

## Register as an Authorized Generator Delegate (AGD)

This document serves as a quick reference guide for the steps to register as an authorized generator delegate in the Hazardous Waste Program (HWP) Registry.

An AGD is an individual or organization authorized by a generator to register facilities, report waste activities, complete manifests or pay applicable fees on their behalf. This task begins on the initial **Programs** page.

**1** Select the **Programs You Are Not Registered In** drop down menu, then select **Digital Reporting Services**.

Click the **Hazardous Waste** (formerly HWIN) program icon.

**2** Select the **Authorized Generator Delegate** checkbox.

Note: You can select one or more roles on this page. Only select the roles that you perform in the management of hazardous waste.

**3** Click the checkbox to confirm that the roles selected above are correct.

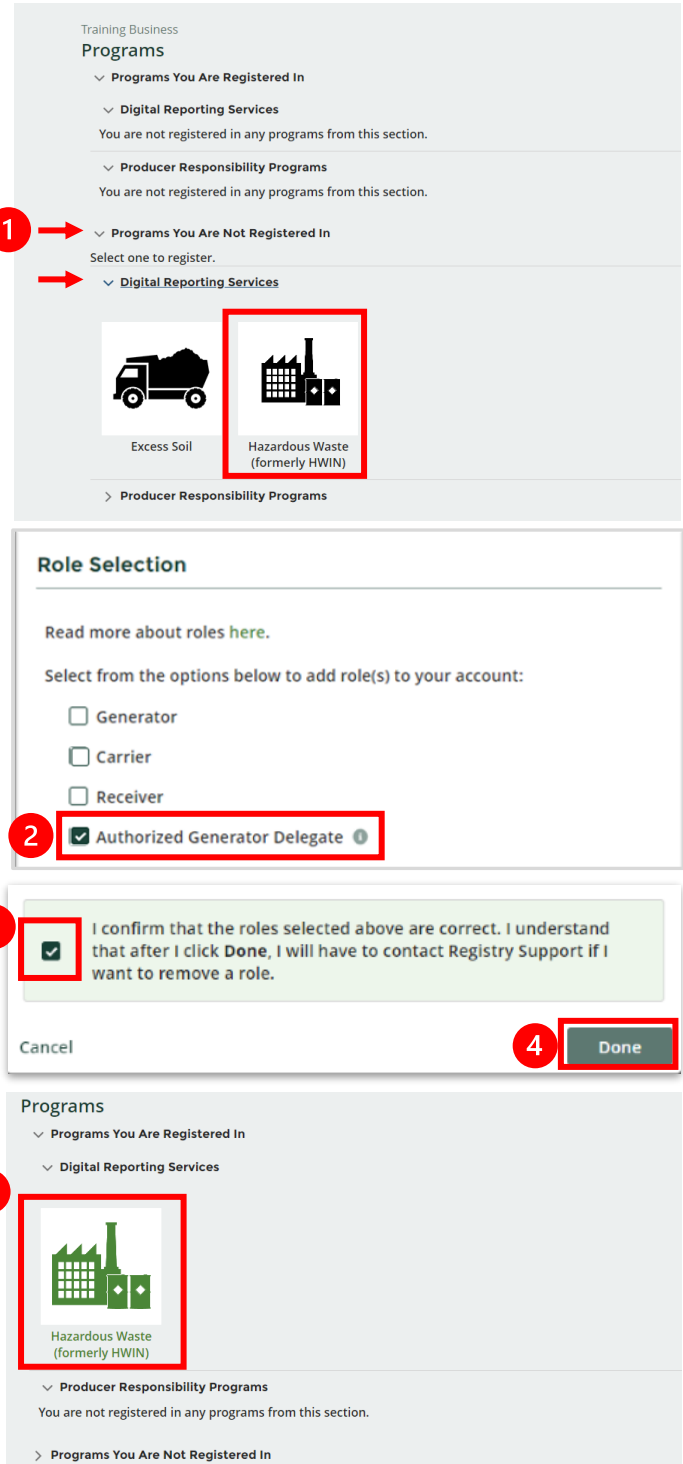
**4** Click **Done** to save your role selections.

Note: If you need to remove a role after clicking 'Done', you will have to contact **Registry Support** for assistance.

The system returns to the **Programs** page.

Note: The **Hazardous Waste** tile is now shown in the section of "Programs you are registered in."

**5** Click the **Hazardous Waste** tile to open the Hazardous Waste Program (HWP) Registry.



The screenshot shows the 'Training Business Programs' page. Under 'Programs You Are Not Registered In', the 'Digital Reporting Services' dropdown is selected. The 'Hazardous Waste (formerly HWIN)' icon is highlighted with a red box. Below, the 'Role Selection' section shows the 'Authorized Generator Delegate' checkbox selected. A confirmation message is displayed with a checkbox. The 'Done' button is highlighted with a red box. Finally, the 'Programs' page is shown with the 'Hazardous Waste (formerly HWIN)' tile highlighted with a red box.

### Next Steps:

If you had an HWIN account: refer to [Retrieve Facility Information from HWIN](#)

If you didn't have an HWIN account: refer to [Add or Deactivate Facility](#) and [Add or Deactivate Waste Stream](#)