

- Entity data – entity name, code, country (choose from the drop-down list), taxpayer identification number;
- Address – region, area, street, house number, building, apartment number.
- Contact information – contact person’s name and surname, phone number, fax address, e-mail address, internet page.

After filling in all the information required for registration, click “Register” (Figure 21) and you will be directed to the information of the registered entity.

Subject data	Address	Fill in contact information	
Subject name ✓ Subject name	Region Region	Person ✓ Name Surname	
Code ✓ 123456789	Locality ✓ Ruga	Phone ✓ 888888888	Fax Fax
Country ✓ Laosas	Street ✓ Street	Email ✓ info@gmail.com	
Tax payer id ✓ 12346789	House no. ✓ 10	Block Block	Apartment no. Apartment no.
		Internet page Internet page	

Figure 21

Please note

If a foreign company has already performed accounting in PPWIS, but there is no person who can assign you as a representative of the company, you do not have to re-register the foreign company. In such a case, contact the PPWIS Help Desk:

1. connecting to the PPWIS Help Desk information system via this link:

<https://it.aplinka.lt/servicedesk/customer/portal/2>

2. vis e-mail paqalba@gpais.eu

2. Logging in to PPWIS

2.1. Electronic Government Gateway

To login to PPWIS, enter the website address (www.gpais.eu) in the browser window and click “Login to PPWIS” in the main system window (Figure 22).

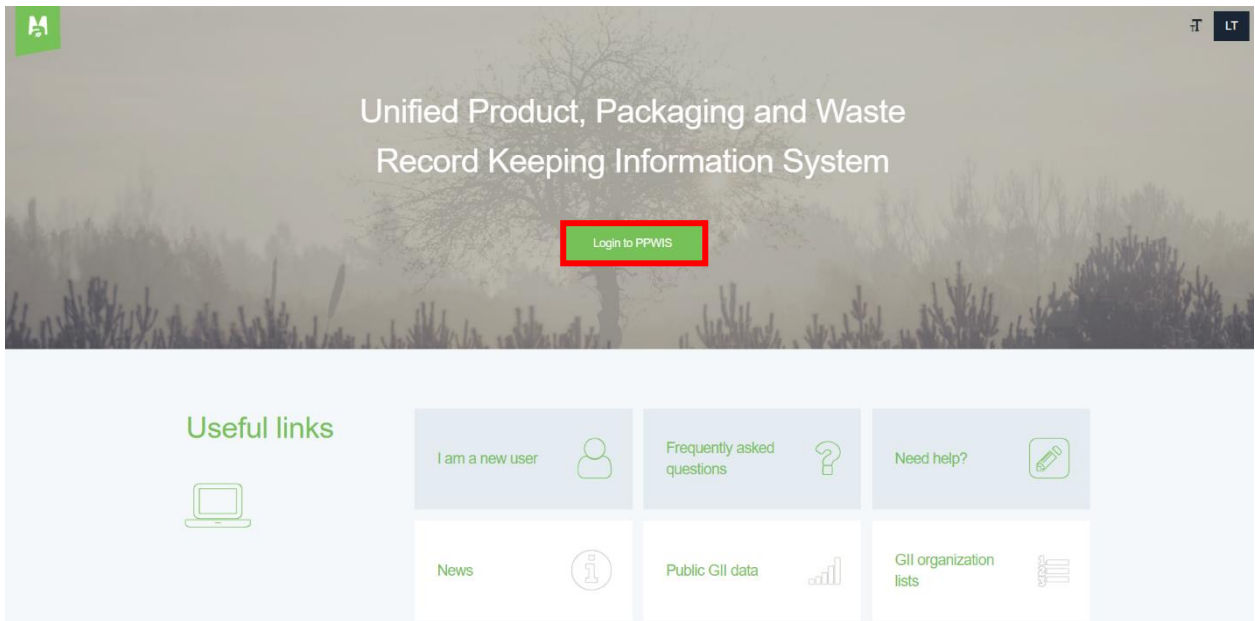


Figure 22

In the window that opens, click “Login” (Fig. 23) and you will be directed to the portal of the Electronic Government Gateway, where your authentication is performed.

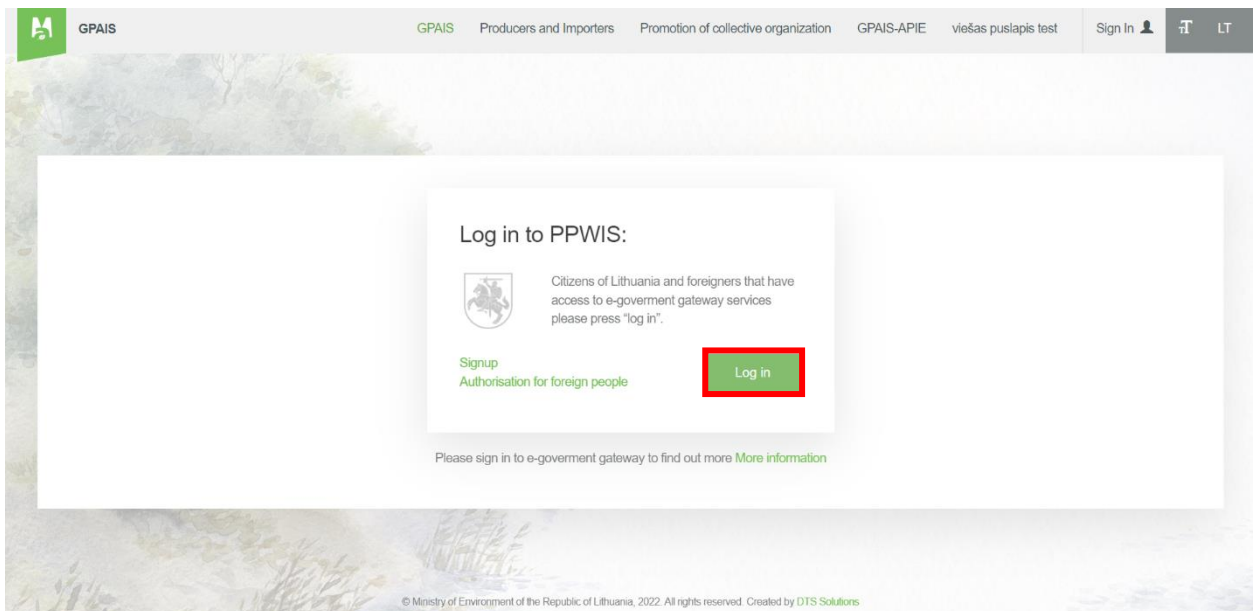


Figure 23

When signing in PPWIS, in all cases, in the authentication step, select “Citizen of resident” (Figure 24) and select the connection method used.

Authentication by Lithuanian means of identification **Lithuanian citizens**

Choose your user type:

After selecting the target group, it will be given the opportunity to login for selected group of users in applicable login ways. Select the target group, according to actions you are planning to perform after login.

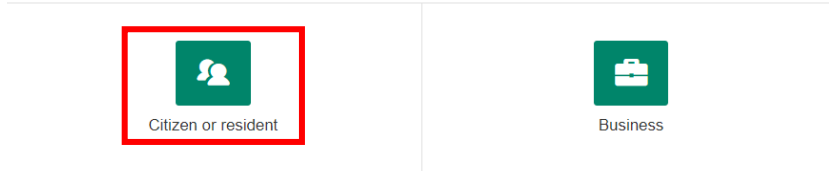


Figure 24

After completing the login steps, a data review window will open where you can see your personal data. Make sure that the provided data is correct and select “Confirm” (Figure 25). When connecting through Swedbank, there is an additional step, you need to press “Login” under the heading “Electronic government portal”.

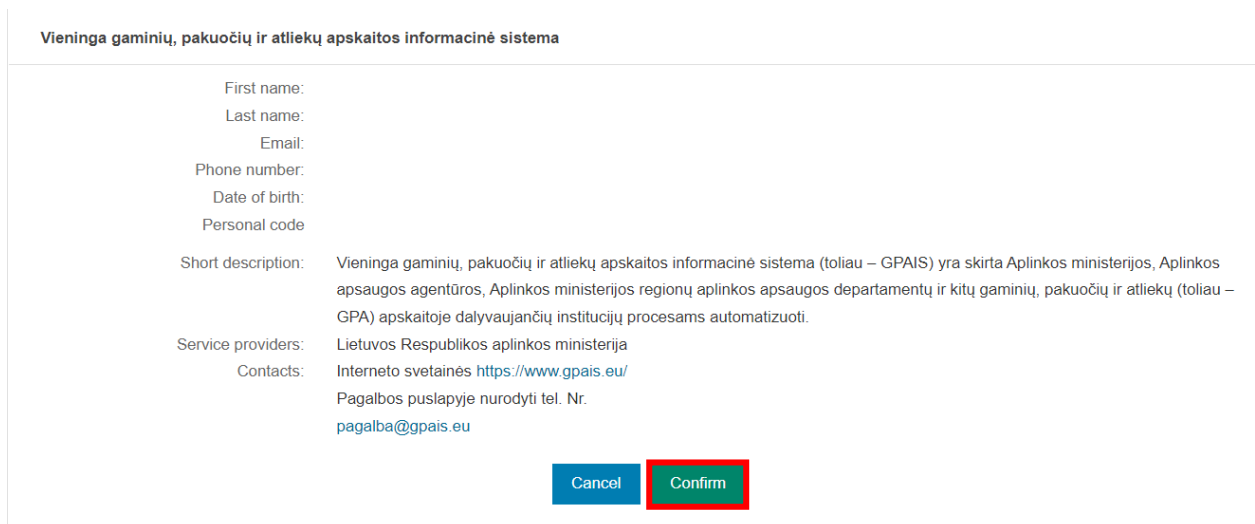


Figure 25

Please note

If you are signing in PPWIS for the first time, please provide your contact email address. After entering the e-mail address, click “Register” (Figure 26). Read the terms of use and click “I agree”.

Please register before signing in for the first time



The image shows a registration form with a text input field for an email address, indicated by a red box. Below the input field is a green button labeled "Register", also indicated by a red box.

Figure 26

When you log in to PPWIS, you will see the list of entities you represent and yourself as a natural person. Click “Select” next to the entity whose accounting you intend to perform in PPWIS (Figure 27).

List of subjects

Please select appropriate subject from the list of subject's before starting work

Register foreign subject Logout

Subject name	Code	Type	Country	
UAB Įmonė	123456789	Legal	Lithuania	Select
UAB Verslas	987654321	Legal	Lithuania	Select

Figure 27

Please note

In all cases, after logging in to PPWIS, a natural person sees himself in the list of represented entities, even if he does not carry out individual activities. In this case, the option “Register” is visible next to the name and surname of the logged in person, instead of “Select”.

Please note

When representing an economic entity in PPWIS, first make sure that the economic entity has assigned you as its representative in PPWIS (see section 3 “Assignment of a representative”).

2.2. Authorization of foreign citizens

To logging in to PPWIS, enter the website address (www.gpais.eu) in the browser window and click “Login to PPWIS” in the main PPWIS window (Figure 28)

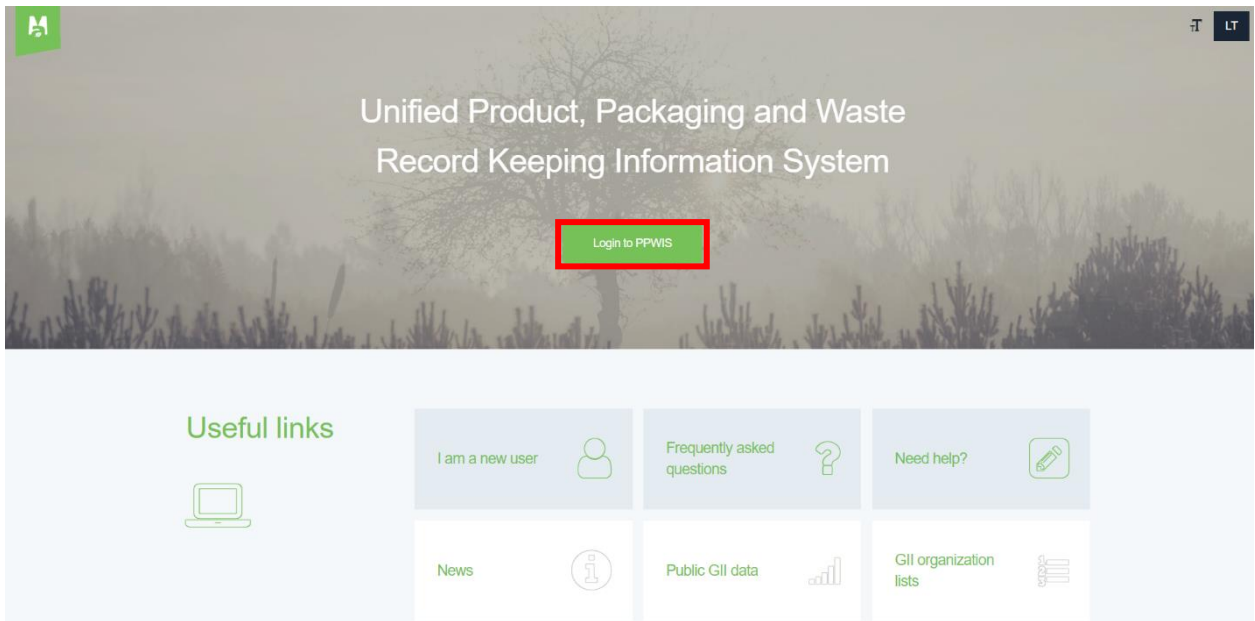


Figure 28

In the window that opens, click “Authorization of foreign citizens” (Figure 29) and you will be directed to further authorization.

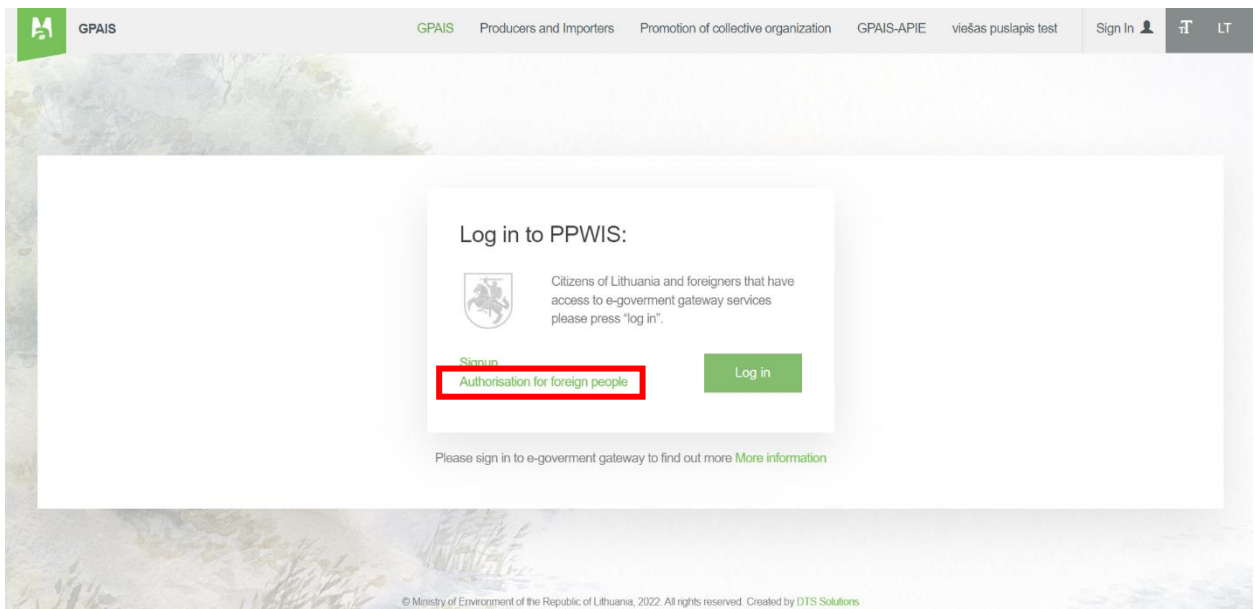


Figure 29

Enter your username and password in the authorization window and click “Login” (Figure 30).

Authorisation for foreign people



Lithuanian and foreign citizens with access to e-government gateway service connect directly [click here](#) . Otherwise use the online form below.

Log in

[Registration for foreign citizens](#)
[Forgot Password](#)

Remember Me

To use PPWIS system please login using way above, if you are [Lithuanian citizen, click here](#)
[More information about e-govtment gateway](#)

Figure 30

When you log in to PPWIS, you will see a list of entities you represent. Click “Select” next to the entity whose accounting you intend to perform in PPWIS.

3. Management of a representatives

A business entity registered in PPWIS can assign a representative – a natural person who will be able to perform actions on behalf of the business entity. One business entity may be assigned more than one representative.

Please note

PPWIS representatives can be assigned by:

- *A representative of a PPWIS-registered entity with the authority of owner of the entity's representatives. Owner of the entity's representatives rights are acquired:*
 - *after registering the entity – after creating its account: at that time, the owner of the entity's representatives rights are automatically obtained;*
 - *when the person was appointed as the owner of representatives of the PPWIS entity by another representative with such rights.*
- *Head, an authorized person who can use the data of legal person's identity confirmation (e-bank login, electronic signature) and authenticate as a "Business entity".*

Information required for the assignment of a representative – name, surname, personal identification number of a natural person (if the representative to be assigned is a foreigner – username).

Log in to PPWIS and select the economic entity to be represented (relevant information is provided in section 2 "Logging in to PPWIS"). Select the section "Subject information" (Figure 31) and "Representatives" (Figure 32).



Figure 31



Figure 32

3.1. Adding a representative

In the “Representatives” section, you can add a new representative by following these steps (Fig. 33):

1. Select the representative’s type, enter the first name, last name, and code (if the representative is foreign, enter the username).
2. Complete the representation table if the representative will handle PAI accounting. In the table, add the flows of products/package that the representative will act for, and specify the representation period.
3. Choose the role of the representative (assigning a role is not mandatory). The following options are available:
 - 3.1. Owner of the entity’s representatives. To assign this role, check the "Owner of the entity’s representatives" box and fill in the representation period for which the representative will hold this role. The representative owner will have full rights within the entity – they will be able to add and delete representatives, assign rights to them, and access all sections of PPWIS.
 - 3.2. Rights of the Administrator for Subject Representatives. To assign this role, check the "Rights Administrator for Subject Representatives" box and fill in the representation period. The representative rights administrator will have these rights within the entity – they will be able to assign rights to the entity's representatives and access all sections of PPWIS.
4. Click the "Save" button.

The screenshot shows a form for adding a representative. It is divided into several sections:

- 1.** A header section with four input fields: "Type" (dropdown menu with "LR Citizen" selected), "First name" (text input with "Vardenis"), "Last name" (text input with "Pavardenis"), and "Code" (text input with "0123456789").
- 2.** A table for "Product/package stream". The table has columns for "Product/package stream*", "Representation start date*", and "Representation end date". The first row shows "Oils" in the first column and "2025-01-01" in the second. There is a "+" button to add a new row and a trash icon to delete a row.
- 3.** A section for role selection with two checkboxes: " Rights Administrator for Subject Representatives" and " Owner of the entity's representatives". Below these are two text input fields for "Representation start date*" and "Representation end date".
- 4.** A green "Save" button at the bottom.

Figure 34

5. If you assigned the roles “Rights Administrator for Subject Representatives” or “Owner of the entity’s representatives” to the representative, they will be successfully added. If you did not

assign any roles, a window will open (Figure 34), where you can assign permissions to the newly added representative. Click the “Add permissions” button.

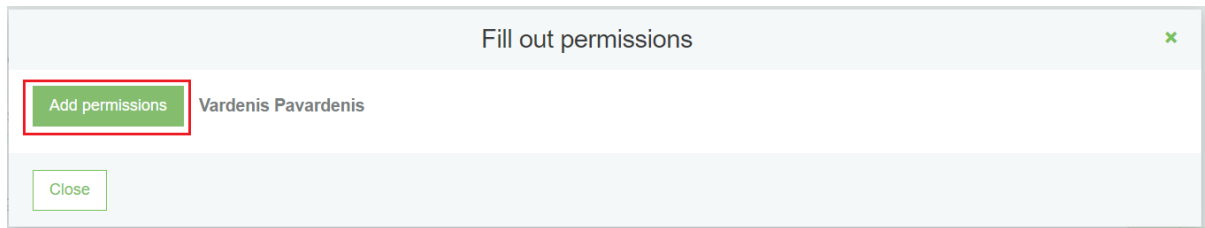


Figure 34

6. In the window that opens (Figure 35), add permissions to the representative. If you want to grant all rights, check the box under “All permissions” and click the “Save” button.

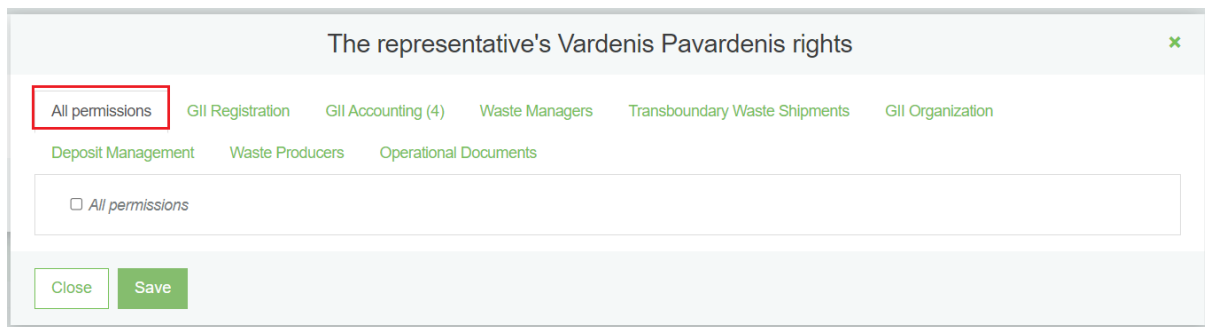


Figure 35

If you only want to grant specific permissions, choose the relevant section, check the desired permissions, and click the “Save” button (Figure 36).

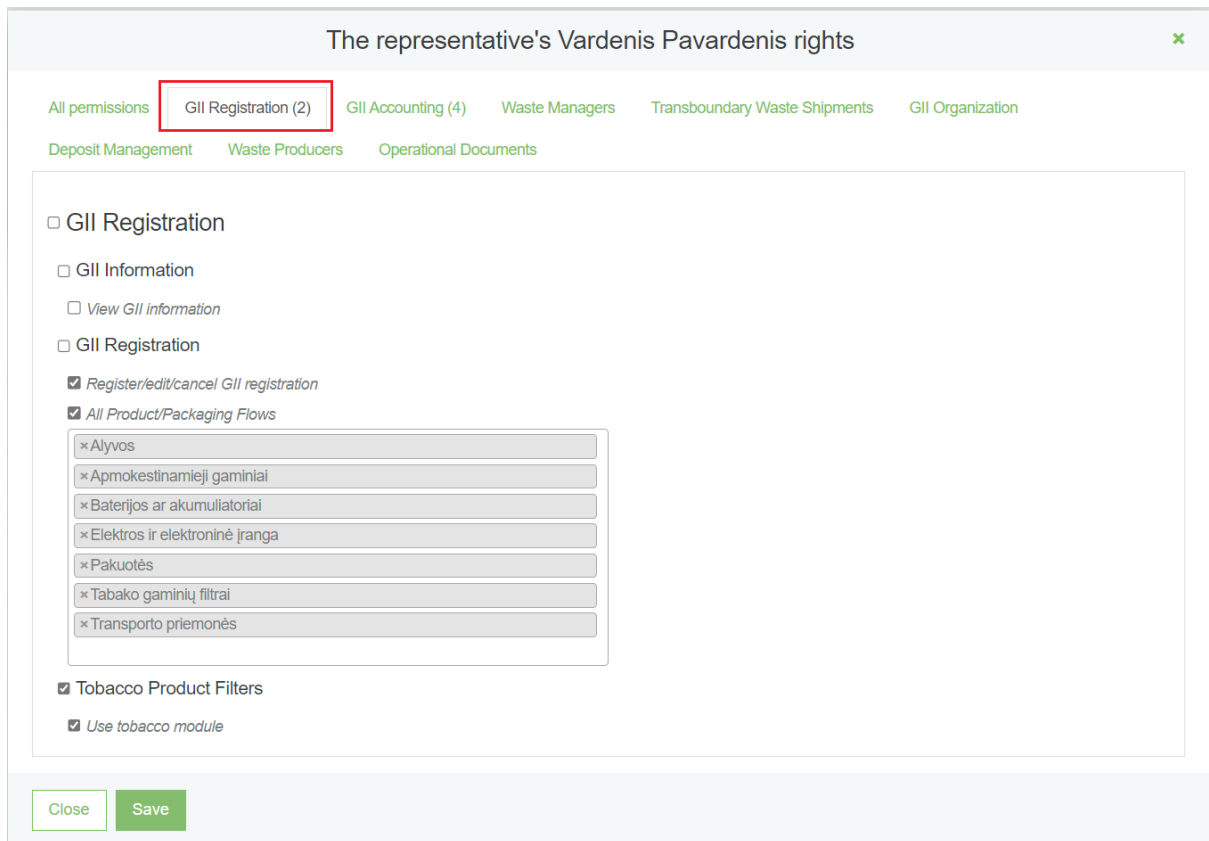


Figure 36

3.2. Editing a representative's roles and permissions

To edit a representative's roles or permissions, in the "Representatives" section, you can check or uncheck the boxes for "Rights Administrator for Subject Representatives" or "Owner of the entity's representatives". If no role has been assigned to the representative, a "Add/Edit permissions" button will appear next to their name, and by clicking it, you can add or remove the representative's permissions (Figure 37). Permissions addition and removal happen in the same way as when adding a new representative.



Figure 37

3.3. Removing a representative

In the “Representatives” section, the assigned company representative or administrator can be deleted by selecting the “Remove” symbol next to the specified person (Figure 38).

If the representative has a specified representation date and less than 5 years have passed since the start of the representation, in this case, the representative cannot be removed.

Type: Foreigner

First name *: Vardenis

Last name *: Pavardenis

Product/package stream*	Representation start date*	Representation end date
-- Select --		

No records

Rights Administrator for Subject Representatives ⓘ Owner of the entity's representatives ⓘ

Add/Edit permissions

Save

+ -

Figure 38

Please note

Don't forget to remove resigning employees from the representatives section. Otherwise, even when no longer working for the company, individuals will be able to join PPWIS and perform actions on behalf of the business entity.

It is recommended to obtain the consent of the person that you will process his personal data, to agree on the protection of personal data. The personal data of all representatives can be seen by representatives who have the administrator rights of the PPWIS entity, so if you choose to grant this right to the representative, please familiarize him with the requirements applied in your activities to properly manage and protect the personal data of other representatives. Ordinary representatives cannot see each other's personal data in PPWIS.

Important!

Only the administrator of the entity can see the data of other representatives of the economic entity (name, surname). Other representatives of the business entity do not see the “Representatives” column and its information (including personal data of representatives) in the “Subject information” section of PPWIS.

3.4. Viewing my permissions

In the “My permissions” section, you can view the permissions assigned to you within the entity (Figure 39).

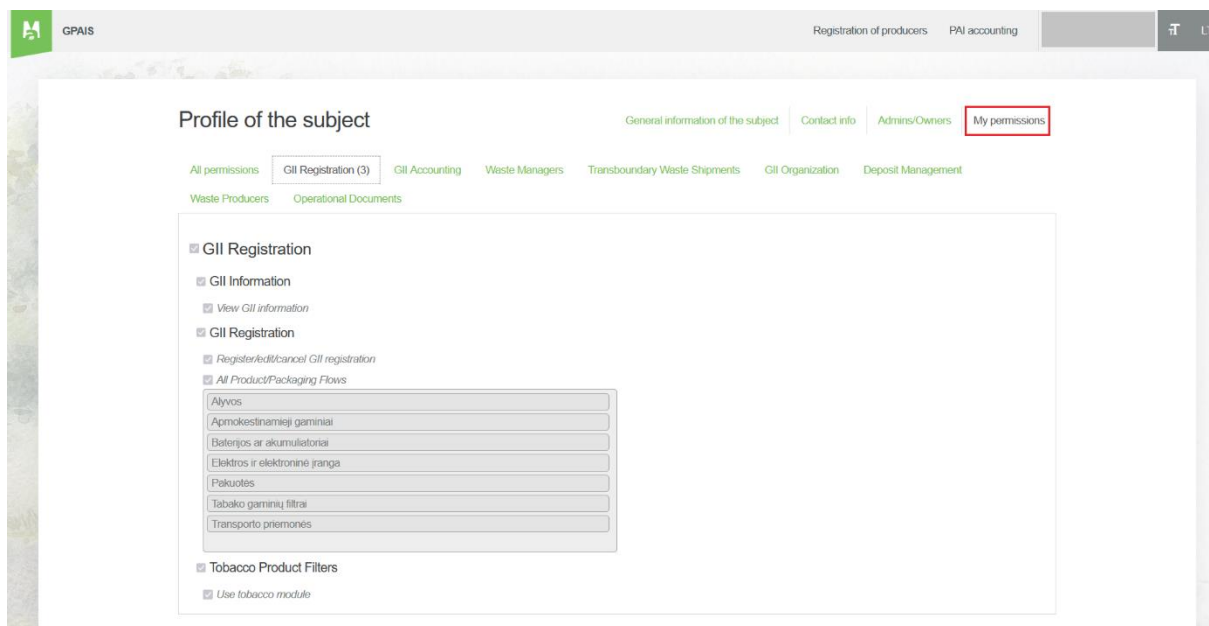


Figure 39