

REGISTERING A WASTE HAULER COMPANY

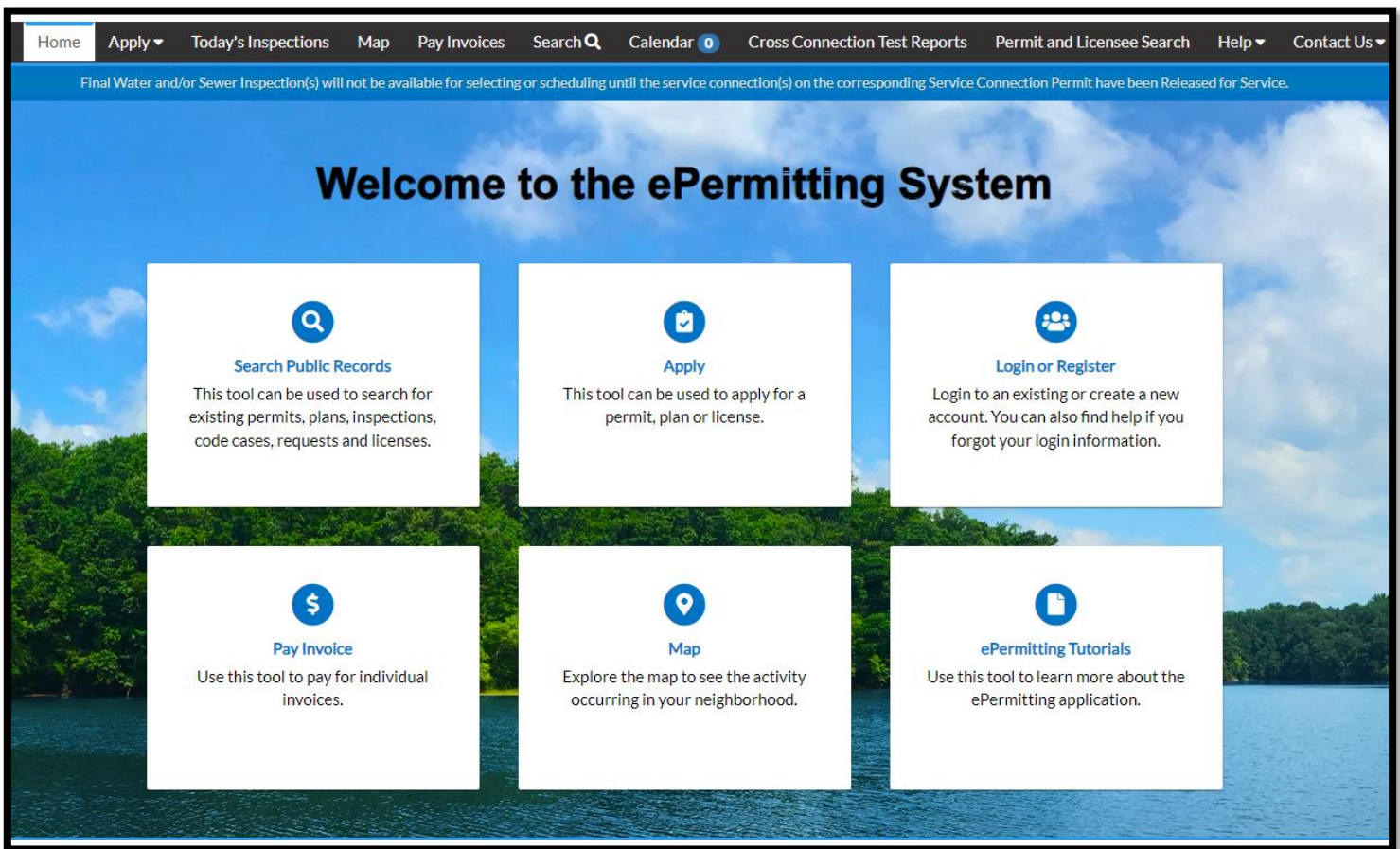
This Quick Reference Guide (QRG) will help waste hauler companies use the online WSSC Water ePermitting system to register their companies. There is no fee to register a company with WSSC Water. Your company's registration number can then be used to apply for a waste hauler vehicle permit, to pay the accompanying permit fee based on vehicle tank capacity, and to submit manifests.

To do this, you **must** have registered for an ePermitting account. For more details, refer to the *Accessing ePermitting Quick Reference Guide*.

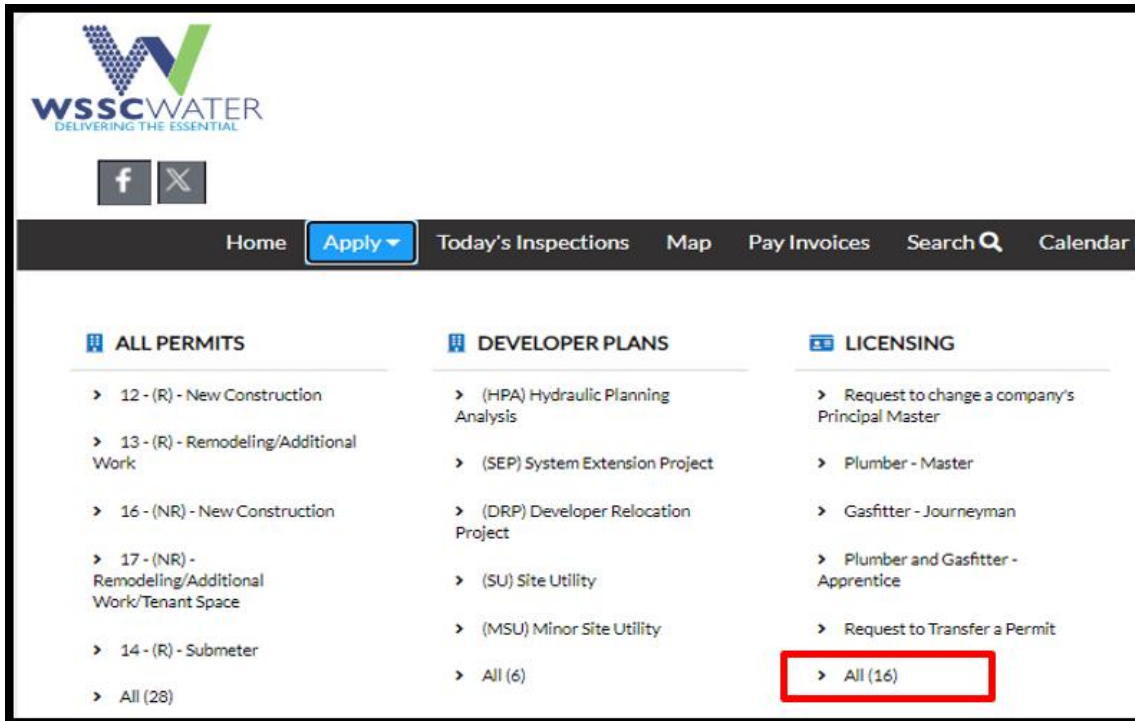
Begin the Registration

After you have registered and logged into your ePermitting user account, you can begin to register a waste hauler company at the **Welcome to ePermitting** home page ([WSSC CSS \(wsscwater.com\)](http://WSSC CSS (wsscwater.com))). From the **Welcome to the ePermitting System** home page:

1. Click the **Apply** link on the toolbar.



2. Select **All** under the **LICENSING** column.



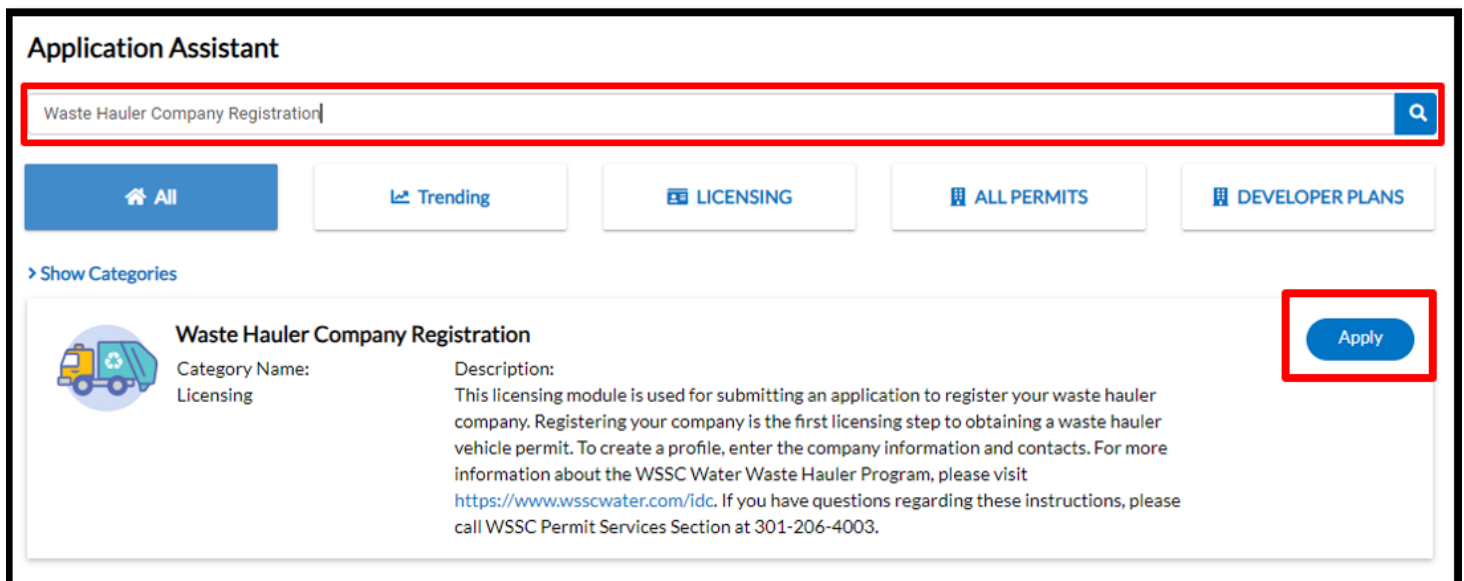
NOTE: The system brings you to the **Application Assistant** page when you select:

- **All** under the **ALL PERMITS**, **DEVELOPER PLANS**, or **LICENSING** columns **OR**
- The **Apply** tile from the ePermitting home page.

3. On the **Application Assistant** page, enter **Waste Hauler Company Registration** in the **Search** field.

4. Click the **Search** icon. There is one result.

5. Click **Apply** to begin your application.



Overview

The Waste Hauler Company registration application opens. It has five sections that need to be completed, the first two of which are system auto filled. All required fields are marked with a red asterisk. The five sections of the application are:

1. **Type** – This section confirms the type of license you selected: Waste Hauler Company.
2. **Contact** – This section provides your first name, last name, and your address.
3. **More Info** – This section has required fields you must fill that are specific to your company.
4. **Attachments** – This section is where details for each of your non-domestic customers must be uploaded.
5. **Review and Submit** – This section is where you finalize and submit the application.

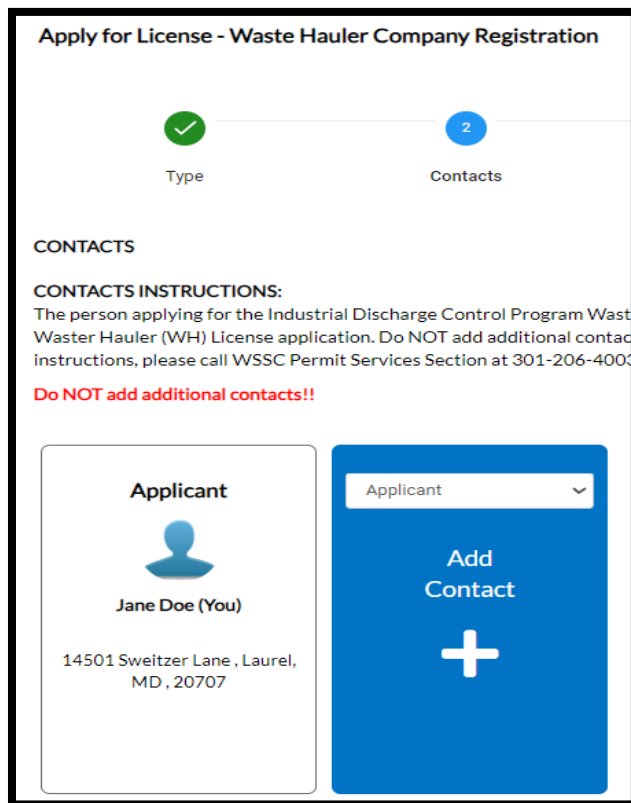
NOTE: The five section titles of the application display in a horizontal row of bubbles on the top of your page. The color blue identifies which section is being worked on. Green with a checkmark identifies a completed section. The other section titles to be completed are grayed out.

Type

License Details: The system auto fills two fields: **License Type** and **License Holder** (applicant's name).

1. Click **Next** on the bottom right of the screen to move to the second section, **Contacts**, where your first and last name, as well as address, are auto filled, as seen below.

Contacts



NOTE: On the top of the page, the first section title is a green bubble with a white checkmark overlay. This indicates that the first section has been verified / completed.

Click **Next** (on the bottom right of the screen) to move to the **More Info** section.

More Info

Company Information

All **required** fields have a **red asterisk**.

Input your company information:

1. Company Name
2. Mailing Address
3. Mailing City
4. Mailing State
5. Mailing Zip

Garage Info

1. Garage Address
2. Garage City
3. Garage State
4. Garage Zip

Owner/Representative Info

1. Owner/Authorized Representative First Name
2. Owner/Authorized Representative Last Name
3. Owner/Authorized Representative Phone #
4. Owner/Authorized Representative E-Mail

Resident Agent Info

1. Resident Agent Name
2. Resident Agent Department ID Number
3. Resident Agent Address
4. Resident Agent City
5. Resident Agent State
6. Resident Agent Zip Code
7. Resident Agent Phone #

Is this a passenger only transportation company? If yes, **check the box**.

NOTE: Be sure to check the **above box** if you are registering a charter bus.

Scroll down to the **Certification** section of the application.

NOTE: Company Name must match registration with the Maryland State Department of Assessment and Taxation.

Certification

1. Complete the below fields:
 - Acknowledge Responsibility – Click the down arrow and select **Agree**.
 - Owner or Authorized Representative Name – Type in a name.
 - Title – Type in the appropriate title.
 - Date – Click the **calendar icon**, then **select** a date, and click **Close**.



2. Click **Next** to advance to the **Attachments** section of the application.

Attachments

In this section you need to upload a document that contains your waste hauler company's name documentation:

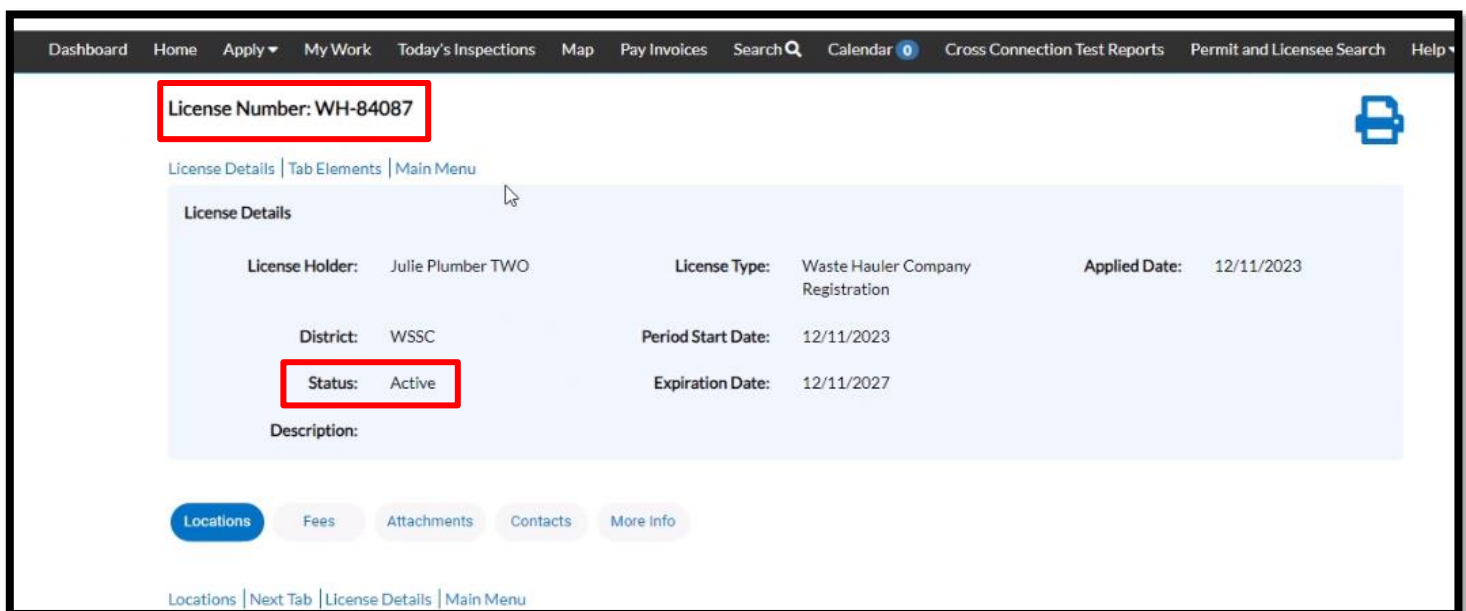
The Waste Hauler Company Name must match registration with the Maryland State Department of Assessment and Taxation (SDAT). Please provide an ATTACHMENT from Maryland Business Express (SDAT) showing the registered Business Name. Conduct a [Business Entity Search](#), select your business, and include a photo or PDF of the General Information Tab. The business should be in good standing to obtain a permit and have a Registered Agent on file with the State of Maryland.

Click **Next** to advance to the **Review and Submit** section of the application.

Review and Submit

1. To scroll to prior pages of the application, use the **Back button** on the bottom left of the screen. Do not use the back arrow in the web browser.
2. Scroll through the application to ensure all information is correct and that all data fields with a red asterisk are filled.
3. After your review is complete, click the **Submit** button.

You will be able to view your company's newly assigned waste hauler company number and status. In this case, the status shows **Active**.



The screenshot displays the 'License Details' page of the WSSC Water application. At the top, a navigation bar includes links like Dashboard, Home, Apply, My Work, Today's Inspections, Map, Pay Invoices, Search, Calendar, Cross Connection Test Reports, Permit and Licensee Search, and Help. Below the navigation bar, the 'License Number: WH-84087' is highlighted with a red box. The 'License Details' section shows the following information:

License Holder:	Julie Plumber TWO	License Type:	Waste Hauler Company Registration	Applied Date:	12/11/2023
District:	WSSC	Period Start Date:	12/11/2023		
Status:	Active	Expiration Date:	12/11/2027		
Description:					

At the bottom of the 'License Details' section, there are buttons for 'Locations', 'Fees', 'Attachments', 'Contacts', and 'More Info'. The 'Locations' button is highlighted. Below the buttons, a breadcrumb trail shows 'Locations | Next Tab | License Details | Main Menu'.