



COUNTLINE



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).

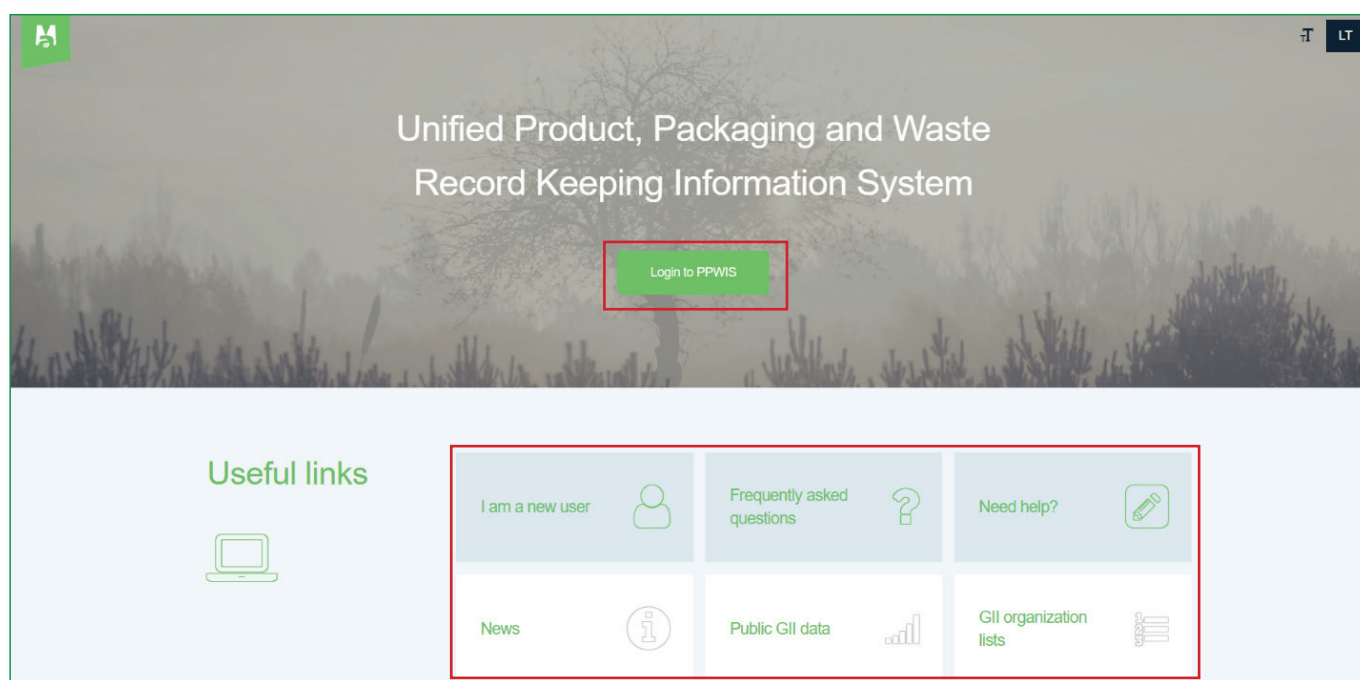


Figure 1

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

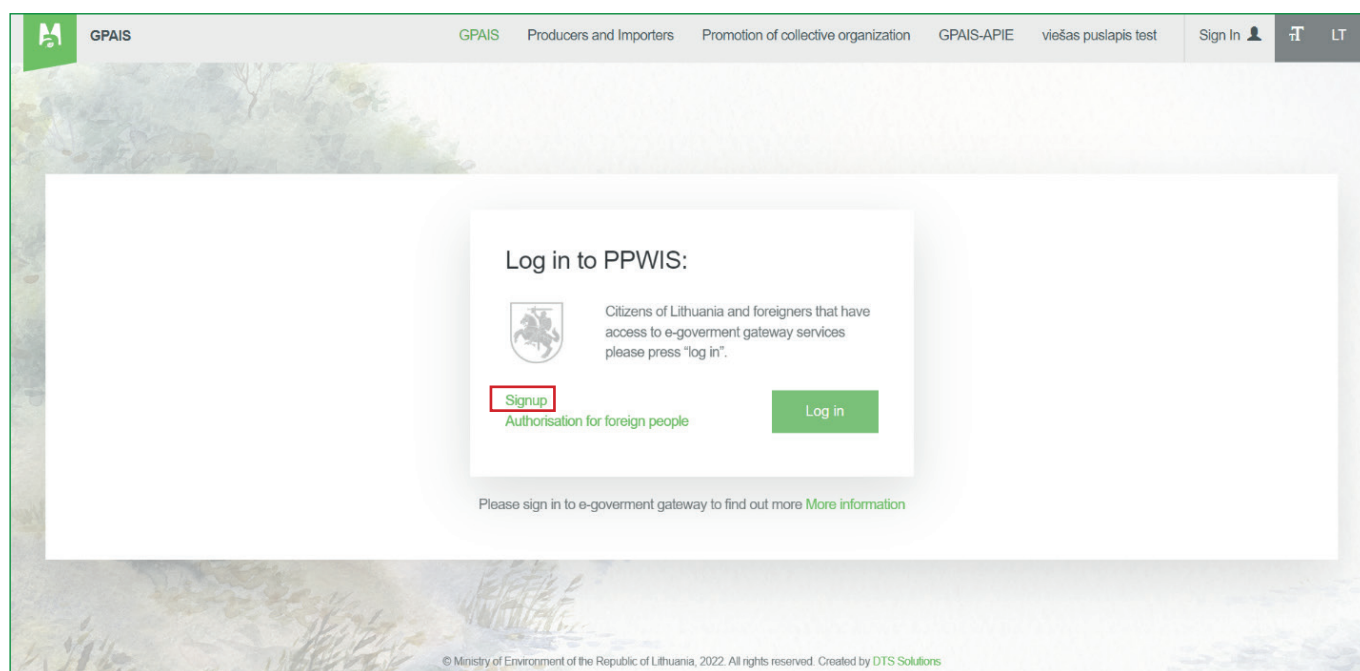


Figure 2

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 or resident” (Figure 3).

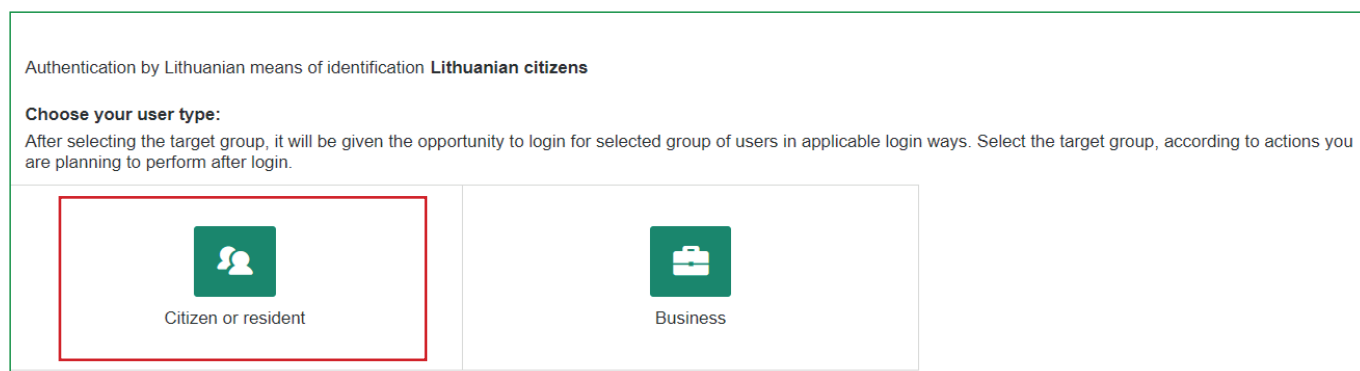


Figure 3

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














Login for Lithuanian citizens and persons with the permits for residence in Lithuania					
Through a bank					
					
					
With electronic identification device					
 Mobile devices	 ID card and reader	 USB or card and reader			

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
<div> <div>Cancel</div> <div>Confirm</div> </div>	

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).

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: Subject data Contact information

Person ✓ Citizen

Phone * Fax

Phone Fax

Email * Lithuania

Register Cancel registration ✕

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” (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 or 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 or 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 or resident” – log in via “Business”.

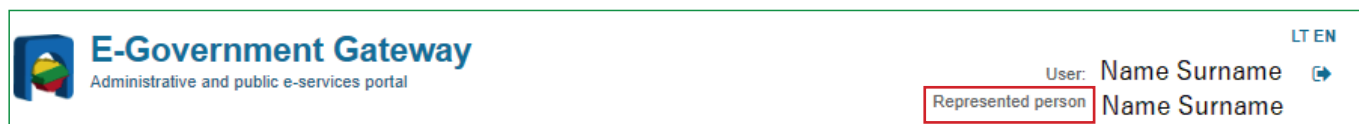


Figure 8

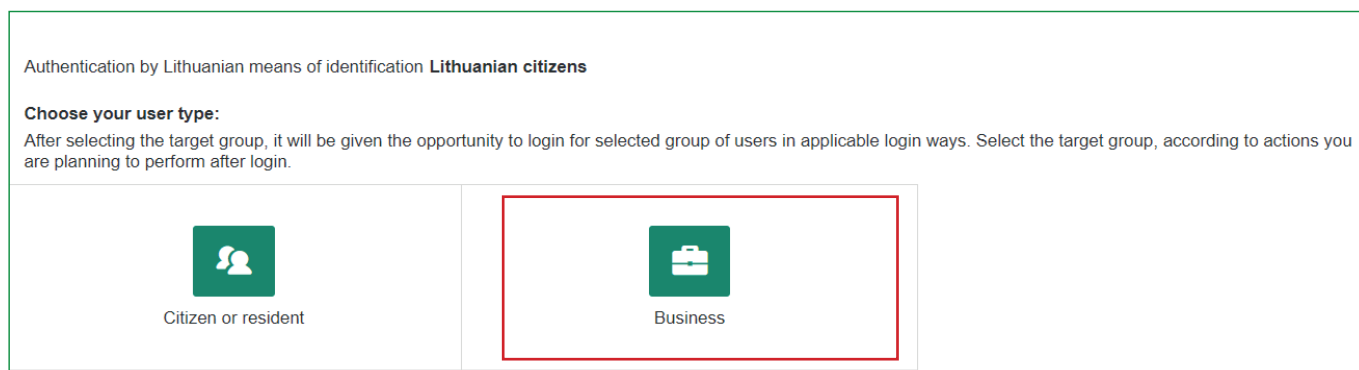









Figure 9

Login

Through a bank

Login for natural entities

1. Represent legal entity
Company director can represent said legal entity to get e-services if:

- He/she logs in as natural person;
- Writes the code of legal entity to represent.

2. Create your proxy entity.
Company director can create proxy entity, that represents company as a legal entity, if he/she completes all steps in first paragraph and grants permission in dashboard section.
User who has permission to represent legal entity and has logged in as a natural person can do so by clicking on "Represented person" link in upper left corner and choosing legal entity to represent in the next window.

Through a bank











					
					

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: ?

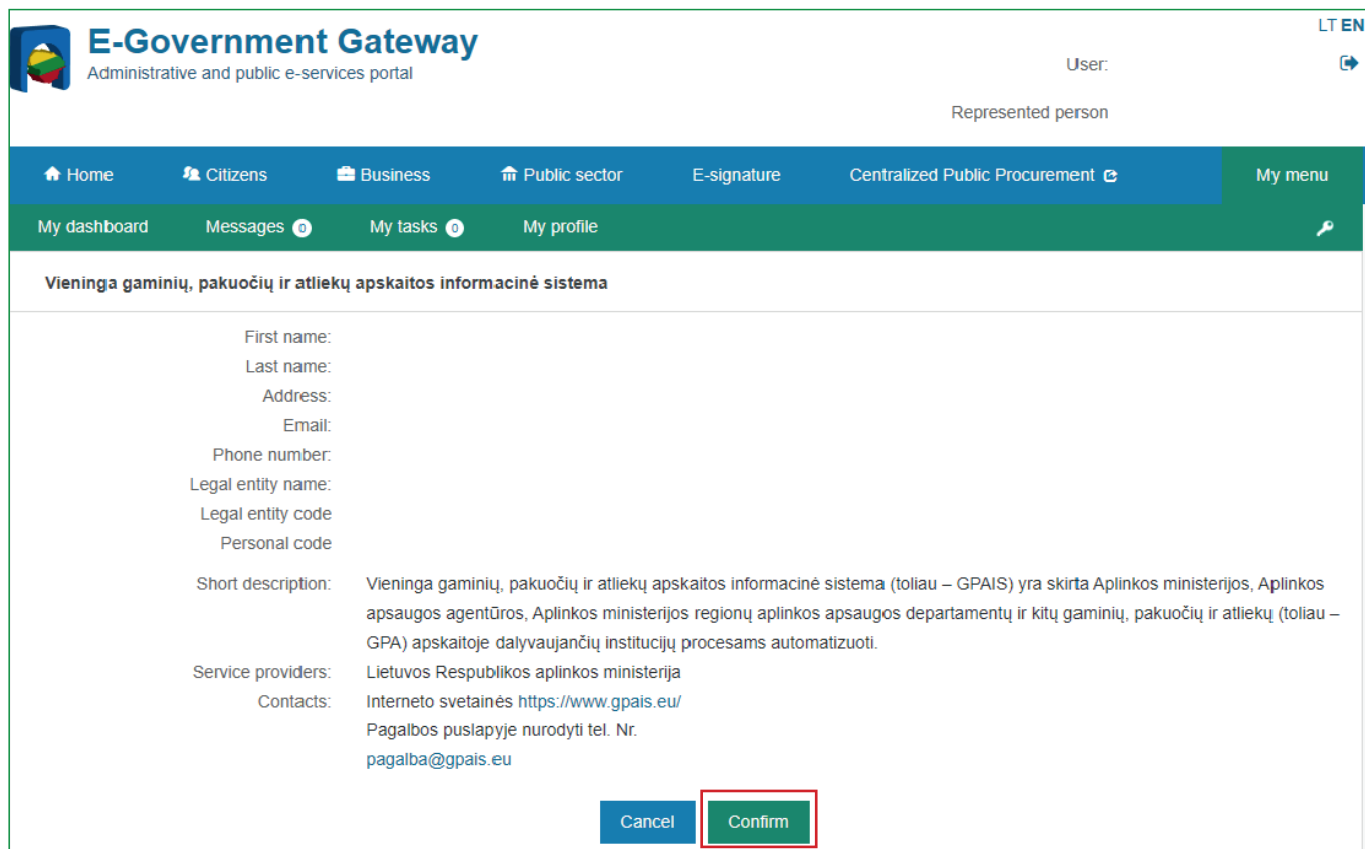
☐ Legal entity (for business owners)

[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*”.



E-Government Gateway
Administrative and public e-services portal

LT EN

User: []
Represented person

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

My dashboard Messages 0 My tasks 0 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

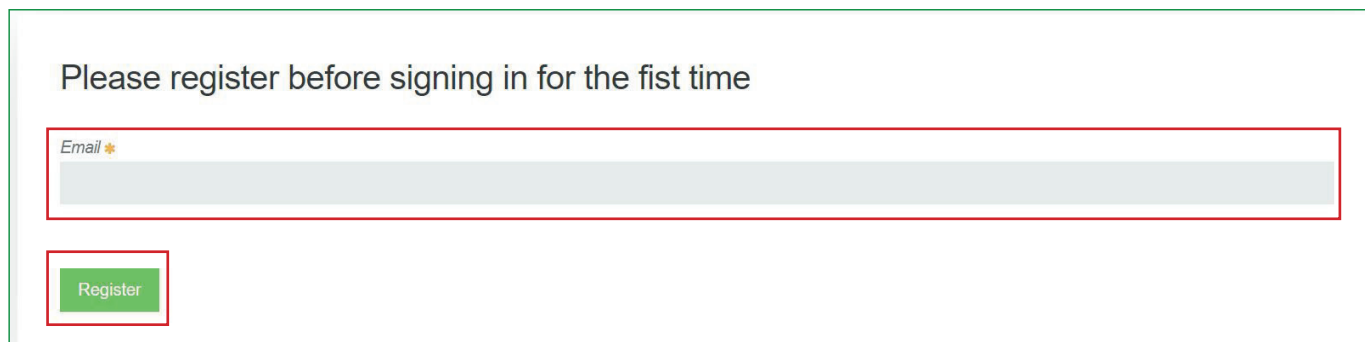
Cancel Confirm

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

Subject name	Code	Type	Country	
Vardas Pavardė	987654321	Citizen	Lithuania	Register
UAB Įmonė	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).

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

Fill in contact information:

First name and last name

Subject data

Legal

Contact information

Cancel registration ✕

Register

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 pagalba@gpais.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).

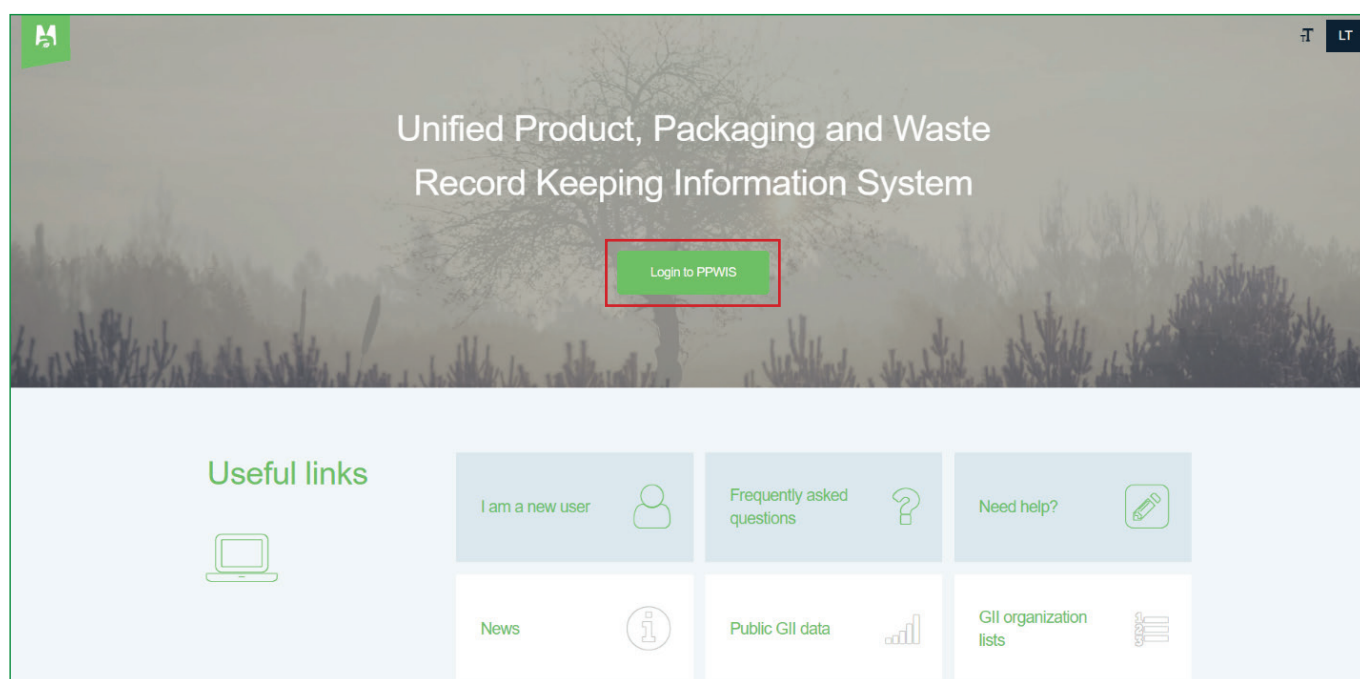


Figure 16

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

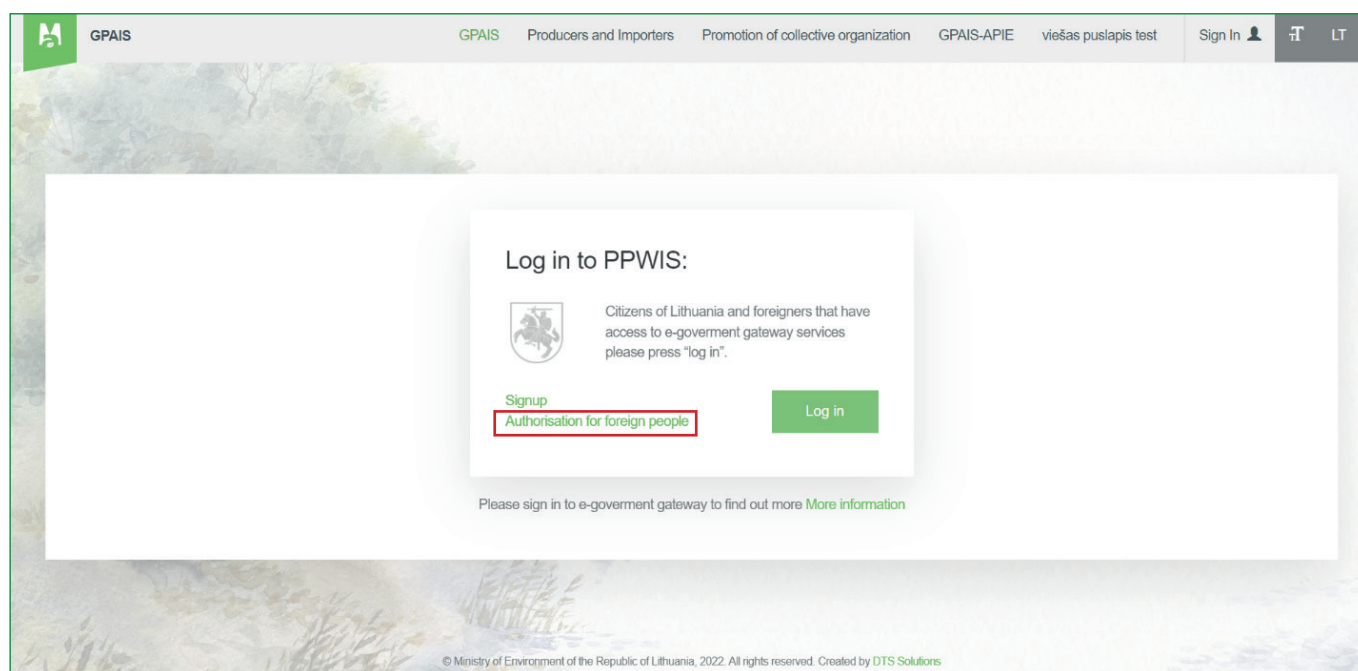


Figure 17

In the authorization window, select “Registration for foreign citizens” (Figure 18) and fill in the registration form.

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 “Submit” (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



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

Add document



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 foreign subject” (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.

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 ✓ <input type="text" value="Subject name"/>	Region <input type="text" value="Region"/>	Person ✓ <input type="text" value="Name Surname"/>	
Code ✓ <input type="text" value="147852369"/>	Locality ✓ <input type="text" value="Ryga"/>	Phone ✓ <input type="text" value="+370 123456789"/>	Fax <input type="text" value="Fax"/>
Country ✓ <input type="text" value="Latvija"/>	Street ✓ <input type="text" value="Street"/>	Email ✓ <input type="text" value="info@pastas.com"/>	
Tax payer id ✓ <input type="text" value="987654321"/>	House no. ✓ <input type="text" value="10"/>	Block <input type="text" value="Block"/>	Apartment no. <input type="text" value="Apartment no."/>
<div> <input type="button" value="Register"/> <input type="button" value="Cancel registration ✕"/> </div>			

Figure 21

Please note

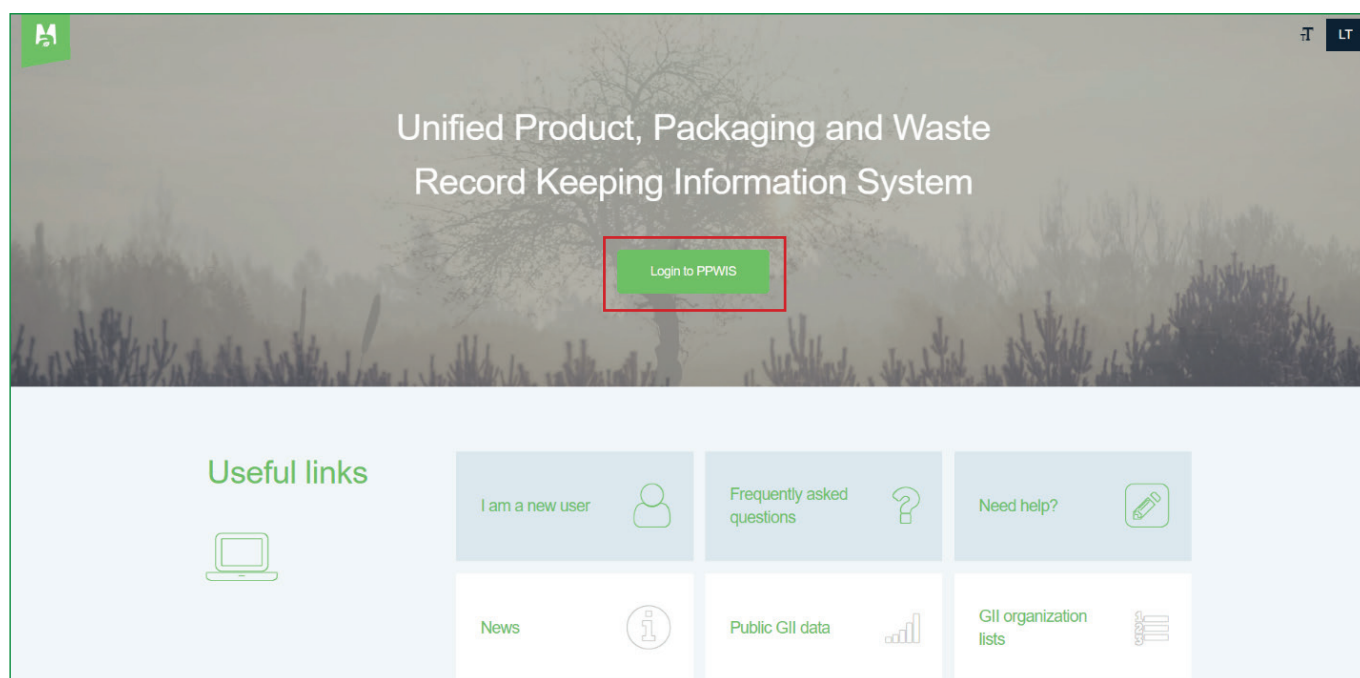
If a foreign company has already performed accounting in PPWIS, but there is no person who can assign you as a representative of the company, you do not have to re-register the foreign company. In such a case, contact the PPWIS Help Desk:

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

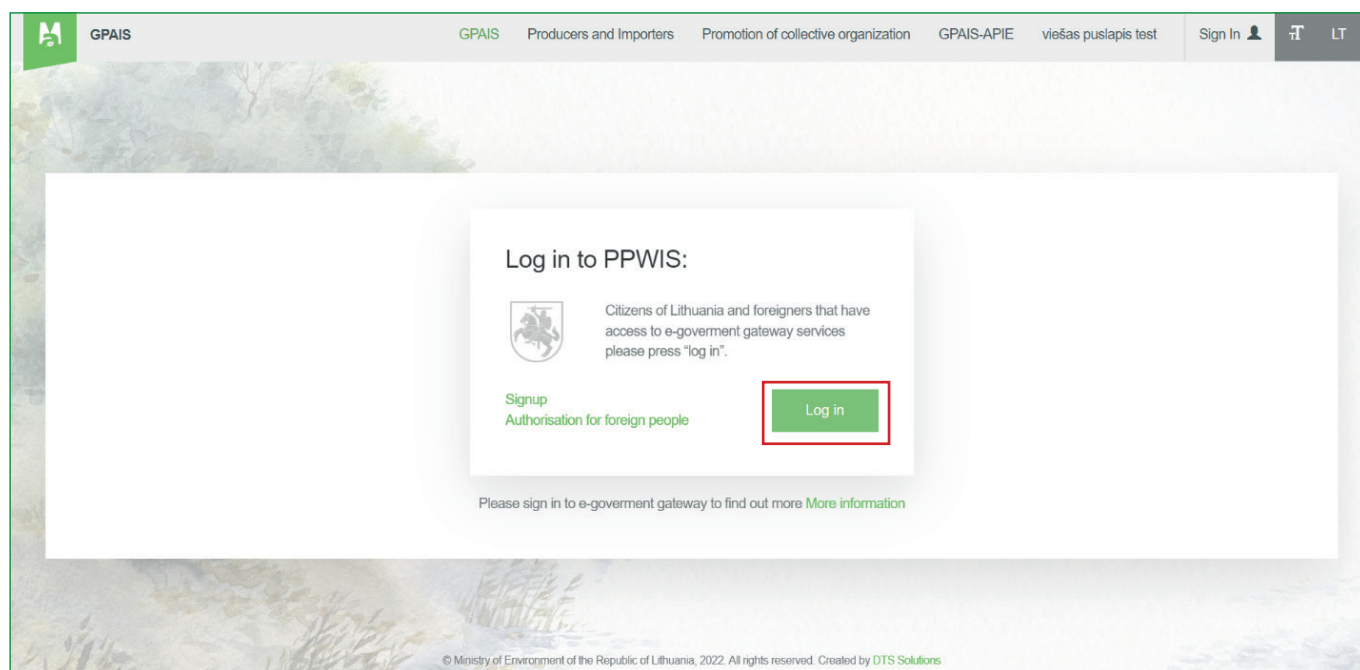
2. Logging in to PPWIS

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 “Log in” (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 or 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.



 Citizen or resident	 Business
--	---

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”.

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

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

Email *

Register

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 Jmonė	123456789	Legal	Lithuania	Select
UAB Verslas	987654321	Legal	Lithuania	Select

Figure 27

Please note

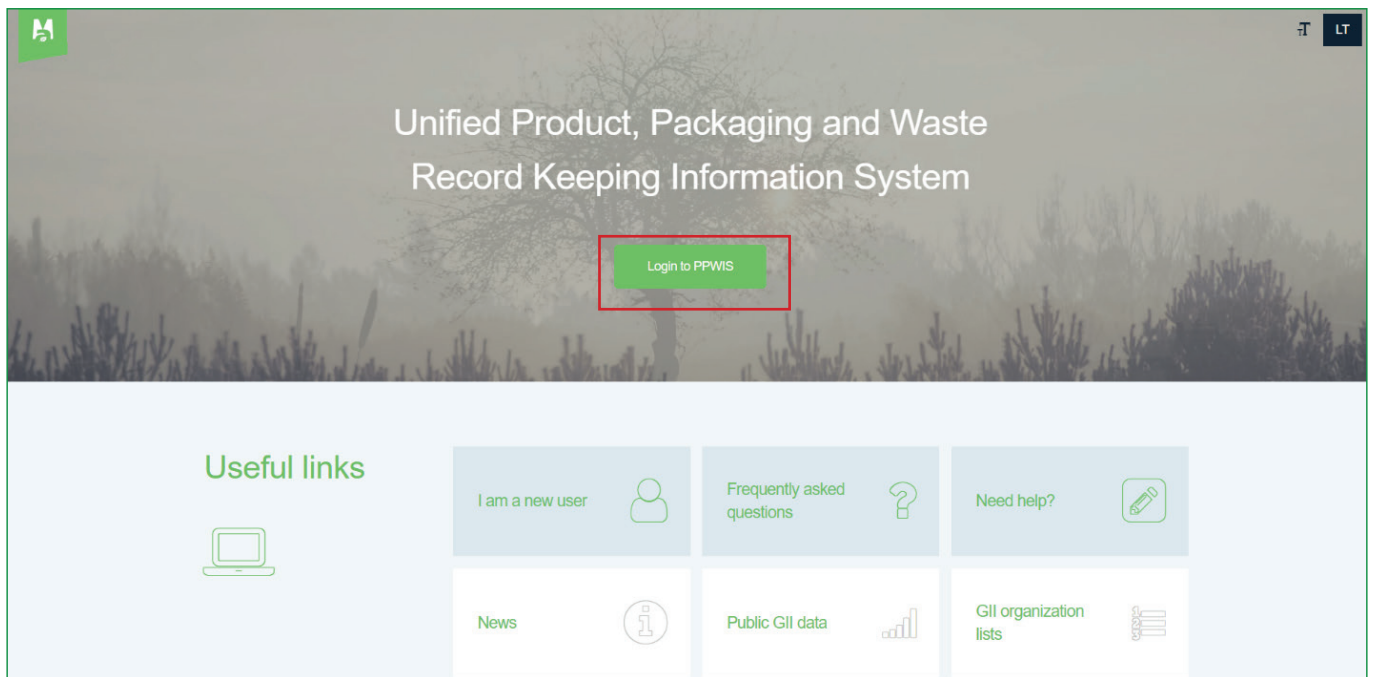
In all cases, after logging in to PPWIS, a natural person sees himself in the list of represented entities, even if he does not carry out individual activities. In this case, the option “Register” is visible next to the name and surname of the logged in person, instead of “Select”.

Please note

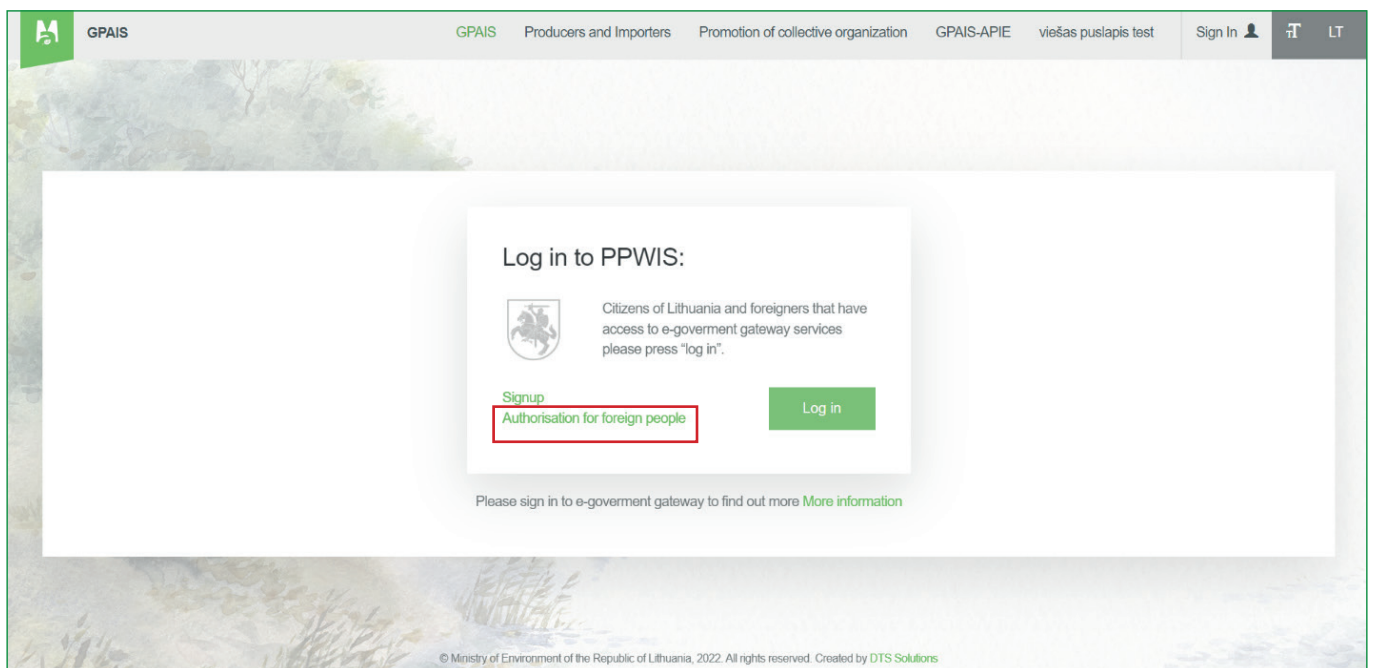
When representing an economic entity in PPWIS, first make sure that the economic entity has assigned you as its representative in PPWIS (see [section 3 “Assignment of a representative”](#)).

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 for foreign people” (Figure 29) and you will be directed to further authorization.

**Figure 29**

Enter your username and password in the authorization window and click “Sign In” (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

Screen Name

Password

Sign In

[Registration for foreign citizens](#) ☐ Remember Me

[Forgot Password](#)

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. Assignment of a representative

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 an entity administrator. Entity administrator rights are acquired:*
 - *after registering the entity – after creating its account: at that time, the entity administrator rights are automatically obtained;*
 - *when the person was appointed as the administrator 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” and “Representatives” (Figure 31).

Figure 31

Choose the type of representative, specify the name, surname and personal identification number of the natural person to be assigned (if the assigned person is a foreigner – the username) and click “Save”. When assigning a representative in PPWIS, by checking the “Subject administrator” box, the added person will be able to see other representatives and administrators of the business entity and will be able to add or delete them himself.


In the “Representatives” section, the assigned company representative or administrator can be deleted by selecting the  symbol next to the specified person (Figure 32).

Figure 32

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, personal identification number). 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.