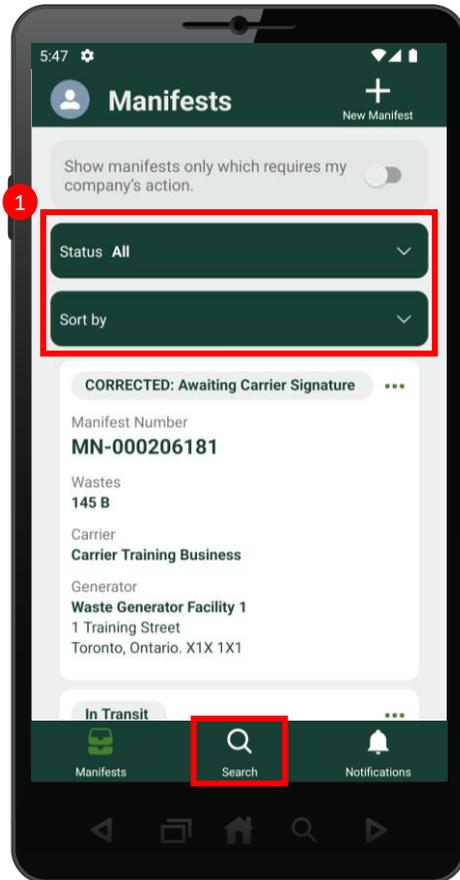
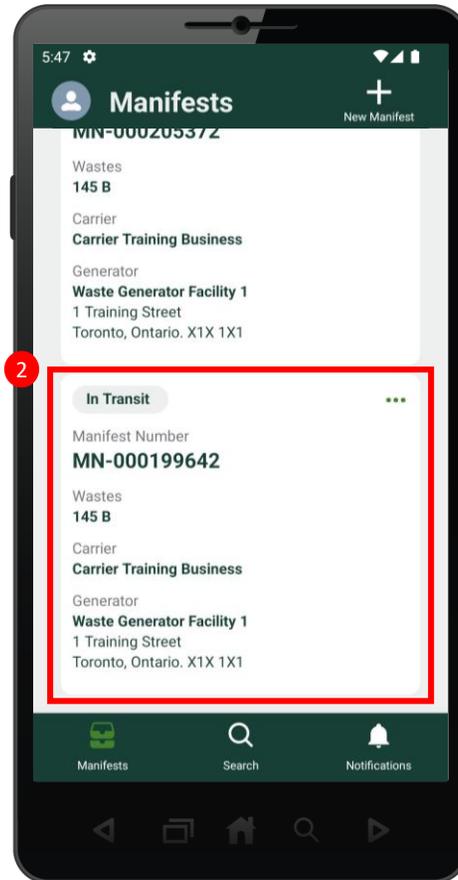


Change Receiver on Manifest

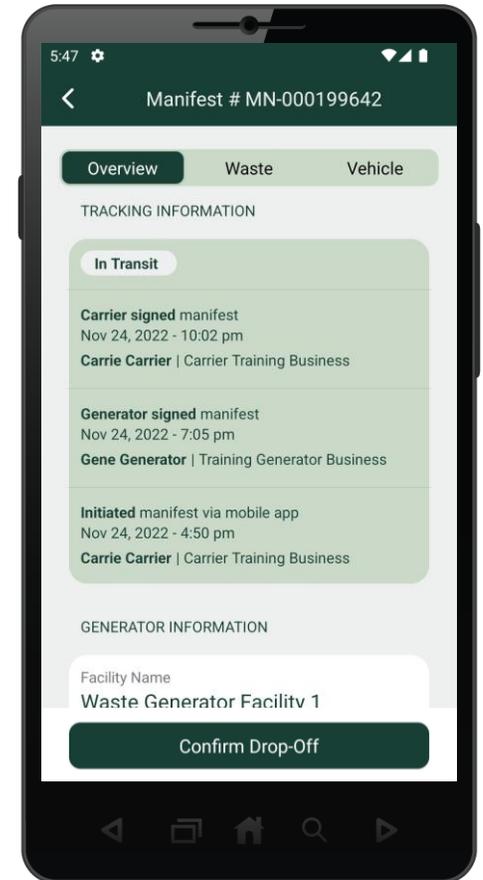
This document serves as a quick reference guide for the steps using the mobile app to change the Receiver on a manifest as a Carrier in the Hazardous Waste Program (HWP) Registry. This can be done when the manifest is in the 'Draft' or 'In Transit' status.



1 Search for the **Manifest** you would like to change the intended receiver.



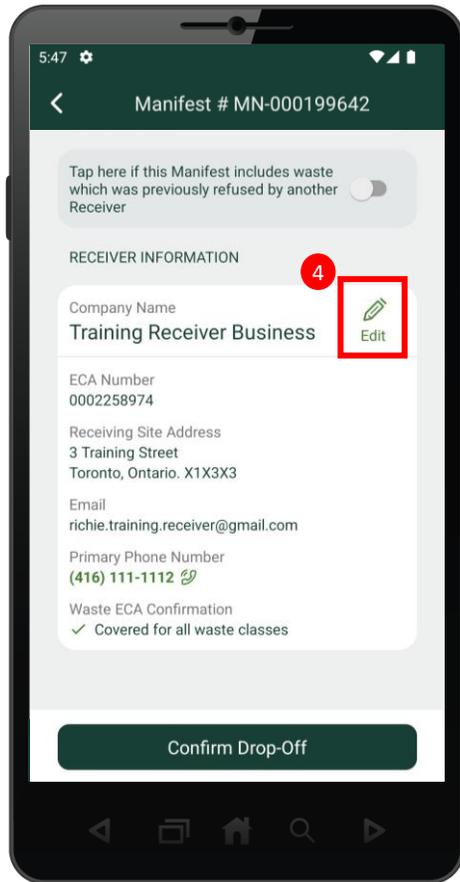
2 Select the desired manifest.



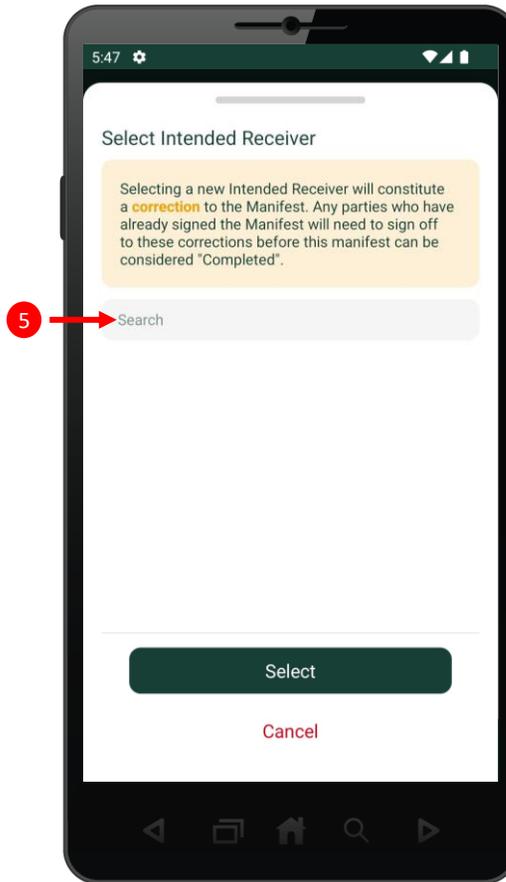
3 Scroll down to the Receiver section.

Note: Manifests are listed in reverse numerical order. Use the Status and Sort options to help narrow the list of manifests.

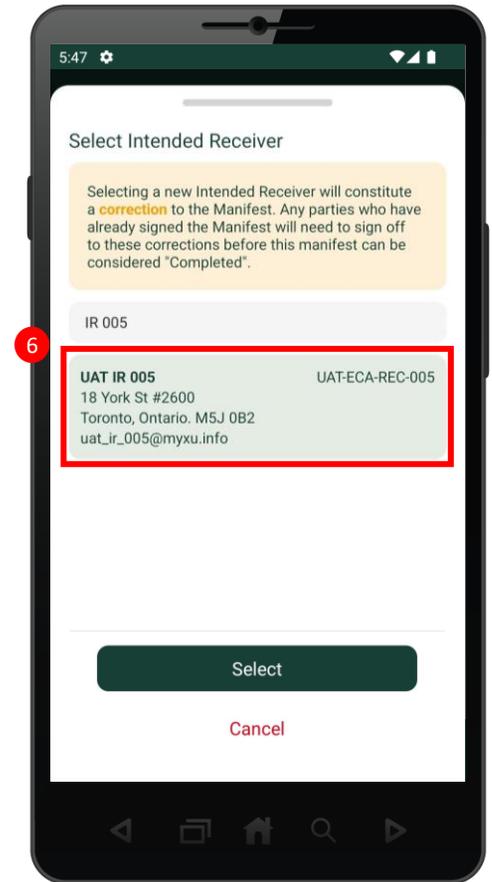
Change Receiver on Manifest



4 Select the **Edit** icon next to the Receiver company name.

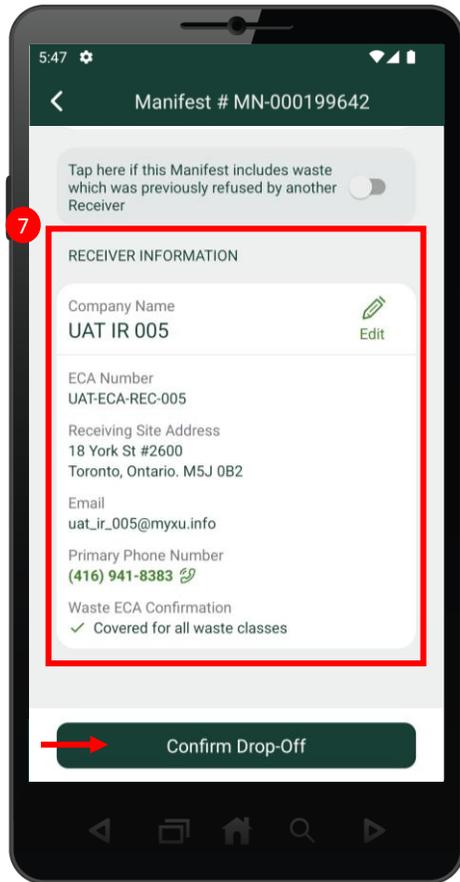


5 Type and search for business name in the search bar.

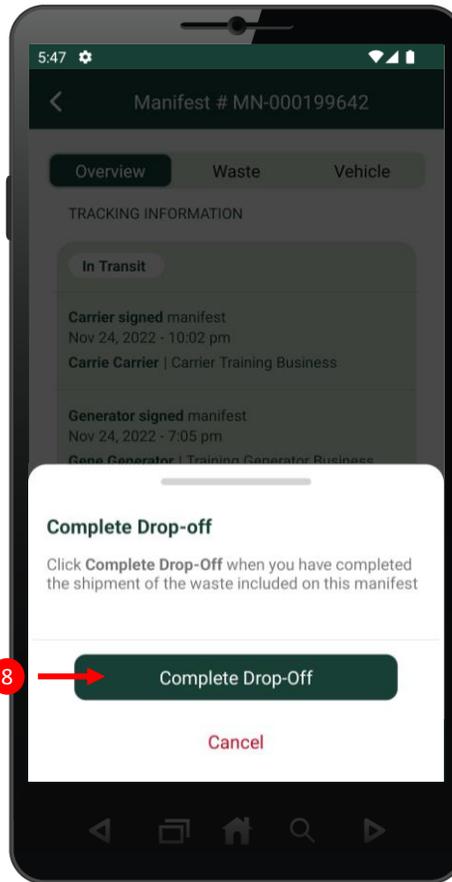


6 Select the new Receiver business from the results, and then click the **Select** button.

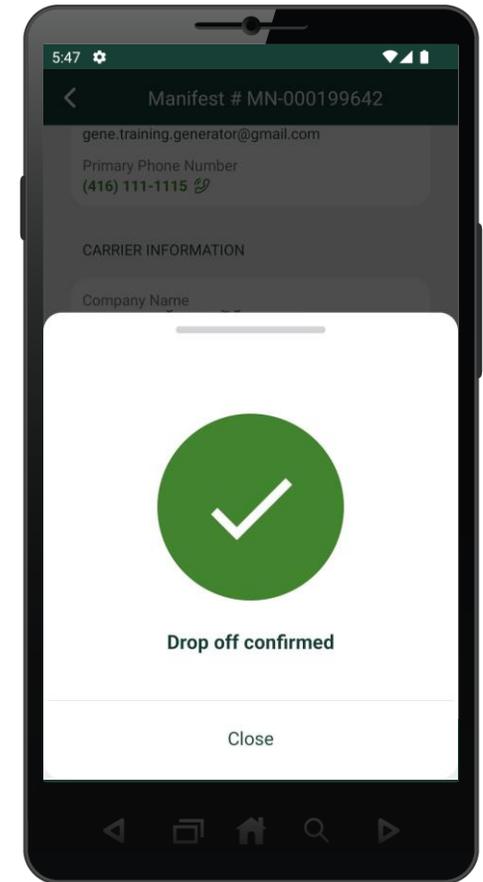
Change Receiver on Manifest



7 Once you have verified that the Receiver Information has been updated, select the **Confirm Drop-Off** button.



8 Select the **Confirm Drop-off** button.



9 The Intended Receiver is updated, and the drop-off has been confirmed.