

Pay Registry Invoice

This work instruction document covers how Generators or AGDs can pay an invoice in the HWP Registry. There are two main types of invoices; those related to manifests or on-site waste activities. This work instruction covers the steps for paying a manifest invoice; however, the steps for paying an OSWA invoice are identical.

Ĵ.	WORK INSTRUCTION (STEP-BY-STEP)		tions: tab, and button names appear in bold font. to be completed unless indicated otherwise.	
Pay Reg	gistry Invoice			
Roles:	Account Admin, Primary, or Secondary User			
1.		u want to pay. Select e	aste Registry Homepage, select the ither Manifests or On-site Waste A	
2.	Search or filter the inv Manifest Invoices	voice list to find the invo Enter search terms Invoice Amount		
	000004914 Nov 14, 2022	\$38.25 Unpaid	Download PDF Pay	
	1 entries	<	5 entries per page	
	Manifests with Fees	Enter search terms	here Q Add Filters +	
	Manifest 🔻 Generating Facility Number	Shipment Date Completed Date	Fees Invoice Number	
	MN-000131865 ON001172676 Yonge Street Facility	#1 Nov 14, 2022 Nov 14, 2022	\$12.65 000004914	
	MN-000128837 ON001172676 Yonge Street Facility	#1 Nov 14, 2022 Nov 14, 2022	\$20.00 000004914	
	MN-000128834 ON001172676 Yonge Street Facility	#1 Nov 13, 2022 Nov 14, 2022	\$5.60 000004914	
	3 entries	<	5 entries per page	
	Note: In this example	, there is only one unpa	aid invoice in the list (top table).	



Hazardous Waste Program Registry Work Instruction

	Filter Manifest Invoic	85				
	Enter information in any of the following fields to narrow down the search results.					
	Invoice Date	Start Date		esuits.		
		End Date				
	Invoice Amount	Minimum Amount (\$)				
		Maximum Amount (\$)				
	Payment Status		\$			
	Cancel		Clear Apply Fi	lters		
		arch field, you car a filter list, you ca	-	-		d dates (i.e. a date
		n invoice minimur				
3.	Select the Invo	ice Number to re	eview a pdf cop	by of the invo	ice.	
	Manifest Invoices		Enter search terms here	۹. Add	l Filters +	
	Invoice 🔻 Invoice Number	Date Invoice Amount	Payment Status	Action		
	000004914 Nov 14,		Unpaid	Download	PDF	
	000004914 100714,	2022 \$36.23	onpaid	Pay		
	1 entries	< < Page 1 o	f1 > >>	5 entries per page	÷	
	A pdf view of th	e invoice display	s on a new bro	wser tab.		
4.	Review the pdf	view of the invoid	ce. When done	, close the ta	ab to return to	the Registry
	Dashboard tab).				
	👶 Registry Dashboard - Resource 🗇 🖝 M.	anifestInvoiceGenPDF x +			- 🗆 ×	
	← → C i fullcopy-rpra.	PDF?arderid=8010.0	00000JhkbAAC&accountid=0010000006Yi18	AAC 🖻 🖈	* • • •	
		C RPRA		4711 Yonge Street, Suite Toronto, Ontario M2N 6K8 Canada		
	The second secon	6. Recovery Authority	Invoice Summary	GST/HST #: 860476506		
		INVOICE Hazardous Waste Program	Invoice Number Invoice Period Invoice Date Invoice Amount	0000045 Nov 8, 2022 - Nov 14, 20 Nov 14, 20 \$38	022	
		Manifest and Tonnage Fees Billing Information	Registrant Details			
		James Wilco AXE Chem Processing Co. 4711 Yonge St Toronto, Ontario M2N 6K8 Canada	Registration # 00 Email jwi Phone (41	110766 co@getnada.com 6) 555-0155		
		TOTALS BY FACILITY Generator Number	Facility Name Number of N			
		ON001172676 Tota	Yonge Street Facility #1 3 II 3	\$38.25 \$38.25		
		Terms Payment i	n full due upon invoice generation ur Registry account, navigate to the "Invoices" tab, i	scate this invoice, and click "Pay".		
					+	

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 5. When you are ready to pay the invoice, select Pay. \$\$ Under the invoice the invoice of the						
 invoice intervent weeks in the drop-down list are shown below. Available options in the drop-down list are shown below. Intervent weeks in the drop-down list are shown below. Intervent weeks in the drop-down list are shown below. Intervent weeks in the drop-down list are shown below. Intervent weeks in the drop-down list are shown below. Intervent weeks in the drop-down list are shown below. Intervent weeks in the drop-down list are shown below. Intervent weeks in the drop-down list are shown below. Intervent weeks in the drop-down list are shown below. 	5.	When you are ready to pay the	invoice, select Pa	y .		
Image:		Manifest Invoices	Enter search terms here	Q Add Filters +		
 Click Select Payment Method. Click Select Payment Method. Select the desired payment method from the drop-down list. 7. Select the desired payment method from the drop-down list. Payment Method cancel Submit Select Payment Method cancel submit Selected, you may be required to enter additional Credit Cand Disponent Method Credit Cand Selectonic Bill Payment Note: Depending on the payment method selected, you may be required to enter additional information (i.e. credit cand information to complete the payment) or you will be sent an email from RPRA to complete the payment transaction. 			Payment Status	Action		
6. Click Select Payment Method. Manifest invoice Payment Registry Fee Payment 100004914 \$38.25 Cancel Select Payment Method Frequence Cancel Available options in the drop-down list are shown below. Income Isotomic Bank Withdrawal Create Submit Note: Depending on the payment method selected, you may be required to enter additional information (i.e. credit card information to complete the payment) or you will be sent an email from RPRA to complete the payment transaction.		000004914 Nov 14, 2022 \$38.25	Unpaid			
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Invoice Number Registry Fee Payment 000004914 \$38.25 Cancel Select Payment Method Select the desired payment method from the drop-down list. Payment Method Select Payment Method Cancel Select Payment Method Cancel Available options in the drop-down list are shown below. -none- Bank Withdrawal Credit Card EDI Payment Method Electronic Bill Payment Note: Depending on the payment method selected, you may be required to enter additionar information (i.e. credit card information to complete the payment) or you will be sent an email from RPRA to complete the payment transaction.	6.	Click Select Payment Method				
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7. Select the desired payment method from the drop-down list. Payment Method Image: Cancel Submit Available options in the drop-down list are shown below. Image: Cancel Content Method Cancel Content Method Image: Cancel Content Method Select Cancel Content Method Image: Cancel Content Method Image: Content Content Method Image: Content			0, ,			
Payment Method Select Payment Method Image: none		Cancel	s	elect Payment Method		
Image: Cancel Submit Available options in the drop-down list are shown below. Image: Cancel Image: Credit Card Image: Credit Card Bank Withdrawal Image: Credit Card Credit Card Image: Credit Card EDI Payment Method Image: Cheque Electronic Bill Payment Image: Cheque Electronic Bill Payment Image: Cheque Image: Cheque Image: Cheque Image: Cheque Image: Cheque Electronic Bill Payment Image: Cheque Image: Cheque Image: Cheque Electronic Bill Payment Image: Cheque Image: Cheque Image: Cheque Electronic Bill Payment Image: Cheque Image: Cheque Image: Cheque Electronic Bill Payment Image: Cheque Image: Cheque Image: Cheque Electronic Bill Payment Image: Cheque Image: Cheque Image:	7.	Payment Method	ethod from the drop			
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Note: Depending on the payment method selected, you may be required to enter additional information (i.e. credit card information to complete the payment) or you will be sent an email from RPRA to complete the payment transaction.		none none Bank Withdrawal Credit Card EDI Payment Method Cheque		Delow.		
an email from RPRA to complete the payment transaction.		Note: Depending on the payment method selected, you may be required to enter additional				
8. After completing any further required fields, select Submit .						
	8.	After completing any further red	quired fields, selec	t Submit.		
Cancel Submit		Cancel		Submit		



Hazardous Waste Program Registry Work Instruction

9.	You are returned to the Registry Dashboa n Select the Invoices tab.	'd page showing the	Manifests tab view.			
	Manifests Facilities Waste Streams Invoices Add Roles					
	Only display manifests that require my company's action.					
	View: Open Manifests Closed Manifests	Enter search terms here	Q Add Filters +			
	Manifest v Generating Facility Receiving Site Number	Status	Date Action Shipped			
10.	Manifests Facilities Waste Streams Invoices Add Roles View: Manifests On-site Waste Activities					
	Manifest Invoices	Enter search terms here	Q Add Filters +			
	Invoice v Invoice Date Invoice Number Amount	Payment Status	Action			
	000004914 Nov 14, 2022 \$38.25	Processing	Download PDF Pay			
	1 entries	1 > >>	5 entries per page			
	Note: The Payment Status has changed from " <u>Unpaid</u> " and now either shows as " <u>Processing</u> " (for payments that are still pending) or " <u>Paid</u> " (for payments that are completed).					