

2015 MRF Self-Certification Annual Report Registration Tutorial

Step-by-step instructions for registering to
use the online reporting system
and submitting a report



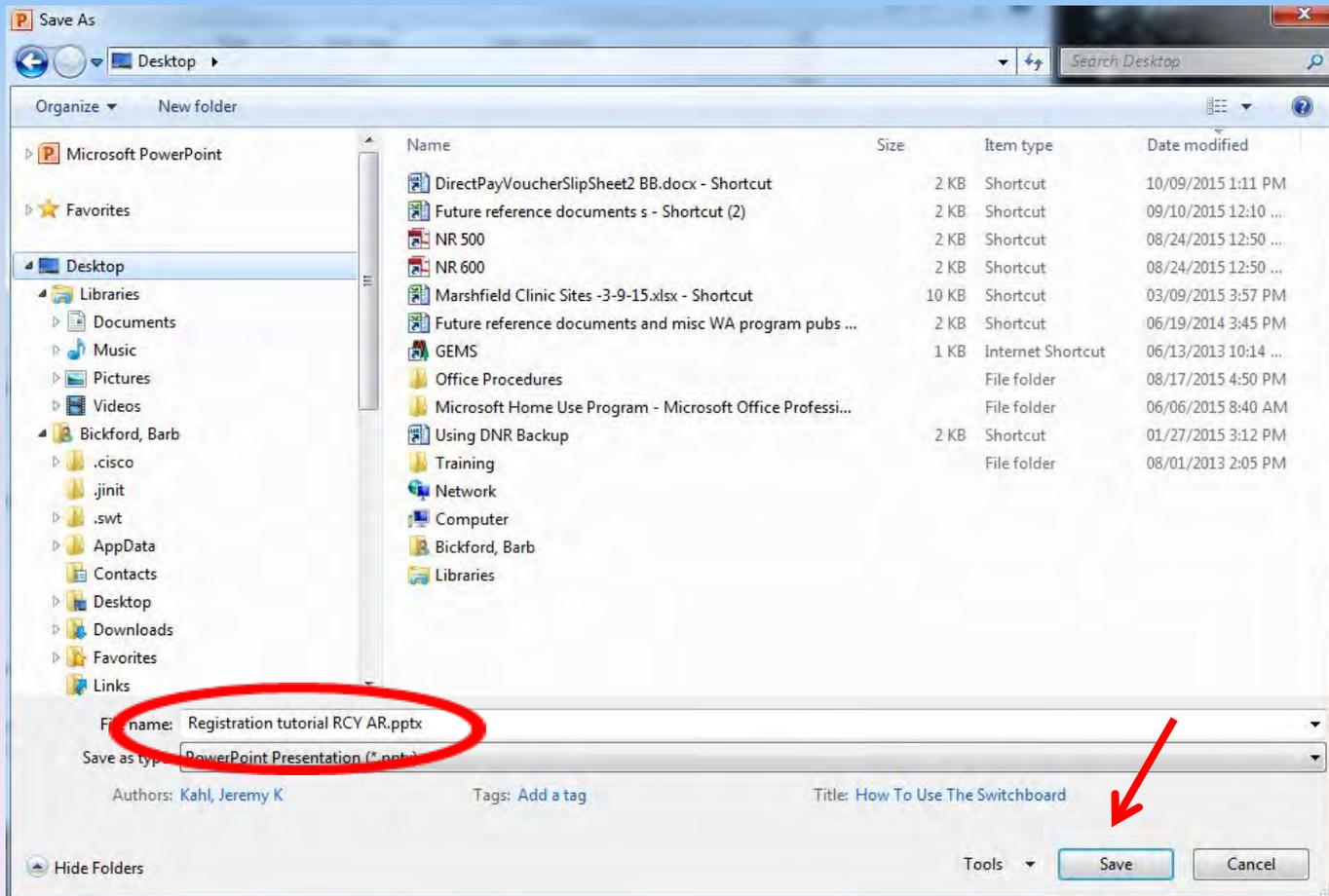
Updated January 25, 2016

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Questions? Send an email to DNRRecycling@wisconsin.gov and include your facility identification number (FID)

First, save this presentation



You will be asked later to close all your browser windows

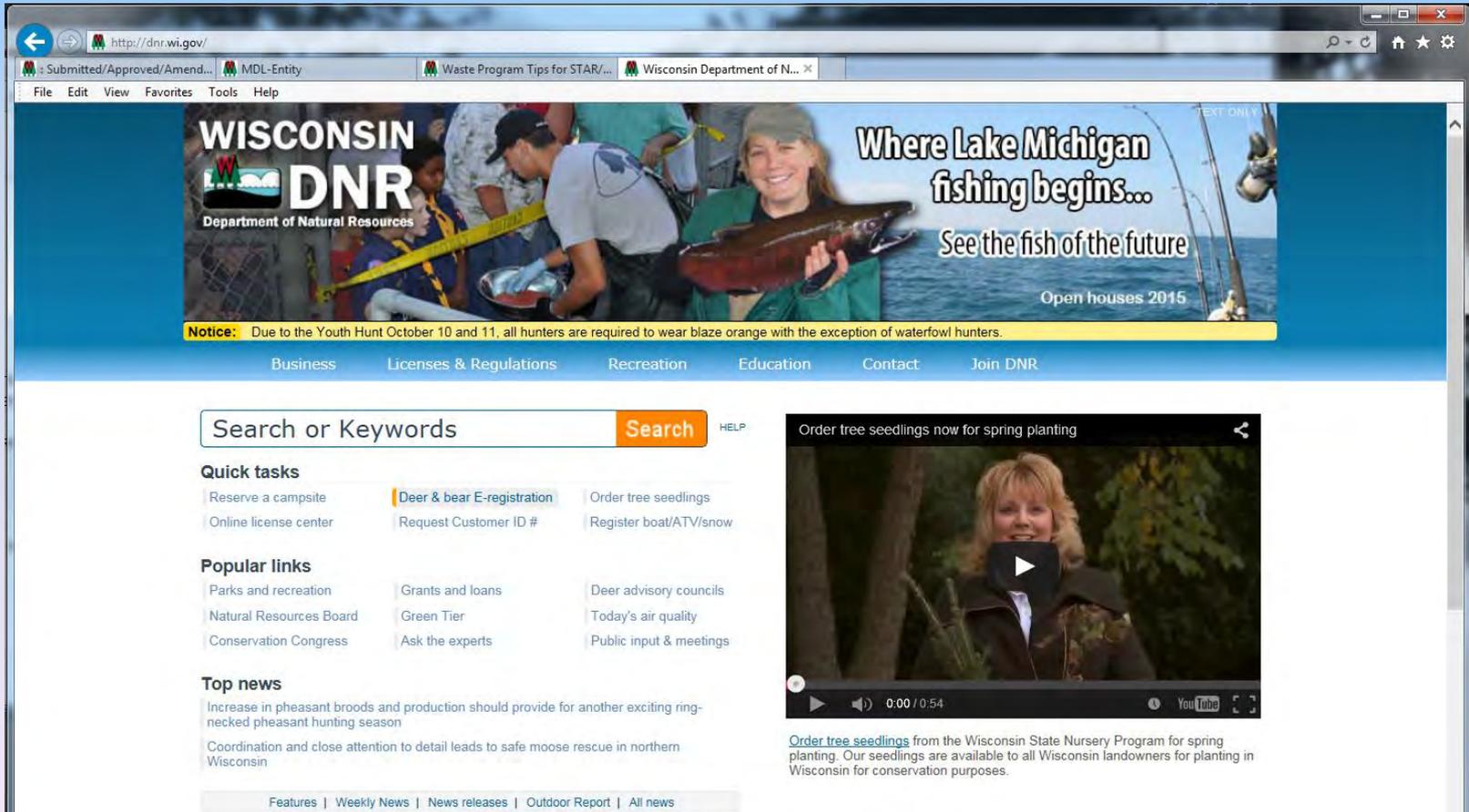
Who needs a WAMS ID?

Already have a personal WAMS ID? Skip to slide 14.

- WAMS IDs are **personal**, not corporate or positional.
- Each person who would like access to the online reporting system including the individuals who prepare or sign your facility's annual report must have their own "WAMS ID".
- Choose your User ID carefully and do not share it or your password with anyone.

A WAMS ID is like a driver's license. You have only one personal driver's license (WAMS ID) and with it you can drive any vehicle (file reports on behalf of any facility or with any state agency, now or in the future). When you leave your position, you take your driver's license (WAMS ID) with you; you do not leave it for your successor to use. Several employees cannot not share a driver's license (WAMS ID) and corporations (MRF's) do not have driver's licenses (WAMS IDs).

Close all browser windows

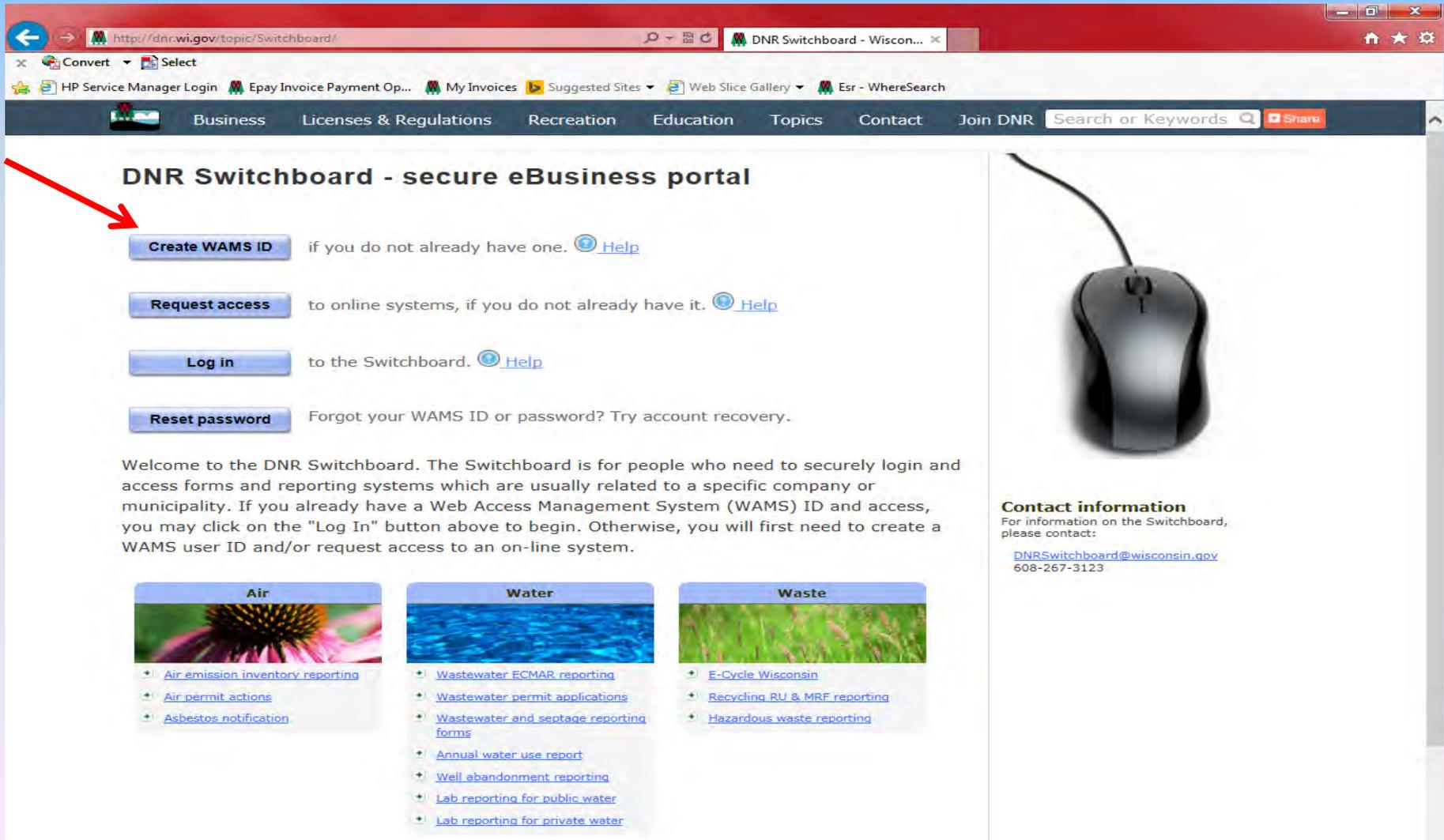


Then open your browser again. Opening a fresh browser prevents problems.

Go to dnr.wi.gov, locate Switchboard

The screenshot shows the Wisconsin Department of Natural Resources (DNR) website. The browser's address bar is circled in red, displaying the URL <https://dnr.wi.gov>. The main header features a large image of a swan with the text "WISCONSIN DNR Department of Natural Resources" and "Conserving Wisconsin's natural heritage The year in review". Below the header is a navigation menu with tabs for "Business", "Licenses & Regulations", "Recreation", "Education", "Contact", and "Join DNR". The "Business" tab is selected, and a dropdown menu is open, showing "Business resources" with "Switchboard" circled in red. Other items in the dropdown include "Small business rules review", "Business recycling", "Industrial sand mining", "CAFDs (Concentrated Animal Feeding Operations)", "Brownfield redevelopment tools", "Sector support", "Air permits", "Water permits", "Green Tier", and "Small Business Environmental Assistance Program". A "More business resources" link is also visible. To the right of the dropdown is a "GREEN TIER" logo. Below the navigation menu, there are sections for "Quick" links, "Popular" links, and "Top news" articles. The "Top news" section includes an article about the Wisconsin nine-day gun deer hunt and another about deer season rules. At the bottom, there are links for "Features", "Weekly News", "News releases", "Outdoor Report", and "All news".

Click "Create WAMS ID"



The screenshot shows a web browser window with the URL <http://dnr.wi.gov/topic/Switchboard/>. The page title is "DNR Switchboard - secure eBusiness portal". A red arrow points to the "Create WAMS ID" button. Below the button are four other options: "Request access", "Log in", and "Reset password". A large mouse cursor is positioned over the "Create WAMS ID" button. The page also includes a navigation menu, a search bar, and a "Contact information" section on the right side.

DNR Switchboard - secure eBusiness portal

Create WAMS ID if you do not already have one. [Help](#)

Request access to online systems, if you do not already have it. [Help](#)

Log in to the Switchboard. [Help](#)

Reset password Forgot your WAMS ID or password? Try account recovery.

Welcome to the DNR Switchboard. The Switchboard is for people who need to securely login and access forms and reporting systems which are usually related to a specific company or municipality. If you already have a Web Access Management System (WAMS) ID and access, you may click on the "Log In" button above to begin. Otherwise, you will first need to create a WAMS user ID and/or request access to an on-line system.

Air

- [Air emission inventory reporting](#)
- [Air permit actions](#)
- [Asbestos notification](#)

Water

- [Wastewater ECMAR reporting](#)
- [Wastewater permit applications](#)
- [Wastewater and septage reporting forms](#)
- [Annual water use report](#)
- [Well abandonment reporting](#)
- [Lab reporting for public water](#)
- [Lab reporting for private water](#)

Waste

- [E-Cycle Wisconsin](#)
- [Recycling RU & MRF reporting](#)
- [Hazardous waste reporting](#)

Contact information
For information on the Switchboard, please contact:
DNRSwitchboard@wisconsin.gov
608-267-3123

Click "Accept"

Wisconsin Web Access Management System User Acceptance Agreement

Introduction

Many State agencies provide information and services by the Internet. Much of the information and many of the services do not include personal or confidential information, and are available to anyone accessing the State's Portal or agency Web sites. When access to information or services is restricted to protect your privacy or the privacy of others, you will be asked to provide a Wisconsin User ID and password. Your Wisconsin User ID and password verifies your identity so that we can provide you with access to your information and services, while restricting access by unauthorized individuals.

If you choose to accept the conditions of this user acceptance agreement, you will be prompted to provide the basic information that is required to issue a Wisconsin User ID and password. The information you provide will be stored in your user profile and will be managed according to the State's policy, as described below.

To create your account, you will be asked for your name, e-mail address, telephone number (optional), your desired account name and password. A secret question and answer will also be required for account recovery purposes. Some State Internet services may require additional information. For example, some applications may require a postal address and others may require additional forms of identification. If the necessary information is not already stored, you will be given the opportunity to add that information to your user profile. If you have provided the information previously, there will be no need to re-enter it. You will always have the choice to opt out and not provide the requested information. However, if you do so, you may not be able to complete your transaction over the Internet. You will also have the ability to review, delete or update the information stored in your user profile.

An account not accessed within the past 26 months will be deleted without warning. If you need an account after the original is deleted, you will need to register for a new account and request required access authorization.

In time, we anticipate that every State agency will recognize your Wisconsin User ID and password. There will be no need to have a separate Wisconsin User ID for each agency. Once you have logged on to the Wisconsin Web Access Management System, your identification information, contact information and the other data you choose to provide, will be made available to appropriate State applications. Because we store this information, you do not have to provide it each time you use a service with privacy or confidentiality restrictions. Please note that only certain types of information will be stored in your user profile, as described below in the Customer Information Collected and How it is Used section. Your user profile will never contain records such as driving history, tax information, unemployment compensation, vehicle registrations, or prison records.

Protecting your account

Your Wisconsin User ID and password are your keys to doing secure business with the State of Wisconsin over the Internet. They should be considered as important as your signature. Do not share your Wisconsin User ID or password with anyone. You are the only person who will know your password. It will be secured and unavailable to anyone, including State security officers and administrators. It is your obligation to protect it by keeping it confidential and known only to you.

Information systems, and the data that is stored and managed by the State of Wisconsin, are governed by State and Federal laws, rules and regulations. Violators may be subject to prosecution, fines or other sanctions.

Customer Information collected and how it is used

Use of Cookies

A cookie is a small amount of data, which may include an anonymous unique identifier, that is sent to your browser from a Web site's computers and may either be used during your session (session cookie) or may be stored on your computer's hard drive (persistent cookie). Cookies may contain data about a user's movements during their visit to the Web site. If your browser software is set to allow cookies, a Web site can send its own cookie to you. A Web site that has set a cookie can only access those cookies it has sent to you, it cannot access cookies sent to you by other sites.

When you request a Wisconsin User ID and password, and when you use your Wisconsin User ID to access State services over the Internet, a session cookie will be sent to your browser and stored in your computer's memory. The cookie will be used to maintain session information, so that you do not have to re-enter your Wisconsin User ID and password when you navigate different pages and/or services. Your privacy is best protected if you close your browser after you are done using applications that use session cookies.

For assistance send an e-mail to help@wisconsin.gov

Fill out required fields and submit

The screenshot shows a web browser window with the URL <https://my.usmc.mil/egov/MSMS/SelfReg/Default.aspx>. The page title is "Self-Registration" and it includes a note: "Indicates Required Field".

Profile Information

Fields with red arrows pointing to them: First Name, Middle Initial, Last Name, Suffix, E-Mail, and Phone #.

Home Residence Address

Fields: Street, Unit Number, City, State (dropdown), Zip Code.

Home Mailing Address

Mailing Address is the same as Residence Address.

Fields: Address(1), Address(2), City, State (dropdown), Zip Code.

Account Information

Text: "Your User ID must be between 5-20 characters and CAN be a combination of letters and numbers. Your Password must be between 7-20 characters and MUST contain a combination of letters and either numbers or special characters (except the @ sign). User IDs and Passwords are case sensitive."

Fields with red arrows pointing to them: User ID, Password, and Re-enter Password.

Account Recovery

Text: "Compose a question and answer for account recovery purposes. [Click here for Questions.](#)"

Fields with red arrows pointing to them: Secret Question and Answer to Secret Question.

Submit button at the bottom.

Receive confirmation, close browser



 WISCONSIN.GOV

[Logout](#) [Help](#) [FAQ](#)

Self-Registration

JK

You are now ready to proceed to **Part Two** of the self-registration process. Click on the Web link contained in the e-mail you will receive shortly.

Follow the Web link in the e-mail to activate your Wisconsin Login Account.

Important!: We highly recommend that you continue with Part Two at this time. You **must** complete Part Two within four (4) days.

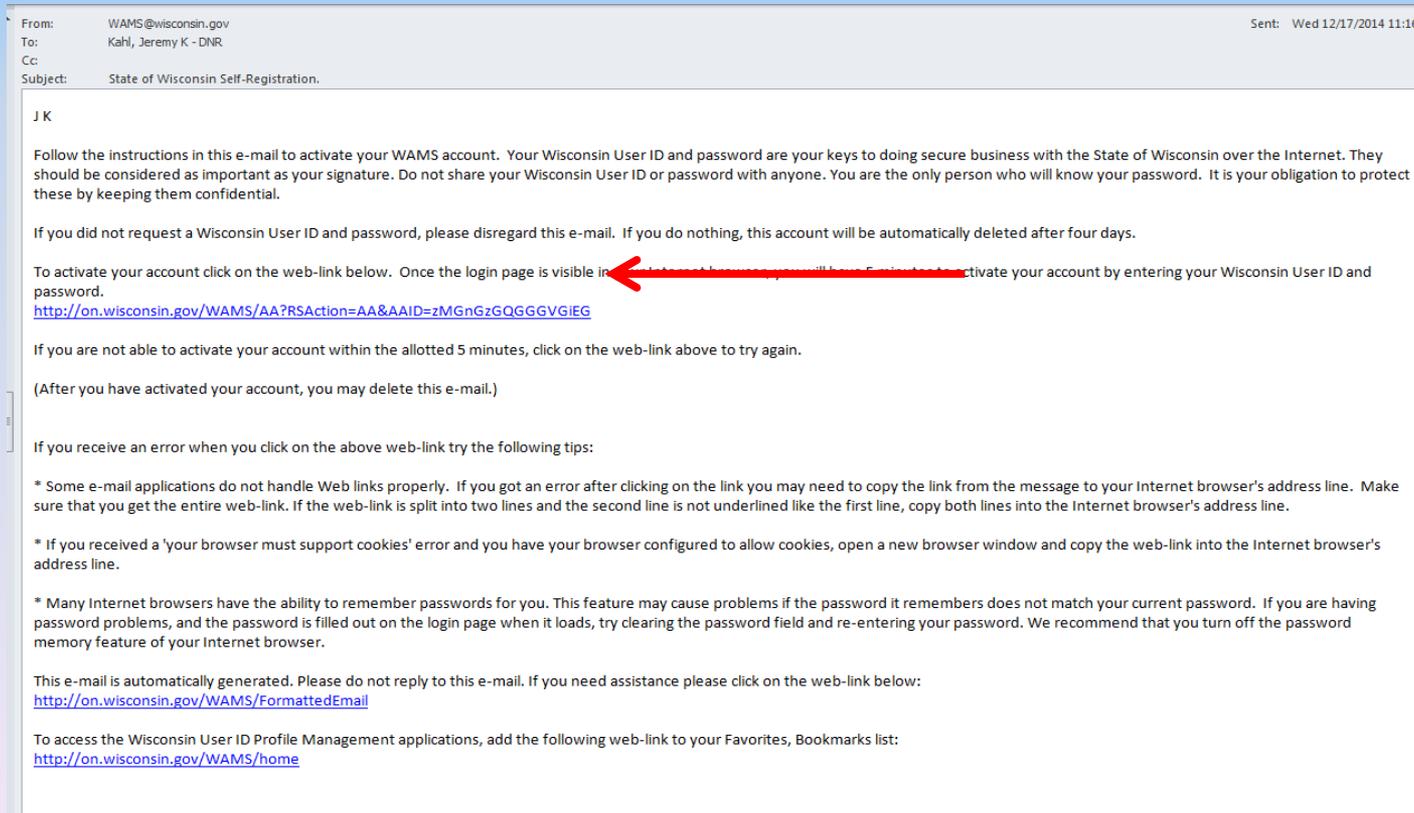
Note that if you do not activate your account within four (4) days, the account will be deleted and you will have to begin the self-registration process over.

Remember and protect your Wisconsin User ID, Password and Secret Answer. They are your keys to doing secure business with the State of Wisconsin over the Internet.

For assistance send an e-mail to [Help Wisconsin Support](#)

If not activated within 4 days, the DNR can help recover your account.
Email DNRRecycling@wisconsin.gov with your WAMS ID.

Open and read activation email from WAMS@wisconsin.gov, click link



If you don't receive the activation email within 2 hours, email

DNRRecycling@wisconsin.gov

Log in immediately



Account Activation - Final Step Please log In

ATTENTION: You have approximately 5 minutes to enter your User Id & Password correctly. If you have not correctly entered it within that time frame, you will need to go back to the self registration email message you received from help@wisconsin.gov and click on the web link again.

User ID:
Password:



You are accessing the State of Wisconsin Local/Wide area network. This system is for authorized users only. All equipment, systems, services, and software connected to this network are intended only for the official business use of the State of Wisconsin. The State of Wisconsin reserves the right to audit, inspect and disclose all transactions and data sent over this medium in a manner consistent with State and Federal laws. By using this system you expressly consent to all such auditing, inspection and disclosure. Only software approved, scanned for virus, and licensed for State of Wisconsin use will be permitted on this network. Any illegal or unauthorized use of State of Wisconsin equipment, systems, services, or software by any person(s) may be subject to civil or criminal prosecution under state and federal laws, and may also result in disciplinary action where appropriate.

[WAMS Home](#) [Wisconsin Portal Home](#)

Receive confirmation, click on “Return to previous application” or logout and close the browser.



[Logout](#) [Help](#) [FAQ](#)

Self-Registration

JK

Congratulations! You have successfully created and activated your Wisconsin Login Account. You are now enabled to access any secured State of Wisconsin Web application to which you are granted rights.

Please remember to delete the "State of Wisconsin Self-Registration" e-mail message.

For your protection, you should close your browser window at the end of each session.

Clicking on the link below will take you to Profile Management to review your account.

[Profile Management](#)

For assistance send an e-mail to [Help Wisconsin Support](#)

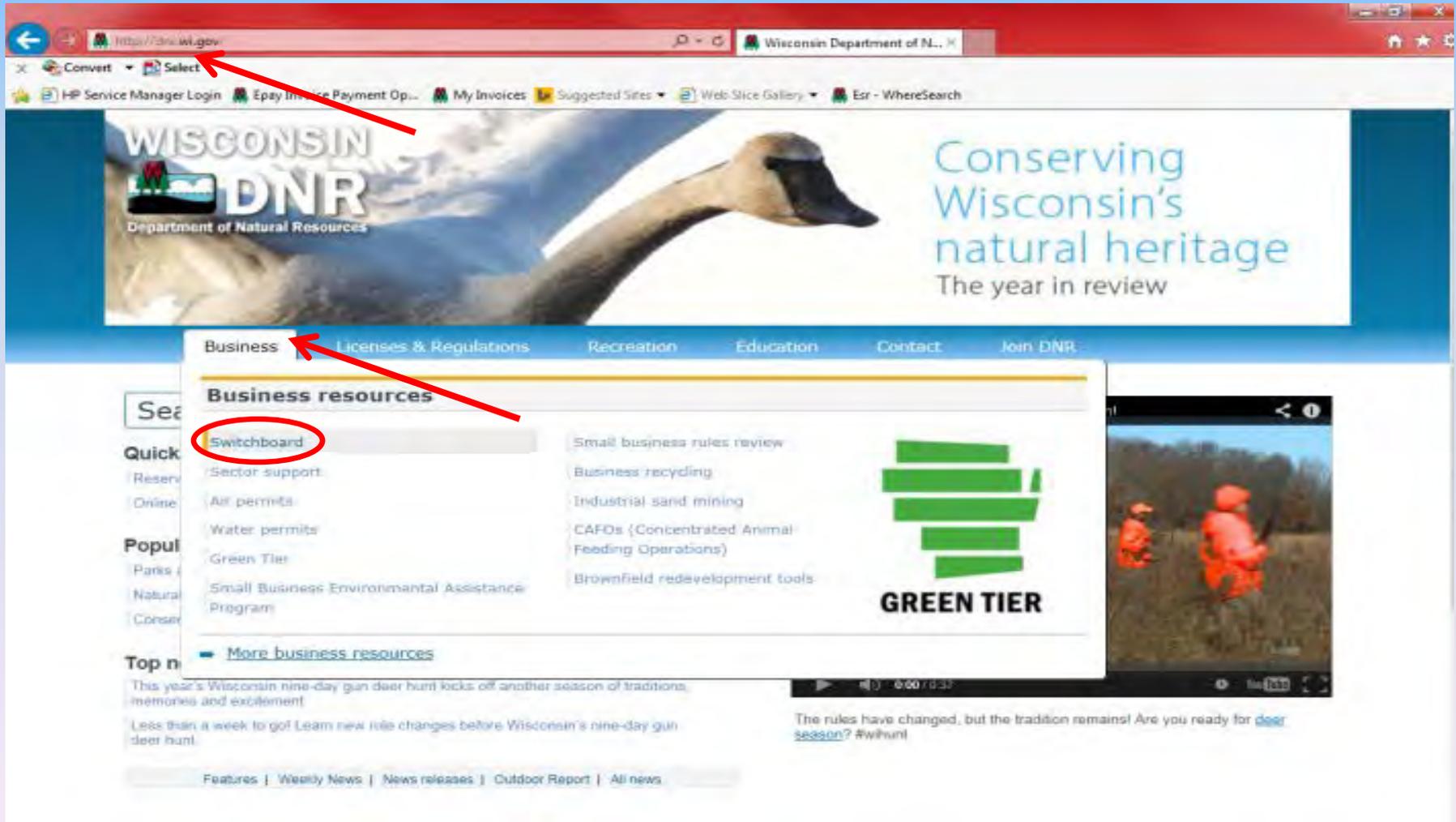
Register on DNR Switchboard

Every person who intends to prepare or sign an annual report must:

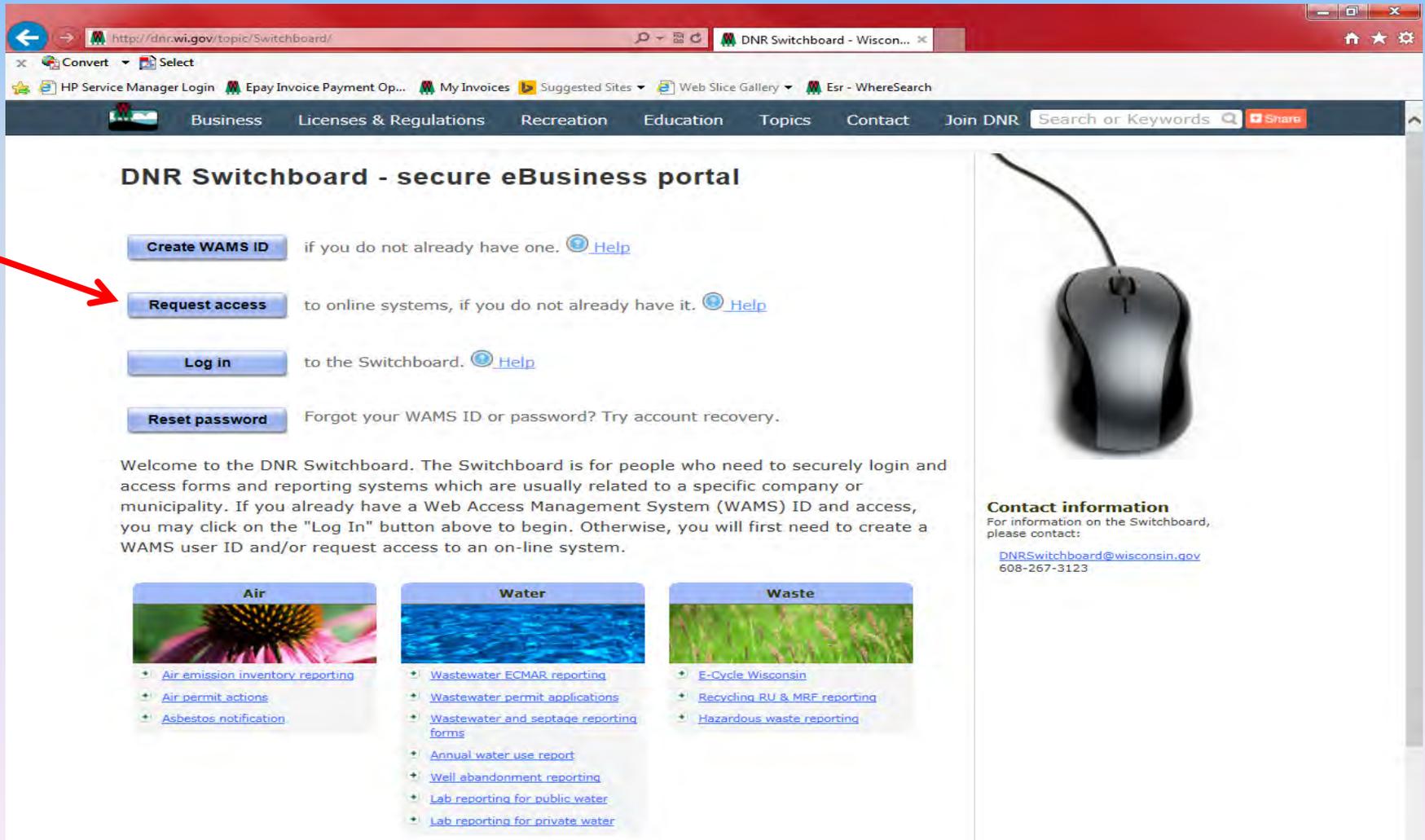
- Register his/her WAMS ID on the DNR Switchboard,
- Choose a reporting role for a facility (or facilities) and
- Mail his/her signature to the DNR.

Once registered, you may change to a different email address (not your WAMS ID) for future interactions with the DNR Switchboard.

Go to dnr.wi.gov, locate Switchboard



Click "Request Access"



The screenshot shows a web browser window with the URL <http://dnr.wi.gov/topic/Switchboard/>. The page title is "DNR Switchboard - secure eBusiness portal". A red arrow points to the "Request access" button. The page content includes:

- Create WAMS ID** if you do not already have one. [Help](#)
- Request access** to online systems, if you do not already have it. [Help](#)
- Log in** to the Switchboard. [Help](#)
- Reset password** Forgot your WAMS ID or password? Try account recovery.

Welcome to the DNR Switchboard. The Switchboard is for people who need to securely login and access forms and reporting systems which are usually related to a specific company or municipality. If you already have a Web Access Management System (WAMS) ID and access, you may click on the "Log In" button above to begin. Otherwise, you will first need to create a WAMS user ID and/or request access to an on-line system.

Air	Water	Waste
<ul style="list-style-type: none">Air emission inventory reportingAir permit actionsAsbestos notification	<ul style="list-style-type: none">Wastewater ECMAR reportingWastewater permit applicationsWastewater and septage reporting formsAnnual water use reportWell abandonment reportingLab reporting for public waterLab reporting for private water	<ul style="list-style-type: none">E-Cycle WisconsinRecycling RU & MRF reportingHazardous waste reporting

Contact information
For information on the Switchboard, please contact:
DNRSwitchboard@wisconsin.gov
608-267-3123

Optional: change email address

https://dnr.wisconsin.gov/... Dashboard

Wisconsin Department of Natural Resources
DNR Switchboard - Request Access

Home Log Out

Notice: Complete the information indicated below to gain access to the DNR electronic business tools. Use of this system is voluntary. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Law (ss. 19.31-19.39, Wis. Stats.)

Click on the "Add New Role" button to save your information and continue to the next step.

Name: JEREMY KAHL

Work Mail Address: PO BOX 7921

City: MADISON State: WI Zip: 53707

Other Country

WAMS ID: KAHLJK

E-Mail: jeremy.kahl@wisconsin.gov

Phone: (608)261-4922 Ext:

Click "Add New Role"

https://dnr.wisconsin.gov/.../dashboard

Dashboard

Convert Select

HP Service Manager Login Epay Invoice Payment Op... My Invoices Suggested Sites Web Slice Gallery Epr - WhereSearch

Wisconsin Department of Natural Resources

DNR Switchboard - Request Access

Home Log Out

Notice: Complete the information indicated below to gain access to the DNR electronic business tools. Use of this system is voluntary. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Open Records Law (ss. 19.31-19.39, Wis. Stats.)

Click on the "Add New Role" button to save your information and continue to the next step.

Name: JEREMY KAHL

WAMS ID: KAHLJK

* Work Mail Address: PG BOX 7921

* E-Mail: jeremy.kahl@wisconsin.gov

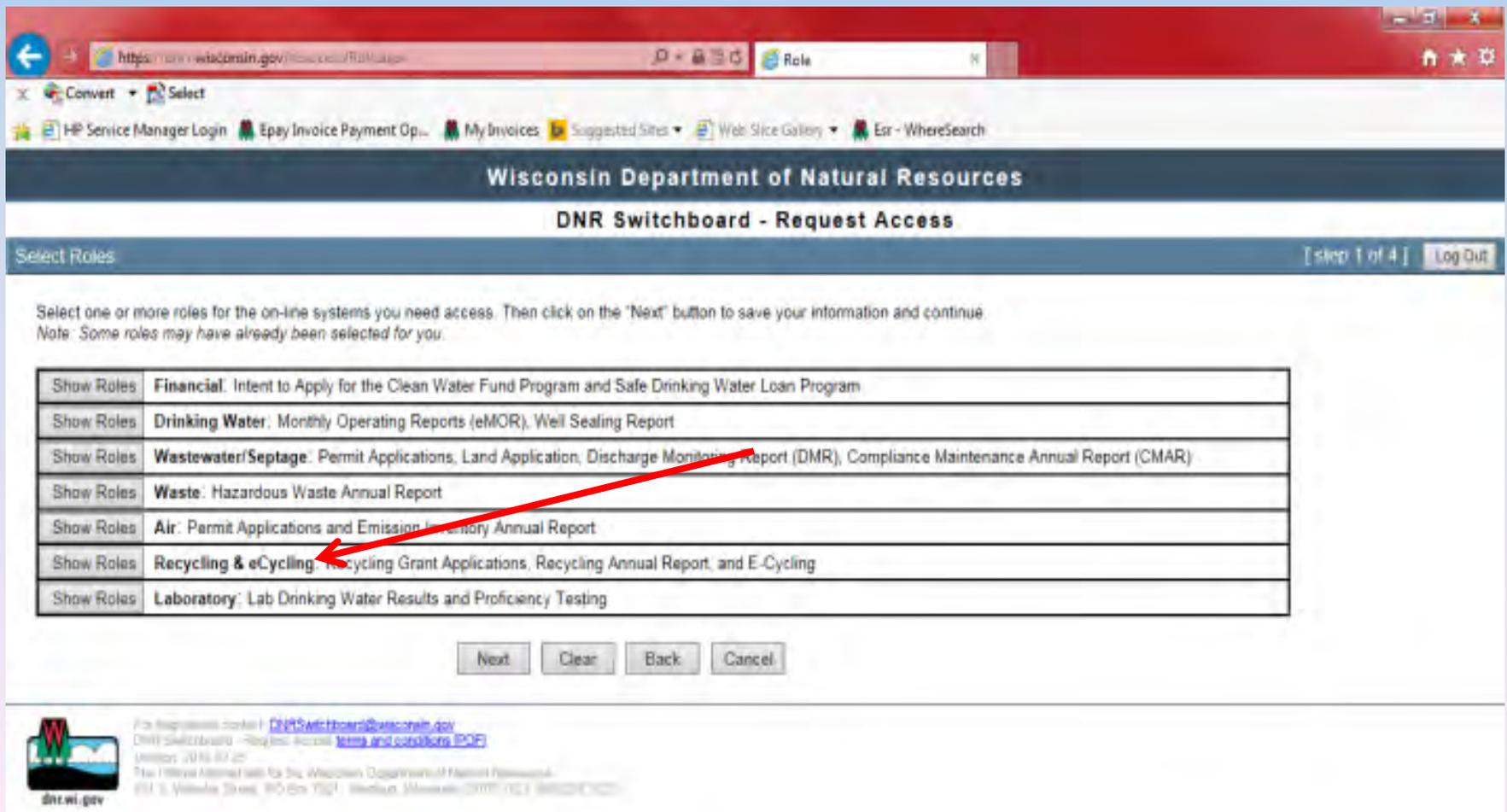
* City: MADISON * State: WI * Zip: 53707

* Phone: (608)261-4922 Ext:

Other Country

Add New Role

Click “Show Roles” for Recycling & E-Cycling



Wisconsin Department of Natural Resources
DNR Switchboard - Request Access

Select Roles [step 1 of 4] Log Out

Select one or more roles for the on-line systems you need access. Then click on the "Next" button to save your information and continue.
Note: Some roles may have already been selected for you.

Show Roles	Financial: Intent to Apply for the Clean Water Fund Program and Safe Drinking Water Loan Program
Show Roles	Drinking Water: Monthly Operating Reports (eMOR), Well Sealing Report
Show Roles	Wastewater/Septage: Permit Applications, Land Application, Discharge Monitoring Report (DMR), Compliance Maintenance Annual Report (CMAR)
Show Roles	Waste: Hazardous Waste Annual Report
Show Roles	Air: Permit Applications and Emission Inventory Annual Report
Show Roles	Recycling & eCycling: Recycling Grant Applications, Recycling Annual Report, and E-Cycling
Show Roles	Laboratory: Lab Drinking Water Results and Proficiency Testing

Next Clear Back Cancel

 For registration contact: DNRSwitchboard@wisconsin.gov
DNR Switchboard - Request Access [terms and conditions \(PDF\)](#)
Version: 2016-03-01
This Website Approved with the Wisconsin Department of Natural Resources
601 S. Veterans Street, PO Box 7021, Madison, Wisconsin 53707-7021

Choose only appropriate roles

Wisconsin Department of Natural Resources
DNR Switchboard - Request Access

[step 1 of 4] [Log Out](#)

Select Roles

Select one or more roles for the on-line systems you need access. Then click on the "Next" button to save your information and continue.
Note: Some roles may have already been selected for you.

Show Roles	Financial: Intent to Apply for the Clean Water Fund Program and Safe Drinking Water Loan Program
Show Roles	Drinking Water: Monthly Operating Reports (eMOR), Well Sealing Report
Show Roles	Wastewater/Septage: Permit Applications, Land Application, Discharge Monitoring Report (DMR), Compliance Maintenance Annual Report (CMAR)
Show Roles	Waste: Hazardous & Infectious Waste Annual Reports
Show Roles	Air: Air Permit, Compliance and Emission Inventory Reporting
Hide Roles	Recycling & eCycling: Recycling Grant Applications, Recycling Annual Report, and E-Cycling
	<input type="checkbox"/> E-Cycling Collector Preparer (Entry Only) More Info
	<input type="checkbox"/> E-Cycling Collector Primary Contact (Submit and Entry) More Info
	<input type="checkbox"/> E-Cycling Manufacturer Preparer (Entry Only) More Info
	<input type="checkbox"/> E-Cycling Manufacturer Primary Contact (Submit and Entry) More Info
	<input type="checkbox"/> E-Cycling Recycler Preparer (Entry Only) More Info
	<input type="checkbox"/> E-Cycling Recycler Primary Contact (Submit and Entry) More Info
	<input type="checkbox"/> Materials Recovery Facility (MRF) Operator More Info
	<input type="checkbox"/> Materials Recovery Facility (MRF) Owner More Info
	<input type="checkbox"/> Materials Recovery Facility (MRF) Preparer More Info
	<input type="checkbox"/> Materials Recovery Facility (MRF) Primary Contact More Info
	<input type="checkbox"/> Recycling Responsible Unit Authorized Representative More Info
	<input type="checkbox"/> Recycling Responsible Unit Preparer More Info
	<input type="checkbox"/> Recycling Responsible Unit Primary Contact More Info
Show Roles	Laboratory: Lab Drinking Water Results and Proficiency Testing

SELECT APPROPRIATE MRF OPTIONS



dnr.wi.gov

For help please contact: DNRSwitchboard@wisconsin.gov
DNR Switchboard - Request Access: [terms and conditions \(PDF\)](#)
Version: 2013.03.25
The Official Internet site for the Wisconsin Department of Natural Resources
101 S. Webster Street, P.O. Box 7921, Madison, Wisconsin 53707-7921, 608.267.3123

Enter your Facility ID number (FID), Click “Search”



Wisconsin Department of Natural Resources
DNR Switchboard - Request Access

Select Facility / Company Locations [step 2 of 4] Log Out

Find your facility / company

Click on the 'Next' button after selecting one or more from the list below. If you do not see the correct location, then:

Enter the FID, License #, Permit #, Municipality Code, Recycler id, EPA id or any other location id that DNR may have sent you and click on the "Search" button to find and select it.

Do not enter WAMS id

Search

Next Clear Back Cancel

Check box to select facility, Click “Next”

https://dnr.wisconsin.gov/sbiaccess/Facility.aspx

Wisconsin Department of Natural Resources
DNR Switchboard - Request Access

Select Facility / Company Locations [step 2 of 4] Log Out

Find your facility / company

Click on the 'Next' button after selecting one or more from the list below. If you do not see the correct location, then:

Enter the FID, License #, Permit #, Municipality Code, Recycler id, EPA id or any other location id that DNR may have sent you and click on the "Search" button to find and select it.

Do not enter WAMS id

Search

Select	Facility / Company Location
<input type="checkbox"/>	DNR AIR REPORTING TEST FACILITY (PROD) 555 ANYWHERE DR MADISON WI 53707 FID: 555555550

Review information, Check box, Click “Submit”

Review the information below. Your request will be processed by the DNR after you click on the "Submit" button.

Name: **JEREMY KAHL**

* Work Mailing Address: PO BOX 7921

* City: MADISON * State: WI * Zip: 53707

Other Country

WAMS ID: **KAHLJK**

* E-Mail: jeremy.kahl@wisconsin.gov

* Phone: (608)261-4922 Ext:

Requested Roles:

Facility	Role
Water Operator Certification #:	
DNR AIR REPORTING TEST FACILITY (PROD) 555 ANYWHERE DR MADISON WI 53707 FID: 555555550 Public Water System Id (99999999+0): 555555550	Drinking Water Monthly Operating Report (eMOR) Data Entry (Entry Only) New <input type="button" value="Remove Role"/>

Comments (optional):

I have read and accept the electronic signature and trading partner agreement [terms and conditions \[PDF\]](#).

For help please contact: DNRSwitchboard@wisconsin.gov
DNR Switchboard - Request Access [terms and conditions \[PDF\]](#)
Version: 2013.03.25
The Official Internet site for the Wisconsin Department of Natural Resources
101 S. Webster Street PO Box 7921 Madison, Wisconsin 53707-7921 (608)267-3125

dnr.wi.gov

Review email address, facilities and roles.

Go back to add more facilities, if necessary

Print one signature page, sign and send to the DNR

Wisconsin Department of Natural Resources

DNR Switchboard - Request Access

Confirmation [step 4 of 4] [Log Out](#)

We will begin to process your request, but it may take several days to verify and grant access to on-line systems, applications or reports.



There is one final step to complete your access request. Please click on the Print button above to print your signature page, sign and mail to the address on the form as soon as possible. We need this signed original Electronic Signature and Use Agreement (ESA) to assure your identity and comply with state and federal laws.

You will need the free [Adobe® Reader® software \[exit DNR\]](#) to view and print the document.

[Home](#)

It is only necessary to print, sign and mail one signature page.

Do not send electronic signatures, stamped signatures, scans or faxes.
Your signature in ink is necessary for legal reasons.

Prepare your Annual Report

- The DNR will send an email to your facility's primary contact when the report is available.
- A link to the report and instructions on how to fill it out are available on the DNR's Annual Report webpage:
(<http://dnr.wi.gov/topic/Recycling/Reports.html>).
- The MRF Self-Certification Annual report deadline is **March 30, 2016**.

Sign and Submit your Report

- All four sections of the report must be saved and validated before the “submit” button will be enabled.
- Once the “submit” button is selected, you will be asked to confirm that you want to submit. Click “ok”. Your report’s status will change to “submitted”.
- Click “print” to view and print a copy of your report.
- The Facility Operator must sign the certification page and send to the DNR at the address provide on the report.

Find Out More

Visit the DNR recycling annual report web page

<http://dnr.wi.gov/topic/recycling/reports.html>

Email the DNR

DNRRecycling@wisconsin.gov

Include your facility name and ID (FID) in the subject line and any other important details.