

Waste Data Online

Guide: Waste Data Online first-time users (Waste plans)

1. Most waste plan reporters and approvers will have log-in details for, and already use, Waste Data Online to submit their local government's annual waste and recycling reports under regulation 18C of the Waste Avoidance and Resource Recovery Regulations 2008. The same log-in details will be required to access Waste Data Online to prepare and submit waste plan annual reports.
2. If you are a new reporter or would like to register a new reporter for your local government, that has not previously used Waste Data Online, please contact wasteplans@dwer.wa.gov.au and provide the following details:
 - Full name of contact to be registered
 - Position of contact within the local government
 - Email address for the contact (this will be used to log in to Waste Data Online)
 - Contact phone number
 - Web role required for the contact (waste plan reporter, approver or both).

Department of Water and Environmental Regulation (department) staff will be in contact with an invitation to register to use Waste Data Online (see below).

3. First-time users of Waste Data Online (waste plan approvers and reporters) will receive the following email invitation to Waste Data Online:

You have been invited to our portal. To redeem your invitation, please click the link below.
Your details have now been verified by Department of Water and Environmental Regulation - Waste Data Team.
Please click the link below to redeem the invite code and complete your registration process.

[Click to Redeem](#)

Note: Waste Data Online does not support Internet Explorer, so please use either Chrome or Firefox to complete the registration process.

Regards,

Department of Water and Environmental Regulation - Waste Data Team

Both the waste plan reporter and waste plan approver will need to complete the following process to register accounts with Waste Data Online.

4. Click on the 'Click to Redeem' link on the email invitation.

Please note that Waste Data Online cannot be accessed fully via Internet Explorer. If your default browser is Internet Explorer, copy the link and paste it into Chrome, Edge or Firefox.

5. When you click on the 'Click to Redeem' link in the email invitation, you will be provided with an invitation code. Click the 'Register' button to continue.



Sign up with an invitation code

* Invitation code

I have an existing account

[Register](#)

6. Your email will automatically be displayed on the form. **Do not change the email address.** Complete the registration process by creating a password for your account and clicking the 'Register' button.

Passwords must be at least eight characters and contain characters from **at least three of the following four classes:** uppercase, lowercase, digit and non-alphanumeric (e.g. !?\$(%)).

[Sign in](#) [Redeem invitation](#)

Register for a new local account

* Email

* Password

* Confirm password

[Register](#)

7. Once you have completed the registration process, you will be taken to your Profile page. You can use this page to change your password by clicking 'Change password' under the heading *Security*.

If you need to change any other details, contact the department at wasteplans@dwer.wa.gov.au.

Home > Profile

Profile

Reporter 1

Profile

Security

Change password

Your information

First Name *

Last Name *

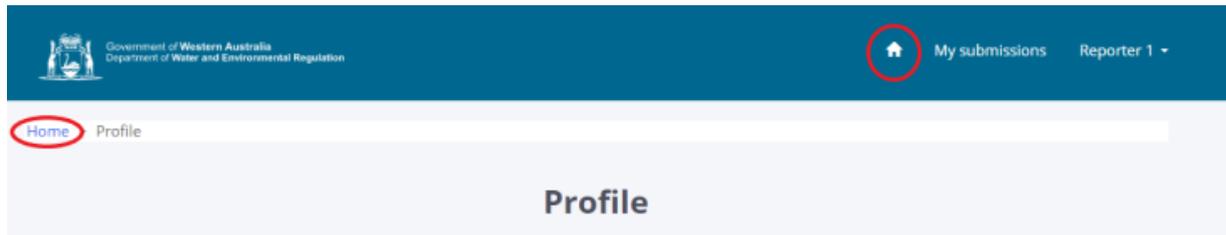
Mobile Phone

Business Phone

E-mail * wastedataonlinereporter@gmail.com



8. You can go to the main Waste Data Online dashboard page by clicking 'Home' or the home icon (both circled in red in the image below):



The dashboard will show you what options you have access to in the system.

9. From the dashboard page, you can start a waste plan annual report by clicking 'Start a waste plan annual report'.

