

# On-Line Hazardous Waste Licensing System (Hazardous Waste Portal)

## Registration and Login Instructions

Content	Page(s)
Registration	2-4
Login	5
Have Questions or Require Support?	6



# Registration

- With PIN and Operation ID in hand, click on the “Register” button to begin.



## ***Welcome to Hennepin County's Hazardous Waste Portal registration and login site!***

*NEED REGISTRATION INSTRUCTIONS?*

If you are a new user and have a PIN, please **Register** below for a new account

If you have an existing account, please **Login**, to the right, using your current account information

Register

## **Enter your email and password**

  

[Forgot Password?](#)

Login

# Registration



## Registration

### User Information

First Name \*

Last Name \*

Title

Phone \*  Ext.

Email \*  ✓

Confirm Email \*  ✓

Password \*  ✓

Confirm Password \*  ✓

- 1) Complete all required fields (identified with a red asterisk)
- 2) Enter your 16-digit Operation ID
- 3) Enter your alpha-numeric PIN
- 4) Click the "+Add" button to the right of the PIN once the button becomes active (upon completion of a proper Op ID and PIN combination).

### Operations

Operation ID  (2)

PIN Number  (3) ✓

(4)

- Enter your Operation ID and PIN carefully. If you have 5 unsuccessful login attempts, you will be locked out and will need to contact us to get your PIN reset
- Your PIN will not contain the letter "O". If you have a "0" in your PIN, it will be the number zero.

# Registration



## Registration

### User Information

First Name \*

Last Name \*

Title

Phone \*  Ext.

Email \*  ✓

Confirm Email \*  ✓

Password \*  ✓

Confirm Password \*  ✓

5) Click the "Submit" button at the bottom of the page once the button becomes active (upon successfully adding the operation from step #4).

### Operations

Operation ID  PIN Number

### Added Operations

	Operation Name	Operation ID	PIN Number
<input type="button" value="x Remove"/>	GREG'S MACHINE SHOP, INC.	0011928205397530	D4BB6CEB



# Registration Complete – You May Now Login



Well done! You have successfully registered your user account. Please use the form below to login. X

6) Now you can enter your e-mail and password you just created

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Register

### Enter your email and password

Email address

Password

7) Then click the "Login" button to access the online hazardous waste licensing system.

[Forgot Password?](#)

Login

# Have Questions or Require Support

Call **612-348-3777** and ask for the environmentalist on call

Send an e-mail to **[HWGSupport@co.hennepin.mn.us](mailto:HWGSupport@co.hennepin.mn.us)**

