

Link ECA Number to Registry Account

This work instruction document covers how to link an Environmental Compliance Approval (ECA) number to your company's HWP Registry account. ECA Numbers tab only shows on those accounts that have selected either the Carrier or Receiver role. You must have a valid ECA number linked to your account to be successfully added on a manifest. ECA numbers are used on manifests to identify carriers and receivers in Ontario and to validate that all parties are approved to manage the waste selected waste classes.

	WORK INSTRUCTION (STEP-BY-STEP)	Work Instruction conventions: <ul style="list-style-type: none"> All field, page, section, tab, and button names appear in bold font. All fields are <u>required</u> to be completed unless indicated otherwise.
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Link ECA Number to Registry Account

Roles: Account Admin or Primary User of Carriers and Receivers

1. From the **Hazardous Waste Registry Homepage**, select **ECA numbers**.

2. Select **Link ECA Numbers**.

*The **Link ECA Numbers** page displays.*

<p>3.</p>	<p>Enter the ECA number in the Search ECA Number textbox.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Retrieve ECA Information</p> <hr/> <p>Use the search function to retrieve your Environmental Compliance Approvals (ECAs) to link them to your Registry account for manifesting. If you have more than 20 ECA numbers to link to your account, you can contact RPRA Registry Support for assistance in importing this data.</p> <p>Search ECA Number</p> <div style="display: flex; align-items: center;"> <input style="border: 2px solid red; width: 200px; height: 20px;" type="text"/> Search </div> <div style="background-color: #4f7942; color: white; padding: 5px; margin-top: 10px;"> <p>Search Results</p> <p style="text-align: center; color: #ccc;">No Results</p> </div> </div> <p>Note: There are currently no users shown in the Search Results table.</p>
<p>4.</p>	<p>Select Search.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p>Link ECA Numbers</p> <hr/> <p>Retrieve ECA Information</p> <hr/> <p>Use the search function to retrieve your Environmental Compliance Approvals (ECAs) to link them to your Registry account for manifesting. If you have more than 20 ECA numbers to link to your account, you can contact RPRA Registry Support for assistance in importing this data.</p> <p>Search ECA Number</p> <div style="display: flex; align-items: center;"> <input style="width: 200px; height: 20px; border: 1px solid #ccc;" type="text" value="0822-TRN99"/> Search </div> <div style="background-color: #4f7942; color: white; padding: 5px; margin-top: 10px;"> <p>Search Results</p> <p style="text-align: center; color: #ccc;">No Results</p> </div> </div>
<p>5.</p>	<p>Search for the ECA Number in the Search Results section.</p>

6.	<p>Under Action column, select the appropriate Add to List.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 5px 0;"> <p>Link ECA Numbers</p> <hr/> <p>Retrieve ECA Information</p> <p>Use the search function to retrieve your Environmental Compliance Approvals (ECAs) to link them to your Registry account for manifesting. If you have more than 20 ECA numbers to link to your account, you can contact RPRA Registry Support for assistance in importing this data.</p> <p>Search ECA Number</p> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <input style="width: 200px;" type="text" value="0822-TRN99"/> <input style="margin-left: 10px;" type="button" value="Search"/> </div> <div style="background-color: #f2f2f2; padding: 5px; margin-bottom: 10px;">Search Results</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">ECA Number</th> <th style="text-align: left;">Role</th> <th style="text-align: left;">Company Name</th> <th style="text-align: left;">Mailing Address</th> <th style="text-align: left;">Action</th> </tr> </thead> <tbody> <tr> <td>0822-TRN99</td> <td>Carrier</td> <td>AXY Waster Carrier Co.</td> <td>4711 Yonge St, Toronto, Ontario, M2N 6K8</td> <td style="text-align: right;">Add to List</td> </tr> </tbody> </table> </div>	ECA Number	Role	Company Name	Mailing Address	Action	0822-TRN99	Carrier	AXY Waster Carrier Co.	4711 Yonge St, Toronto, Ontario, M2N 6K8	Add to List
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7.	<p>Enter your email address, phone number and, if necessary, the phone extension. Then select Save.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 5px 0; background-color: #f2f2f2;"> <p>Link ECA Numbers</p> <hr/> <p>Retrieve ECA Information</p> <p>Use the search function to retrieve your Environmental Compliance Approvals (ECAs) to link them to your Registry account for manifesting. If you have more than 20 ECA numbers to link to your account, you can contact RPRA Registry Support for assistance in importing this data.</p> <p>Search ECA Number</p> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <input style="width: 200px;" type="text" value="0822-TRN99"/> <input style="margin-left: 10px;" type="button" value="Search"/> </div> <div style="background-color: #f2f2f2; padding: 5px; margin-bottom: 10px;">Search Results</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">ECA Number</th> <th style="text-align: left;">Role</th> <th style="text-align: left;">Company Name</th> <th style="text-align: left;">Mailing Address</th> <th style="text-align: left;">Action</th> </tr> </thead> <tbody> <tr> <td>0822-TRN99</td> <td>Carrier</td> <td>AXY Waster Carrier Co.</td> <td>4711 Yonge St, Toronto, Ontario, M2N 6K8</td> <td style="text-align: right;">Add to List</td> </tr> </tbody> </table> <div style="position: absolute; top: 50px; left: 50%; transform: translate(-50%, -50%); border: 1px solid #ccc; background: white; padding: 10px; width: 80%; z-index: 10;"> <p style="text-align: center; margin: 0;">Edit ECA Number Details</p> <hr/> <p>The contact information provided here will appear on manifests associated with this ECA Number.</p> <p>Email</p> <input style="width: 100%;" type="text" value="kcarry.axy@boxe.life"/> <p>Phone Number</p> <input style="width: 100%;" type="text" value="4165550155"/> <p>Phone Extension</p> <input style="width: 100%;" type="text"/> <p style="text-align: right; margin-top: 10px;"> <input type="button" value="Cancel"/> <input style="margin-left: 100px;" type="button" value="Save"/> </p> </div> </div>	ECA Number	Role	Company Name	Mailing Address	Action	0822-TRN99	Carrier	AXY Waster Carrier Co.	4711 Yonge St, Toronto, Ontario, M2N 6K8	Add to List
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8.	<p>Click the checkbox <input type="checkbox"/> I hereby confirm that I am authorized to....</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 5px 0; background-color: #e6f2e6;"> <p><input type="checkbox"/> I hereby confirm that I am authorized to link these Environmental Compliance Approvals (ECAs) to my Registry account on behalf of the organization(s) listed above.</p> </div>										

9.	<p>Select Link ECA Numbers.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="background-color: #e6f2e6; padding: 5px; margin-bottom: 10px;"> <input checked="" type="checkbox"/> I hereby confirm that I am authorized to link these Environmental Compliance Approvals (ECAs) to my Registry account on behalf of the organization(s) listed above. </div> <div style="display: flex; justify-content: space-between;"> Cancel Link ECA Numbers </div> </div>								
10.	<p>To confirm that the ECA number has been linked to the registry account, select ECA numbers tab.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between;"> Hazardous Waste Registry Homepage Registration #:00010533 </div> <div style="text-align: right; margin-top: 10px;"> New Manifest </div> <div style="margin-top: 10px;"> ECA Numbers </div> <div style="margin-top: 10px;"> <input type="checkbox"/> Only display Manifests that require my action. </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> View: Open Manifests Closed Manifests Enter search terms here <input type="text"/> Add Filters + </div> </div>								
11.	<p>Look in the Linked ECA Numbers table to confirm that the number is present.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between;"> Manifests ECA Numbers Add Roles Switch Programs New Manifest </div> <div style="margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> Environmental Compliance Approval (ECA) numbers that you have linked to your Registry account are included in the following table. ECA numbers are used on manifests to identify carriers and receivers in Ontario and to validate that all parties are approved to manage the selected waste classes. For more information, visit RPRA's hazardous waste program webpage. </div> <div style="text-align: right; margin-bottom: 10px;"> Link ECA Numbers </div> <div style="background-color: #4f7942; color: white; padding: 5px; margin-bottom: 5px;"> Linked ECA Numbers </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">ECA Number ▼</th> <th style="text-align: left;">Role</th> <th style="text-align: left;">Company Name</th> <th style="text-align: left;">Mailing Address</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>0822-TRN99</td> <td>Carrier</td> <td>AXY Waster Carrier Co.</td> <td>4711 Yonge St, Toronto, Ontario, M2N 6K8</td> </tr> </tbody> </table> </div> </div>	ECA Number ▼	Role	Company Name	Mailing Address	0822-TRN99	Carrier	AXY Waster Carrier Co.	4711 Yonge St, Toronto, Ontario, M2N 6K8
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