

Waste Regulation Management System

Adding or Removing a Business User guide

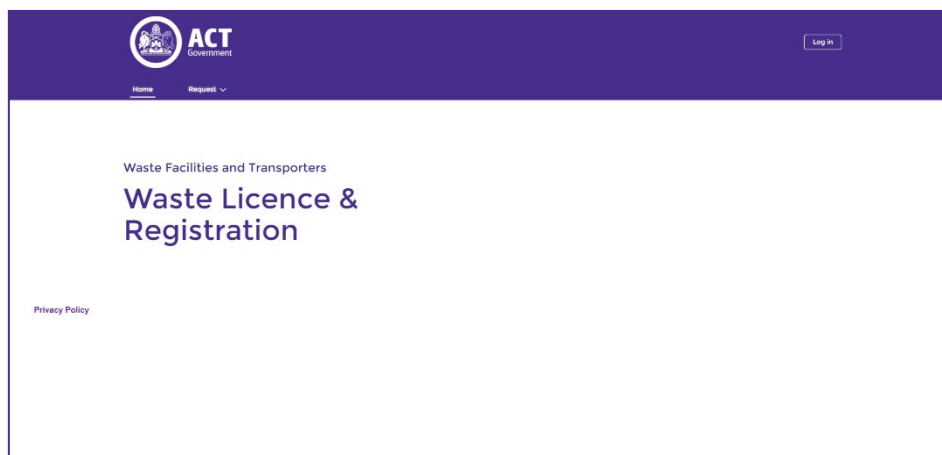
This quick reference guide provides instructions for adding or removing a business user via the ACT Government's Waste Regulation Management System (WRMS).

Steps

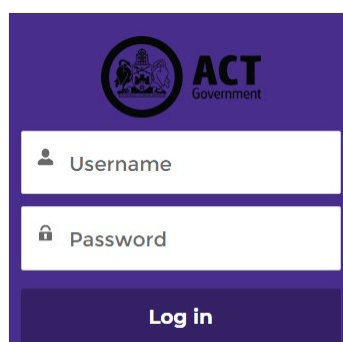
1. Visit the [Waste transporters and facilities](#) page.
2. Select the **Apply for a waste licence or registration** button.

Apply for a waste licence or registration

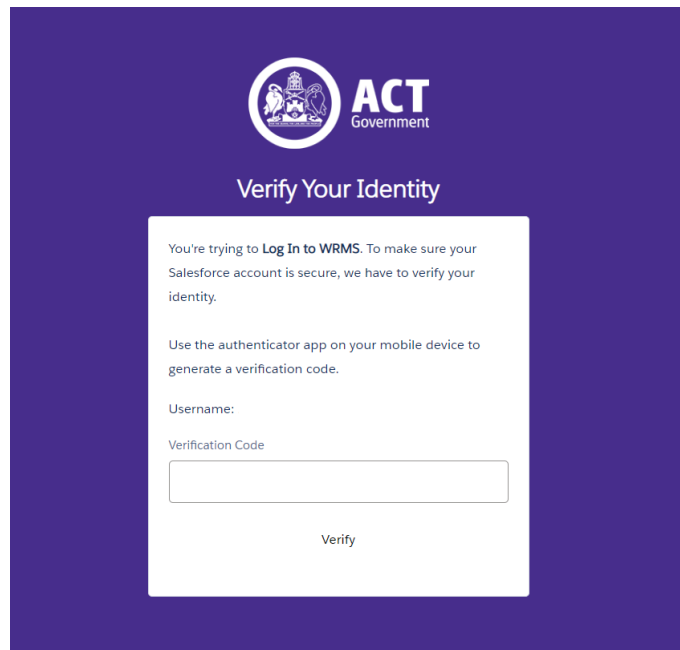
3. The **WRMS Waste Facilities and Transporters portal** will display.



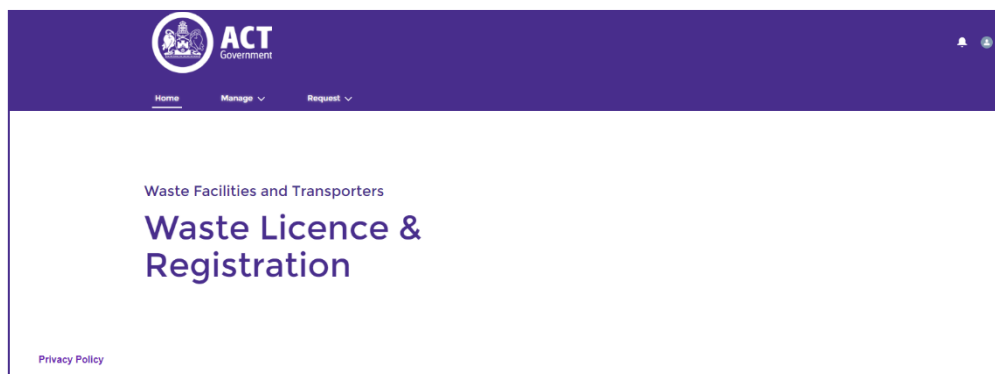
4. Select the **Log in** button.
5. From the **WRMS portal log in screen**, enter your username and password, then select the **Log in** button.

A screenshot of the login form on the WRMS portal. It features the ACT Government logo at the top. Below the logo are two input fields: 'Username' with a person icon and 'Password' with a lock icon. A dark blue 'Log in' button is positioned at the bottom of the form.

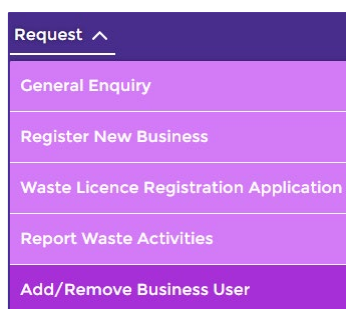
6. The **Verify Your Identity** screen will display.



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 **Request** menu, select **Add/Remove Business User**.



10. From the **Please select the business you are representing** field, select the business name.

- From the **Please select what you want to do** field, select **Add a new user to my business** or **Remove a user from my business**.

Manage your business users

* Please select the business you are representing:

* Please select what do you want to do:

Save for later **Next**

Steps

- Manage your business users
- Get your case number

- Select the **Next** button.

To add a business user:

- Complete the fields on the **Add new user to your business** screen. All questions with a red asterisk are mandatory.

Add new user to your business

Title * First Name * Last Name

* Email * Phone

Save for later Previous **Next**

Steps

- Manage your business users
- Add new user to your business
- Get your case number

- Select the **Next** button.
- WRMS will provide a case number.

Get your case number

Here is your case number: 00220958

Once the case is handled and closed:

- If you are adding new user, new user would a welcome email to get started.
- If you are removing a user, that user should no longer have access to your business in the system.

Steps

- Manage your business users
- Add new user to your business
- Get your case number

- The new user should check their email inbox for further instructions.

To remove a business user:

- From the **Please select the user you want to remove from your business** field, select the name of the business user to be removed.

Remove user from your business

* Please select the user you want to remove from your business

Save for later Previous **Submit**

Steps

- Manage your business users
- Remove user from your business
- Get your case number

- Select the **Submit** button.
- WRMS will provide a case number.

Get your case number

Here is your case number: 00220959

Once the case is handled and closed:

- If you are adding new user, new user would a welcome email to get started.
- If you are removing a user, that user should no longer have access to your business in the system.

Steps

- Manage your business users
- Remove user from your business
- Get your case number

- The user will be removed from the business account registered in WRMS.
- For help or more information, contact TCCS.WasteRegulation@act.gov.au