

WAMS and Switchboard Registration

Instructions for RUs and MRFs

To submit an RU or MRF annual report or a Recycling grant application using the DNR online system, you must complete a two-part registration process. The first step is to register with the state Wisconsin User ID System. The second step is to register with the DNR Online System through its “Switchboard”. If you have not already completed the registration process, or need to update your registration, follow the steps below.

Step 1: Make sure you have a valid, unique e-mail address.

You must have your own unique e-mail address to use the state online systems. You can NOT use a general office e-mail address or the e-mail address of another employee. If you do not have an e-mail address, there are several free e-mail services available such as Gmail by Google or Yahoo! Mail.

Step 2: Request a WAMS Wisconsin User ID

If you already have a Wisconsin User ID, SKIP step 2 and step 3 in these instructions. You only need to register with the DNR Switchboard.

For detailed instructions on how to create a WAMS Wisconsin User ID, go to the DNR website: <http://dnr.wi.gov/topic/Switchboard/>. Click on the “Create WAMS ID” button and follow the instructions.

TIP: Only fill in the required information (marked with a red *).

Step 3: Activate your Wisconsin User ID

You will receive an e-mail with a link to activate your account. Open the e-mail and click the link to activate your account. Note that you must do this within 4 days or you will need to redo the WAMS registration process.

Step 4: Register on the DNR Switchboard

To register on the DNR Switchboard, go to the DNR website: <http://dnr.wi.gov/topic/Switchboard/>. Click on the “Request Access” button and follow the instructions.

You will be asked to enter information for your “facility/s” and for your “roles”. For example, if you have two distinct physical facilities, you would need to register for each facility. You may also interact with DNR for multiple “roles”. For example, in this case you may be requesting access to a Material Recovery Facility Self-Certification report (as the Facility Operator or Primary Contact) or to an RU Annual Report (as the Primary

Contact or the Authorizing Representative). At this time, only register for the facility and role you need to work on immediately.

TIP: Only fill in the required information (marked with a red *).

Step 5: Receive a confirmation e-mail that your registration is complete.

You will know that your registration is complete after you are asked to print, sign, and mail a confirmation page. We will be working to get you set up as you requested, which could take a day or two, and we may need to contact you or your firm if there are any questions about your request.

For more information and to view a step-by-step registration tutorial, visit the DNR's website at <http://dnr.wi.gov/topic/Recycling/Reports.html>. If you still need further assistance, contact the DNR Switchboard at dnrswitchboard@wisconsin.gov.