

Waste Data Online

Quick guide: First-time users following registration

1. Once you have notified the Department of Water and Environmental Regulation (the department) of your liability under r.18B of the Waste Avoidance and Resource Recovery Regulations 2008 and registered an account with Waste Data Online, the department will verify the details provided of the premises, reporter (primary contact) and approver (CEO or equivalent).

See *Quick guide – Registration for further instructions* on how to register with Waste Data Online.

2. For first-time users of the system, the approver and reporter will both receive the following email invitation to Waste Data Online following the department's successful verification of your details:

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,

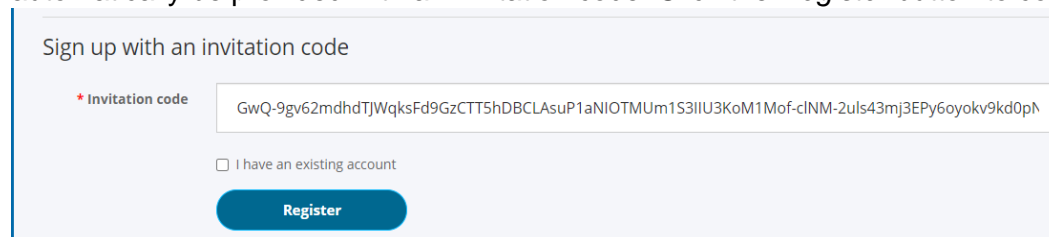
Department of Water and Environmental Regulation - Waste Data Team

3. Go to the link at *Click to Redeem* on the email invitation. Both the reporter and approver will need to complete this process to register accounts with Waste Data Online.

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.

In addition to this email invitation, you will receive another email confirming that the notification of liability has been received, and the reporter and approver details submitted to the department through the r.18B(5) approved form.

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

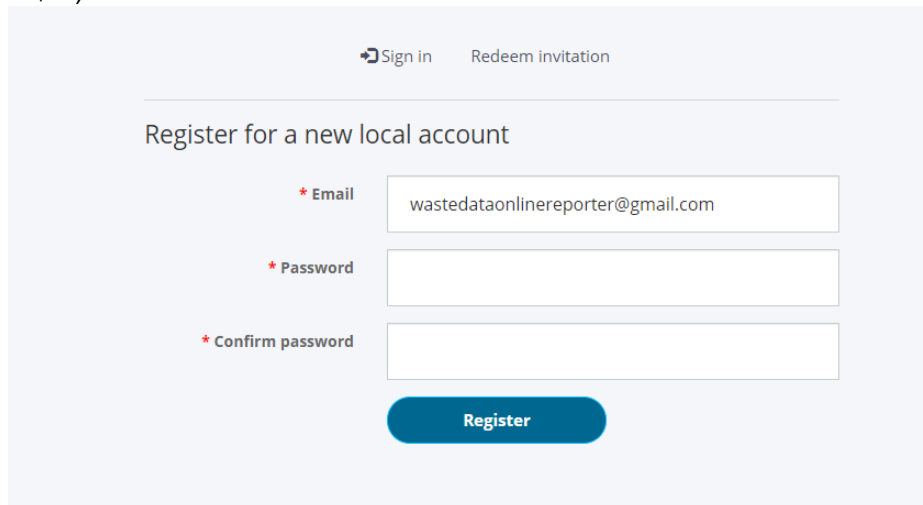
* Invitation code

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.

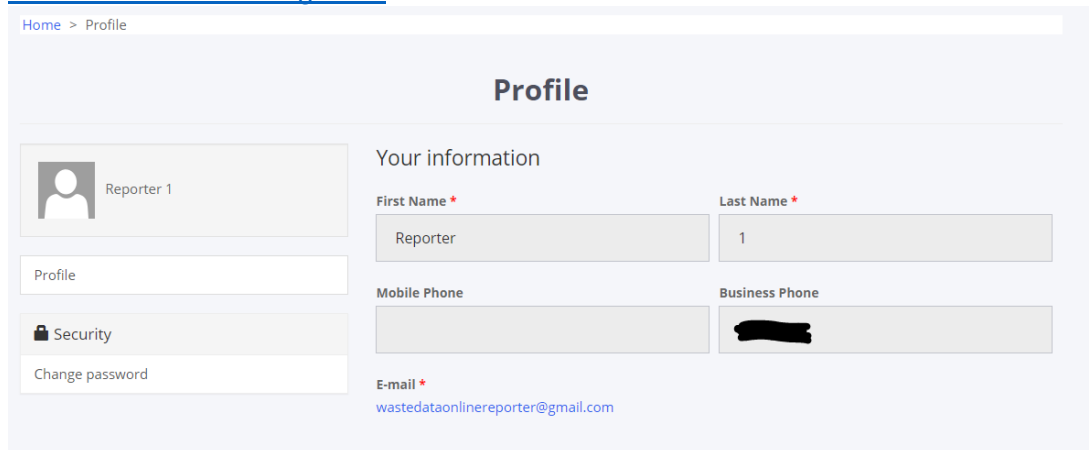
Passwords must be at least eight characters and contain characters from **at least three of the following four classes**: uppercase, lowercase, digit and non-alphanumeric (e.g. !?\$\$%).



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

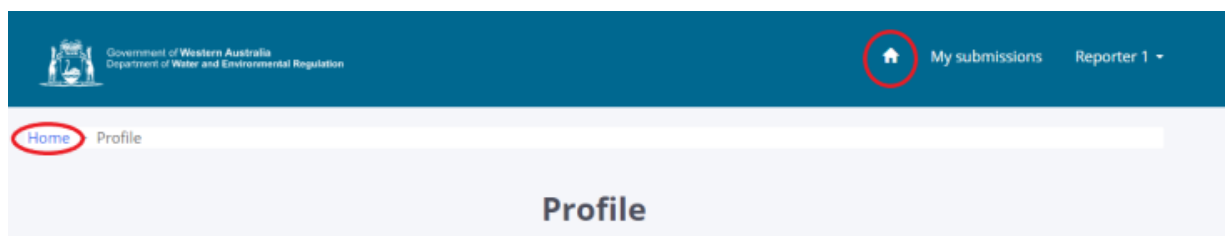
6. Once you have completed the registration process, you will be taken to your Profile page. You can use this page to change your password by clicking *Change password* under the heading *Security*.

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



The profile page is titled "Profile" and shows a user named "Reporter 1". On the left, there are navigation links for "Profile" and "Security" (with a sub-link "Change password"). The main section, "Your information", contains fields for "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):



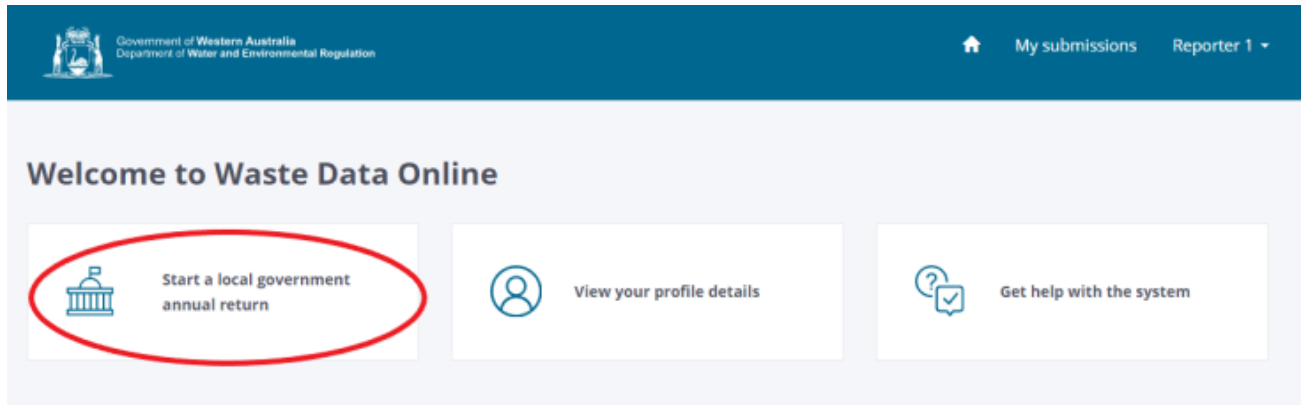
The dashboard navigation bar is dark blue. It features the Government of Western Australia logo and name on the left. On the right, there are links for "My submissions" and "Reporter 1". Below the navigation bar, the "Home" link and the "Profile" link are visible, with "Home" circled in red. The "Profile" page title is also visible below the navigation bar.

8. From the dashboard page, you can start an annual return by clicking *Start a local government annual return*, 'Start a liable recycler annual return' or *Start a liable non-metropolitan landfill return*.

The type of liable person you are registered as will dictate the *annual return* button displayed.

You will have multiple *annual return* buttons if:

- you are responsible for multiple premises with different liabilities, and/or
- you are responsible for one premises with multiple liabilities.



The screenshot shows the top navigation bar of the Waste Data Online system. On the left is the logo for the Government of Western Australia, Department of Water and Environmental Regulation. On the right are links for 'My submissions' and 'Reporter 1'. Below the navigation bar is a header section titled 'Welcome to Waste Data Online'. Underneath this header are three main action buttons: 'Start a local government annual return' (with a building icon and circled in red), 'View your profile details' (with a person icon), and 'Get help with the system' (with a question mark icon).