

Waste Regulation Management System

Registering a New Business guide

This quick reference guide provides instructions for registering a new waste storage facility or waste transporter business via the ACT Government's Waste Regulation Management System (WRMS).

Note: This procedure is only required for **new waste businesses** intending to operate in the ACT, who do **not** hold a current facility licence or transporter registration through the ACT Government. If you hold a current facility licence or transporter registration, **you do not need to register your business again.**

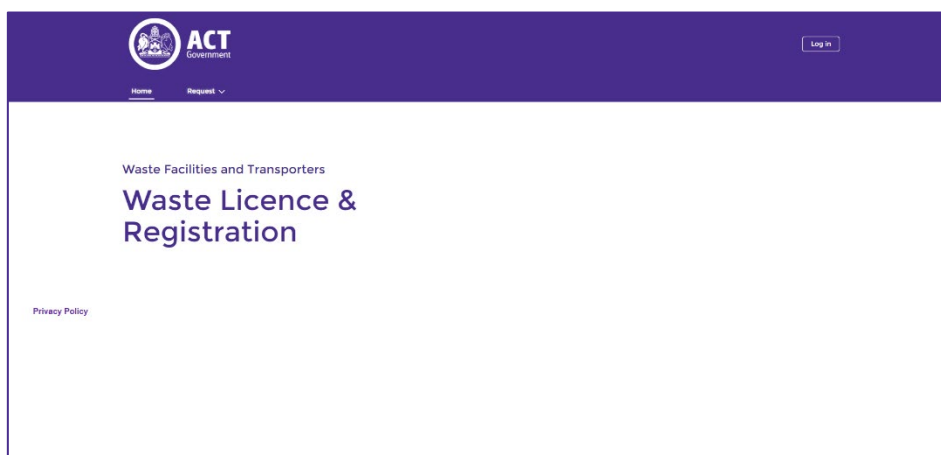
Steps

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

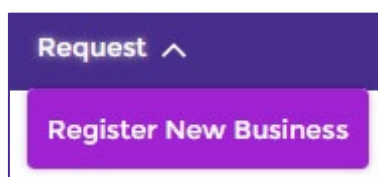


Apply for a waste licence or registration

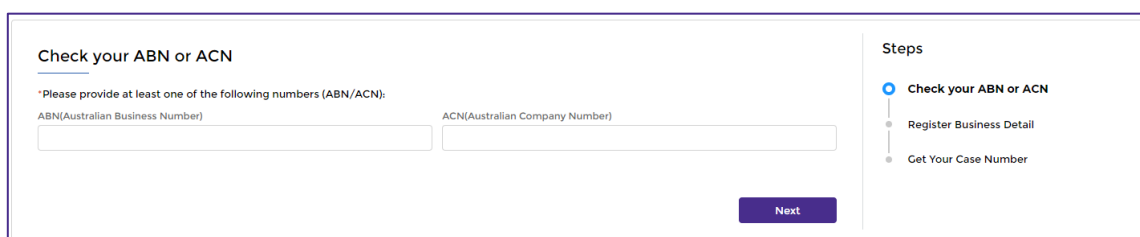
3. The **WRMS Waste Facilities and Transporters portal** will display.



4. From the **Request** menu, select **Register New Business**.



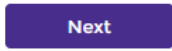
5. Enter a valid **ABN** and/or **ACN**.



6. Select the **Next**  button.

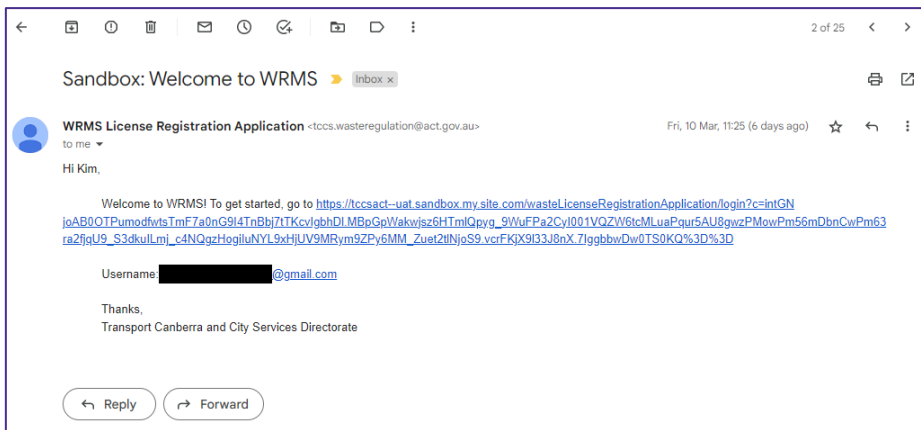
7. Register the business details. All questions with a red asterisk are mandatory.

8. Select the **Next** button.



9. WRMS will provide a case number. Write down this number.

10. You will receive a **Welcome to WRMS** email from the ACT Government.



11. Select the link in this email.

12. The **Change Your Password** screen will display.

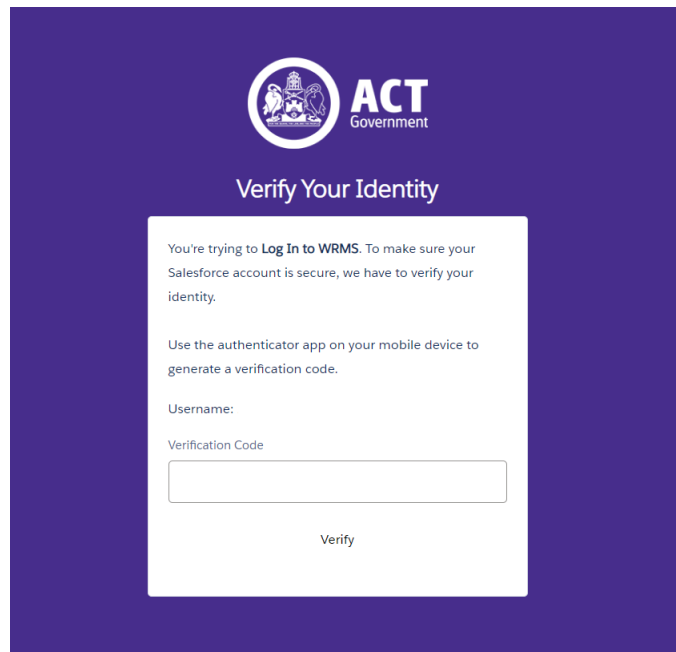
13. Choose a password that contains at least eight characters, including a mix of letters and numbers.

14. Enter this password in the **New Password** field.

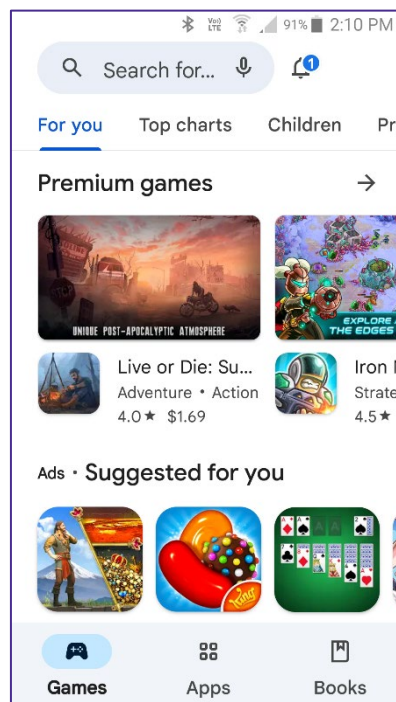
15. Enter the password again in the **Confirm New Password** field.

16. Select the **Change Password** button.

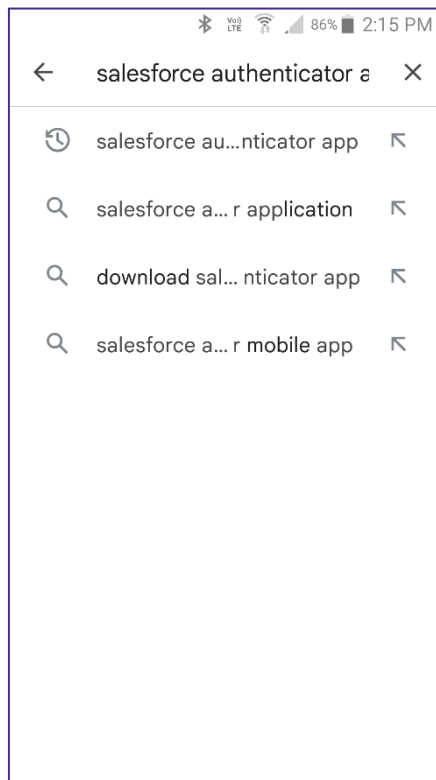
17. The **Verify Your Identity** screen will display.



18. WRMS is built on the **Salesforce** software platform and uses a security technology called **Two-Factor Authentication**, or **2FA**. This means there are two steps to logging in to WRMS – the first is via password, and the second is by entering a random verification code.
19. Before entering a verification code for the first time, you must download the **Salesforce Authenticator** app to your mobile phone. The app is free.
20. Visit an app store via your mobile phone, such as **Google Play** or the **Apple Store**.



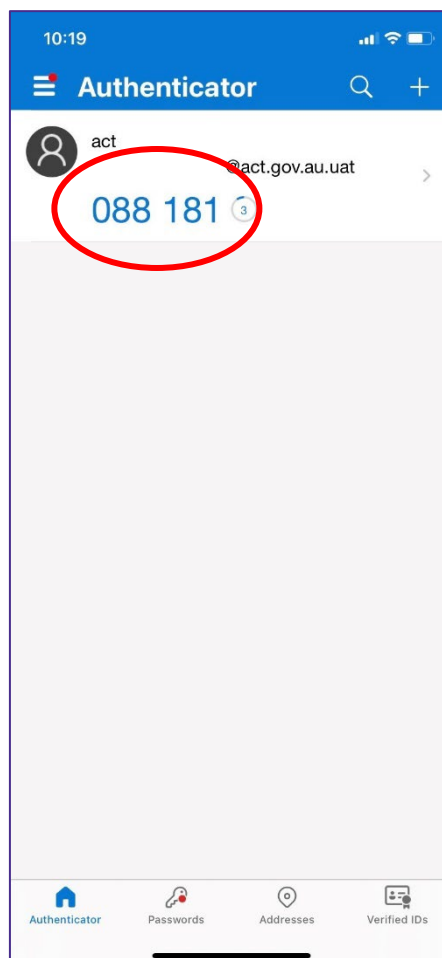
21. Search for the **Salesforce Authenticator** app.



22. Download the **Salesforce Authenticator** app onto your phone.

23. Launch the **Salesforce Authenticator** app.

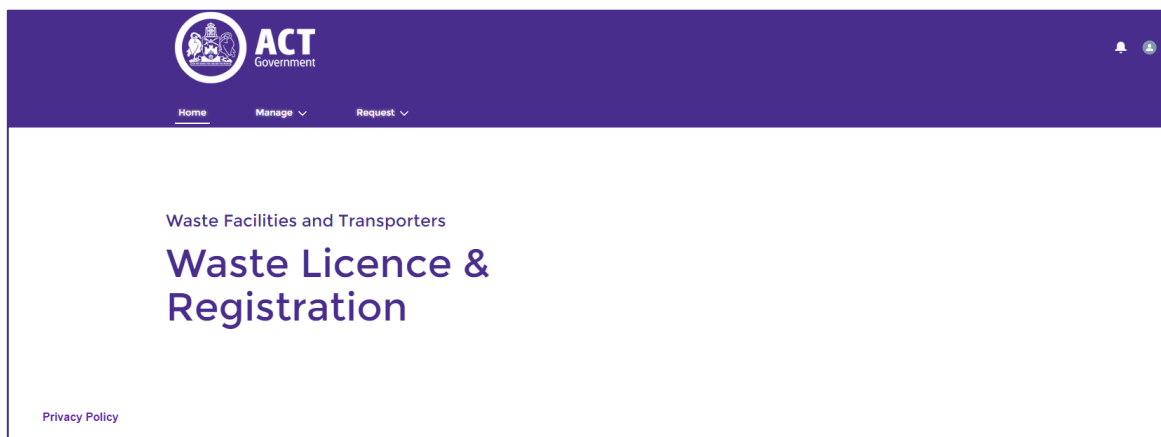
24. The Salesforce Authenticator app continuously generates a random verification code.



25. Enter the code in the **Verification Code** field on the **Verify Your Identity** screen.

26. Select the **Verify** button.

27. You will be logged in to the **WRMS Waste Facilities and Transporters portal**.



28. For help or more information, contact TCCS.WasteRegulation@act.gov.au