



## CREATE NEW USER

To register for an account in the production environment, enter the following URL into any browser: <https://rcrainfo.epa.gov/rcrainfo>. To register for an account in the pre-production environment (used for user testing), enter the following URL into any browser: <https://rcrainfopreprod.epa.gov/rcrainfo>.

### STEP 1 - REQUEST AN ACCOUNT

### Welcome to RCRAInfo

RCRAInfo is EPA's comprehensive information system, providing access to data supporting the Resource Conservation and Recovery Act (RCRA) of 1976 and the Hazardous and Solid Waste Amendments (HSWA) of 1984. The system enables cradle-to-grave waste tracking of many types of information regarding the regulated universe of RCRA hazardous waste handlers. RCRAInfo characterizes facility status, regulated activities, and compliance histories in addition to capturing detailed data on the generation of hazardous waste from large quantity generators and on waste management practices from treatment, storage, and disposal facilities.

### RCRAInfo Sign In

[Register](#) [Forgot password?](#)

**Sign in**

From the RCRAInfo Sign In screen, click the "Register" link.

## STEP 2 - CREATE CREDENTIALS

### Create a New Account

Step 1: Create a Login

User Id *	Password *	Verify Password *
<input type="text"/>	<input type="text"/>	<input type="text"/>

[Next](#)

Enter a valid email that will serve as your User Id. **Note: The email address that you provide should be an email address that has been issued by your employer. You should NOT use a personal email address.** Enter a password to be associated with your account. Repeat the password in the "Verify Password" box. The text provided in the Password and Verify Password boxes must match before you can continue. Your password must meet the following rules: 1) cannot contain your user id or the word 'password'; 2) must contain only letters and numbers; 3) must contain at least one lower and one upper case letter; 4) must start with a letter; 5) must contain at least one number; and 6) must be between 8 and 15 characters long. Click "Next".

## STEP 3 - ENTER PROFILE INFORMATION

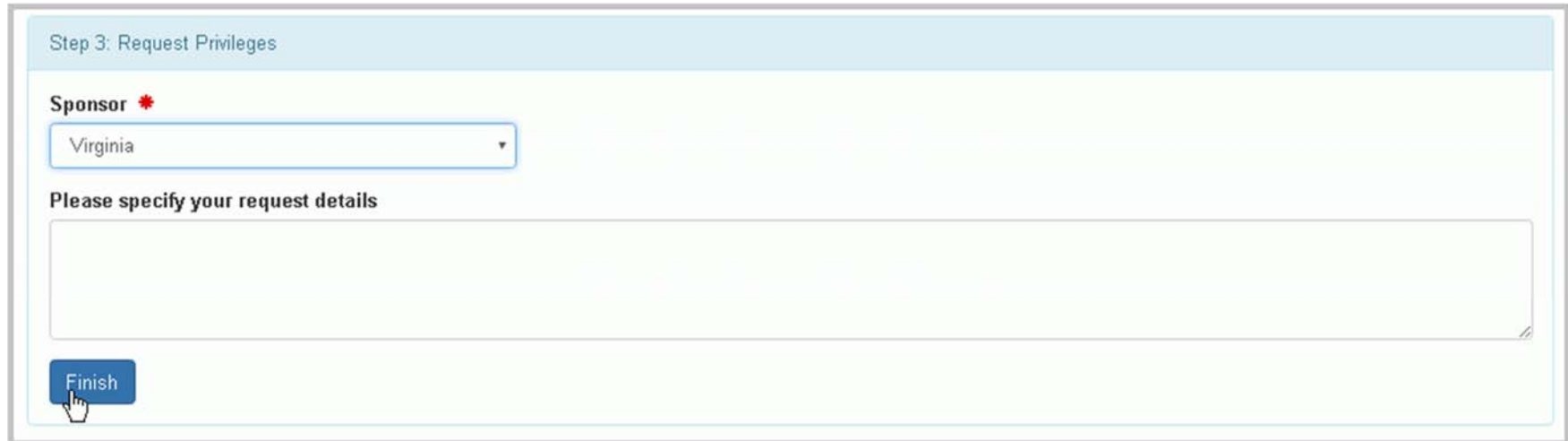
Step 2: Enter Profile Information

<b>First Name *</b> <input type="text"/>	<b>Middle Initial</b> <input type="text"/>	<b>Last Name *</b> <input type="text"/>
<b>Phone Number *</b> <input type="text"/>	<b>Extension</b> <input type="text"/>	<b>V5 3-character User Id</b> <input type="text"/>
<b>Organization / Agency *</b> <input type="text"/>		<b>Contractor</b> <input type="checkbox"/> No
<b>Address Line 1 *</b> <input type="text"/>		
<b>Address Line 2</b> <input type="text"/>		
<b>Zip *</b> <input type="text"/>	<b>City *</b> <input type="text"/>	<b>State *</b> <input type="text" value="Select..."/>

Enter your profile information. You must provide information indicated by the red asterisk. Telephone Numbers may only contain numeric data and the first digit of the area code and prefix code cannot be 0 or 1. When entering the Organization, the drop-down list will be auto-populated once two characters have been entered. If your Organization exists, it will be presented in the list, otherwise you can enter it manually. If you are not a direct employee for the government (either Federal or State), please set the Contractor indicator to "Yes", by sliding the "No" indicator to the left or clicking the left portion of the box. The Contractor indicator has **no** effect on the types of permissions that can be associated with the account, but rather is for informational purposes only. The City and State may be auto-populated by entering the Zip. If the Zip is associated with more than one City, you may select the

appropriate City from the list provided. If the appropriate City is not presented, you may enter it manually. You may provide your V5 3-character TSSMS id for informational purposes only. Once you have populated all required profile information, click "Next".

## STEP 4 - REQUEST PERMISSIONS



The screenshot shows a web form titled "Step 3: Request Privileges". It features a "Sponsor" dropdown menu with "Virginia" selected. Below this is a text area labeled "Please specify your request details". A "Finish" button is located at the bottom left of the form.

Select a Sponsor from the drop-down list provided. This sponsor should represent the State or EPA Office (Region or Headquarters) that you work in or for. Once you have selected a Sponsor, a text box will be presented, allowing you to indicate why you are requesting an account and what permissions you will need. Providing Request Details is optional. Click "Finish".

## STEP 5 - CREATE ACCOUNT

### Confirmation of New Account Registration

Your account was created successfully! We have sent an email to the address you have provided, please find the email and follow instructions to complete the registration process. ✕

#### Your Profile Information

<b>First Name</b> John	<b>Middle Initial</b>	<b>Last Name</b> Doe
<b>Phone Number</b> 781-234-5675	<b>Extension</b>	
<b>Organization / Agency Name</b> Environmental Protection Agency		<b>Contractor</b> No
<b>Address Line 1</b> 1234 Main Street		
<b>Address Line 2</b>		
<b>City</b> Arlington	<b>State</b> VIRGINIA	<b>Zip</b> 22201

Your account has now been created. However, there are additional steps that you must take before you can use your account.

## STEP 6 - VALIDATE EMAIL

To ensure that the email provided is valid, an email will be sent to the address provided. Open the email and follow the instructions contained within to continue the account activation process. Upon validation of the email, you will see the following confirmation screen. This screen lists the Administrator or Administrators that are responsible for your account. Please contact them if you have any questions or concerns regarding your account.

### Email Address Confirmation

Your email address has now been confirmed! An email has been sent to the responsible administrator listed below to request access. The administrator will communicate with you via email or phone within the next 24-48 hours to activate your account. ×

Request Sent To

Responsible Administrator	Email	Phone
John H Smith	rcratestermd@gmail.com	703-555-1111 (111)

This completes the steps needed by the User to request a new account. An email will be sent to the Administrator(s) responsible for processing your account. Once an Administrator has approved your account, you will receive an email. At that time, you will be able to login using the credentials that you provided.