

HOW TO REGISTER INTO BDO SYSTEM?

1. To register go to [www. bdo.mos.gov.pl](http://www.bdo.mos.gov.pl) and click on dark yellow tab **PRZEJDŹ DO SYSTEMU BDO** (GO TO BDO SYSTEM) in the upper right corner

2. Go to **ZALOGUJ SIĘ PRZEZ LOGIN** and then to **PROFIL ZAUFANY**. It allows you to confirm your identity. Have your mobile phone ready, because you will get a text message with an authorisation code which you need for your form.

3. When you are logged in, you will see **MENU GŁÓWNE** (MAIN MENU) on the left side. Go to **WNIOSKI** (FORMS).

Click on **+NOWY WNIOSEK** (NEW FORM), and then **NOWY WNIOSEK REJESTRACYJNY** (NEW REGISTER FORM). Fill in the form and click on **PRZEJDŹ DALEJ** (NEXT).

4. On this screen add **MIEJSCA PROWADZENIA DZIAŁALNOŚCI -MPD** (PLACE OF BUSINESS). Now they are listed in the table. There is a tab **OPCJE** (OPTIONS) next to each MPD. Click on **OPCJE** and then on **TABELE** (LISTS). Select **DZIAŁ XII** (waste provider) and type in the code for post-frying oil, which is **02 03 04** and **20 01 25**.

If you provide 'takeaways' select **DZIAŁ VI**, then select **TABLE IV** and fill it in.

ATTENTION: You are obligated to pay the registration fee. Please contact Urząd Marszałkowski to get a quote.

If you also give plastic bags to your customers (over 15-micrometer-thick) select **DZIAŁ VI**, next **TABLE VII** and fill it in.

Now **SAVE** all your tables and **GO BACK** to MPD screen (places of business). Click on **DALEJ** (NEXT).

5. Here is **OŚWIADCZENIE** (a statement to accept) and **PROŚBA** (a request for the payment confirmation to attach). Now you can SEND THE FORM (**WYŚLIJ WNIOSEK**).