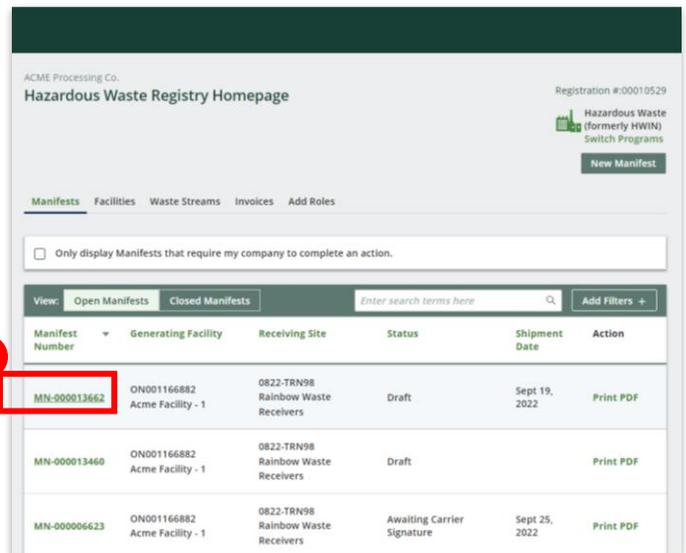


Complete Carrier Section of Manifest

This document serves as a quick reference guide for the steps to complete the carrier information section on a manifest. This scenario can occur when the carrier information section was not completed when the manifest was drafted. This can happen when some details of the carrier information section was not known during the initial draft of the manifest. Within this section, you can update contact, vehicle or driver information. Note this task can be performed in either the Registry (steps shown here) or the Mobile App (not shown, but similar steps).

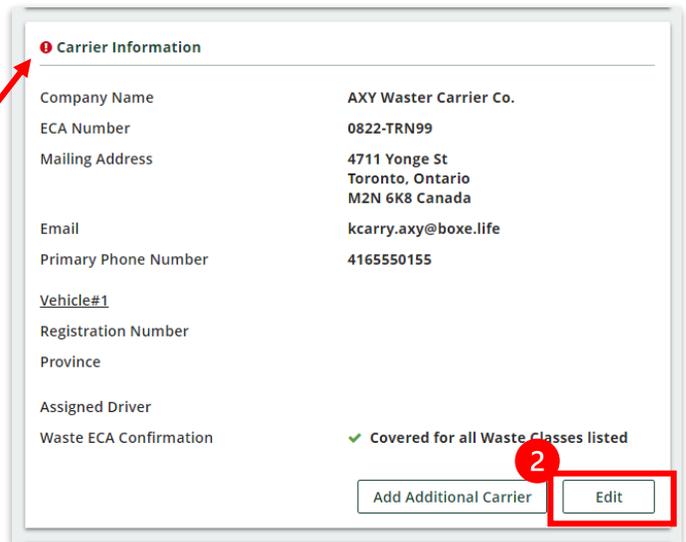
- 1 Select the **Manifest Number** for the manifest on which you need to complete the carrier information.

Then scroll down to display the **Carrier Information** section.



- 2 Select **Edit** to complete the carrier information.

Note: The Carrier Information section is incomplete as denoted by the red icon to the left of the section title.



Complete Carrier Section of Manifest

3 Update the Contact information, as needed.

- **Phone Number**
- **Extension**
- **Email**

4 Enter the **Registration Number**.

Note: The registration number is the license number for both the vehicle and each trailer or car being used to transport the waste.

Carrier Information

Selected Carrier			
ECA Number	Company Name	Mailing Address	Email
0822-TRN99	AXY Waster Carrier Co.	4711 Yonge St Toronto, Ontario M2N 6K8 Canada	kcarry.axy@boxe.life

Carrier contact and vehicle information can be entered now or at the time of waste pick up.

3 Contact Information

Phone Number: 4165550155
Extension:
Email: kcarry.axy@boxe.life

4 Vehicle Information

Registration Number: TR09876
Province / State:

[Add additional vehicle](#)

Driver Information (optional)

Search for a Driver from the specified Carrier company to give them easy access to the Manifest. If you do not assign a Driver to the Manifest, they can still find it by searching for the Manifest Number.

Assigned Driver:

Cancel Save

5 Select a location from the **Province / State** menu.

Carrier Information

Selected Carrier			
ECA Number	Company Name	Mailing Address	Email
0822-TRN99	AXY Waster Carr Co.	<input type="text"/>	kcarry.axy@boxe.life

Carrier contact and vehicle information can be entered now or at the time of waste pick up.

Contact Information

Phone Number: 4165550155
Email: kcarry.axy@boxe.life

Vehicle Information

Registration Number: TR09876
Province / State:

[Add additional vehicle](#)

Driver Information (optional)

Search for a Driver from the specified Carrier company to give them easy access to the Manifest. If you do not assign a Driver to the Manifest, they can still find it by searching for the Manifest Number.

Assigned Driver:

Cancel Save

Complete Carrier Section of Manifest

6 If known, search and select the Driver in **Assigned Driver** field.

Note: Only drivers that have been added to the Drivers' list for the specified Carrier can be searched and selected.

7 Select **Save** to save your changes on the Carrier Information change form.

Note: Once you have updated the driver information and clicked Save, the Carrier section (chevron) is presented again. You must click Save again to move on to the Intended Receiver section (chevron). If no other changes are needed, continue to save to move to the Review section.

8 Select **Save**.

Carrier Information

Selected Carrier

ECA Number	Company Name	Mailing Address	Email
0822-TRN99	AXY Waster Carrier Co.	4711 Yonge St Toronto, Ontario M2N 6K8 Canada	kcarry.axy@boxe.life

Carrier contact and vehicle information can be entered now or at the time of waste pick up.

Contact Information

Phone Number: Extension:

Email:

Vehicle Information

Registration Number: Province / State:

[+ Add additional vehicle](#)

Driver Information (optional)

Search for a Driver from the specified Carrier company to give them easy access to the Manifest. If you do not assign a Driver to the Manifest, they can still find it by searching for the Manifest Number.

Assigned Driver

Cancel **7**

ACME Processing Co.
Manifest

Generator **Carrier** Intended Receiver Waste Review

Select Carrier

Use the search bar to find a carrier. Search by ECA number, company name, mailing address or email. You must type at least five (5) characters for search results to be displayed.

ECA Number	Company Name	Mailing Address	Email	
0822-TRN99	AXY Waster Carrier Co.	4711 Yonge St Toronto, Ontario M2N 6K8 Canada	kcarry.axy@boxe.life	Edit Remove

Search for a Carrier

No Results

Cancel **8**

Complete Carrier Section of Manifest

Note: The top of the manifest is shown again.

Notice that the information box indicates that it is 'Ready for shipment.'

Manifest Number: MN-00013662

ACME Processing Co. Manifest

Generator Carrier Intended Receiver Waste Review

Ready for shipment
The manifest contains all required information and is ready for the generator and carrier to sign at the time of waste shipment.

Status: **Draft**

Ready For Signatures
Click this button to enable the generator and the carrier to sign the manifest.

Cancel Manifest
If you created this manifest in error click Cancel Manifest to remove it from your account. Signed manifests cannot be canceled.

Download PDF
Once submitted, you can download a PDF copy of the manifest.

Tracking Information
Sept 19, 2022, 03:00 p.m. EDT Initiated manifest via Registry Portal | ACME Processing Co.

Overview Waste

Generator Information

Company Name	ACME Processing Co.
Facility Name	Acme Facility - 1
Generator Number	ON001166882
Location	
Municipality	Toronto, City of
Address	4711 Yonge Street Toronto, Ontario M2N 6K8 Canada
Contact information	
Mailing Address	4711 Yonge Street Toronto, Ontario M2N 6K8 Canada
Email	info@acme-life.com

9 Scroll down to the Carrier Information section and review the changes that you made.

Note: The Carrier Information section is now shown as complete as denoted by the green checkmark to the left of the section title.

Carrier Information

Company Name	AXY Waster Carrier Co.
ECA Number	0822-TRN99
Mailing Address	4711 Yonge St Toronto, Ontario M2N 6K8 Canada
Email	kcarry.axy@boxe.life
Primary Phone Number	4165550155
Vehicle#1	
Registration Number	TR09876
Province	Ontario
Assigned Driver	
Waste ECA Confirmation	Covered for all Waste Classes listed

Add Additional Carrier Edit

10 The manifest is now in Draft status and is ready to be signed.

Manifest Number: MN-00013662

ACME Processing Co. Manifest

Generator Carrier Intended Receiver Waste Review

Ready for shipment
The manifest contains all required information and is ready for the generator and carrier to sign at the time of waste shipment.

Status: **Draft**

Ready For Signatures
Click this button to enable the generator and the carrier to sign the manifest.

Cancel Manifest

Tracking Information
Sept 19, 2022, 03:00 p.m. EDT Initiated manifest via Registry Portal | ACME Processing Co.