Download Manifest with Fees Report

This work instruction document covers how to download a manifest invoice report from the Hazardous Waste Program (HWP) Registry.

	WORK INSTRUCTION **(STEP-BY-STEP)**	**Work Instruction conventions:** • All field, page, section, tab, and button names appear in **bold** font. • All fields are <u>required</u> to be completed unless indicated otherwise.

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Role	**Account Admin, Primary Users, and Secondary Users of Generators or Authorized Generator Delegates (AGDs)**
1.	From the **Hazardous Waste Registry Homepage**, navigate to the **Invoice** tab.
2.	Scroll down to the **Manifests with Fees** section.

3.	You can refine which manifests to include in the report by searching or applying filters before selecting the **Export CSV** button at the bottom of the page. This can be helpful if you have multiple facilities and want to download a report of manifests from a specific facility.
4.	Once you have filtered the desired manifests, click the **Export CSV** button at the bottom of the page to begin downloading the report.
	Note the download time will vary based on the size of the file.

5.	The file has now been downloaded. Click on the file in the browser download tray to view it.