

### PARTICIPANT REGISTRATION





#### Dear user,

To complete your account, please create a password and complete the profile. Please click this link to complete your setup.

## **2** Type in desired password and confirm

#### Participant Enrollment

#### Password

\*\*\*\*\*\*

Confirm Password

\*\*\*\*\*\*\*

#### Create Password

Terms of Use | Privacy Policy

## **3** Click on "Create Password"





### PARTICIPANT **CREATE NEW USER**



| 1 | Open Account Management |
|---|-------------------------|
|   |                         |

#### C Diversys MS Mary Smith marys@recycling.com Transactions Transactions Account Management <table-cell> Claims Search by Transaction ID or Participant Q Search Support Shij Sign Out Transaction ID Type Date ∽ Source Zone Shipper Shipper Site Shipper BMYA2302170013 FILTERS - P/U 17-Feb-2023 Undefined Oil and Filt Waste 1 Oil and Filt BMYA2302170012 OIL - P/U 17-Feb-2023 Region 3 Shipper Waste 1 \$0 ঠে Setup BMYA2302170011 OIL - P/U 17-Feb-2023 Region 3 Shipper Waste 1 \$0 Oil and Filt BMYA2302170010 FILTERS - P/U 17-Feb-2023 Undefined Waste 1 Oil and Filt Shipper

## **2** Click the add Button



| G Diversys <sup>-</sup> |          |                      |             |               |        |                       |                        |                                     | vis     |
|-------------------------|----------|----------------------|-------------|---------------|--------|-----------------------|------------------------|-------------------------------------|---------|
| 日 Dashboard             |          |                      |             |               |        |                       | Operator               | web usets:                          | 2       |
| Transactions            | Account  | Manageme             | ent         |               |        |                       | Participa<br>Participa | int web users:<br>int mobile users: | 14<br>1 |
| 🗹 Claims                | lisers   | Participants         | Licensing   |               |        |                       |                        | - \                                 |         |
| ii. Reports             | oucio    | r undopunto          | Literioing  |               |        |                       |                        |                                     |         |
| 🗗 Sites                 | Search F | irst Name or Last Na | ar Q Search | Hide archived |        | 0                     | <b>2</b> U (           | 0 = -                               | +       |
| <b>앒.</b> Groups        |          |                      |             |               |        |                       |                        |                                     | _       |
| 🛱 Account Forms         | Status   | First Name           | Last Name   | Role          | Access | Email                 | Created                | Last Active                         |         |
| 鐐 Setup 🗸 🗸             | ۲        | Mary                 | Smith       | Pro Admin     |        | Mary@recyling.com     | 14-Oct-2021            | 21-Feb-2023                         |         |
| •                       | ٢        | Joseph               | Walter      | Pro Admin     |        | Josephw@recyling.com  | 14-0ct-2021            | 17-Feb-2023                         |         |
|                         | 20       | Tony                 | Martin      | Pro Admin     |        | Tonym@recyling.com    | 14-0ct-2021            |                                     |         |
|                         |          |                      |             |               |        | Items per page: 100 - | 1 - 3 of 3   <         | $\langle \rangle \rangle$           | í.      |

## **?** Fill information

. . . . . . . . . . . . . . . . . .

| Create New User  | ×                |
|------------------|------------------|
|                  |                  |
| First Name *     | Enter First Name |
| Last Name *      | Enter Last Name  |
| Email *          | Enter Email      |
| Re-enter Email * | Re-enter Email   |
| Role(s) *        | Select Role(s)   |
| Access           | Web Mobile       |
|                  | Cancel Save      |



|                  |                        |        | Sav      | 'e |
|------------------|------------------------|--------|----------|----|
|                  |                        |        |          |    |
| Create New User  |                        |        | ×        |    |
| First Name *     | William                |        |          |    |
| Last Name *      | Clark                  |        |          |    |
| Email *          | williamc@recycling.com |        |          |    |
| Re-enter Email * | williamc@recycling.com |        |          |    |
| Role(s) *        | Participant            |        | <b>~</b> |    |
| Access           | Web Mobile             |        |          |    |
|                  |                        | Cancel | Save     |    |



### PARTICIPANT SUBMIT A CLAIM

## **1** Open "Transactions" & select the transactions to be included on the claim

|                             | Transactions |  |
|-----------------------------|--------------|--|
| G Diversys                  |              | JD                                     |
| B Dashboard<br>Transactions | Transactions | Inventory Detail Form Enter Paper Form |

| Claims          | Sea | rch by Transaction ID or I | Participant | Q Search    |             |      |             |              |            | 8      | 0   | + 🗉          |
|-----------------|-----|----------------------------|-------------|-------------|-------------|------|-------------|--------------|------------|--------|-----|--------------|
| iii Reports     |     |                            |             |             |             |      |             | 00121-00     |            |        | Λ.  |              |
| 📑 Sites         |     | Transaction ID             | Туре        | Date 🗸      | Participant | Site | Source Zone | Net Quantity | Fee        | Status | ι Ņ |              |
| Paper Forms     |     | ZDJS2301170004             | CH-1        | 17-Jan-2023 | Participant | Site | Zone-SK1    | 45 L         | \$0        | 8      |     |              |
| C Account Forms |     | ZDJS2301170003             | CH-1        | 17-Jan-2023 | Participant | Site | Zone-MB     | 5 L          | \$0        | 6      |     | $\checkmark$ |
| tột Setup       | ~   | ZDJS2301170004             | CH-1        | 17-Jan-2023 | Participant | Site | Zone-SK1    | 45 L         | \$0        | 8      |     |              |
| •               |     | ZDJS2301170003             | CH-1        | 17-Jan-2023 | Participant | Site | Zone-MB     | 5 L          | \$0        | 6      |     |              |
|                 |     |                            |             |             |             |      | ltems per p | age: 50 🔻    | 1 - 2 of 2 | <      | < > | >            |

# **2** Click the add button & Click the add button & Claim



| G Diversys-                      |   |                         |      | ·····       |              |                |        | JD            |
|----------------------------------|---|-------------------------|------|-------------|--------------|----------------|--------|---------------|
| 믑 Dashboard                      |   |                         |      |             |              |                |        |               |
| Transactions                     | Transactions                            |                         |      |             | 🛆 Inven      | tory Detail Fo | Ente   | er Paper Form |
| <table-cell> Claims</table-cell> | Search by Transaction ID or Participant | Q Search                |      |             |              |                | 7 (    | <br>D + ©     |
| lii Reports                      | Transaction ID Turns                    | Date v Derticipant      | Cite | Course Tone | Not Quantity | Eee            | Status |               |
| Po Sites                         | Transaction to Type                     | Date + Participant      | one  | Source Zone | Net Quantity | ree            | Status | <b>M</b>      |
| Paper Forms                      | ZDJS2301170004 CH-1                     | 17-Jan-2023 Participant | Site | Zone-SK1    | 45 L         | \$0            | 1      | <b>V</b>      |
| 🛱 Account Forms                  | ZDJS2301170003 CH-1                     | 17-Jan-2023 Participant | Site | Zone-MB     | 5 L          | \$0            | 6      | $\checkmark$  |
| र्द्धि Setup 🗸 🗸                 | ZDJS2301170004 CH-1                     | 17-Jan-2023 Participant | Site | Zone-SK1    | 45 L         | \$0            | B      |               |
| ⊙                                | ZDJS2301170003 CH-1                     | 17-Jan-2023 Participant | Site | Zone-MB     | 5 L          | \$0            | 6      |               |
|                                  |   |                         |      | Items per p | bage: 50 💌   | 1 - 2 of 2     | < <    | > >           |

# **3** Go to "Claims" & select the claim



Claims

| III Reports     |   | Claim ID        | Submitted Date V | Reviewer | Transaction Count | Total Fee | Approval Date        | Invoice No | Status |
|-----------------|---|-----------------|------------------|----------|-------------------|-----------|----------------------|------------|--------|
| 🖳 Sites         |   |                 |                  |          |                   |           |                      |            |        |
| Paper Forms     |   | HA-2023-01-0001 | 17-Feb-2023      | Smith    | 4                 | \$0       | 17-Feb-2023          | 123456     | 0      |
| 🗘 Account Forms |   |                 |                  |          |                   |           | Items per page: 50 👻 | 1 - 1 of 1 | ik: >I |
| 段 Setup         | ~ |                 |                  |          |                   |           |                      |            |        |
|                 | Ð |                 |                  |          |                   |           |                      |            |        |

#### **4** Submit claim for review, Click Yes to confirm submission





### PARTICIPANT HOW TO CREATE A ZONE GROUP

Open "Groups"





# **2** Click on the participant that requires a Zone

| Collector               | N/A                  |                 | 0              |  | •  |
|-------------------------|----------------------|-----------------|----------------|--|----|
|                         |                      |                 |                |  | •  |
|                         |                      |                 |                |  |    |
| G Diversys <sup>®</sup> |                      |                 |                |  | RR |
| B Dashboard             |                      |                 |                | N. North Contraction of the second se |    |
| Transactions            | Manage Participant 2 | Zones (i)       |                | \  |    |
| Claims                  | Participant Type A   | Grouping Method | Number of Zone | 15   |    |
| iii Reports             | Collector            | N/A             | 0              | le la companya de la comp   | 0  |
| 🖧 Sites                 | Hauler               | N/A             | 0              |  | Θ  |
| Scoups                  | Processor            | N/A             | 0              |  | 0  |
| 🛱 Account Forms         | 0 selected / 3 total |                 |                |  |    |
| 😥 Setup                 | ~                    |                 |                |  |    |
|                         | Manage Collaboratio  | n Groups 🕦      |                |  |    |
|                         | Hauler Select Hauler | •               |                |  |    |

### **3** Click on the + Zone Button



G Diversys

Dashboard
Transactions

RR

| Ø   | Claims        | Zone name                  | Zone Description | Number of Sites |  |
|-----|---------------|----------------------------|------------------|-----------------|--|
|     | Reports       | There are no Zones created | d.               |                 |  |
| P\$ | Sites         | 0                          |                  |                 |  |
| ŝ   | Groups        | U selected / U total       |                  |                 |  |
| ٢   | Account Forms |                            |                  |                 |  |
| ŝ   | Setup         | ~                          |                  |                 |  |
|     |               | $\odot$                    |                  |                 |  |
|     |               |                            |                  |                 |  |

## **4** Fill the information & Click Save

