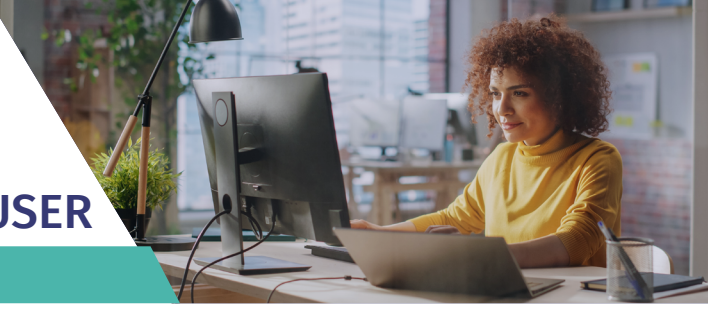# Diversys
POWERING A WORLD WITHOUT WASTE

CREATE NEW USER
INFIELD USER

1
A) Click on Accounts in the sidebar
B) Then click on the User Accounts Tab
C) Then click the New User Button

2 Fill out the Create New User window

Step 1
- First Name
- Last Name
- Email
- Re-enter Email
- Cellphone (If available)

Step 2
Use the drop down to select, Infield User

Step 3
Click Save

*Note: Once saved, the new, infield user will receive an email asking them to create a new password to create their account. Refer to the guide, Haulers Quick Start Guide for more details.

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CREATE NEW USER
PARTICIPANT ADMIN

1
A) Click on Accounts in the sidebar
B) Then click on the User Accounts Tab
C) Then click the New User Button

A) → B) → C)

Accounts → User Accounts → + New User

2 Fill out the Create New User window

Create New User ×

Field	Value
First Name *	John
Last Name *	Doe
Email *	john@email.com
Re-enter Email *	john@email.com
Cellphone	US/CA (+... ▾) 4150009990
	No spaces or dashes
Role(s) *	Participant Admin × ▾
Access	☑ Web ☐ Mobile

Cancel | Save

Step 1
- First Name
- Last Name
- Email
- Re-enter Email
- Cellphone (If available)

Step 3
Click Save

Save

Step 2
Use the drop down to select, Participant Admin

☑ Participant Admin
☐ Participant Clerical
☐ Infield User
Role(s) * Participant Admin |

Save

*Note: Once saved, the new user will receive an email asking them to create a new password to create their account. Refer to the guide, Participant Registration for more details.

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HOW TO SET A
TEMPORARY PASSWORD

1 **A)** **Click on Accounts in the sidebar**
B) **Then click on the User Accounts Tab**
C) **Then click on the padlock for the user who needs a new password**

*Note: Use the search field above the user list to search for a specific user.

2 **A)** **Enter your password**
B) **Then create a new temporary password that you can share with the user.**
C) **Click Save**

Set Temporary Password

Enter your password to unlock:

New temporary password:

Cancel | Save

3 **In the new window, click on the Copy button to copy the new password, then click close.**

Set Temporary Password

New temporary password:

Share the password with the user.

Use the copy button to copy the temporary password to your device so you can more easily share it with the user.

Close

*Note: Proceed to share the temporary password with the user. Upon login, the user will be prompted to create a new permanent password.

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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

HOW TO
RESET YOUR PASSWORD

1 A) Go to, *diversyspro.com*
B) Click on **Forgot Password**

Login

Welcome! Please sign in to your account.

Email

Enter Email

Password

Enter Password

Forgot password?

I'm not a robot
reCAPTCHA
Privacy - Terms

Sign In

Terms of Use | Privacy Policy

2 A) **Enter your email**
B) **Click on Submit**

Forgot Password

Enter your email and we will send you a password reset link.

A)

Email

Enter Email

B)

Back   Submit

3 You will receive an email with a password reset link. Open the email, and click on the link provided.

Dear user,

To reset your password please click this link.

This is an automated email. Please do not reply to this.

If you are not supposed to receive this email please notify support@diversys.com

4 A) **Enter your new Password into the Password field**
B) **Re-enter your new Password into the Confirm Password field**
C) **Click Change Password**

Reset Password

A) **Password**

Enter Password

B) **Confirm Password**

Confirm Password

C)

Change Password

Terms of Use | Privacy Policy

*Note: After you finishing creating a new password, visit *diversyspro.com* and login to your account.

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POWERING A WORLD WITHOUT WASTE

HAULERS
QUICK START GUIDE

REGISTER AND DOWNLOAD THE APP

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 Create Password

Participant Enrollment

Password

Enter Password

Confirm Password

Confirm Password

Create Password

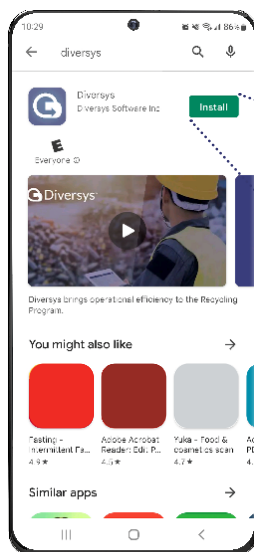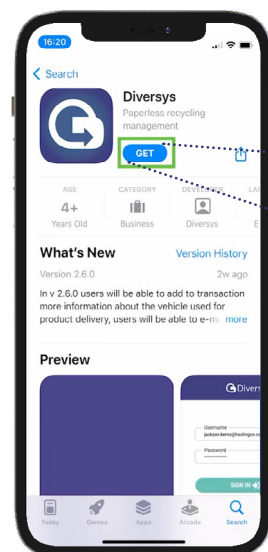Terms of Use | Privacy Policy

3 Look for the Diverys app

Google Play Store Link

App Store Link

4 Download App

Install
Play Store

GET
App Store

1-888-874-4079 | support@diversys.com

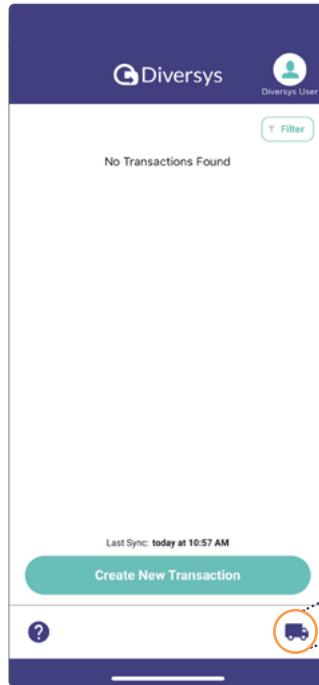# Diversys™
POWERING A WORLD WITHOUT WASTE

HAULERS

VEHICLE INFORMATION

Getting Started
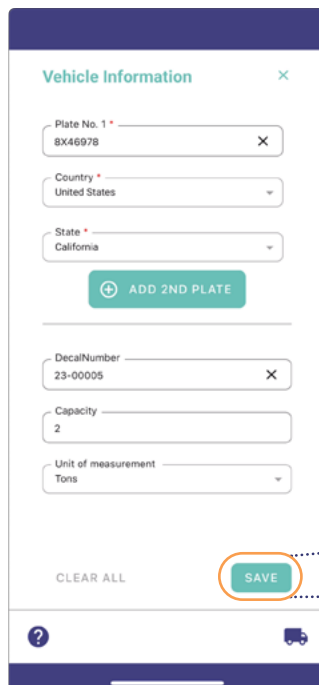
1 Open Vehicle Information Screen

Tap on the small truck icon located at the bottom right of the screen to open the Vehicle Information Screen.

*Note: you will only need to repeat this step if you change vehicles during the course of your work.

2 Fill out the information and tap Save

Fill out the form by entering the following information:
- Plate Number
- Country
- State
- Capacity
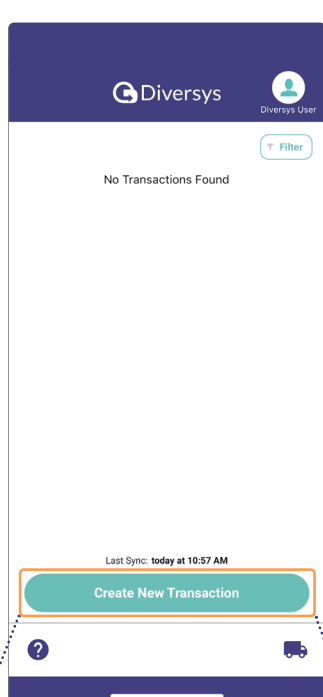- Unit of Measure

Tap on the Save button to save your changes.

SAVE

*Note: The Decal Number field populates automatically when Plate Number is selected and cannot be entered manually.

Diversys
POWERING A WORLD WITHOUT WASTE
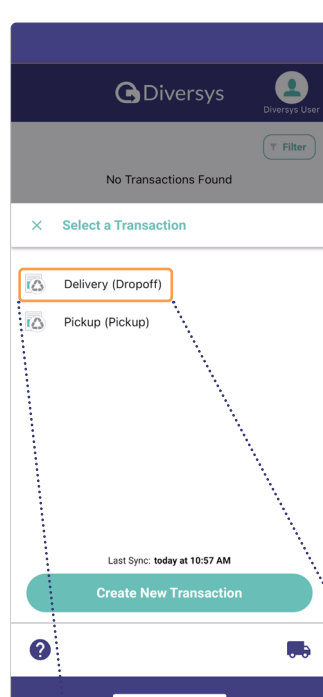
HAULERS
CREATE A TRANSACTION
Using Location Near Me

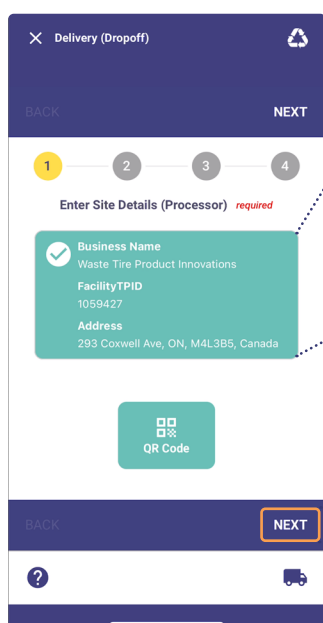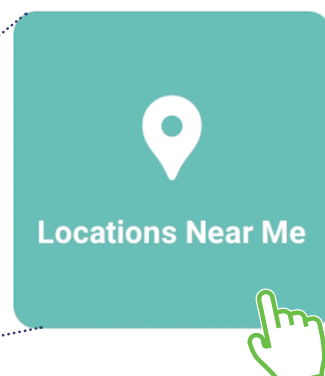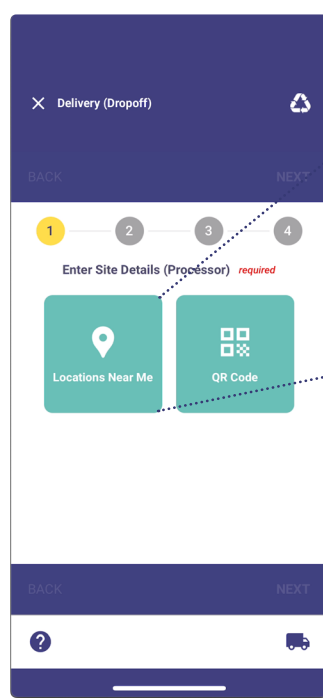**Tap Create New Transaction and select the Transaction Type to get started**
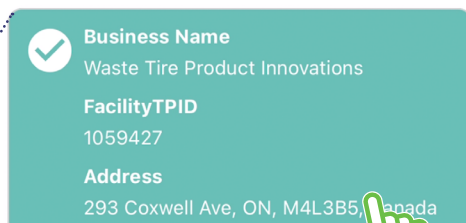
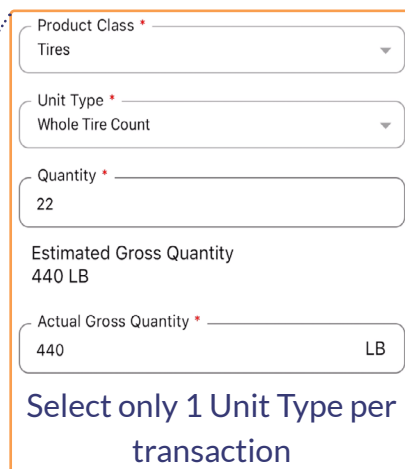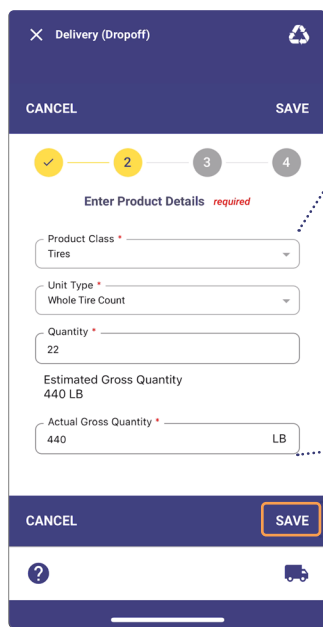Create New Transaction

Delivery (Dropoff)

1 **Tap Locations Near Me**

Locations Near Me

Select the correct Location and tap Next

Business Name
Waste Tire Product Innovations
FacilityTPID
1059427
Address
293 Coxwell Ave, ON, M4L3B5, Canada

NEXT

*Note: If no location appears, use the QR code to scan location details. Refer to the guide, Creating a Transaction with a QR Code for more details.

2 **Fill out Product Information and tap Save and then Next**

Product Class *
Tires

Unit Type *
Whole Tire Count

Quantity *
22

Estimated Gross Quantity
440 LB

Actual Gross Quantity *
440   LB

Select only 1 Unit Type per transaction

SAVE

3 **Add any additional information such as an image or comments**
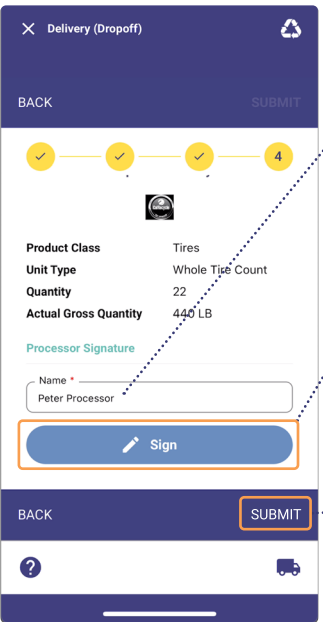
Capture Photo(s)
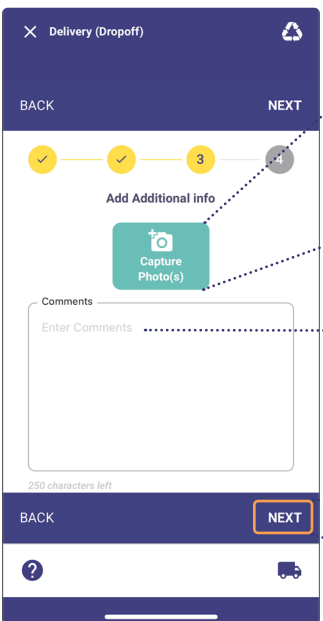
Type in any comments

NEXT

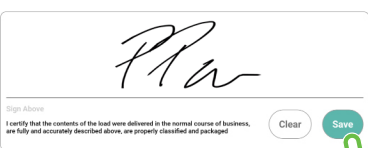**4** **Sign and submit the transaction**

Enter your Name

Sign

Product Class   Tires
Unit Type   Whole Tire Count
Quantity   22
Actual Gross Quantity   440 LB

SUBMIT