

### Register as an Authorized Generator Delegate (AGD)

This document serves as a quick reference guide for the steps to register as an authorized generator delegate in the Hazardous Waste Program (HWP) Registry.

An AGD is an individual or organization authorized by a generator to register facilities, report waste activities, complete manifests or pay applicable fees on their behalf. This task begins on the initial **Programs** page.

- 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 **Authorized Generator Delegate** 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.

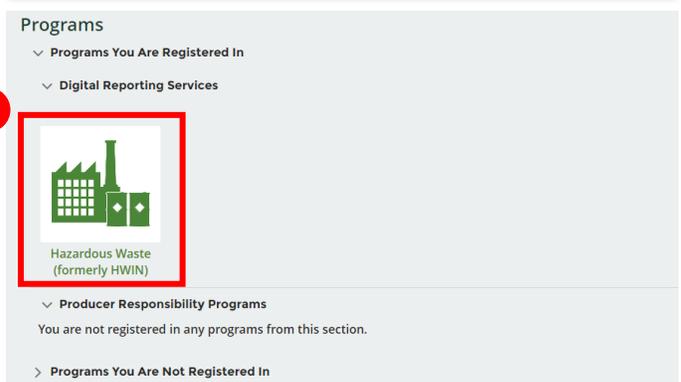
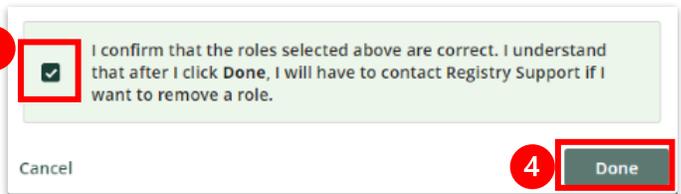
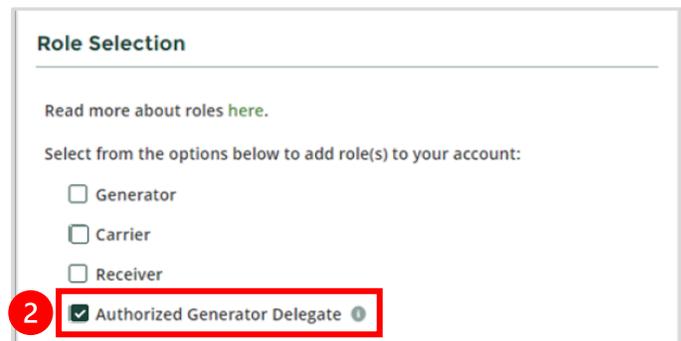
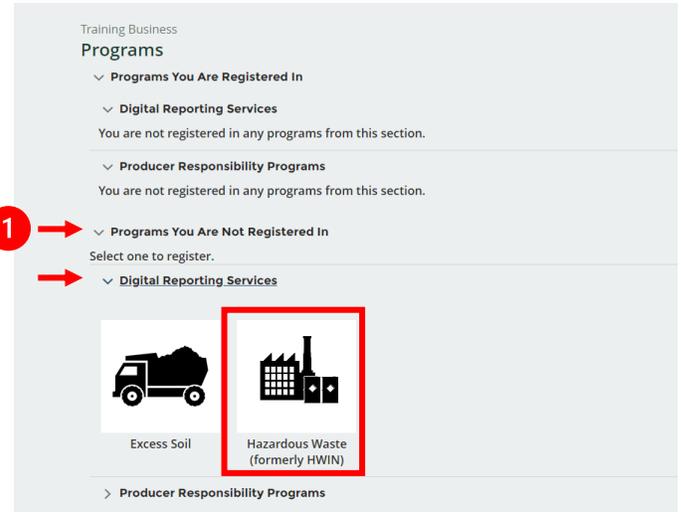
- 4 Click **Done** to save your role selections.

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](#)