

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.

The screenshot shows the 'Programs' page for a user named 'Training Business'. The page is divided into sections for 'Programs You Are Registered In' and 'Programs You Are Not Registered In'. In the 'Not Registered In' section, the 'Digital Reporting Services' dropdown is selected, and the 'Hazardous Waste (formerly HWIN)' tile is highlighted with a red box. Below this, the 'Role Selection' section is shown, where the 'Generator' checkbox is checked and highlighted with a red box. A confirmation message is displayed with a checked checkbox, also highlighted with a red box. At the bottom right of the role selection section, the 'Done' button is highlighted with a red box. Finally, the 'Programs' page is shown again, with the 'Hazardous Waste (formerly HWIN)' tile now appearing in the 'Programs You Are Registered In' section, highlighted with a red box.

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](#)