How to Register for Online Biennial Reporting or e-Manifest in RCRAInfo

Step 1. Create an Industry User Account in the RCRAInfo Industry Application

Note: If you are already registered in CDX you can either:
1) Go to CDX and request permission for sites; or
2) Go directly to RCRAInfo at https://rcrainfo.epa.gov/rcrainfoprod without reregistering.
In either case, skip to Step 2 on page 5 of these instructions.

- Go to RCRAInfo at https://rcrainfo.epa.gov/rcrainfoprod.
- Click on “Register” to register as a new Industry User.

- Click on “Continue to Industry User Registration.”
• Enter your title and name then click on the “Next” button.

- Create your user ID and password.

Notes:
  o If you hover the cursor over the “i” after User ID, Password, and Answer 1, a text box will open that explains the requirements of the field.
  o Be sure to click on the box to agree to the Terms and Conditions before clicking on the “Next” button.
• Provide your organization and contact information. The organization information you enter is for the company you work for.
  o **Important Note:** The only permission level KDHE is approving is Site Management and KDHE will only grant site management permission for the site owner or operator, or authorized representative, as defined in 40 CFR 260.10. KDHE considers the site contact, as currently identified in our system, an authorized representative.

• Next, click “Send Verification Code via Email” button.
  o **Important note:** Do NOT click the “Register” button at this time.

You will see a message briefly displayed at the top of your screen in a green banner that states a verification code has been sent to your email.

See the screenshot below for an example of the email you will receive.

```plaintext
Dear Account Name <User ID Name>,

Your verification code is below. Please use this verification code on the registration page to complete your RCRAInfo registration.

Verification Code: 99504

Thank you!
RCRAInfo Team
```
• Enter the verification code you received via email in the “Verification Code” box as shown below.

![Verification Code](image)

• Click on the “Register” button.

![Register](image)

You are now registered for the industry application. You will see the following message briefly displayed at the top of your screen.

![Registration Complete](image)

The next screen that comes up will be “My Sites” (see Step 2).
Step 2. Request Permission for Sites

- Now search for a site by clicking on the “Select Existing Site” button.

  ![My Sites](image)

- Enter the search criteria then click on the “Search” button.
  - **Helpful Tip:** If you’re unable to find your site(s) in the search results, it can sometimes help to be less specific. For example, if you search for HOLIDAY TOURS LLC, you may not get any results, but a search for HOLIDAY TOURS will return HOLIDAY TOURS USA, HOLDAY TOURS INC, and anything similar.

- Click on the box to select the site.
• Click on the “Request Access” button.

• Select the desired permission(s) for the module(s) (i.e., Site Management, Biennial Report, e-Manifest).

**Note:** KDHE strongly encourages each company have at least two company officials sign up for the Site Management permission in the RCRAInfo Industry Application (RIA). This permission level will allow the company Site Manager to assign user permissions in the RIA. Assigning permission levels directly, instead of going through KDHE, will expedite the approval process and save the company time.

• Click on the “Send Request” button. In the example below, the permission requested is “Certifier” for the biennial report module.
## Select Permissions

You've selected 1 site(s), now please choose the permissions you are requesting.

<table>
<thead>
<tr>
<th>Module</th>
<th>Permission Level</th>
<th>Description of Permission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Management</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>Biennial Report</td>
<td>Certifier</td>
<td>Edit, Sign, and Submit Data</td>
</tr>
<tr>
<td>WIETS</td>
<td>None</td>
<td>None</td>
</tr>
<tr>
<td>e-Manifest</td>
<td>None</td>
<td>None</td>
</tr>
</tbody>
</table>

[Send Request](#)  
[Back to Search Results](#)  
[Close](#)
• After clicking on the “Send Request” button, the following screen will be displayed.

![Screen Shot](image)

• **Log out** of RCRAInfo. It may take several hours to several days for the Kansas User Administrator to process your request.

After your request has been processed, you will receive an automated email from rcrainfo.admin@epa.gov. In the example below, permission has been granted for the requestor to be a Certifier for the biennial report.

```
Dear Account Name <User ID Name>,

Your site permissions were changed by Stacey D Smith <Stacey.Smith@ks.gov>.

Permissions

<table>
<thead>
<tr>
<th>Module</th>
<th>Permission</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biennial Report Certifier</td>
<td>Edit, Sign, and Submit Data</td>
<td></td>
</tr>
</tbody>
</table>

Sites

<table>
<thead>
<tr>
<th>Site ID</th>
<th>Site Name</th>
<th>Status</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>KSSTEF000000</td>
<td>CAT HAVEN</td>
<td>Granted</td>
<td></td>
</tr>
</tbody>
</table>

Please contact your Administrator if you have questions or concerns.

Thank you!

RCRAInfo Team
```

- **Preparers** and **Viewers** – Your registration is now complete!
- Data can now be entered – See Step 4 on page 12.
- **Certifiers** and **Site Managers** – You must complete Step 3 before you can sign and submit biennial reports or manifests in the RIA.
Step 3. Complete the Electronic Signature Agreement (Certifiers and Site Managers only)

- After you receive the permission request approval, log back in to complete your electronic signature agreement (ESA) if you have not previously completed an ESA.
  - Only Certifiers and Site Managers need to complete the ESA.
  - Preparers and Viewers do not need to complete an ESA.
  - An ESA only needs to be completed once, even if you request permissions for multiple sites.

- Select five questions and provide answers for each question. The red star indicates a required field.

- Click on the “Next” button after you have completed this section.
A. Electronic Identity Proofing/ESA

To Opt-In to ESA Management:

- Provide the information requested, as shown below. The red star indicates a required field.
- Click the checkbox to agree to the ESA, then
- Click on the “Save and Continue” button.

If you pass the electronic identify proofing, a message will briefly display at the top of your screen, in a green banner, that states you passed the proofing.

Now you may certify data submissions in the selected RIA module(s).

If you do not pass the electronic identify proofing, you will see a red banner at the top of your screen saying you did not pass electronic identity proofing. At this point you may try again. If you fail the electronic identify proofing three times, the system will force you to submit a paper copy of the ESA to the Kansas Department of Health and Environment (KDHE).
B. Paper Identity Proofing/ESA

- If you will be submitting the ESA in paper form, toggle the electronic Identity Proofing selection to “No.”

![Identity Proofing]

- Use the scroll bar on the right to scroll down to read the ESA in its entirety. As shown below, the paper ESA is prefilled with the contact information that was provided when you registered for the Industry Application.

![Electronic Signature Agreement]

- Click on the “Print” button at the bottom of the ESA to print the form.
• Sign and date the document and send it and a copy of your driver’s license (to verify your identity) to Stacey Smith at the address provided on the form.

**Note:** The copy of your driver’s license will be shredded after the signature has been compared with the signature on the ESA.

Once the ESA has been approved, you will receive a message from the system stating that the ESA status has changed from “Pending” to “Received”.

```
Dear Account User <User ID Name>,

The status of your Electronic Signature Agreement has changed from Pending to Received.

Thank you!
RCRAInfo Team
```

Now you may certify data submissions in the selected RIA module(s).

**Note:** You will not be able to certify data submissions in the RIA module(s) until the ESA has been received and processed by the Kansas User Administrator. However, you can still enter and view data in the RIA module(s). You will receive the following message at the top of your screen until your account has an approved ESA.

```
Your account does not yet have an approved Electronic Signature Agreement (ESA). If you already sent a signed ESA, please allow time for it to be received and reviewed. If you have not already signed the ESA, please click here to print, sign, and mail.
```

- Go to RCRAInfo at https://rcrainfo.epa.gov/rcrainfoprod.
- Enter your user ID and password, then click on “Sign in.”

- Click on the site name.

- Select the tab for the module you want to work in:
  - Site Details
  - Biennial Report
  - E-manifest
If you have any questions, please:
  • email kdhe.notifications@ks.gov