## **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 <u>Waste transporters and facilities</u> 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.

		Log in
Privacy Policy	Waste Facilities and Transporters Waste Licence & Registration	

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



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

Please provide at least one of the following numbers (ABN/	/ACN):	C C	Check your ABN or ACN
BBN(Australian Business Number)	ACN(Australian Company Number)	Next	Register Business Detail

6. Select the **Next** button.

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

Register Business Detail	Steps
Have you previously been involved with a business that has commited an offence under this Act or corresponding law of a State?     Ves     No     'Are you currently conducting waste activity within the ACT?     Yes     No	Check your ABN or ACN Register Business Def Get Your Case Number

- 8. Select the **Next**
- 9. WRMS will provide a case number. Write down this number.



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

button.

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	Sandbox: Welcome to WRMS 🔉 Index x		8	Ľ
	WRMS License Registration Application <tccs.wasteregulation@act.gov.au> Fri, 10 Mar, 11:25 (6 days age to me 👻</tccs.wasteregulation@act.gov.au>	) 🕁	¢	:
	Hi Kim,			
	Wercome to WMMS1 to get started, go to <u>tittos</u> . <i>Liccsad</i> —uait sandbox my.site.com/wasteLicenset/egistrationApplication/ogin/2=imtUs1 06800TPumothysita.mfr2ford/solf1afb8/tTK2/cdybbDI/BBe60WakwiseStHTmlgyrg_9WWPE2C/0101V02WV6RUL#ag/us2AU8gv2PMwPm5 fra2fjqU9_S3dkulLmj_c4NQgzHogiluNYL9xHjUV9MRym9ZPy6MM_Zuel2tINj0S9.vcrFkjX9I33J8nX.7JggbbwDw0TS0KQ%3D%3D	6mDbnC\	wPm63	
	Username: @gmail.com			
	Thanks,			
	Transport Canberra and City Services Directorate			
	( Reply  Forward			

- 11. Select the link in this email.
- 12. The Change Your Password screen will display.

Enter a new password for @act.gov.au. Maie sure to include at least: @ B characters @ Lister @ Lister @ Lister @ Lister @ Lister @ Lister @ Lister @ Confirm New Password 

- 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.

Verify Your Id	Jennity
You're trying to <b>Log In to WRMS</b> . T Salesforce account is secure, we h identity.	o make sure your ave to verify your
Use the authenticator app on you generate a verification code.	r mobile device to
Username: Verification Code	
Verify	

- 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.





- 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.

	ACT Government	<b>≜</b> ₿
	Home Manage v Request v	
	Waste Facilities and Transporters	
	Waste Licence & Registration	
Privacy Policy		

28. For help or more information, contact <u>TCCS.WasteRegulation@act.gov.au</u>