PARTICIPANT
REGISTRATION

1 Open Email

> 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"

Create Password

Participant Enrollment

Password

****

Confirm Password

****

Create Password

Terms of Use | Privacy Policy

Diversys
POWERING A WORLD WITHOUT WASTE

PARTICIPANT
CREATE NEW USER

1 Open Account Management

MS

Mary Smith
marys@recycling.com

Account Management
Support
Sign Out

Diversys
- Dashboard
- Transactions
- Claims
- Reports
- Sites
- Groups
- Account Forms
- Setup

MS

Mary Smith
marys@recycling.com
Account Management
Support
Sign Out

Transactions

Search by Transaction ID or Participant | Search | Hide archived

Transaction ID	Type	Date	Source Zone	Shipper	Shipper Site	Shi... Fee	
BMYA23021170013	FILTERS – P/U	17-Feb-2023	Undefined	Shipper	Waste 1		Oil and Filt
BMYA23021170012	OIL – P/U	17-Feb-2023	Region 3	Shipper	Waste 1	$0	Oil and Filt
BMYA23021170011	OIL – P/U	17-Feb-2023	Region 3	Shipper	Waste 1	$0	Oil and Filt
BMYA23021170010	FILTERS – P/U	17-Feb-2023	Undefined	Shipper	Waste 1		Oil and Filt

2 Click the add Button

+

Diversys
- Dashboard
- Transactions
- Claims
- Reports
- Sites
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- Account Forms
- Setup

MS

Account Management

Operator web users: 2
Participant web users: 14
Participant mobile users: 11

Users | Participants | Licensing

Search First Name or Last Nar | Search | Hide archived | ⓘ ✎ ⟳ ⊘ ⊟ **+**

Status	First Name	Last Name	Role	Access	Email	Created	Last Active	
✓	Mary	Smith	Pro Admin	▯	Mary@recyling.com	14-Oct-2021	21-Feb-2023	
✓	Joseph	Walter	Pro Admin	▯	Josephw@recyling.com	14-Oct-2021	17-Feb-2023	
▣	Tony	Martin	Pro Admin	▯	Tonym@recyling.com	14-Oct-2021		

Items per page: 100 | 1 - 3 of 3 | |< < > >|

3 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

4 Click Save

Save

Create New User ✕

First Name * [William]

Last Name * [Clark]

Email * [williamc@recycling.com]

Re-enter Email * [williamc@recycling.com]

Role(s) * [Participant]

Access ☐ Web ☐ Mobile

Cancel | Save

Diversys
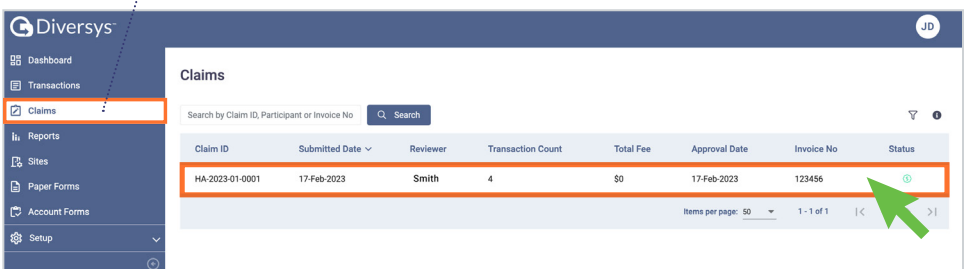POWERING A WORLD WITHOUT WASTE

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

Transactions
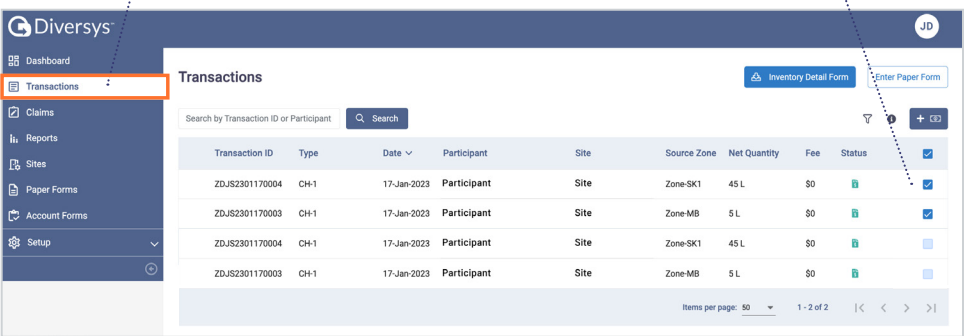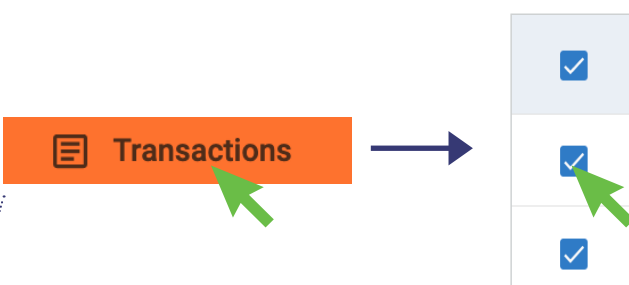
2 Click the add button & create new claim

Available Claims
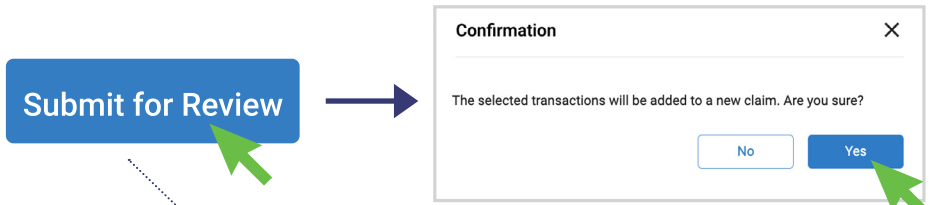
Create New Claim
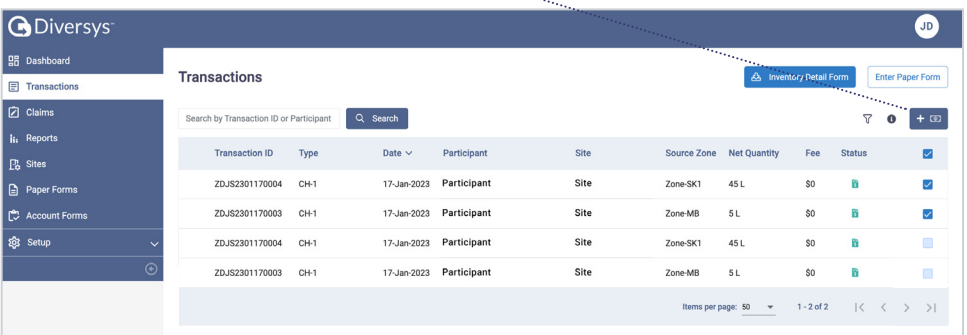
3 Go to "Claims" & select the claim
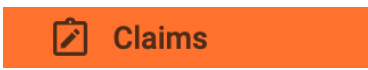
Claims

4 Submit claim for review, Click Yes to confirm submission

Submit for Review

Confirmation

The selected transactions will be added to a new claim. Are you sure?

No   **Yes**
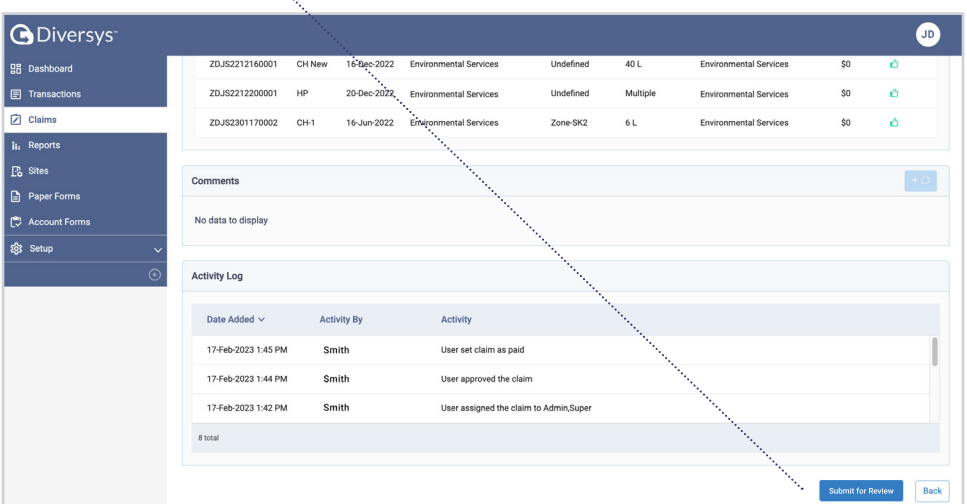
1 Open "Groups"

👥 Groups
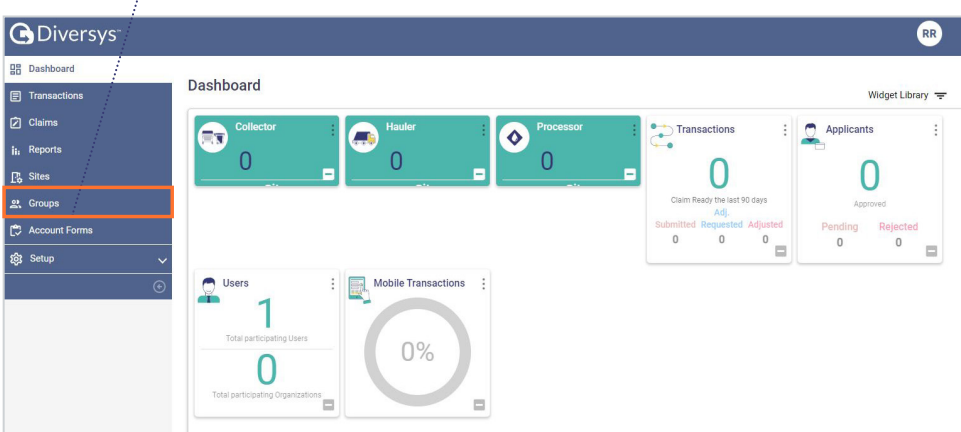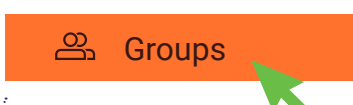
2 Click on the participant that requires a Zone

| Collector | N/A | 0 | ➕ |

Manage Participant Zones ⓘ

Participant Type ▲	Grouping Method	Number of Zones	
Collector	N/A	0	⊕
Hauler	N/A	0	⊕
Processor	N/A	0	⊕

0 selected / 3 total

Manage Collaboration Groups ⓘ

Hauler Select Hauler
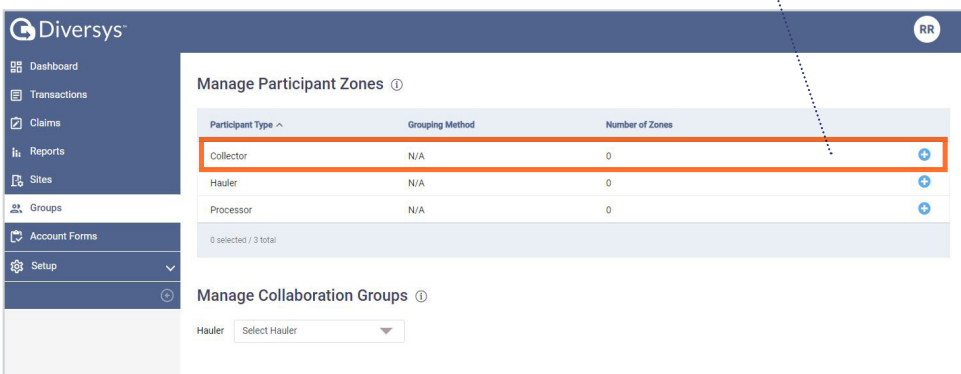
3 Click on the + Zone Button

+ Zone

Manage Participant Zones > Collector   + Zone

Zone name	Zone Description	Number of Sites
There are no Zones created.		

0 selected / 0 total

4 Fill the information & Click Save

Zone name	Zone Description
B2-VIC7	Victoria to Campbell River

Save

Manage Participant Zones > Collector

Grouping Method
◉ Site-Based   ○ Account-Based

Zone name	Zone Description	Number of Sites	
			🗑 Save

0 selected / 1 total