

Add Driver to Carrier Account

This work instruction document covers how to add a driver to your carrier 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.
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Add Driver to Carrier Account

Role	Account Admin or Primary User of Carrier
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1. From the **Hazardous Waste Registry Homepage**, click your username at the top right to show the drop-down list.

Manifest Number	Generating Facility	Company Name	Receiving Site	Status	Shipment Date	Action
MN-00038055 5	ON001173330 Waste Generator Facility 1	Training Generator Business	Return to Generator	Awaiting Signatures	Dec 22, 2022	Sign Print PDF
MN-00038055 2	ON001173330 Waste Generator Facility 1	Training Generator Business	000556879 Training Receiver Business	Awaiting Receiver Signature	Dec 22, 2022	Print PDF

2. Click on **Manage Users**.

- My Profile
- Change Password
- My Business Profile
- Manage Users

3. Navigate to the **Drivers** tab.

< Back to Dashboard

Manage Users

Hazardous Waste
Primary User: Carrie Carrier

Registry Users **Drivers**

Registry users have full access to Registry functionalities. They can manage users within an account, create, view, edit and manage facilities.

Active Users

User ▲	Email	Program	Last Login	Action
No Results				

[+ Add New User](#)

Inactive Users

User ▲	Email	Last Login	Action
No Results			

4. Click the **Add New Driver** button.

Manage Users

Hazardous Waste
Primary User: Carrie Carrier

Registry Users Drivers

Drivers are users who can view, create and edit manifests. They cannot view, edit or manage facilities.

For assistance in reassigning a user to the driver role, contact Registry Support.

Active Drivers

User ▲	Email	Program	Last Login	Action
No Results				

[+ Add New Driver](#)

5.	<p>Enter the email of the driver you would like to add.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Add a Driver</p> <hr/> <p>To get started, enter the driver's email</p> <p>Email</p> <div style="border: 2px solid red; padding: 2px;"> <input style="width: 100%; height: 20px;" type="text"/> </div> <p style="display: flex; justify-content: space-between; margin-top: 10px;"> Cancel Continue </p> </div>																
6.	<p>Click the Continue button.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Add a Driver</p> <hr/> <p>To get started, enter the driver's email</p> <p>Email</p> <div style="border: 1px solid #ccc; padding: 2px;"> <input style="width: 100%; height: 20px;" type="text" value="dave.driver@gmail.com"/> </div> <p style="display: flex; justify-content: space-between; margin-top: 10px;"> Cancel <div style="border: 2px solid red; padding: 2px;"> Continue </div> </p> </div>																
7.	<p>Complete the information fields for the new driver.</p> <div style="border: 1px solid #ccc; padding: 10px;"> <p>Add Driver</p> <hr/> <p>Add new driver to your account.</p> <p>Email dave.driver@gmail.com</p> <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%;">First Name</td> <td style="width: 50%;">Last Name</td> </tr> <tr> <td><input style="width: 95%; height: 20px;" type="text"/></td> <td><input style="width: 95%; height: 20px;" type="text"/></td> </tr> <tr> <td>Job Title</td> <td>Preferred Language</td> </tr> <tr> <td><input style="width: 95%; height: 20px;" type="text"/></td> <td><input style="width: 95%; height: 20px;" type="text"/></td> </tr> <tr> <td>Business Phone Number</td> <td>Phone Extension</td> </tr> <tr> <td><input style="width: 95%; height: 20px;" type="text"/></td> <td><input style="width: 95%; height: 20px;" type="text"/></td> </tr> <tr> <td>Mobile Phone Number</td> <td><input type="checkbox"/> Same as Business Phone Number</td> </tr> <tr> <td><input style="width: 95%; height: 20px;" type="text"/></td> <td></td> </tr> </table> <div style="background-color: #e0f0e0; padding: 10px; margin-top: 10px; border: 1px solid #ccc;"> <input type="checkbox"/> I hereby authorize this user to create/modify data. </div> <p style="display: flex; justify-content: space-between; margin-top: 10px;"> Cancel Save </p> </div>	First Name	Last Name	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	Job Title	Preferred Language	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	Business Phone Number	Phone Extension	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	Mobile Phone Number	<input type="checkbox"/> Same as Business Phone Number	<input style="width: 95%; height: 20px;" type="text"/>	
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Job Title	Preferred Language																
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>																
Business Phone Number	Phone Extension																
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>																
Mobile Phone Number	<input type="checkbox"/> Same as Business Phone Number																
<input style="width: 95%; height: 20px;" type="text"/>																	

8. Click the checkbox beside 'I hereby authorize this user to create/modify data' checkbox, then click the **Save** button.

I hereby authorize this user to create/modify data.

Cancel

Save

9. The page will return to the **Manage Users** page and will default on the **Registry Users** tab. Click the **Drivers** tab to review the driver you have just added.

Manage Users

Hazardous Waste
Primary User: Carrie Carrier

Registry Users
Drivers

Registry users have full access to Registry functionalities. They can manage users within an account, create, view, edit and manage facilities.

Active Users

User ▲	Email	Program	Last Login	Action
No Results				

[+ Add New User](#)

Inactive Users

User ▲	Email	Last Login	Action
No Results			

10. The driver is now active in the HWP Registry.

Registry Users
Drivers

Drivers are users who can view, create and edit manifests. They cannot view, edit or manage facilities.

For assistance in reassigning a user to the driver role, contact Registry Support.

Active Drivers

User ▲	Email	Program	Last Login	Action
Dave Driver	dave.driver@gmail.com	HWP		View Disable Promote to Registry User

[+ Add New Driver](#)