

### 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."

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

The screenshot shows the 'Programs' page in the RPRA system. It is divided into three main sections: 'Programs You Are Registered In', 'Programs You Are Not Registered In', and 'Programs You Are Not Registered In' (repeated at the bottom). The 'Programs You Are Not Registered In' section is expanded to show 'Digital Reporting Services'. Under this section, there are two icons: 'Excess Soil' (represented by a truck) and 'Hazardous Waste (formerly HWIN)' (represented by a factory). The 'Hazardous Waste' icon is highlighted with a red box and a red arrow labeled '1'. Below the icons is a 'Role Selection' section. It contains a heading 'Role Selection', a link 'Read more about roles here.', and a prompt 'Select from the options below to add role(s) to your account:'. There are four checkboxes: 'Generator', 'Carrier', 'Receiver', and 'Authorized Generator Delegate'. The 'Receiver' checkbox is checked and highlighted with a red box and a red arrow labeled '2'. Below the checkboxes is a confirmation box with a heading 'I confirm that the roles selected above are correct. I understand that after I click Done, I will have to contact Registry Support if I want to remove a role.' The confirmation box has a checked checkbox and is highlighted with a red box and a red arrow labeled '3'. At the bottom of the confirmation box are two buttons: 'Cancel' and 'Done'. The 'Done' button is highlighted with a red box and a red arrow labeled '4'. Below the confirmation box is the 'Programs' page again, showing the 'Hazardous Waste (formerly HWIN)' tile highlighted with a red box and a red arrow labeled '5'.

#### Next Steps:

To link your ECA number: refer to [Link ECA Number to Registry Account](#)