

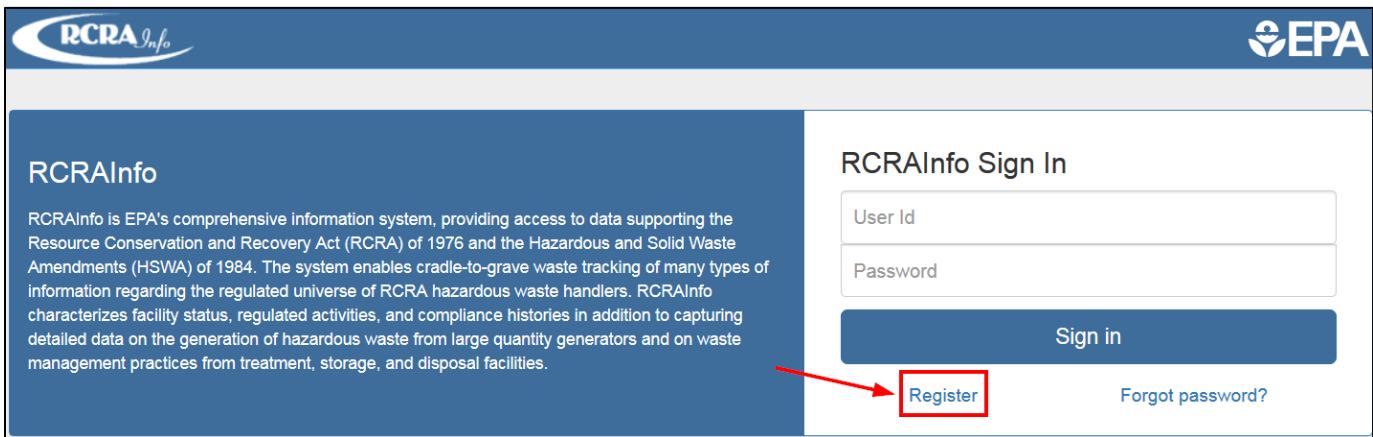
How to Register for Online Biennial Reporting or e-Manifest in RCRAInfo

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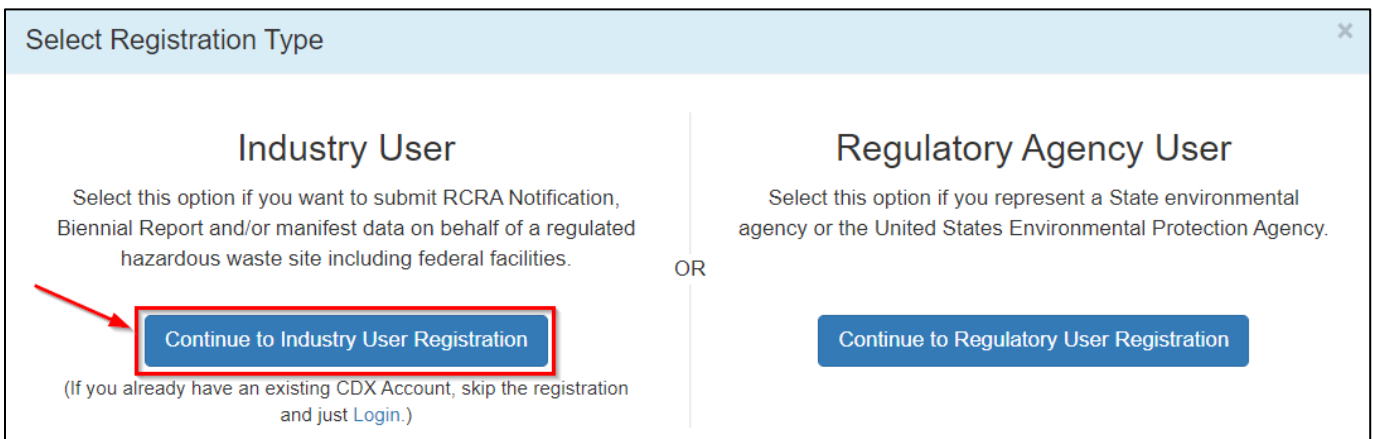
Step 1. Create an Industry User Account in the RCRAInfo Industry Application

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 a New Account

Built on CDX * = required

User Information

Title * First Name * Middle Initial Last Name * Suffix

Select... [text box] [text box] [text box] Select...

Next

- Create your user ID and password.

Notes:

- 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.
- Be sure to click on the box to agree to the Terms and Conditions before clicking on the “Next” button.

Create a User ID and Password

User ID * Password * Verify Password *

This field is required. [text box] [text box] [text box]

These questions will be used to reset your password:

Question 1 * Question 2 * Question 3 *

Select a question... [text box] [text box] [text box]

Answer 1 * Answer 2 * Answer 3 *

[text box] [text box] [text box]

Agree to the Terms and Conditions

Next

- Provide your organization and contact information. The organization information you enter is for the company you work for.
 - **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.
 - **Important note:** Do **NOT** click the “Register” button at this time.

Organization/Contact Information

Organization Name *

Mailing Address (line 1) *

Mailing Address (line 2)

City * State * Zip/Postal Code * Country *

Job Title *

Phone Number * Extension

Email * Re-enter Email *

Send Verification Code via Email

Register

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.

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](#)

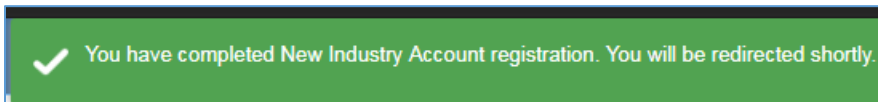
- Enter the verification code you received via email in the “Verification Code” box as shown below.

The form contains two input fields for email, both containing 'youremail@gmail.com'. To the right is a blue button labeled 'Send Verification Code via Email'. Below these is a 'Verification Code' input field with a red border and a red 'x' icon. A red arrow points to this field from the right. Below the input field is a link: 'Haven't received your verification code yet? [Click to resend.](#)'. At the bottom left is a blue 'Register' button.

- Click on the “Register” button.

The 'Verification Code' input field now contains the text '99504' and has a green checkmark on the right. The blue 'Register' button is highlighted with a red border, and a red arrow points to it from the right.

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



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.

The screenshot shows a web interface with two tabs: "My Sites" and "Outstanding Site ID Requests" (with a "0" badge). Below the tabs is a "My Sites" section with a "Show 20 entries" dropdown and a "Search:" input field. A table with columns: Site ID, Site Name, Address, City, State, County, and Permission Status is shown. The table contains the text "There are no sites to display." Below the table, it says "Showing 0 to 0 of 0 entries" and has "Previous" and "Next" buttons. At the bottom, there are two buttons: "Select Existing Site" (highlighted with a red box and a red arrow) and "Request New Site ID".

- 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, HOLIDAY TOURS INC, and anything similar.

The screenshot shows a "Search" modal window with a close button (X) in the top right. It contains several input fields: "Site ID", "Site Name", "Street Number", "Street Name", "City", "State" (with a red asterisk and a dropdown menu), "County" (with a dropdown menu), and "Zip". At the bottom, there are three buttons: "Search" (highlighted with a red box and a red arrow), "Clear", and "Close".

- Click on the box to select the site.

Search Results

Show 20 entries

Select All <input type="checkbox"/>	Site ID	Site Name	Address	City	State	County
<input type="checkbox"/>	KSSTEFF00000	CAT HAVEN	1000 FELINE AVE	TOPEKA	KS	SHAWNEE

Showing 1 to 1 of 1 entries

Previous 1 Next

Back to Search Criteria Close

- Click on the “Request Access” button.

Search Results

Show 20 entries

Select All <input type="checkbox"/>	Site ID	Site Name	Address	City	State	County
<input checked="" type="checkbox"/>	KSSTEFF00000	CAT HAVEN	1000 FELINE AVE	TOPEKA	KS	SHAWNEE

Showing 1 to 1 of 1 entries

Previous 1 Next

Request Access Back to Search Criteria Close

- 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.

Module	Permission Level	Description of Permission
Site Management	None	None
Biennial Report	Certifier	Edit, Sign, and Submit Data
WIETS	None	None
e-Manifest	None	None

Send Request Back to Search Results Close

- After clicking on the “Send Request” button, the following screen will be displayed.

The screenshot shows the 'My Sites' interface. At the top, there is a navigation bar with 'Home', 'Documentation', and 'Feedback/Report an Issue'. The user's name 'Ryan' is in the top right. Below the navigation bar, there are tabs for 'My Sites' and 'Outstanding Site ID Requests'. The 'My Sites' section has a search bar and a 'Show 20 entries' dropdown. A table lists site information:

Site ID	Site Name	Address	City	State	County	Permission Status
KSSTEFF00000	CAT HAVEN	1000 FELINE AVE	TOPEKA	KS	SHAWNEE	Pending

At the bottom of the table, there are buttons for 'Select Existing Site' and 'Request New Site ID', and a pagination control showing 'Previous 1 Next'.

- **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

Module	Permission	Description
Biennial Report	Certifier	Edit, Sign, and Submit Data

Sites

Site Id	Site Name	Status	Comment
KSSTEFF00000	CAT HAVEN	Granted	

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.

Home / Electronic Signature Agreement

Electronic Signature Agreement

You have been directed to this page because you have requested to be a Certifier for one of the RCRAInfo Industry Application components. Please enter the information below.

Electronic Signature Setup

These questions will be used for signing your document electronically:

Question 1 * Select a question...	Answer 1 * <input type="text"/>
Question 2 * Select a question...	Answer 2 * <input type="text"/>
Question 3 * Select a question...	Answer 3 * <input type="text"/>
Question 4 * Select a question...	Answer 4 * <input type="text"/>
Question 5 * Select a question...	Answer 5 * <input type="text"/>

Show answers

Next

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.

Electronic Signature Agreement Management

You have been directed to this page because you have been approved as a Site Manager for one or more sites. Please complete the fields below to continue.

Opt-In to ESA Management

Please indicate whether you will opt into receiving paper Electronic Signature Agreements from users affiliated with your RCRA Sites. This will significantly expedite their registration process. You will be able to upload a scanned copy of their agreement and instantly grant their ability to sign from within the application.

If you opt out, any new user for this site that declines or does not pass electronic identity proofing will need to mail their printed ESA to the proper government official listed on the ESA. Please allow for mail and processing time for those users to be able to electronically sign within the application. See [help](#) for more details.

Yes, I will receive and process ESAs for users affiliated with sites I manage.

Yes

ESA Mailing Address

Enter the mailing address where users will be directed to send their ESAs for you to process.

<p>Organization *</p> <input type="text" value="Stark Industries"/>	<p>Attention Of *</p> <input type="text" value="Ryan A Pfeiffer"/>
<p>Address 1 *</p> <input type="text" value="1200 Industrial Avenue"/>	<p>Address 2</p> <input type="text"/>
<p>City *</p> <input type="text" value="Long Beach"/>	<p>State *</p> <input type="text" value="CALIFORNIA"/>
<p>Phone *</p> <input type="text" value="785-555-5555"/>	<p>Zip *</p> <input type="text" value="90803"/>

Confirm that I have read the [Rules of Behavior](#) and acknowledge that I:

- Understand the information contained in the Rules of Behavior.
- Understand EPA policy and goals for protecting information and will respect and protect registration data.
- Understand the potential impact of threats to and vulnerabilities of computer systems; and
- Agree to follow sound security practices, especially with regard to safeguarding my User ID and Password; and
- Agree to follow recordkeeping requirements for all Electronic Signature Agreements in my possession.

Save and Continue

Click here after checking the Rules of Behavior box above

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

Would you like to perform electronic 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

You have been directed to this page because you have requested to be a Certifier for one of the RCRAInfo Industry Application components. Please enter the information below.

Identity Proofing

Would you like to perform electronic Identity Proofing?

Paper ESA

You have selected to perform identity proofing via the paper based option. Please be aware that the paper based option requires you to mail a wet ink signed version of the ESA and takes longer to process. You will not be able to certify submissions in the RCRAInfo system until this document is received and processed by your state.

**U.S. Environmental Protection Agency
ELECTRONIC SIGNATURE AGREEMENT**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information

Organization Name:	Wonderland Tours
Address:	1000 Cheshire Cat Blvd
City, State, Zip:	Topeka, KANSAS 66612
Province:	

- Click on the “Print” button at the bottom of the ESA to print the form.

Signature:

Date:

PLEASE SEND THIS DOCUMENT AS SOON AS POSSIBLE TO:

Stacey Smith
Kansas Department of Health and Environment
Bureau of Waste Management
1000 SW Jackson, Suite 320
Topeka, KS 66612

- 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](#) it.

My Sites Requested Site IDs

My Sites

Show 20 entries

Site ID	Site Name	Address	City	State	County	Status
KSSTEFF00000	CAT HAVEN	1000 FELINE AVE	TOPEKA	KS	SHAWNEE	Active

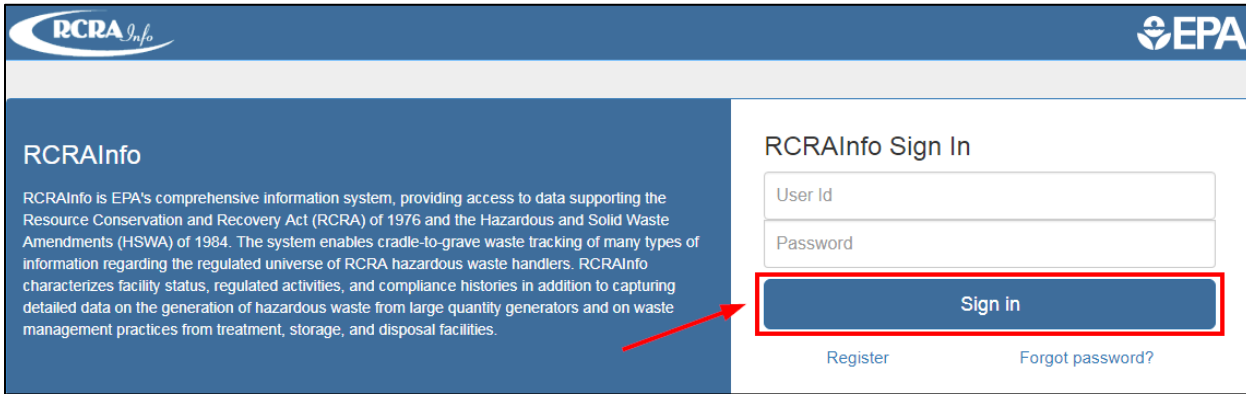
Showing 1 to 1 of 1 entries

Previous 1 Next

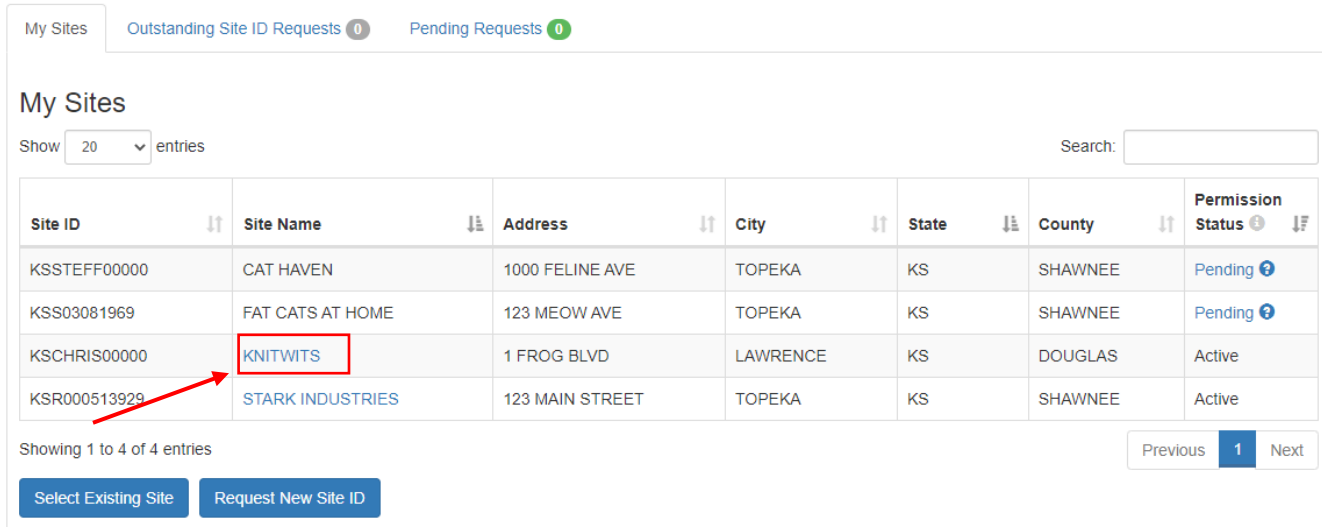
[Add Existing Site](#) [Request Site ID](#)

Step 4. Start Entering Data.

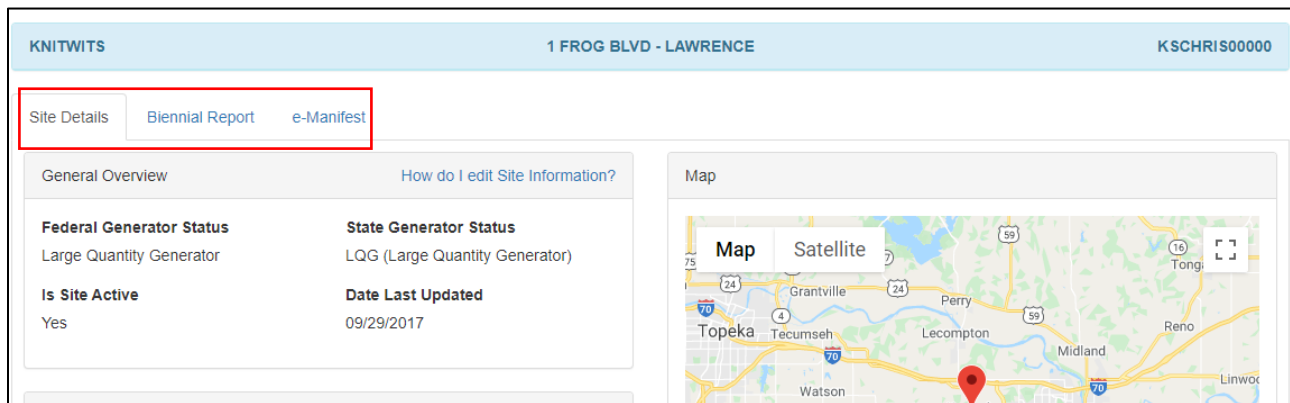
- Go to RCRAInfo at <https://rcrainfo.epa.gov/rcrainfoprod>.
- Enter your user ID and password, then click on "Sign in."



- 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