

## Hazardous Waste Program Registry Quick Reference

## **Change Receiver on Manifest**

This document serves as a quick reference guide for the steps using the mobile app to change the Receiver on a manifest as a Carrier in the Hazardous Waste Program (HWP) Registry. This can be done when the manifest is in the 'Draft' or 'In Transit' status.



1 Search for the **Manifest** you would like to change the intended receiver.

Note: Manifests are listed in reverse numerical order. Use the Status and Sort options to help

narrow the list of manifests.



2 Select the desired manifest.



Hazardous Waste Program | Quick Reference | Resource Productivity and Recovery Authority

HWP\_QR25\_R1



#### Hazardous Waste Program Registry Quick Reference

## **Change Receiver on Manifest**



Select the Edit icon next to the Receiver company name.



5 Type and search for business name in the search bar.



6 Select the new Receiver business from the results, and then click the Select button.



#### Hazardous Waste Program Registry Quick Reference

# **Change Receiver on Manifest**

TVF	ap here if this Manifest includes was which was previously refused by anoth Receiver	te her
F	ECEIVER INFORMATION	
l	Company Name JAT IR 005	Edit
E	CA Number JAT-ECA-REC-005	
Fi 1 T	teceiving Site Address 8 York St #2600 'oronto, Ontario. M5J 0B2	
E	mail at_ir_005@myxu.info	
F (	Primary Phone Number <b>416) 941-8383</b> <i>②</i>	
V	Vaste ECA Confirmation	

Once you have verified that the Receiver Information has been updated, select the Confirm Drop-Off button.



8 Select the **Confirm Drop-off** button.



9 The Intended Receiver is updated, and the drop-off has been confirmed.