

Create New Registry Account

This work instruction document covers how to create a new account for your company in the Hazardous Waste Program (HWP) Registry. This task begins on the Registry sign-in page which is the central page for signing into existing accounts or creating a new account.

	WORK INSTRUCTION (STEP-BY-STEP)	Work Instruction conventions: <ul style="list-style-type: none"> All field, page, section, tab, and button names appear in bold font. All fields are required to be completed unless indicated otherwise
	QUICK LINKS TO STEPS	Ctrl+Click a link below to jump to related section and step(s) in this work instruction: <ul style="list-style-type: none"> Business information Account information Individual information Review

Role	Any Registry user
1.	<p>On the Registry Sign-In page, click Don't have an Account? Create a new Account.</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Registry Sign In</p> <p>Email <input type="text"/></p> <p>Password <input type="password"/></p> <p style="text-align: center;">Sign In</p> <p style="text-align: center;">Forgot Password</p> <p style="text-align: center;">Don't have an Account? Create a new Account</p> </div> <p><i>The Create Account page (Business chevron) displays.</i></p>
2.	<div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Create Account</p> <p style="text-align: center;"> Business > Address > Individual > Review </p> <p>Business number and name</p> <p>If your business does not have a CRA Business Number, please contact us.</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>CRA Business Number (BN) ⓘ</p> <input type="text"/> </div> <p>Legal Business Name ⓘ</p> <input type="text"/> </div> <p>Business Operating Name ⓘ Copy Legal Name</p> <input type="text"/> <p style="text-align: right;">Next Step ></p>

On the **Business** chevron, complete the following fields:

Field	Description
CRA Business Number (BN)	Your CRA Business number is a nine-digit number issued for tax purposes Note: If you do not have a Canadian Revenue Account, contact Registry Support (registry@rpra.ca) to obtain one.
Legal Business Name	The legal name of the business
Business Operating Name	The operating name of the business Note: As a short-cut, you can click ' Copy Legal Name ' if the business legal name and operating name are the same.

3. Click **Next Step>** button.
*The **Address** chevron page displays.*

4.

On the **Address** chevron, complete the following fields:

Field	Description
<input checked="" type="checkbox"/> This is a Canadian address	Indicates the business has a Canadian address; the checkbox defaults as selected (<input checked="" type="checkbox"/> Note: Registrants can enter non-Canadian address for their business. Deselect this checkbox if your business does not have a Canadian address.
Street	Start typing a street address to be prompted with matching address options; select the address from the drop-down list

	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">City</td> <td>City where business is located</td> </tr> <tr> <td>Province</td> <td>Ontario defaults if Canadian address checkbox is selected, but can be changed if necessary</td> </tr> <tr> <td>Postal Code</td> <td>Enter the postal code for the facility</td> </tr> <tr> <td>Main Phone Number</td> <td>Main phone number for the business</td> </tr> <tr> <td colspan="2">The following fields are only shown when the checkbox “This is a Canadian Address” is <u>not selected</u>. In this section, the checkbox defaults as selected (☑).</td> </tr> <tr> <td>State</td> <td>Select the appropriate US state where the facility is located</td> </tr> <tr> <td>Zip Code</td> <td>Enter the US zip code where the facility is located</td> </tr> <tr> <td>Country</td> <td>United States defaults but can be changed if necessary</td> </tr> </table>	City	City where business is located	Province	Ontario defaults if Canadian address checkbox is selected, but can be changed if necessary	Postal Code	Enter the postal code for the facility	Main Phone Number	Main phone number for the business	The following fields are only shown when the checkbox “This is a Canadian Address” is <u>not selected</u> . In this section, the checkbox defaults as selected (☑).		State	Select the appropriate US state where the facility is located	Zip Code	Enter the US zip code where the facility is located	Country	United States defaults but can be changed if necessary
City	City where business is located																
Province	Ontario defaults if Canadian address checkbox is selected, but can be changed if necessary																
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State	Select the appropriate US state where the facility is located																
Zip Code	Enter the US zip code where the facility is located																
Country	United States defaults but can be changed if necessary																
5.	<p>Click Next Step> button.</p> <p>The Individual chevron page displays.</p>																
6.	<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Create Account</p> <p style="text-align: center;"> Business Address Individual Review </p> <hr/> <p>Your profile and contact information</p> <p>Enter the name and contact information of the Registry's primary user for your business.</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p>First Name <input style="width: 150px;" type="text"/> Last Name <input style="width: 150px;" type="text"/></p> <p>Email (this will be your username) <input style="width: 300px;" type="text"/></p> <p style="color: red; font-size: small;">A link will be sent to the email you provide to complete your account registration</p> <p>Confirm Email <input style="width: 300px;" type="text"/></p> <p>Job Title <input style="width: 300px;" type="text"/></p> </div> </div> <p>Note: The Registry's primary user is the individual responsible for the hazardous waste management for your business. This would be a generator's primary contact in a "non-AGD" scenario, and the AGD's primary contact in an "AGD" scenario.</p> <p>On the Individual chevron, complete the following fields:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #336633; color: white;"> <th style="width: 40%;">Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>First Name</td> <td>Primary contact's first name</td> </tr> <tr> <td>Last Name</td> <td>Primary contact's last name</td> </tr> </tbody> </table>	Field	Description	First Name	Primary contact's first name	Last Name	Primary contact's last name										
Field	Description																
First Name	Primary contact's first name																
Last Name	Primary contact's last name																

	Email	Primary contact's email address
	Confirm Email	Re-enter primary contact's email address
	Job Title	Primary contact's job title or position

7.

I have a Canadian Address ⓘ

Street Copy Business Address

City Province

 ▼

Postal Code Country

 Canada

Business Phone Number Phone Extension

 ▼

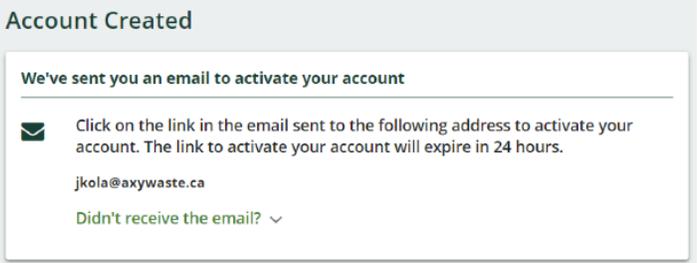
Mobile Phone Number Same as Business Phone Number

< Previous Step
Cancel
Next Step >

On the **Individual** chevron, complete the address fields for the primary contact:

Field	Description
<input checked="" type="checkbox"/> I have a Canadian Address	Indicates the registrant has a Canadian address; the checkbox defaults as selected (☑) Note: Registrants can enter non-Canadian address for their business. Deselect this checkbox if your business does not have a Canadian address.
Street	Start typing a street address to be prompted with matching address options; select the address from the drop-down list Note: As a shortcut, click ' Copy Business Address ' to copy the respective address if the primary contact's address is the same.
City	City where primary contact is located
Province	Ontario defaults if Canadian address checkbox is selected, but can be changed if necessary
Postal Code	Enter the postal code for the primary contact
Business Phone Number	Primary contact's business phone number
Phone Extension (optional)	If applicable, enter extension related to primary number

	<p>Mobile Phone Number (optional)</p> <p><input type="checkbox"/> Same as Business Phone Number (optional)</p> <p>The following fields are only shown when the checkbox “This is a Canadian Address” is <u>not selected</u>. On this page, the checkbox defaults as selected (<input checked="" type="checkbox"/>)</p> <p>State</p> <p>Zip Code</p> <p>Country</p>	<p>If desired, enter the mobile phone number of the primary user</p> <p>Select this checkbox to copy your business phone number if your mobile number is the same</p> <p>Select the appropriate state where the facility is located</p> <p>Enter the zip or postal code where the facility is located</p> <p>United States defaults but can be changed if necessary</p>
8.	<p>Click Next Step> button.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> < Previous Step Cancel Next Step > </div> </div> <p>The Review chevron page displays.</p>	
9.	<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p>Create Account</p> <div style="display: flex; justify-content: space-between; background-color: #333; color: white; padding: 5px; border-radius: 5px;"> Business Address Individual Review </div> <div style="margin-top: 10px;"> <p>Business number and name Edit</p> <hr/> <p>CRA Business Number (BN) 789123456</p> <p>Legal Business Name AXY Waste Centre</p> <p>Business Operating Name AXY Waste Centre</p> </div> <div style="margin-top: 10px;"> <p>Business address and phone number Edit</p> <hr/> <p>Address 635 Sky Street Mytown Ontario 101010 Canada</p> <p>Main Phone Number 4165551234</p> </div> <div style="margin-top: 10px;"> <p>Your profile and contact information Edit</p> </div> </div> <p>Review the summary of the account information you entered on the chevron pages:</p> <ul style="list-style-type: none"> Business number and name Business address and phone number Your profile and contact information <p>Note: Scroll as necessary to view the entire page. Make updates as needed by clicking on any of the 'Edit' buttons.</p>	

10.	<p>Click <input type="checkbox"/> I agree to The Registry Terms of Use checkbox.</p>  <p>Note: Click  to review the Registry Terms of Use.</p>
11.	<p>Click Create Account button.</p> <p><i>The Account Created page displays.</i></p>
12.	 <p>Review the note displayed. A verification email will be sent to your email address. Once received, ensure that you activate your account through the link within 24hrs. From there, you will be prompted to establish a password for future sign in.</p> <p>Note: It may take approximately 10 minutes to receive the verification email. Remember to check your junk and spam folders for it.</p>