Intro to DNR Recycling Annual Reports and Registration Tutorial

Step-by-step instructions for registering
to use the online reporting system

Updated October 19, 2015

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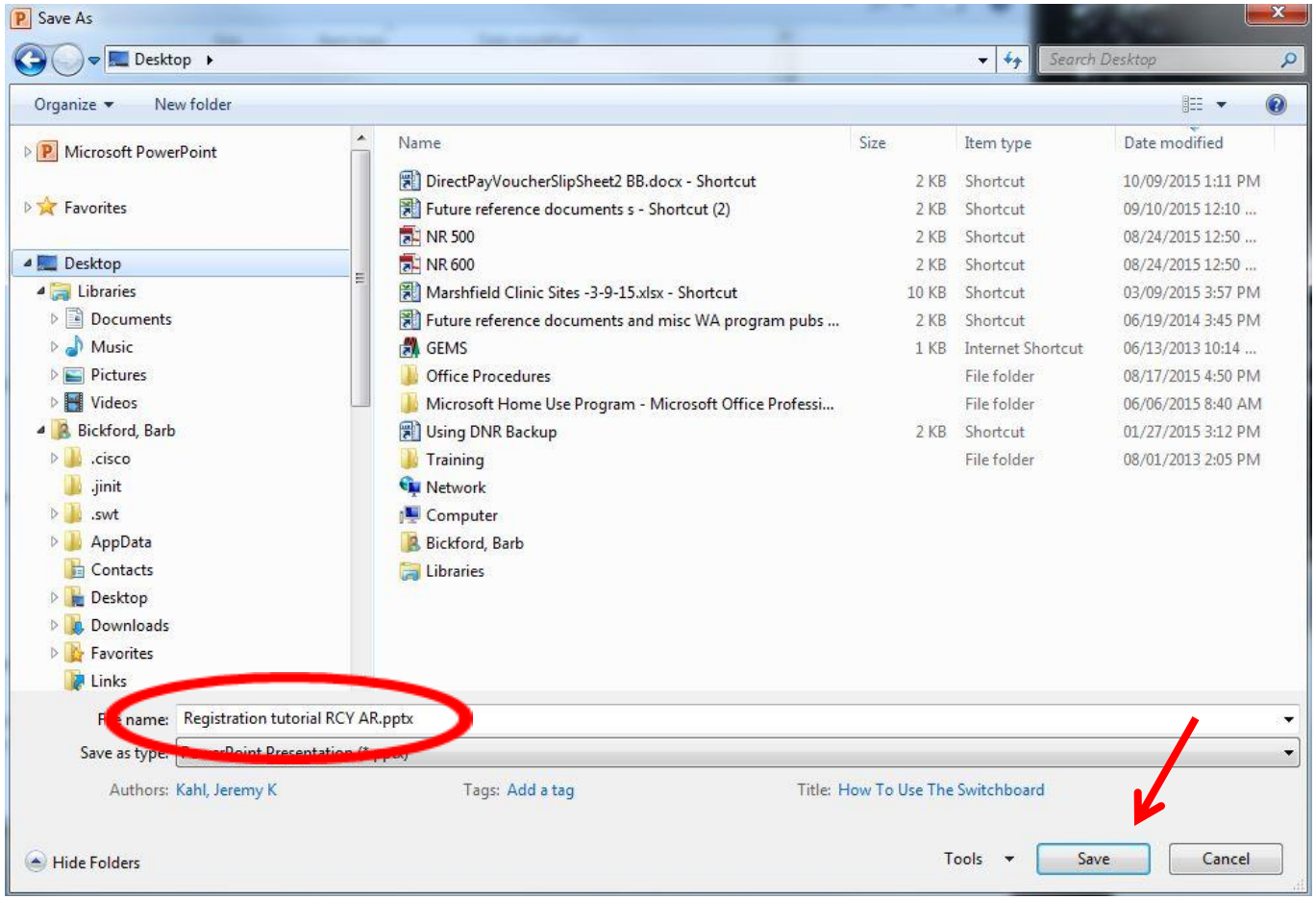
Questions? *Send an email to DNRRecycling@wisconsin.gov and include your facility municipality code*

Save this presentation



You will be asked later to close all your browser windows

Obtain WAMS ID

Everyone who intends to prepare or sign* your facility's annual report MUST have a unique "WAMS ID" (also known as a "Wisconsin User ID").

*The signer is known as the "Authorized Representative." The Authorized Representative is the person or position specified in your authorizing resolution. It is highly recommended that your authorizing resolution specifies a *position* to be the Authorized Representative rather than a person, to avoid having to update your resolution whenever there is a change in personnel.

More about WAMS IDs

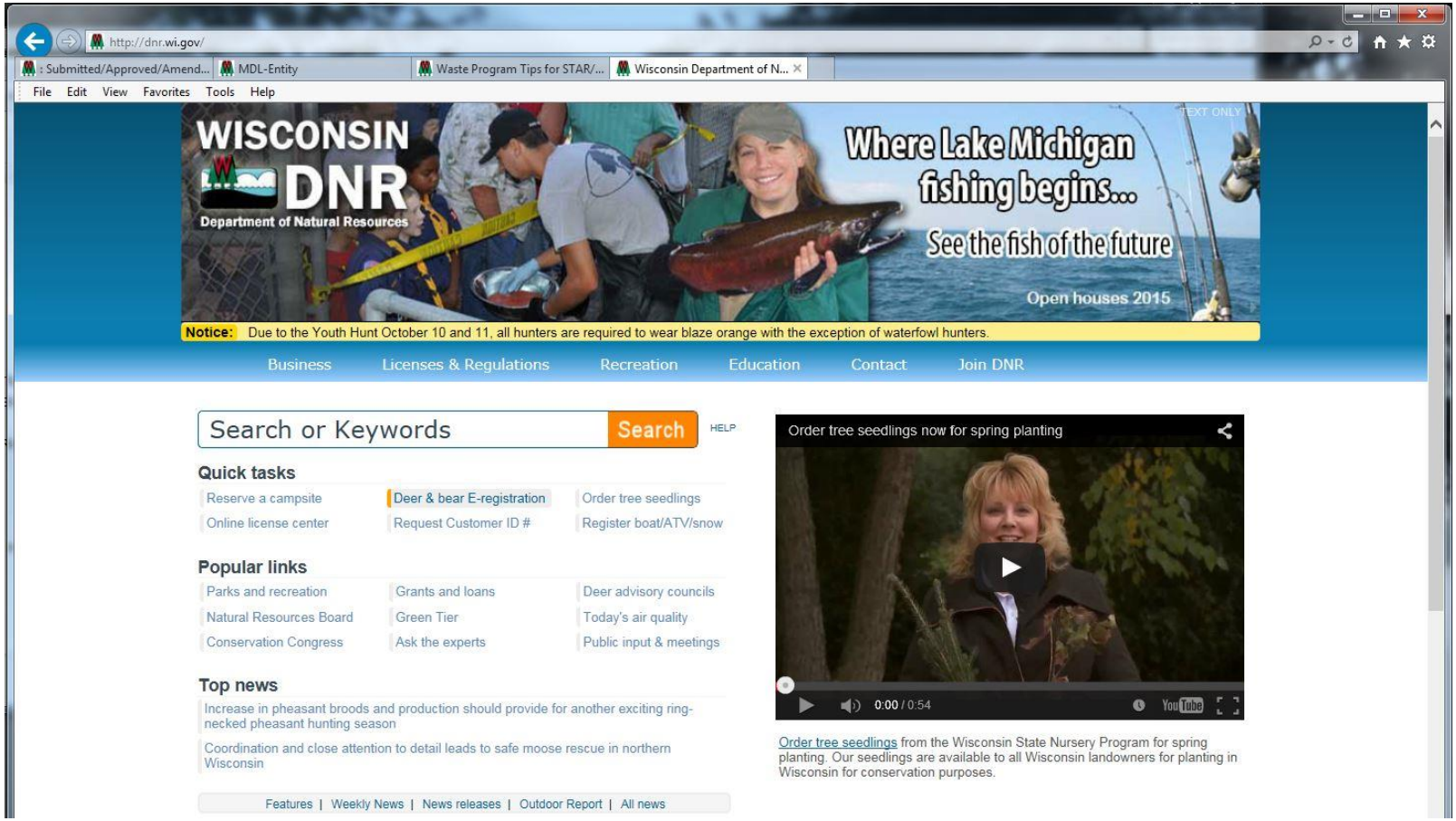
Even though Authorized Representatives usually designated by their *position* in RU authorizing resolutions, WAMS IDs are ***personal***, not corporate or positional. Each unique person needs his or her own WAMS ID.

> A WAMS ID is like a driver's license. You may have one and 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 (RU's) do not have driver's licenses (WAMS IDs).

Choose your User ID carefully and do not share it or your password with anyone.

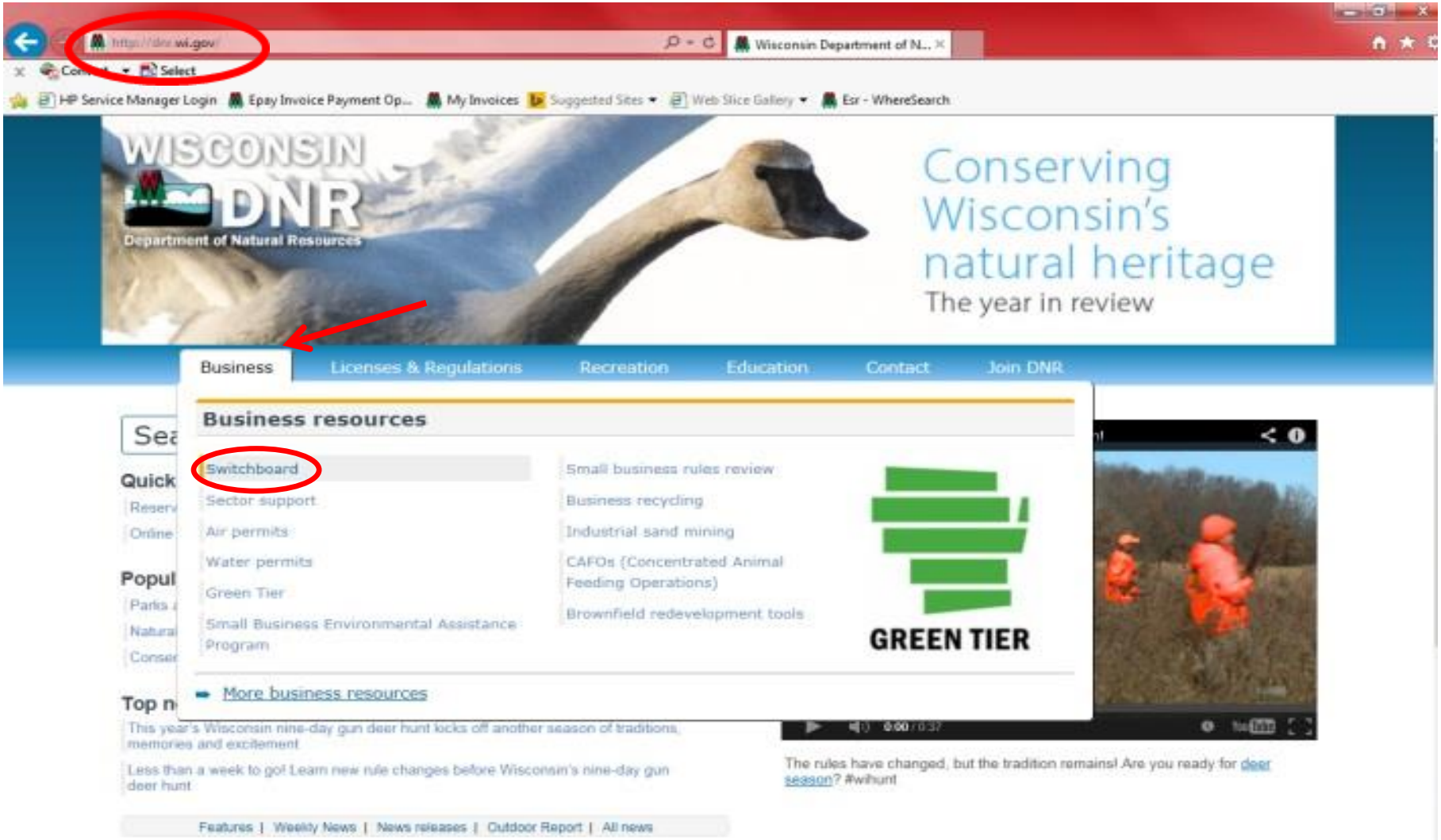
Already have a personal WAMS ID? Skip to slide 15.

Close <u>all</u> browser windows

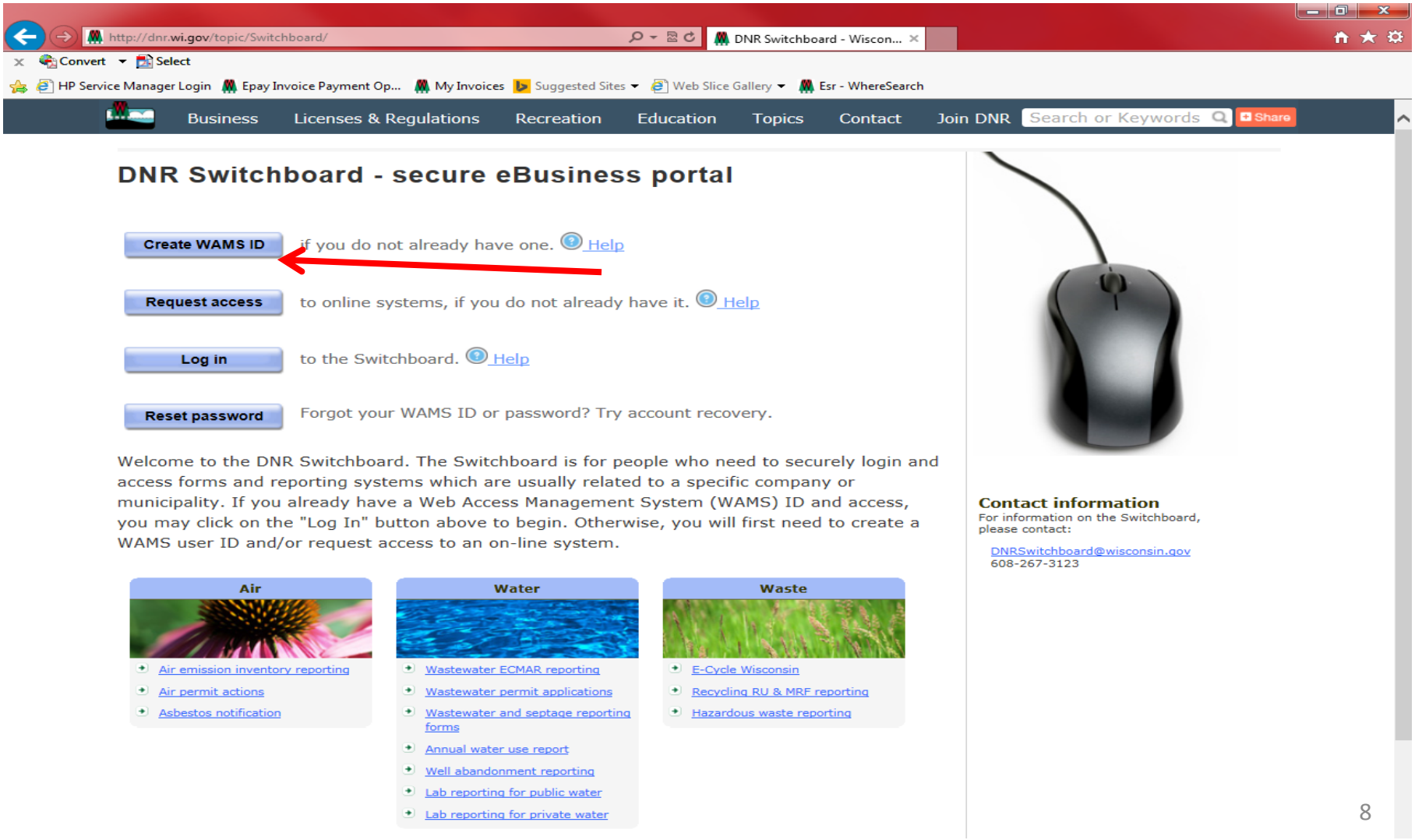


Then open your browser again. Opening a fresh browser prevents problems.

Go to dnr.wi.gov, locate Switchboard



Click “Create WAMS ID”



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

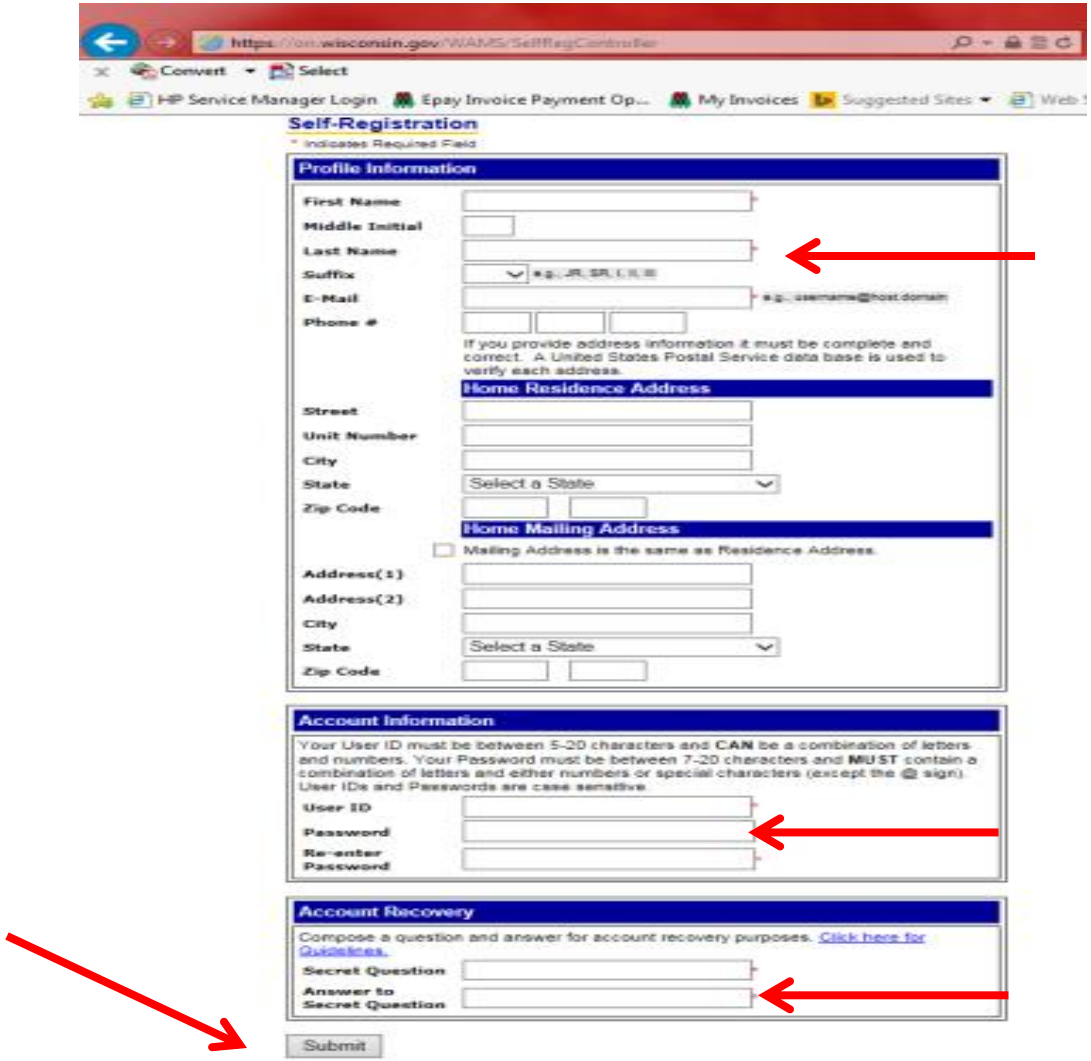
A cookie is a small amount of data, which may include an anonymous unique identifier, that is sent to your browser from a Web site's computers and may either be used during your session (session cookie) or may be stored on your computer's hard drive (persistent cookie). Cookies may contain data about 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.

Accept Decline

For assistance send an e-mail to Help Wisconsin Support

Fill out required fields and submit



Receive confirmation, **close** browser

WISCONSIN.GOV

Logout Help FAQ

Self-Registration

J K

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 in 4 days, 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

From: WAMS@wisconsin.gov
To: Kahl, Jeremy K - DNR
Cc:
Subject: State of Wisconsin Self-Registration.
Sent: Wed 12/17/2014 11:16

J K

Follow the instructions in this e-mail to activate your WAMS 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 is your obligation to protect these by keeping them confidential.

If you did not request a Wisconsin User ID and password, please disregard this e-mail. If you do nothing, this account will be automatically deleted after four days.

To activate your account click on the web-link below. Once the login page is visible in your Internet browser, you will have 5 minutes to activate your account by entering your Wisconsin User ID and password.
http://on.wisconsin.gov/WAMS/AA?RSAction=AA&AAID=zMGnGzGQGGGVGiEG

If you are not able to activate your account within the allotted 5 minutes, click on the web-link above to try again.

(After you have activated your account, you may delete this e-mail.)

If you receive an error when you click on the above web-link try the following tips:

* Some e-mail applications do not handle Web links properly. If you got an error after clicking on the link you may need to copy the link from the message to your Internet browser's address line. Make sure that you get the entire web-link. If the web-link is split into two lines and the second line is not underlined like the first line, copy both lines into the Internet browser's address line.

* If you received a 'your browser must support cookies' error and you have your browser configured to allow cookies, open a new browser window and copy the web-link into the Internet browser's address line.

* Many Internet browsers have the ability to remember passwords for you. This feature may cause problems if the password it remembers does not match your current password. If you are having password problems, and the password is filled out on the login page when it loads, try clearing the password field and re-entering your password. We recommend that you turn off the password memory feature of your Internet browser.

This e-mail is automatically generated. Please do not reply to this e-mail. If you need assistance please click on the web-link below:
http://on.wisconsin.gov/WAMS/FormattedEmail

To access the Wisconsin User ID Profile Management applications, add the following web-link to your Favorites, Bookmarks list:
http://on.wisconsin.gov/WAMS/home

If you don't receive the activation email within 2 hours, email DNRRecycling@wisconsin.gov

Log in immediately

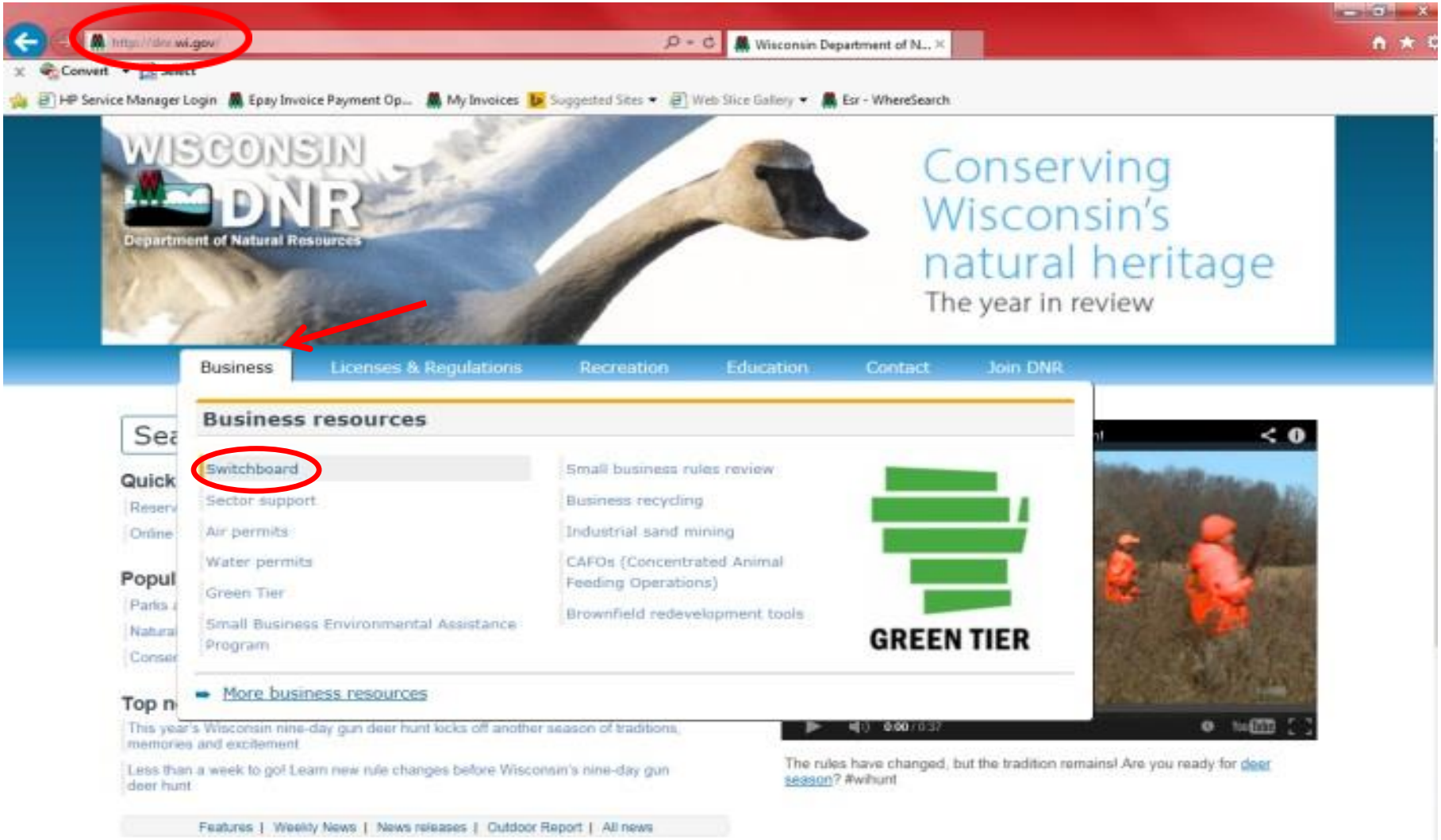
Receive confirmation, either click on “Return to previous application” (if there) or close the browser.

Register on DNR Switchboard

Every person who intends to prepare or sign an annual report must register his/her WAMS ID on DNR Switchboard, choose a reporting role for the facility (or facilities) and mail his/her signature to DNR.

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

Go to dnr.wi.gov, locate Switchboard



Click “Request Access”

http://dnr.wi.gov/topic/Switchboard/

DNR Switchboard - Wiscon...

Convert Select

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

Business | Licenses & Regulations | Recreation | Education | Topics | Contact | Join DNR | Search or Keywords | Share

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

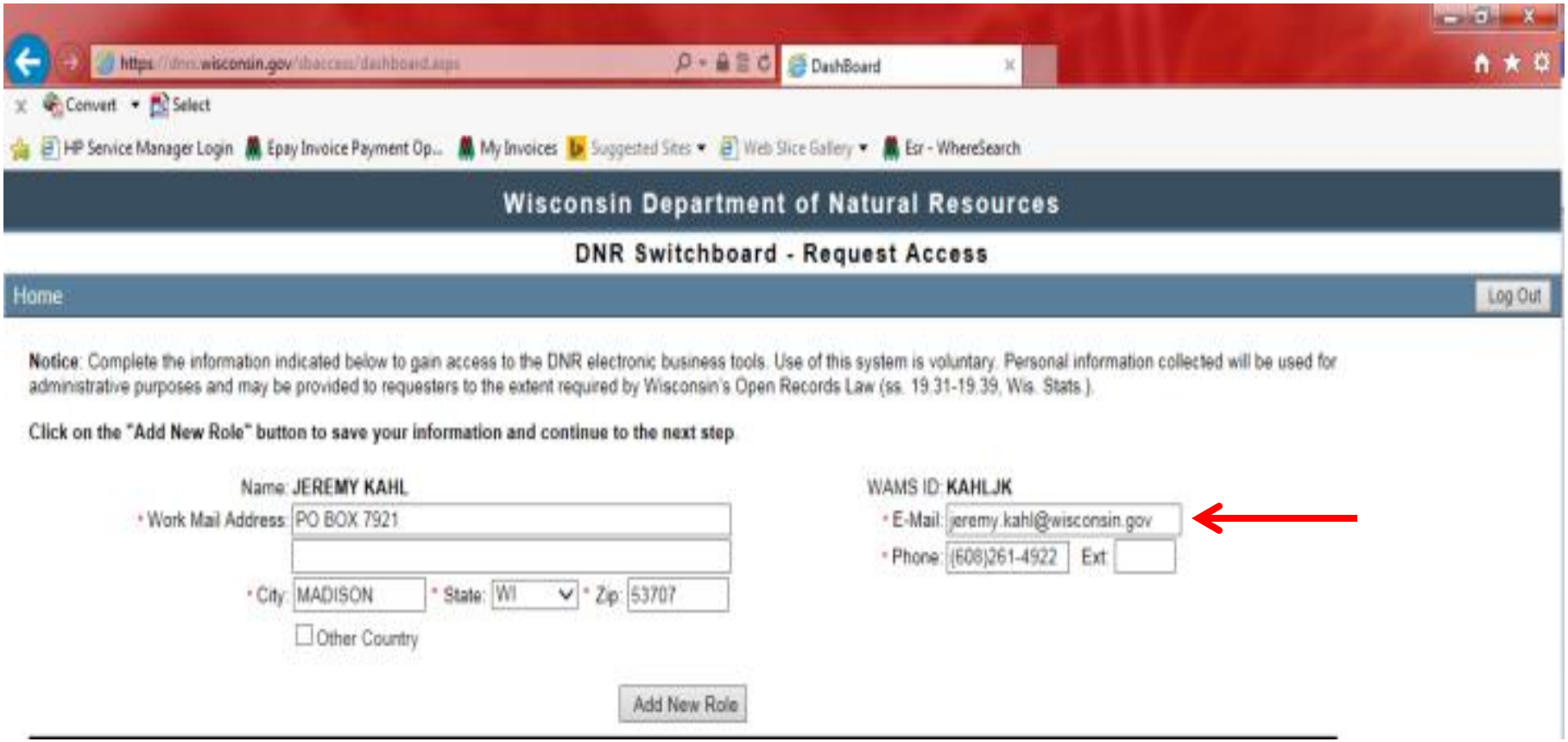
- E-Cycle Wisconsin
- Recycling RU & MRF reporting
- Hazardous waste reporting

Contact information

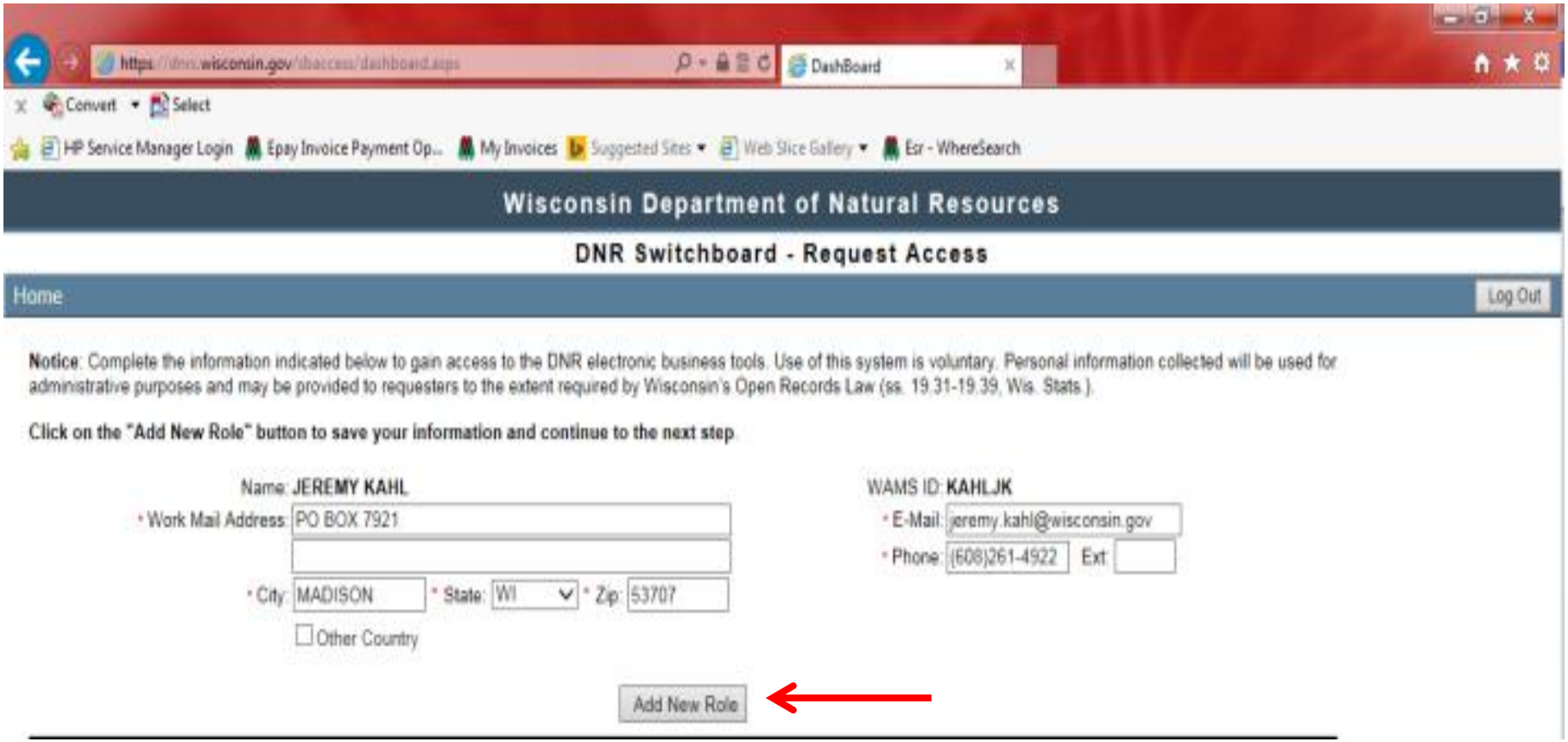
For information on the Switchboard, please contact:

DNRSwitchboard@wisconsin.gov
608-267-3123

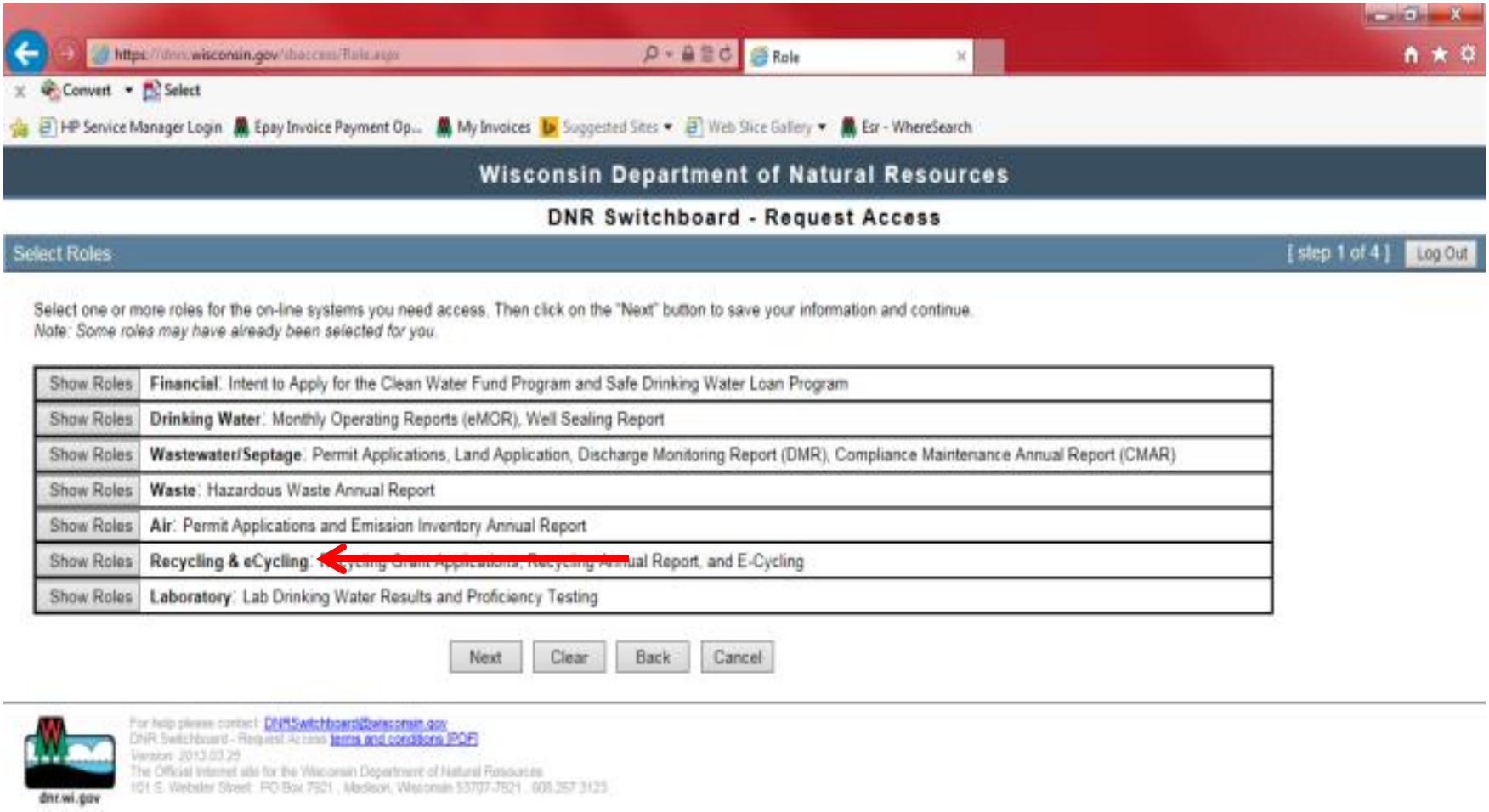
Optional: change email address



Click “Add New Role”



Click “Show Roles” for Recycling & eCycling



Choose only appropriate roles

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 & 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

- ☐ **E-Cycling Collector Preparer (Entry Only)** More Info
- ☐ **E-Cycling Collector Primary Contact (Submit and Entry)** More Info
- ☐ **E-Cycling Manufacturer Preparer (Entry Only)** More Info
- ☐ **E-Cycling Manufacturer Primary Contact (Submit and Entry)** More Info
- ☐ **E-Cycling Recycler Preparer (Entry Only)** More Info
- ☐ **E-Cycling Recycler Primary Contact (Submit and Entry)** More Info
- ☐ **Materials Recovery Facility (MRF) Operator** More Info
- ☐ **Materials Recovery Facility (MRF) Owner** More Info
- ☐ **Materials Recovery Facility (MRF) Preparer** More Info
- ☐ **Materials Recovery Facility (MRF) Primary Contact** More Info
- ☐ **Recycling Responsible Unit Authorized Representative** More Info
- ☐ **Recycling Responsible Unit Preparer** More Info
- ☐ **Recycling Responsible Unit Primary Contact** More Info

Show Roles	**Laboratory**: Lab Drinking Water Results and Proficiency Testing

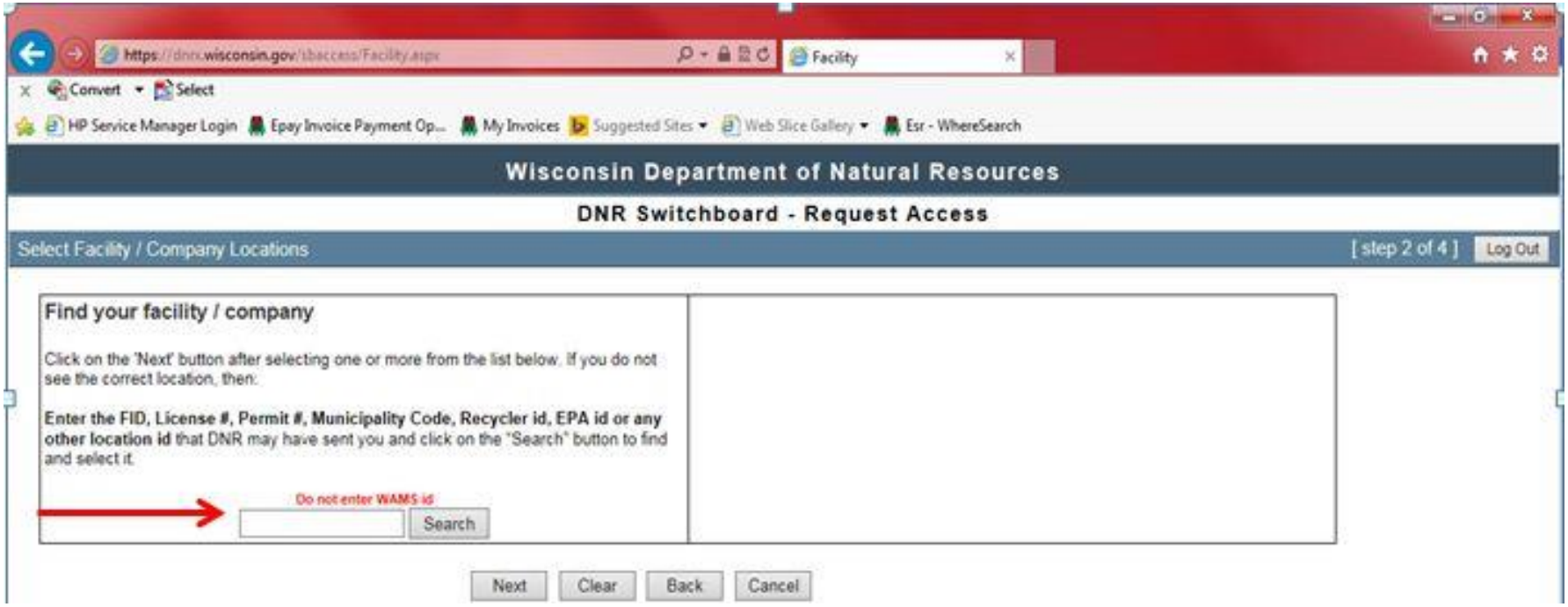
ONLY SELECT RECYCLING RESPONSIBLE UNIT OPTIONS

Next Clear Back Cancel

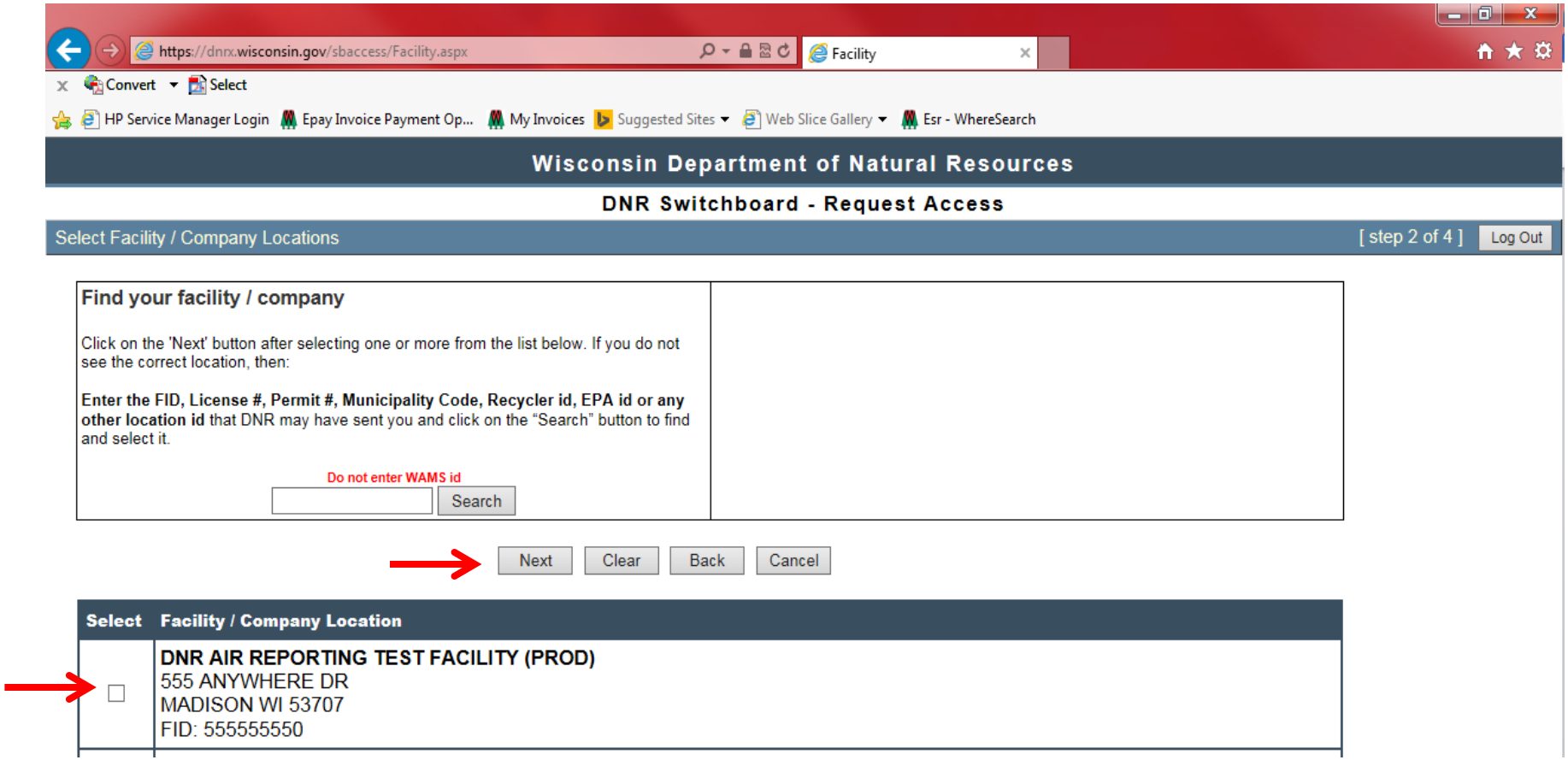
dnr.wi.gov

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 . PO Box 7921 . Madison, Wisconsin 53707-7921 . 608.267.3123

Enter your municipality code, Click “Search”



Check box to select, Click “Next”



Review information, Check box, Click “Submit”

https://dnrx.wisconsin.gov/sbaccess/ReviewSubmit.aspx

Wisconsin Department of Natural Resources

DNR Switchboard - Request Access

Send Request [step 3 of 4] Log Out

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:

Review email address, facilities and roles.

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 Remove Role

Comments (optional):

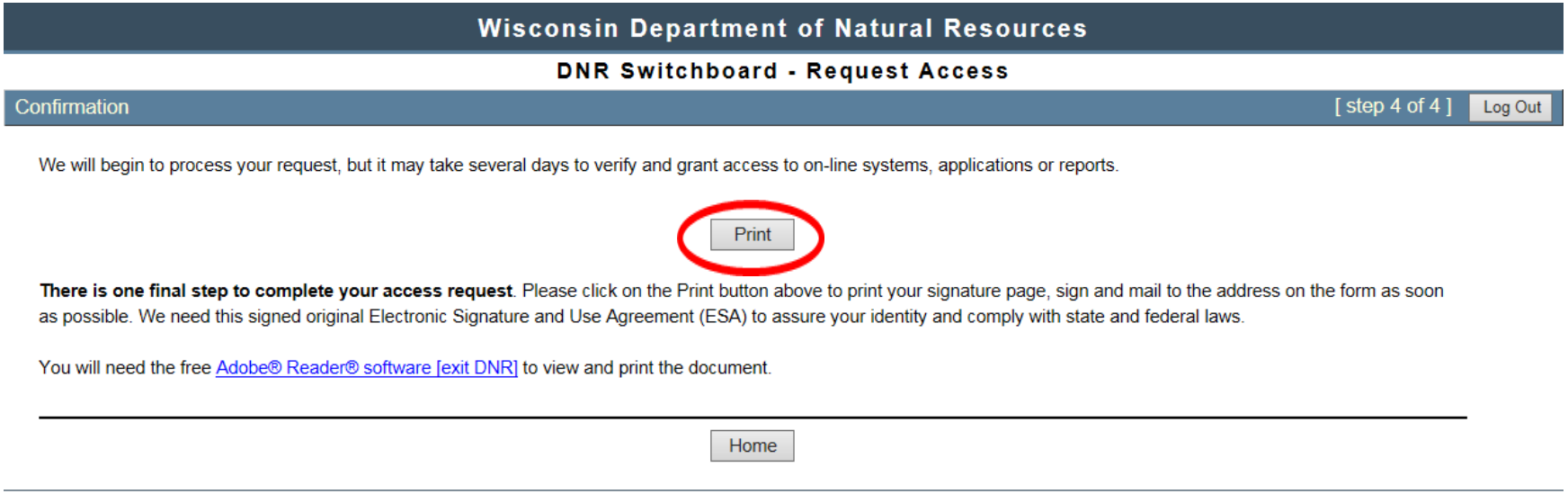
* I have read and accept the electronic signature and trading partner agreement terms and conditions [PDF].

Submit Back Cancel

Go back to add more facilities, if necessary

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 . 608.267.3123

Print <u>one</u> signature age, Sign and send to DNR



If prompted to print more than one signature page, just sign and send one.

Do not send electronic signatures, stamped signatures, scans or faxes. The DNR needs your signature in ink for legal reasons.

Prepare Annual Report

- The DNR will send an email to your facility's primary contact when the report is available
- The DNR will also post a tutorial about how to access the report
- You will have until April 30 to fill out the report on-line
- If a report is not submitted by the due date, the DNR will place your facility on probation
- You will answer all questions on-line; you will not need to prepare any attachments

Sign and Submit Report

- The report must be complete before your facility's Authorized Representative can submit the report to the DNR and print out the signature page.
- The Authorized Representative must sign the signature page and send it to the DNR.

Find Out More

Visit the DNR recycling annual report web page

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

The DNR will update this page as needed.

Email the DNR

DNRRecycling@wisconsin.gov

Include your municipality code in the subject line and all relevant details