Register as a Generator

This document serves as a quick reference guide for the steps to register as a generator in the Hazardous Waste Program (HWP) Registry. This task begins on the initial **Programs** page, where you are not registered in any programs yet.

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 **Generator** 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 will have to 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.

Next Steps:
If you had an HWIN account: refer to Retrieve Facility Information from HWIN

If you didn't have an HWIN account: refer to Add or Deactivate Facility and Add or Deactivate Waste Stream

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