

BLACKBOX USER MANUAL FOR PRODUCERS OF ELECTRICAL AND ELECTRONIC EQUIPMENT IN NIGERIA

Welcome to the EPRON (E-waste Producer Responsibility Organization Of Nigeria) **BlackBox**, designed to facilitate the efficient and responsible management of e-waste disposal processes in Lagos State, Nigeria. The site is a central platform for coordinating the activities of four major stakeholders: producers/importers, collectors, recyclers, and the EPRON admin.

Each stakeholder plays a vital role in ensuring that e-waste is collected, managed, and recycled in an environmentally sound manner.

1. FOR FIRST TIME USERS

Access the platform through the link below:

<https://blackbox.epron.org.ng/>

Look for the signup button and click on it. The sign-up button allows new users to create an account on the BlackBox portal. A selection dropdown box comes up with three options. Kindly select Producer and continue. It then takes you to a registration page. Kindly fill out the registration form with your details to get started.

Email Verification

After signing up, you'll receive an email with a verification link. Click on the link to verify your email address and activate your account.

2. FOR EXISTING USERS

An existing user has previously set up an account on the black-box platform. If you are an existing user, kindly access the platform through the link below:

<https://blackbox.epron.org.ng/>

Click on the sign in button, enter your email and password to access your dashboard and carry out the required activities. Once a Producer is granted access to their dashboard, they see an overview of their account with quick analytics and a table showing all the equipment logged on the system

over time. Producers can choose to export a report of its organization's activity on the platform overtime.

3. PUT ON THE MARKET INFORMATION LOG IN

If a Producer needs to log in information about the products put on the market, there are two options that can be taken, Products can be logged in singly or bulk product log-in can be done.

Single Equipment Log in

URL: <https://blackbox.epron.org.ng/dashboard/log/add>

To log a single piece of equipment, click the "**Log Equipment**" button. You' will be directed to a page with a form to enter the details of the equipment. After filling out and submitting the form, you will be prompted to make payment. You can choose to pay immediately or at a later time.

Bulk Equipment Upload

URL: <https://blackbox.epron.org.ng/dashboard/log/bulk>

For logging multiple pieces of equipment, select the **bulk upload** option. Users are expected to download the Excel template file provided on this page. Fill the template with the data of the equipment, you wish to add, ensuring to follow the guide sheet included in the Excel file that shows all supported categories and types of equipment. Upload the completed file back on the bulk upload page.

Please Note: Payment for the bulk upload of equipment cannot be delayed to a later time. Payment for bulk upload must be completed . Also adding new equipment categories or updating the existing ones in the Excel sheet is not allowed and will lead to errors.

4. Settings User Guide

URL: <https://blackbox.epron.org.ng/dashboard/settings>

The settings page provides access for producer to review their profile. Producers can also change their password through the settings page.

5. Forgot Password Feature

URL: <https://blackbox.epron.org.ng/forgot-password>

If you've forgotten your password, you can use the forgot password page to reset it. Enter your registered email address to receive a password reset link.

6. Reset Password Feature

If you initiate a password reset, you'll be directed to the reset password page where you can set a new password for your account.