

Create New Registry Account

This work instruction document covers how to create a new account for your company as an account administrator or a primary user 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 				
Role	Account Admin or Primary 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; width: fit-content;"> <p style="margin: 0;">Registry Sign In</p> <p>Email <input type="text"/></p> <p>Password <input type="password"/></p> <p style="text-align: center; margin: 5px 0;">Sign In</p> <p style="text-align: center; margin: 5px 0;">Forgot Password</p> <p style="text-align: center; margin: 5px 0;">Don't have an Account? Create a new Account</p> </div>					
2.	<p>On the Business chevron, complete the following fields:</p> <div style="border: 1px solid #ccc; padding: 10px; width: fit-content;"> <p style="margin: 0;">Create Account</p> <p style="margin: 5px 0;">Business > Address > Individual > Review</p> <p style="margin: 5px 0;">Business number and name</p> <p style="margin: 5px 0;">If your business does not have a CRA Business Number, please contact us.</p> <p style="margin: 5px 0;">CRA Business Number (BN) <input type="text"/></p> <p style="margin: 5px 0;">Legal Business Name <input type="text"/></p> <p style="margin: 5px 0;">Business Operating Name <input type="text"/> Copy Legal Name</p> <p style="text-align: right; margin: 10px 0;">Next Step ></p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #2c4e60; color: white;"> <th style="text-align: left; padding: 5px;">Field</th> <th style="text-align: left; padding: 5px;">Description</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">CRA Business Number (BN)</td> <td style="padding: 5px;">Your CRA Business number is a nine-digit number issued for tax purposes</td> </tr> </tbody> </table>		Field	Description	CRA Business Number (BN)	Your CRA Business number is a nine-digit number issued for tax purposes
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		<p>Note: If you do not have a Canadian Revenue Account, contact Registry Support (registry@rpra.ca) to obtain one.</p>												
	<p>Legal Business Name</p>	<p>The legal name of the business</p>												
	<p>Business Operating Name</p>	<p>The operating name of the business</p> <p>Note: As a short-cut, you can click 'Copy Legal Name' if the business legal name and operating name are the same.</p>												
<p>3.</p>	<p>Click the Next Step button.</p> <div style="text-align: center; margin-top: 10px;"> </div>													
<p>4.</p>	<p>On the Address chevron, complete the following fields:</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p style="margin: 0;">Create Account</p> <p style="margin: 0; font-size: small;">Business > Address > Individual > Review</p> <hr/> <p style="margin: 0; font-size: small;">Business address and phone number</p> <div style="border: 2px solid red; padding: 5px; margin: 5px 0;"> <p style="margin: 0;"><input checked="" type="checkbox"/> This is a Canadian address ⓘ</p> <p style="margin: 0; font-size: small;">Street</p> <input style="width: 100%;" type="text"/> <p style="margin: 0; font-size: small;">City Province</p> <div style="display: flex; justify-content: space-between;"> <input style="width: 45%;" type="text"/> <div style="font-size: x-small;"> Province </div> </div> <p style="margin: 0; font-size: small;">Postal Code Country</p> <div style="display: flex; justify-content: space-between;"> <input style="width: 45%;" type="text"/> <div style="font-size: x-small;"> Country Canada </div> </div> <p style="margin: 0; font-size: small;">Main Phone Number</p> <input style="width: 100%;" type="text"/> </div> <div style="margin-top: 10px; font-size: x-small;"> < Previous Step Cancel Next Step > </div> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #2c4e4e; color: white;"> <th style="width: 30%;">Field</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td> <p><input checked="" type="checkbox"/> This is a Canadian address</p> </td> <td> <p>Indicates the business has a Canadian address; the checkbox defaults as selected (<input checked="" type="checkbox"/>)</p> <p>Note: Registrants can enter non-Canadian address for their business. Deselect this checkbox if your business does not have a Canadian address.</p> </td> </tr> <tr> <td>Street</td> <td>Start typing a street address to be prompted with matching address options; select the address from the drop-down list</td> </tr> <tr> <td>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> </tbody> </table>		Field	Description	<p><input checked="" type="checkbox"/> This is a Canadian address</p>	<p>Indicates the business has a Canadian address; the checkbox defaults as selected (<input checked="" type="checkbox"/>)</p> <p>Note: Registrants can enter non-Canadian address for their business. Deselect this checkbox if your business does not have a Canadian address.</p>	Street	Start typing a street address to be prompted with matching address options; select the address from the drop-down list	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
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6.	<p>On the Individual chevron, complete the following fields:</p> <div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p style="margin: 0;">Create Account</p> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 10px;"> Business Address Individual Review </div> <p style="margin: 0; font-size: small;">Your profile and contact information</p> <p style="margin: 5px 0 0 0; font-size: x-small;">Enter the name and contact information of the Registry's primary user for your business.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid #ccc; padding: 2px 5px;">First Name</td> <td style="width: 50%; border-bottom: 1px solid #ccc; padding: 2px 5px;">Last Name</td> </tr> <tr> <td colspan="2" style="padding: 2px 5px;">Email (this will be your username)</td> </tr> <tr> <td colspan="2" style="padding: 2px 5px; font-size: x-small; color: red;">A link will be sent to the email you provide to complete your account registration</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid #ccc; padding: 2px 5px;"></td> </tr> <tr> <td colspan="2" style="padding: 2px 5px;">Confirm Email</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid #ccc; padding: 2px 5px;"></td> </tr> <tr> <td colspan="2" style="padding: 2px 5px;">Job Title</td> </tr> <tr> <td colspan="2" style="border-bottom: 1px solid #ccc; padding: 2px 5px;"></td> </tr> </table> </div> <p style="margin-top: 10px; font-size: small;">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> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #007060; color: white;"> <th style="width: 30%;">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> <tr> <td>Email</td> <td>Primary contact's email address</td> </tr> <tr> <td>Confirm Email</td> <td>Re-enter primary contact's email address</td> </tr> <tr> <td>Job Title</td> <td>Primary contact's job title or position</td> </tr> </tbody> </table>	First Name	Last Name	Email (this will be your username)		A link will be sent to the email you provide to complete your account registration				Confirm Email				Job Title				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
First Name	Last Name																												
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7.

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

The screenshot shows a web form for entering contact information. At the top, there is a checked checkbox labeled "I have a Canadian Address". Below this, a red rectangular box highlights the following fields: a "Street" text input with a "Copy Business Address" link; "City" and "Province" fields (the Province is a dropdown menu); "Postal Code" and "Country" (pre-filled with "Canada"); "Business Phone Number" and "Phone Extension" text inputs; and a "Mobile Phone Number" text input with an unchecked checkbox labeled "Same as Business Phone Number". At the bottom of the form are three buttons: "< Previous Step", "Cancel", and "Next Step >".

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
Mobile Phone Number (optional)	If desired, enter the mobile phone number of the primary user
<input type="checkbox"/> Same as Business Phone Number (optional)	Select this checkbox to copy your business phone number if your mobile number is the same

The following fields are only shown when the checkbox "This is a Canadian Address" is not selected. On this page, the checkbox defaults as selected (☑).

	State	Select the appropriate state where the facility is located										
	Zip Code	Enter the zip or postal code where the facility is located										
	Country	United States defaults but can be changed if necessary										
8.	Click the Next Step button. <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="display: flex; justify-content: space-between; align-items: center;"> < Previous Step Cancel Next Step > </div> </div>											
9.	Review the summary of the account information you entered on the chevron pages: <ul style="list-style-type: none"> Business number and name Business address and phone number Your profile and contact information <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="background-color: #f0f0f0; padding: 5px;">Create Account</div> <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;"> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px;"> <div style="display: flex; justify-content: space-between;"> Business number and name Edit </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">CRA Business Number (BN)</td> <td>789123456</td> </tr> <tr> <td>Legal Business Name</td> <td>AXY Waste Centre</td> </tr> <tr> <td>Business Operating Name</td> <td>AXY Waste Centre</td> </tr> </table> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 5px; margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> Business address and phone number Edit </div> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Address</td> <td>635 Sky Street Mytown Ontario 101010 Canada</td> </tr> <tr> <td>Main Phone Number</td> <td>4165551234</td> </tr> </table> </div> <div style="padding-top: 10px;"> <div style="display: flex; justify-content: space-between;"> Your profile and contact information Edit </div> </div> </div> </div> <p>Note: Scroll as necessary to view the entire page. Make updates as needed by clicking on any of the 'Edit' buttons.</p>		CRA Business Number (BN)	789123456	Legal Business Name	AXY Waste Centre	Business Operating Name	AXY Waste Centre	Address	635 Sky Street Mytown Ontario 101010 Canada	Main Phone Number	4165551234
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10.	Click <input type="checkbox"/> I agree to The Registry Terms of Use checkbox. <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <div style="border: 2px solid red; padding: 5px; margin-bottom: 10px;"> <input type="checkbox"/> I agree to The Registry Terms of Use </div> <div style="display: flex; justify-content: space-between;"> < Previous Step Create Account </div> </div> <p>Note: Click to review the Registry Terms of Use.</p>											
11.	Click the Create Account button.											

12.	<div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 10px; margin-bottom: 10px;"> <p>Account Created</p> <hr/> <p>We've sent you an email to activate your account</p> <p>✉ Click on the link in the email sent to the following address to activate your account. The link to activate your account will expire in 24 hours.</p> <p style="margin-left: 20px;">jkola@axywaste.ca</p> <p style="margin-left: 20px;">Didn't receive the email? ▾</p> </div> <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>
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Next Steps

If you are a Generator:

- Refer to quick reference [Register as a Generator](#)

If you are an AGD:

- Refer to quick reference [Register as an AGD](#)

If you are a Carrier:

- Refer to quick reference [Register as a Carrier](#)

If you are a Receiver:

- Refer to quick reference [Register as a Receiver](#)