

Registration Instructions for RU Annual Reports and Grant Applications

The DNR has developed a new electronic reporting system for Responsible Unit (RU) annual reports and grant applications, and Materials Recovery Facility (MRF) annual certifications. All three forms have been updated as part of the new system and we will begin using the updated forms in 2009. We encourage you to use the new system and hope that it makes your reporting easier. **You must complete the registration process below before you can access your annual report or grant application.**

What do I need to do to use the new electronic reporting system?

In order to access the forms and sign them electronically, **anyone** who prepares or submits the forms **must have** a Wisconsin User ID and password from the state of Wisconsin Web Access Management System (WAMS), and register with the DNR Switchboard. Instructions for doing both of these are below.

Who will need to obtain a Wisconsin User ID and register for the DNR Switchboard?

Anyone who needs to access the online forms, either to prepare or submit them, including:

- RU authorized representatives
- MRF owners or operators
- Any other staff members who help complete the forms
- Any other people (consultants, etc.) who help prepare the forms and need access to the online version

What is a Wisconsin User ID?

A Wisconsin User ID and password allows individuals to access state Internet applications using the same identification. The user ID and password verifies your identity so that we can prevent access by unauthorized individuals. **You may already have a Wisconsin User ID** for work you do with other state agencies. If so, you may use the same ID and skip Step 1 below. Learn more about the Wisconsin Web Access Management System at <http://on.wisconsin.gov/WAMS/home>.

What is the DNR Switchboard?

The DNR Switchboard is a portal through which businesses and programs regulated by the DNR can access forms and other tools. You must register separately on the Switchboard for each local government or MRF that you represent. You do not need to repeat this registration process every year.

Who do I contact if I have questions?

- Obtaining a Wisconsin User ID and registering for the DNR Switchboard: (608) 267-3123 (Help Desk), dnrssswitchboardhelpdesk@wisconsin.gov
- Recycling forms and procedures: Sarah Murray, (608) 264-6001, sarah.murray@wisconsin.gov
- Grants forms and procedures: Sandy Chancellor, (608) 264-9207, sandra.chancellor@wisconsin.gov

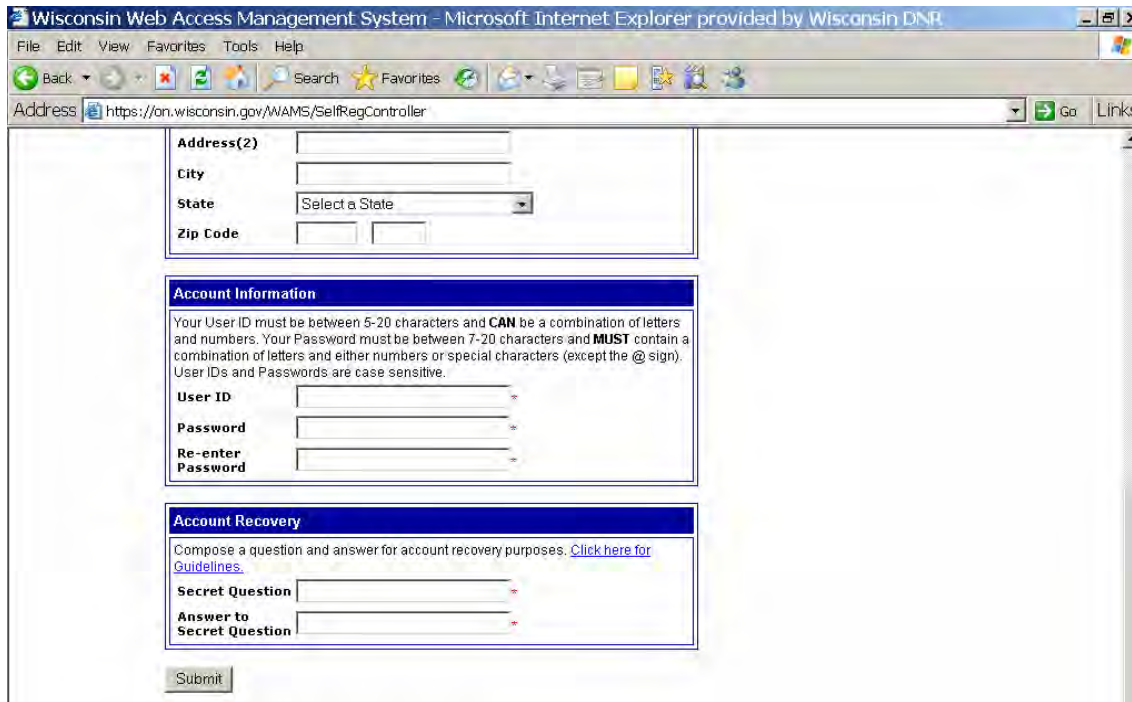
Step 1: Obtaining a Wisconsin User ID (this process typically takes 10-15 minutes)

1. Make sure that you have a valid, unique e-mail address that you check on a regular basis. Information about your ID and password will be sent via e-mail.
2. Go to the self-registration page at <https://on.wisconsin.gov/WAMS/SelfRegController>.



- Follow the instructions on the page. 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.**
- Further down, enter a user ID and password. **These will be used to access your recycling report forms and grant applications.** 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 2. If you're not sure what your user ID is, contact DNR Science Services at (608) 267-3123.



- Once you have completed these sections, click the Submit button. A pop-up window will appear, asking you to confirm that your e-mail address is complete. Click the OK button to proceed.
- 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.

NOTE: Write down your ID and password so you can find them when logging in to complete your reports each year. If you cannot remember your ID or password, go to the Account Recovery page at <https://on.wisconsin.gov/WAMS/home> to restore access. You must know the answer to your secret question and have access to the e-mail address in your account. **DNR staff will NOT be able to give you this information.**

Step 2: Registering for the DNR Switchboard (this process typically takes 15-20 minutes)

Once you have your Wisconsin User ID, you need to register on the DNR Switchboard. **You must register separately on the Switchboard for each local government or MRF that you represent.** If you work for both an RU and a MRF that are managed by the same unit of government you only have to register once. If you have to register separately more than three times, you may call Sarah Murray at 608-264-6001 for assistance.

To register for the DNR Switchboard:

1. Go to the Switchboard Registration page at <http://dnr.wi.gov/environmentprotect/switchboard/ebp.html>.

(If you have difficulty with the link, you can also find the registration page by going to the DNR home page <http://dnr.wi.gov/> and selecting Environmental Protection then Environmental Business Switchboard then Switchboard Registration and finally Switchboard Registration form in the center of the page)



2. Read through the information and click Accept at the bottom of the page.
3. On the next screen (shown below), fill in your contact information. You will need to enter your Wisconsin User ID in this section.
4. Scroll down and fill in your facility information.

If you are registering on behalf of an RU:

- For address, fill in the address of your main office.
- For title, please enter your title in relation to the local government you work for. (e.g., village president, town clerk, recycling coordinator, consultant).
- Facility ID number is your **5-digit DOR municipal code**. A non-municipal multi-municipality RU will have a 5-digit code assigned by the DNR. You can find your code on the top of the annual report your RU filed last year.

If you are registering on behalf of a MRF:

- For address, fill in the address of the physical location of the MRF.
- For title, please enter your job title
- Facility ID number is your **recycler ID**. You can find this number on the top of the self-certification you filed last year.

5. Scroll down to the electronic role information box and check the role that describes your role with the facility (RU) that you are registering for. You are the **authorized representative** if you are the person responsible for signing your annual reports and grants applications. Otherwise, check the "All persons other than the authorized representative" option. **You should not select more than one role unless you are registering on behalf of a local government that is both a RU and a MRF and you fill out forms for both.**

Check the role that describes you:

- Recycling Responsible Unit - Authorized Representative
- Recycling Responsible Unit - All persons other than the authorized representative
- Materials Recovery Facility - Owner or Operator
- Materials Recovery Facility - All persons other than the owner or operator

Switchboard Registration

In order to set up the Switchboard for your use please provide the following information:

We need you to provide all fields that are **bolded** below. We have also provided links to "more information" that you can use anytime.

Notice: Any personal information collected on this application, including your name and e-mail address, is voluntarily provided. The information will be used only for setting up your access to the Switchboard. Any information provided must be made accessible to the public upon request under Wisconsin's Open Records Law.

CONTACT INFORMATION

NAME:

WORK ADDRESS:

CITY, STATE, ZIP:

PHONE NUMBER:

E-MAIL ADDRESS:

WAMS WISCONSIN USER ID: [More Information](#)

Comments?

The WAMS Wisconsin User ID above must be **exactly** as you created it - capitalization, spelling, etc. Do not give us your WAMS Wisconsin User ID password. You are the only person who should know your password. It is your obligation to protect it by keeping it confidential and known only to you. Refer to [WAMS Wisconsin User ID](#) for more information.

FACILITY LOCATION INFORMATION

FACILITY NAME:

FACILITY ADDRESS:

FACILITY CITY, STATE, ZIP:

Your Title at this Facility:

FACILITY ID (any): [More Information](#)

Comments?

Please note that we're asking for the location address, rather than the postal address. If you work for multiple facilities, please make separate requests for each so we correctly connect you up. You should use your Wisconsin User ID for each, rather than creating multiples. Simply provide the same contact information and update the facility and role information.

6. Click the Send button. A page will appear with the information you have submitted.
7. Print this page, sign it, and mail it in to complete the registration process. We cannot complete your registration without this signed paper copy. **Please mail to:**
 SWITCHBOARD REGISTRATION - SS/7
 WI DNR - SCIENCE SERVICES
 PO BOX 7921
 MADISON, WI 53707-7921
8. It will take a couple of days for us to process your registration and give you access to the online form. You will receive an e-mail notifying you when you can access the form.