

Hazardous Waste Program Registry Quick Reference

Register as Receiver

This document serves as a quick reference guide for the steps to register as a receiver in the Hazardous Waste Program (HWP) Registry. 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 Receiver 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.

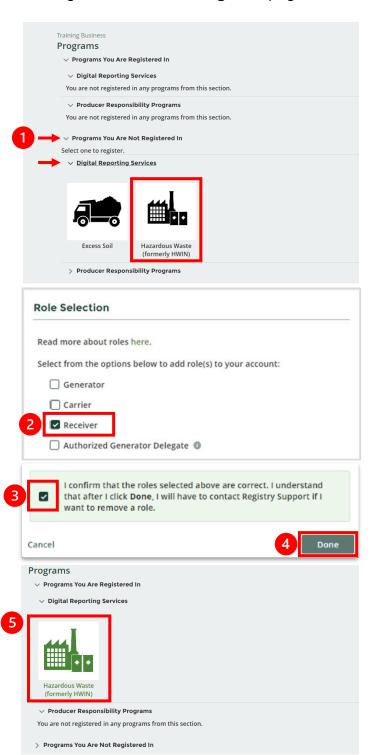
- 3 Click the checkbox to confirm that the roles selected above are correct.
- 4 Click **Done** to save your role selections.

Note: If you need to remove a role after clicking 'Done', you must 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."

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



Next Steps:

To link your ECA number: refer to Link ECA Number to Registry Account

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