



Waste Data Online

Quick guide - Waste plan annual reporting, first-time users following registration

1. Most waste plan reporters and approvers will have log-in details for, and already use, Waste Data Online to submit their local government's annual waste and recycling reports under regulation 18C of the *Waste Avoidance and Resource Recovery Regulations 2008*. The same log-in details will be required to access Waste Data Online to prepare and submit waste plan annual reports.
2. First-time users of Waste Data Online (waste plan approvers and reporters) will receive the following email invitation to Waste Data Online.

You have been invited to our portal. To redeem your invitation, please click the link below.
Your details have now been verified by Department of Water and Environmental Regulation - Waste Data Team.
Please click the link below to redeem the invite code and complete your registration process.

[Click to Redeem](#)

Note: Waste Data Online does not support Internet Explorer, so please use either Chrome or Firefox to complete the registration process.

Regards,

Department of Water and Environmental Regulation - Waste Data Team

Both the waste plan reporter and waste plan approver will need to complete the following process to register accounts with Waste Data Online.

3. Go to the link at *Click to Redeem* on the email invitation.

Please note that Waste Data Online does not support Internet Explorer. If your default browser is Internet Explorer, copy the link and paste it into Chrome or Firefox.

4. When you open the link provided at *Click to Redeem* on the email invitation, you will automatically be provided with an invitation code. Click the *Register* button to continue.

Sign up with an invitation code

* Invitation code

I have an existing account

[Register](#)



5. Your email will automatically be displayed on the form. Do not change the email address. Complete the registration process by creating a password for your account and clicking the *Register* button.

Passwords must be at least eight characters and contain characters from **at least three of the following four classes:** uppercase, lowercase, digit and non-alphanumeric (e.g. !?\$\$%).

The screenshot shows a registration form titled "Register for a new local account". At the top, there are links for "Sign in" and "Redeem invitation". The form includes three input fields: "Email" (containing "wastedataonlinereporter@gmail.com"), "Password", and "Confirm password". A blue "Register" button is located at the bottom of the form.

6. Once you have completed the registration process, you will be taken to your Profile page. You can use this page to change your password by clicking *Change password* under the heading *Security*.

If you need to change any other details, contact the department at waste.plans@dwer.wa.gov.au.

The screenshot shows the "Profile" page. At the top, there is a breadcrumb "Home > Profile". The page title is "Profile". On the left, there is a user profile card for "Reporter 1" with a profile picture icon. Below it are links for "Profile", "Security", and "Change password". The main content area is titled "Your information" and contains several input fields: "First Name" (Reporter), "Last Name" (1), "Mobile Phone", "Business Phone" (redacted), and "E-mail" (wastedataonlinereporter@gmail.com).

7. You can go to the main dashboard page by clicking *Home* or the home icon (both circled in red in the image below):

The screenshot shows the dashboard header and the start of the profile page. The header is dark blue and contains the Government of Western Australia logo, the text "Government of Western Australia Department of Water and Environmental Regulation", a home icon circled in red, "My submissions", and "Reporter 1". Below the header, there is a breadcrumb "Home Profile" with "Home" circled in red. The main content area is titled "Profile".



- From the dashboard page, you can start a waste plan annual report by clicking *Start a waste plan annual report*.

