

Waste Regulation Management System

Manage My Business, Application, Licence or Vehicle Guide

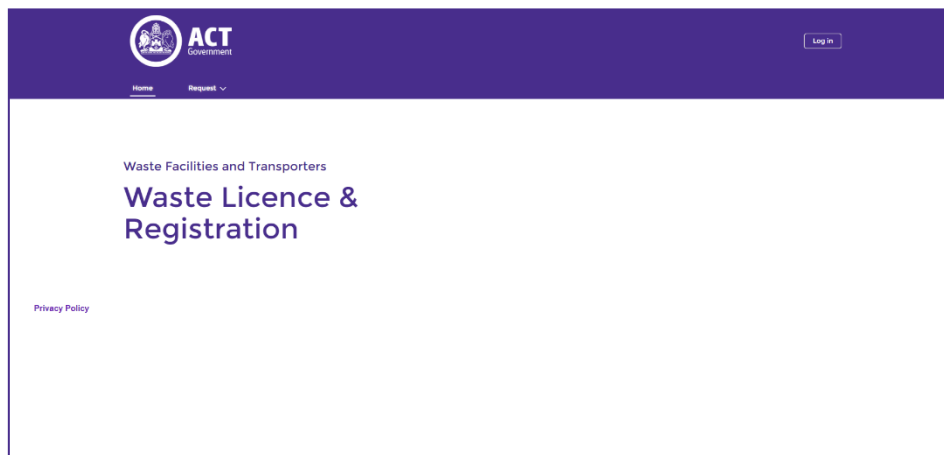
This quick reference guide provides instructions for managing details of a business, application, licence or vehicles used to undertake waste activities via the ACT Government's Waste Regulation Management System (WRMS).

Steps

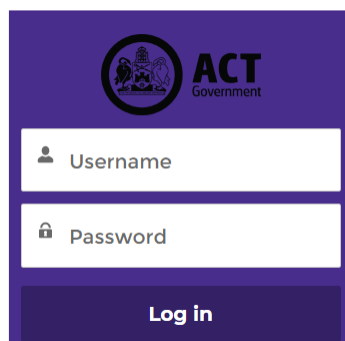
1. Visit the [Waste transporters and facilities](#) page.
2. Select the **Apply for a waste licence or registration** button.



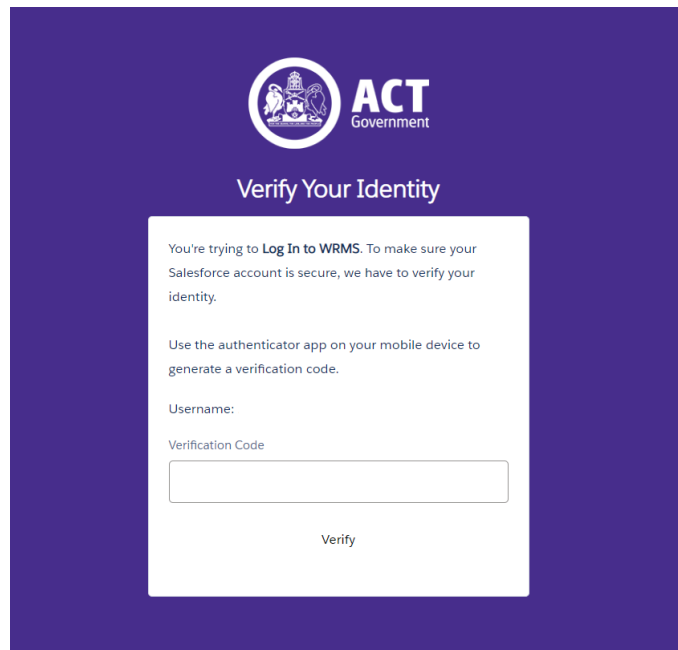
3. The **WRMS Waste Facilities and Transporters portal** will display.



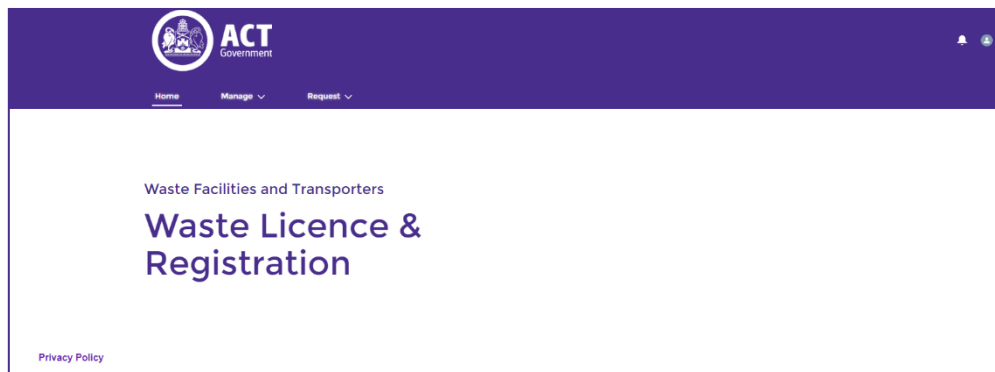
4. Select the **Log in** button.
5. From the **WRMS portal log in screen**, enter your username and password, then select the **Log in** button.



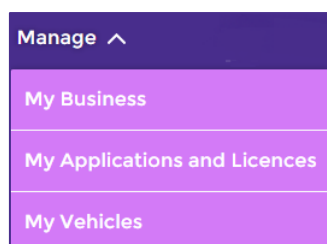
6. The **Verify Your Identity** screen will display.



7. Enter the verification code from the **Salesforce Authenticator** app in the **Verification Code** field. For information on how to do this, see the **WRMS Registering a New Business quick reference guide**.
8. You will be logged in to the **WRMS Waste Facilities and Transporters portal**.

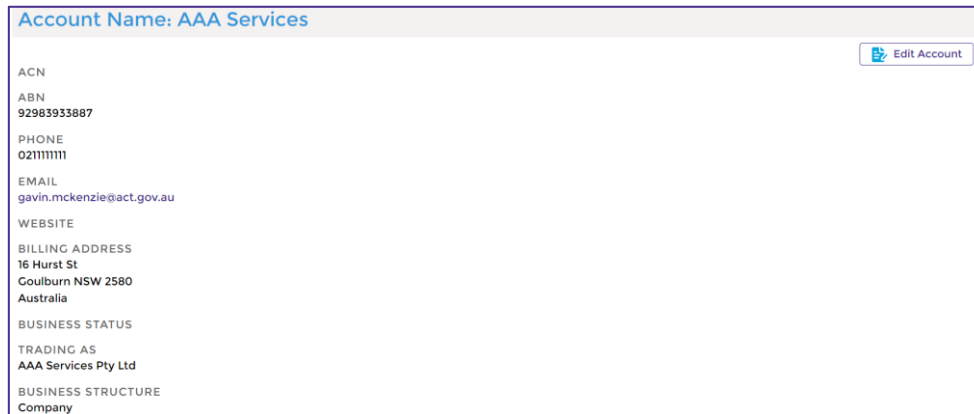


9. From the **Manage** menu, select either **My Business**, **My Applications and Licences** or **My Vehicles**.




My Business

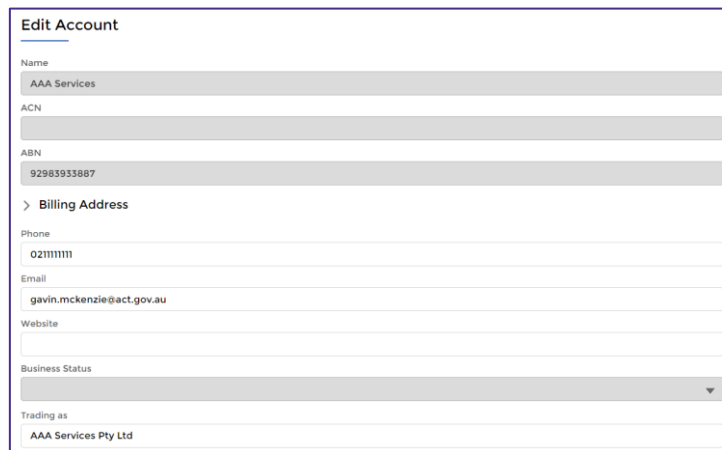
1. The **My Business** screen displays the basic details of the business you have registered via WRMS.



Account Name: AAA Services Edit Account

ACN
ABN
92983933887
PHONE
021111111
EMAIL
gavin.mckenzie@act.gov.au
WEBSITE
BILLING ADDRESS
16 Hurst St
Goulburn NSW 2580
Australia
BUSINESS STATUS
TRADING AS
AAA Services Pty Ltd
BUSINESS STRUCTURE
Company

2. To edit these details, select the **Edit Account**  button.
3. Update the details as required.



Edit Account

Name
AAA Services

ACN
[Redacted]

ABN
92983933887

> Billing Address

Phone
021111111

Email
gavin.mckenzie@act.gov.au

Website
[Redacted]

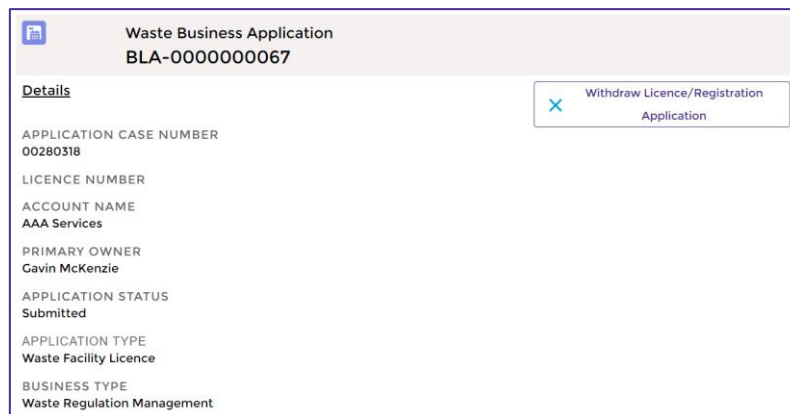
Business Status
[Redacted]

Trading as
AAA Services Pty Ltd

4. Select the **Save**  button.

My Applications and Licences

1. The **My Applications and Licences** screen displays details of an existing waste licence/registration, or the details of a waste licence/registration application.



Waste Business Application
BLA-0000000067

Withdraw Licence/Registration Application

Details

APPLICATION CASE NUMBER
00280318

LICENCE NUMBER

ACCOUNT NAME
AAA Services

PRIMARY OWNER
Gavin McKenzie

APPLICATION STATUS
Submitted


APPLICATION TYPE
Waste Facility Licence


BUSINESS TYPE
Waste Regulation Management

2. An application can be withdrawn when the application status is either **Submitted**, **Under Assessment** or **Request for Information**. To do so, select the **Withdraw Licence/Registration Application** button and follow the on-screen instructions.

Renewing or extending a licence or registration

From the **My Applications and Licences** screen, an existing licence or registration can be renewed or extended. A renewal or extension can be performed within two months of a licence or registration expiring.

1. Select the **Extend Licence/Registration**  button.
2. The **Authorisation renewal details** screen will display.



Authorisation renewal details

Licence/registration number: R000046

Licence name: R000046

Account name: bobs waste

Please click **Next** if you wish to proceed.

[Save for later](#) **Next**

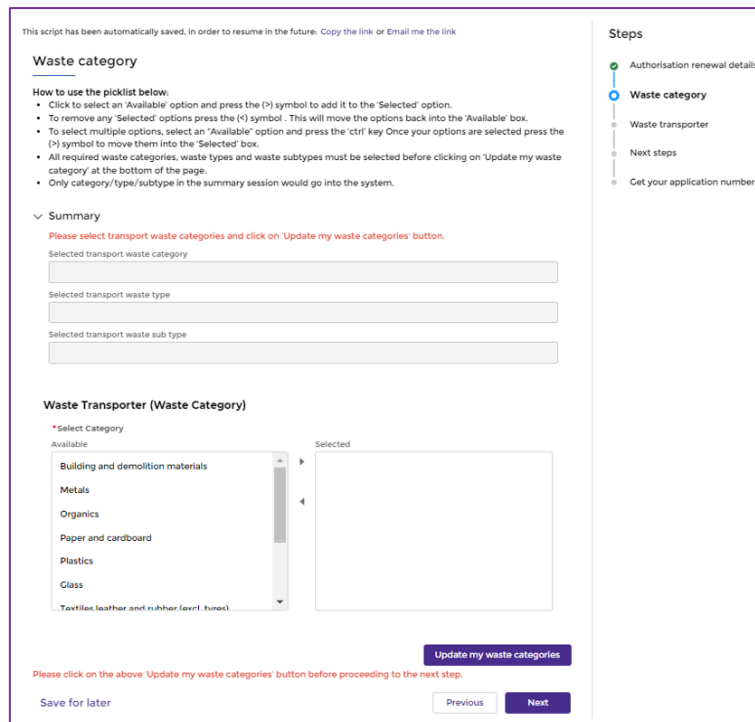
Steps

- Authorisation renewal details
- Waste category
- Waste transporter
- Next steps
- Get your application number

3. To proceed, select the **Next**  button.

Note: Subsequent screens will differ slightly, depending on if you are a waste facility or a waste transporter. For more information on completing these fields, refer to the **WRMS Quarterly Reporting of Waste Activities** quick reference guide.

4. The **Waste Category** screen will display.



This script has been automatically saved. In order to resume in the future, Copy the link or Email me the link

Waste category

How to use the picklist below:

- Click to select an 'Available' option and press the (+) symbol to add it to the 'Selected' option.
- To remove any 'Selected' options press the (-) symbol. This will move the options back into the 'Available' box.
- To select multiple options, select an 'Available' option and press the 'ctrl' key. Once your options are selected press the (+) symbol to move them into the 'Selected' box.
- All required waste categories, waste types and waste subtypes must be selected before clicking on 'Update my waste category' at the bottom of the page.
- Only category/type/subtype in the summary session would go into the system.

Summary

Please select transport waste categories and click on 'Update my waste categories' button.

Selected transport waste category

Selected transport waste type

Selected transport waste sub type

Waste Transporter (Waste Category)

*Select Category

Available

- Building and demolition materials
- Metals
- Organics
- Paper and cardboard
- Plastics
- Class
- Textiles leather and rubber (excl. hoses)

Selected


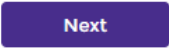
Update my waste categories

Please click on the above 'Update my waste categories' button before proceeding to the next step.

[Save for later](#) [Previous](#) **Next**

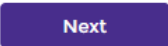
Steps

- Authorisation renewal details
- Waste category
- Waste transporter
- Next steps
- Get your application number

5. Complete the fields on this screen, then select the **Update my waste categories**  button.
6. Select the **Next**  button.

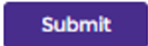
7. The **Waste transporter** or **Waste facility** screen will display. If your business is both a facility and a transporter, both screens need to be completed.

8. Complete all fields, then select the **Next** button.



9. The **Next steps** screen will display.

10. Select the **Submit** button.



11. The **Get your application number** screen will display.

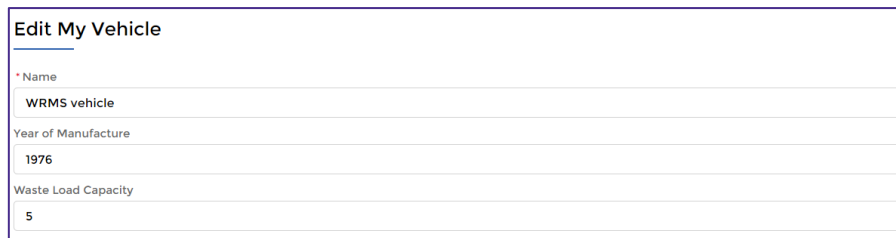
The licence or registration renewal/extension has been submitted.

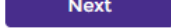
My Vehicles

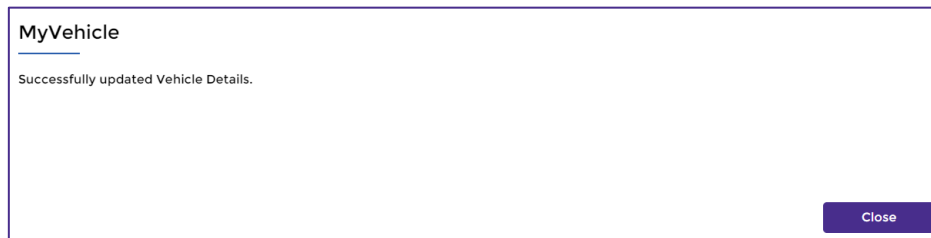
1. The **My Vehicles** screen displays details of vehicles linked to an existing waste transporter registration, or the details of vehicles linked to a waste transporter registration application. Existing vehicle details can be edited, and a new vehicle can be added to an existing licence/registration or an application.

Vehicle Details	
MANUFACTURER	MODEL
Ford	F250
REGISTRATION	VEHICLE TYPE
aaa111	truck
YEAR OF MANUFACTURE	WASTE LOAD CAPACITY
1976	5
DATE REMOVED	DATE CONFIRMED

- To edit the details of an existing vehicle, select the **Edit My Vehicle**  button.


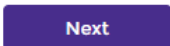


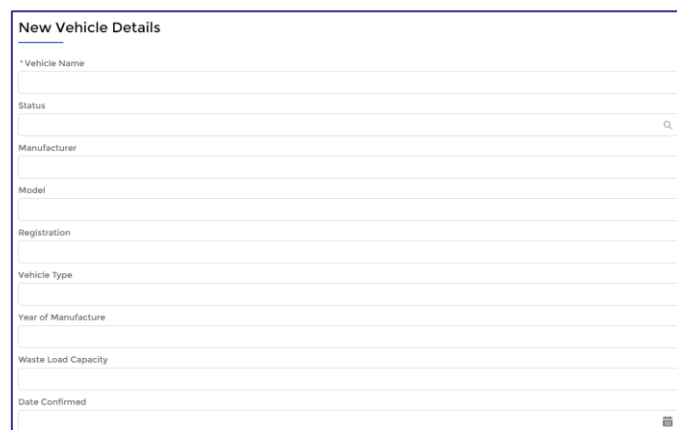
- Update the vehicle details, then select the **Next**  button.
- The vehicle details will be updated.

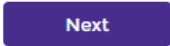


- Select the **Close**  button.

Adding a vehicle

- To add a new vehicle, select the **Add New Vehicle**  button.
- From the **Please select the account you want to represent** field, select the business name.
- Select the **Next**  button.
- The **New Vehicle Details** screen will display.



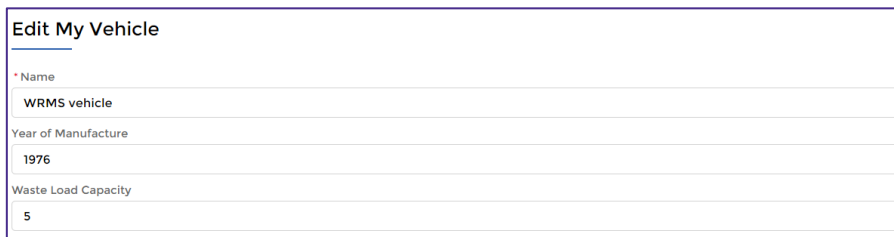
- Complete the fields on this screen. All questions with a red asterisk are mandatory.
- Select the **Next**  button.
- The vehicle will be added to the account or application.



8. Select the **Close**  button.

Deleting a vehicle

1. To delete an existing vehicle, select the **Edit My Vehicle**  button.



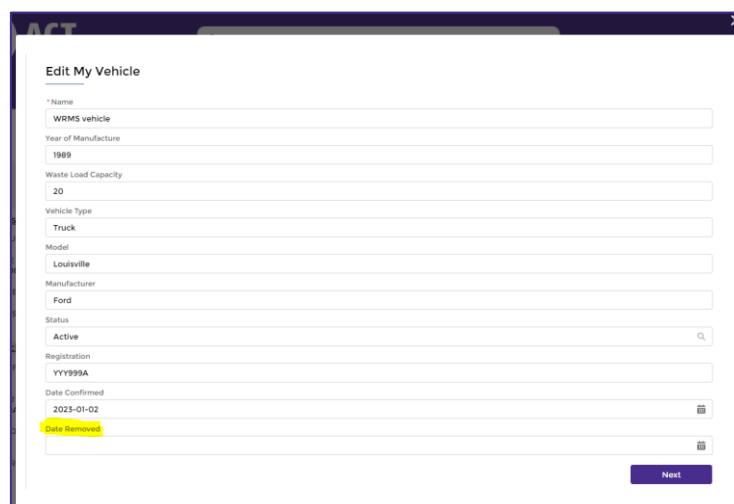
Edit My Vehicle

* Name
WRMS vehicle

Year of Manufacture
1976

Waste Load Capacity
5

2. In the **Date Removed** field, enter the date from which the vehicle will cease to be used with the business.



Edit My Vehicle

* Name
WRMS vehicle

Year of Manufacture
1989

Waste Load Capacity
20

Vehicle Type
Truck

Model
Louisville

Manufacturer
Ford

Status
Active

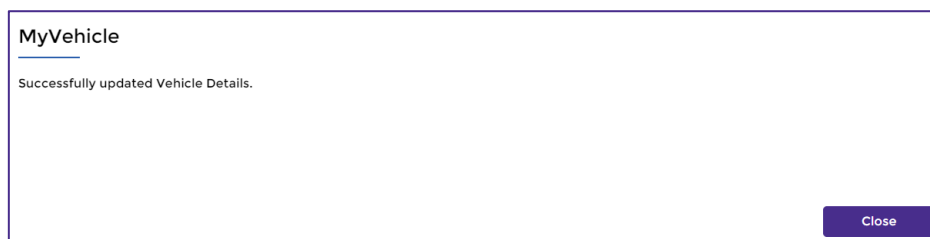
Registration
YYY999A

Date Confirmed
2023-01-02

Date Removed

Next

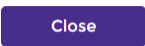
3. Select the **Next**  button.
4. The vehicle details will be updated.



MyVehicle

Successfully updated Vehicle Details.

Close

5. Select the **Close**  button.
6. For help or more information, contact TCCS.WasteRegulation@act.gov.au