

# Instructions for creating a secure online account for E-Cycle WI forms

Electronics collectors, recyclers and manufacturers registering under the E-Cycle Wisconsin program must complete a one-time process to gain access to the DNR's online reporting system.

## Who should register?

The **person who will physically complete** the online collector, recycler or manufacturer form should register. You may list a different person as the primary contact when you fill out E-Cycle Wisconsin forms.

If you already complete recycling reports or grant applications in the DNR's system, you can use the same User ID and password. You do not need to register again.

## Who do I contact if I have questions?

- Obtaining a Wisconsin User ID and registering for the DNR Switchboard: (608) 267-3123 (Help Desk), [DNRSwitchboard@wisconsin.gov](mailto:DNRSwitchboard@wisconsin.gov).
- E-Cycle Wisconsin forms and procedures: Sarah Murray, (608) 264-6001, [sarah.murray@wisconsin.gov](mailto:sarah.murray@wisconsin.gov)

## Step 1: Request a Wisconsin User ID

1. Make sure you have a valid, unique e-mail address that you check on a regular basis.
2. Go to <http://dnr.wi.gov/topic/switchboard/> and click the "Create WAMS ID" button at the top of the page.
3. You will be asked to read and accept a User Acceptance Agreement, which will take you to the next screen. Fill in and submit the basic contact information. **ONLY the fields marked by the red asterisk (first name, last name and e-mail address) need to be filled in.**
4. Further down, enter a user ID and password. **These will be used to access your E-Cycle Wisconsin report forms.** You also need to create a secret question and answer to use if you forget your password.

**Note:** If you get a message that the e-mail address you entered is already in use, this means you already have a Wisconsin User ID and can skip to Step 3. If you're not sure what your user ID is, contact DNR Science Services at (608) 267-3123.

## Step 2: 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.**

## Step 3: Request access through the DNR Switchboard

1. Go to <http://dnr.wi.gov/topic/switchboard/> and click the "Request access" button at the top of the page.
2. When the next screen comes up (this may take a moment), enter the WAMS ID and password you created.
3. Follow the directions in the system to add any missing contact information, select the access you need and enter the information for your "facility" (company, government or organization).

For the **role**, look for the Recycling & eCycling category. There are two roles each listed for collectors, recyclers and manufacturers. You should check one role for each group you are registering as. If you will be the contact person listed on the form, select the Primary Contact role. If you are preparing the online form but will not be listed on it, select the All Persons Other Than Primary Contact role.

When you get to the "Find your facility/company" screen, if you don't know any of the ID numbers mentioned, just type "0" in the search box and click search. You'll be able to enter your facility information.

4. On the last screen, click the Submit button. A page will appear with the information you have submitted. Print this page, sign it and mail it to the address listed to complete the registration process.

## Step 4: Receive a confirmation e-mail that your account is set up.