



# SELF SERVICE **FIRST** **RESPONSIBLE SUPPLIER** **REGISTRATION PORTAL**

**NAVIGATION BASICS**



This Quick Reference Guide (QRG) is designed to provide First Responsible Suppliers (FRS) a step-by-step guide on the use of the FRS Registration Portal. FRS Registration Portal is where new Beverage Suppliers or First Responsible Suppliers register their company details to enter into a supply agreement with WARRRL.

# Acknowledgement of Traditional Owners

We acknowledge the Traditional Custodians of the land upon which we live and work and pay our respects to their Elders past and present.

We respect the practice of intergenerational care for Country and its relevance to our work.

We seek to listen, learn, and build strong partnerships.

We aim to provide genuine opportunities for First Nations peoples in Western Australia through the container deposit scheme, Containers for Change.



# CONTAINER DEPOSIT SCHEME

The WA Container Deposit Scheme, Containers for Change commenced in Western Australia on 1 October 2020.

WARRRL is committed to delivering an efficient, convenient, and accessible scheme at the lowest possible cost.

The Western Australian CDS is regulated by the Department of Water and Environmental Regulation (DWER).

As legislated in Western Australia in the *Waste Avoidance and Resource Recovery Act 2007* all First Responsible Suppliers (FRS) who supply eligible beverage containers into Western Australia are required to contract to the scheme via a supply agreement .

The Supply Agreement places obligations on FRS who first supply eligible containers into Western Australia, including product registration, product supply (sales) declarations by material type, payment of the supply amount applicable to the product supply declared, and auditing.

# WHO IS WARRRL?



- Western Australia Return Recycle Renew Limited (WARRRL) is the not-for-profit organisation that was created to establish and run the container deposit scheme, Containers for Change in Western Australia.
- Since launching Containers for Change in October 2020, WARRRL has more than doubled the State's 10¢ container recycling rate, generating millions of dollars in donations and funding for schools, community groups, businesses, and individuals.
- WARRRL contracts with First Responsible Suppliers, refund points, logistics providers, processors, material recovery facilities (MRF) and recyclers to deliver the Scheme as required by relevant legislation and State Government regulations.



- Containers for Change is the public facing brand of the Scheme.
- Containers for Change helps highlight to Western Australians the multiple ways to recycle their 10¢ containers. Whether it be through a Depot, Self-serve Kiosk, Drop & Go station, Donation Point or Containers for Change Collect, Containers for Change unlocks the potential in every 10¢ container.
- Recycling 10¢ containers through Containers for Change ensures resources such as plastics, aluminium, steel, and glass are reused again and again, reinforcing WARRRL's commitment to the environment, to community and to Country.

# BENEFITS FROM THE SCHEME

- Over 5 billion containers saved from general waste.
- Container litter reduced in WA from 44% pre scheme to less than 6%.
- More than 850 jobs created across WA including more than 125 employees from disadvantaged backgrounds and long term unemployed and more than 50 First Nations peoples.
- More than \$19 million donated to WA causes, community groups, schools and charities.
- Social enterprise opportunities created for community groups.
- More than 300 refund points established to make participating and returning containers as easy and convenient as possible.
- Bottle to bottle recycling of glass, plastic and aluminium\* containers.

\*Aluminium containers are recycled into new beverage cans as well as other items such as car parts and kitchen foil.

# REGISTRATION PORTAL **QUICK** **REFERENCE GUIDE**



## How to use this reference guide

It is suggested that you use this guide from start to finish, to ensure you go through all the Registration Portal steps.



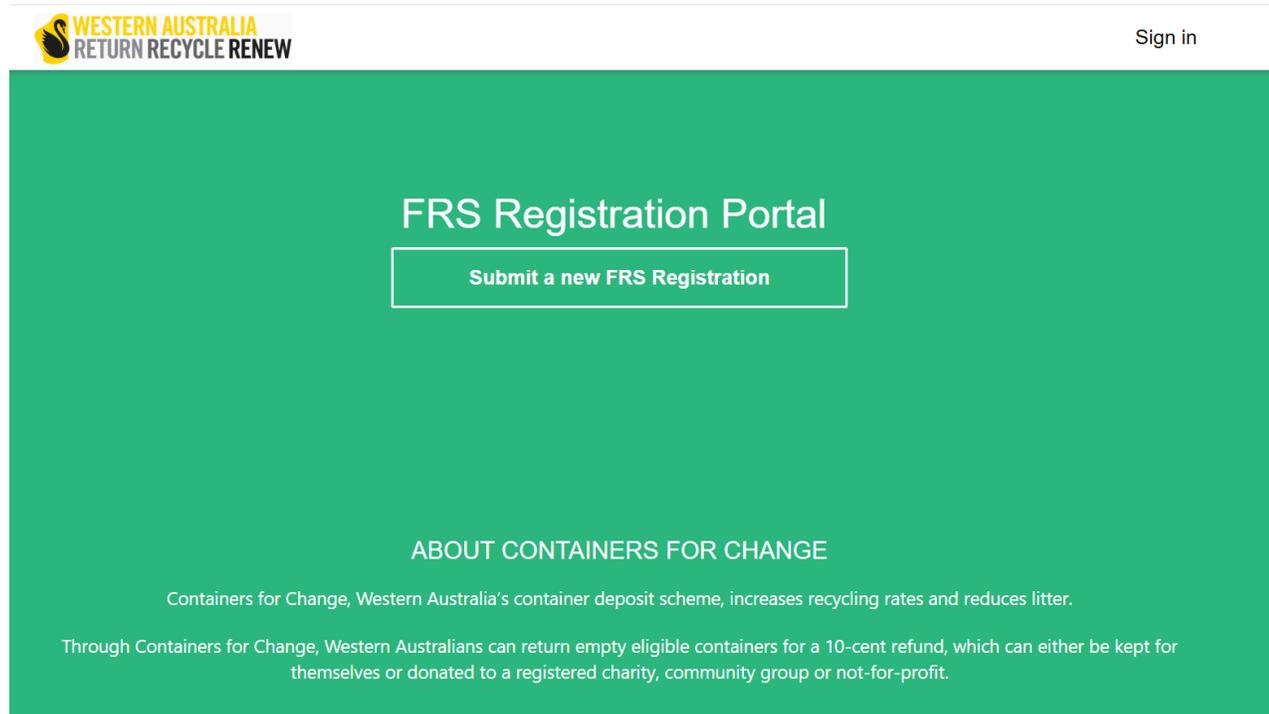
# FRS Registration

FRS Registration is a First Responsible Supplier obligation

FRS Registration Portal is where new Beverage Suppliers or First Responsible Suppliers register their company details to enter into a supply agreement with WARRRL.

Once a supply agreement has been executed FRS will be provided with access to the business portal where they can register their products and report supply volumes.

# FRS Registration Portal Landing Page



Please note that for security purposes, your session will automatically timeout after 2 hours of non-activity.

Please also note that an account with WARRRL is not a supply agreement.

Access the FRS Registration Portal through the following link:  
[\*\*FRS Registration Portal\*\*](#)

# Sign Up Now



## Sign in

Sign in with your email address

[Forgot your password?](#)

Don't have an account? [Sign up now](#)

To create an account for first-time use, click Sign up now.

Enter your email address and follow the prompts. A verification code will be sent to your email account.

Once you have entered your verification code, click Create.

< Cancel



## User Details

 \* \* \*

# Sign In



## Sign in

Sign in with your email address

[Forgot your password?](#)

Don't have an account? [Sign up now](#)

Use the email address that you created an account with to sign in with.

Use the Forgot your Password link to reset your password if necessary.

# Reset Password

The screenshot shows a mobile app interface for password reset. At the top left is a back arrow and the text 'Cancel'. Below that is the logo for 'WESTERN AUSTRALIA RETURN RECYCLE RENEW', which includes a yellow swan icon. The title 'User Details' is centered. Below the title is a text input field with the placeholder 'Email Address' and a red asterisk on the right. Underneath the input field are two buttons: a blue 'Send verification code' button and a light blue 'Continue' button. Two callout boxes are present: a teal one pointing to the input field and a white one with a teal border pointing to the 'Continue' button.

< Cancel

**WESTERN AUSTRALIA**  
**RETURN RECYCLE RENEW**

## User Details

Email Address \*

Send verification code

Continue

Enter your email address and follow the prompts. A verification code will be sent to your email account.

Once you have entered your verification code, click Continue.

# Submit a New FRS Registration

## 1. Introduction



The screenshot shows the top navigation bar with the logo for 'WESTERN AUSTRALIA RETURN RECYCLE RENEW' on the left. On the right, there is a 'My Registrations' link and an email address 'schemeexpansion2026queries@warrri.com.au'. Below the navigation bar is a horizontal menu with six items: '1. Introduction', '2. Registrant Information', '3. Business Information', '4. Contacts', '5. Signatories', and '6. Submit'. The '1. Introduction' item is highlighted in blue. The main content area has a heading 'Introduction' followed by the text: 'First Responsible Supplier Registration Form for the WA Scheme (container deposit scheme) as coordinated by WARRRL. By clicking 'Start Registration' you accept the terms and conditions of the registration [here](#).' At the bottom left of the main content area is a green button labeled 'Start Registration'.

Click My Registrations to resume an earlier incomplete submission.

Click Start Registration to commence your submission.

# Submit a New FRS Registration

## 2. Registrant Information



**WESTERN AUSTRALIA**  
RETURN RECYCLE RENEW

My Registrations    schemeexpansion2026queries@warrml.com.au ▾

1. Introduction ✓    2. Registrant Information    3. Business Information    4. Contacts    5. Signatories    6. Submit

### Registrant Information

**First Name \***

**Middle Name**

**Last Name \***

**Email Address \***

**Your Phone:**

<b>Country Code *</b>	<b>Area Code</b>	<b>Phone Number *</b>	<b>Extension</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Mobile Phone \***

Enter your details as the registrant.

Use Previous and Next buttons to navigate through each section.

# Submit a New FRS Registration

## 3. Business Information



My Registrations [schemeexpansion2026queries@warrri.com.au](mailto:schemeexpansion2026queries@warrri.com.au)

1. Introduction ✓ 2. Registrant Information ✓ 3. Business Information 4. Contacts 5. Signatories 6. Submit

### Business Information

Is your Business an Australian Registered Entity?  
 No  Yes

**ABN**

ABN should be 11 digits entered in the format of ## ### ### ##.

If you are registering a Trustee, please enter the Trustee ABN and the company ACN that matches the ASIC records.

**ACN**

ACN is an optional field however if a value is entered it needs to be a valid ACN and in the format of ### ### ##.

**Legal Entity Name \***

**Legal Entity Type \***

Select

**GST applicable? \***

No  Yes

**Business Trading Name \***

Enter your ABN and ACN, the legal entity name and type will auto-populate based on the details from the Australian Business Register.

Enter in your business trading name.



# Submit a New FRS Registration

## 3. Business Information continued

**Business Size \***  
Select

**Willing to share your Supplier Arrangement Number? \***  
 No  Yes

**Supplier Arrangement Number Registered in NSW**

**Registered Address Details**

**Street Address \***

**Suburb \***

**State \***  
Select

**Postcode \***

**Country \***

**Registered Office Phone Number**

Country Code *	Area Code	Phone Number *	Extension
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Is the Organisation Business Address the same as the Registered Office Address?**  
 No  Yes

Select your business size. Small suppliers are billed quarterly, large suppliers are billed monthly and micro suppliers are billed annually.

Optional: If you are also registered in NSW, you can provide these details here.

Enter the registered office address to match ASIC extract.

Select the 🔍 icon to lookup your Business Suburb

# Submit a New FRS Registration

## 4. Contacts

WESTERN AUSTRALIA  
RETURN RECYCLE RENEW

My Registrations schemeexpansion2026queries@warrri.com.au

1. Introduction ✓ 2. Registrant Information ✓ 3. Business Information ✓ 4. Contacts 5. Signatories 6. Submit

Please enter the details of the people that will represent your organisation.

You must nominate a contact for the **Authorised Contact** and **Accounts Payable** roles as a minimum.

You may only have one contact with the **Accounts Payable** role.

### Contacts

[+ Add Contact](#)

First Name	Last Name	Email Address	Accounts Payable	Accounts Receivable	Authorised contact	Business Contact	Contract Contact	Operations Contact	Portal Supervisor	Portal Access
There are no contacts to display.										

[Previous](#) [Next](#)

Copyright © WARRRL 2026. All rights reserved.

Note the mandatory contacts needed.

Use the Add Contact button to add your Business Contact details, Name, Email, Address, Contact Type and Contact Role.

Descriptions for each Contact Type are available once you open the Add Contact form.

# Submit a New FRS Registration

## 5. Signatories



WESTERN AUSTRALIA  
RETURN RECYCLE RENEW

My Registrations schemeexpansion2026queries@warrri.com.au

1. Introduction ✓ 2. Registrant Information ✓ 3. Business Information ✓ 4. Contacts ✓ 5. Signatories 6. Submit

**Please Submit:**

- At least **one** Participant Director
- At least **one** Participant Representative
- **one** Executive Negotiator
- **one** Notices Contact

Please note each Director listed on the ASIC Company Extract will need to be added as a Participant Director in your registration, they will be signatories for the supply agreement issued.

Please ensure the ASIC Company Extract you submit as your proof of directorship has been generated within 3 months of todays date.

A Sample ASIC Extract is attached [here](#).

### Signatories

[+ Add Signatory](#)

First Name	Last Name	Job Title	Email Address	Phone Number	Participant Director	Participant Representative	Executive Negotiator	Notices Contact	Operator Witness
There are no signatories to display.									

[Previous](#) [Next](#)

Note the requirements when entering Signatories.

Use the Add Signatories button to add your Signatories details as well as Proof of Directorship.

Descriptions for each Signatory Type are available once you open the Add Signatory form.

# Submit a New FRS Registration

## 6. Submit

 My Registrations [schemeexpansion2026queries@warrl.com.au](mailto:schemeexpansion2026queries@warrl.com.au)

1. Introduction ✓ 2. Registrant Information ✓ 3. Business Information ✓ 4. Contacts ✓ 5. Signatories ✓ 6. Submit

Please confirm the following information is correct and click 'Submit'

### Confirmation Screen

#### Registrant Information

**First Name**

**Middle Name**

**Last Name**

**Email Address**

**Country Code**

**Area Code**

**Phone Number**

**Extension**

Review and validate the information that you captured as part of your FRS Registration submission.



# Submit a New FRS Registration

## 6. Submit continued



### Application Acknowledgement

**By submitting this Application, the Applicant:**

1. Warrants that all information provided in this Application Form is true and accurate in all material respects;
2. Agrees to the Terms and Conditions set out on this website;
3. Agrees that it is prepared to enter into a Supply agreement (as reasonably amended by WARRRL).

I agree to all of the above \*



[Generate a new image](#)  
[Play the audio code](#)

Enter the code from the image

Previous

Submit

Confirm acknowledgement of the above 3 points before submitting your registration.

Enter the captcha code before submitting your registration.

Once submitted, you will receive an email to confirm that WARRRL has received your submission.

Copyright © WARRRL 2026. All rights reserved.

## Additional resources

WARRRL website | [warrrl.com.au/first-responsible-suppliers](http://warrrl.com.au/first-responsible-suppliers)

Containers for Change website | [containersforchange.com.au/wa](http://containersforchange.com.au/wa)

# THANK YOU