Solid Waste Information System (SWIS)

SWIS eFile User Guide

June 8, 2012

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Version Control

Version	Author	Date	Comment
1.0	Windsor Solutions, Inc.	May 31, 2012	Initial document
2.0	Metro	June 6, 2012	Final document

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Introduction

Purpose of User Guide

The purpose of this User Guide is to provide SWIS eFile users with information on how to use the system for conducting their monthly filing business with Metro. Demonstration videos of SWIS eFile in action are available online at www.oregonmetro.gov. Individual assistance and training is also available to users by request.

Organization

For each major process, the user guide includes the sub-headings:

A. Description – Brief description of the process
B. Prerequisites – Steps or processes that must be completed prior to starting the steps listed
C. Applicability – To who and/or how this section applies
D. Steps – Numbered steps to complete the process, along with screen prints, as needed
E. Next Steps – Where to go next in SWIS eFile

In this guide, a "***reporting entity***" is generally a facility that submits reports or remits fees and taxes to Metro on a monthly basis. More specifically, a reporting entity is:

A solid waste facility		Files regulatory reports
OR		***OR***
A disposal site	***AND***	Files fee & tax returns
OR		***OR***
A hauler or generator authorized to deliver waste directly to disposal sites or certain out-of-district facilities		Remits payment of solid waste fees and taxes to Metro.

A "***user***" is a person who submits regulatory reports, tax returns or payments on behalf of the reporting entity.

SWIS eFile

System Overview

I. Purpose of SWIS eFile

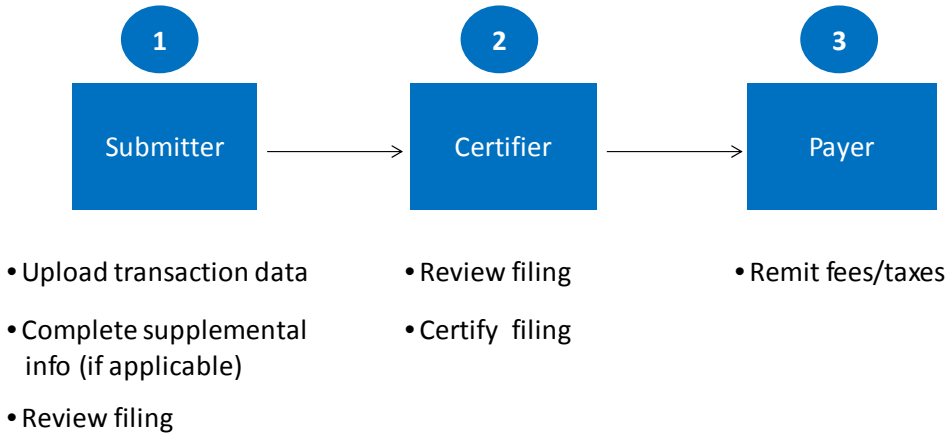
SWIS eFile is an online portal through which users can file monthly reports and remit payments on solid waste activities, efficiently and securely.

II. User Roles and Role-Based Security in SWIS eFile

SWIS eFile utilizes a role-based security system for authorized users, in order to accommodate needs for separation of duties and security when filing monthly reports with Metro. Each user will be granted one or more system roles and will be authorized to file on behalf of one or more reporting entities, as authorized by those reporting entities. Each role provides the user with specific levels of access to the system in order to perform certain system functions when filing monthly reports with Metro.

Overview of System Roles

There are three (3) primary roles in SWIS eFile: Submitter, Certifier and Payer/Remitter. At a general level, the submitter is responsible for uploading and/or entering the reporting entity's monthly tonnage information to SWIS eFile. The certifier is responsible for officially confirming that the information uploaded or entered by the submitter is correct and accurate. Finally, the payer is responsible for remitting any fees and taxes that are associated with the reporting entity's monthly filings. The filing functions and processes fulfilled by each role are sequential:



For information about a reporting entity's existing registered users and their respective roles, contact Metro at efile.admin@oregonmetro.gov. For information about registering new users, see the Accessing SWIS eFile section below. Each of the three roles are described in more detail below.

Submitter

The submitter is authorized to upload transaction data on behalf of the reporting entity, and to perform any validation checks or corrections of transaction data that are warranted. Depending on the type of reporting entity, the submitter is also authorized to enter information that supplements the uploaded transaction data. SWIS eFile provides supplementary forms for this purpose. Those supplementary forms are:

- Ending Inventory – applicable only to local transfer stations and material recovery facility reporting entities.
- Schedules A and B – applicable only to landfills and certain licensees authorized to deliver materials directly to a disposal site or certain out-of-district facilities.

After entering, validating and correcting transaction data and supplementary information, the submitter is authorized to conduct a pre-certification review of the filing, prior to passing the filing off to the certifier. If the submitter deems that the data uploaded and entered is incorrect and must be edited, the submitter may cancel and edit any part of the filing.

In addition to entering and reviewing monthly information, the submitter is also authorized to perform a variety of administrative functions on behalf of the reporting entity. The submitter is authorized to review historical monthly filings for the reporting entity, manage customer, destination and material code mappings to Metro's code value sets, and manage requests to Metro for adding new code values.

Certifier

The certifier's role begins where the submitter's role ends, at pre-certification review. The certifier is authorized to certify that the monthly tonnage activity of a reporting entity, including the transaction data and any applicable supplemental information uploaded by a submitter is correct and true. In simple terms, certifying a report in SWIS eFile attaches the electronic signature of a principal or agent of the reporting entity to the filing.

If, during the certifier's review, the certifier deems that the data uploaded and entered by a submitter is incorrect and must be edited, the certifier may cancel or edit any part of the filing prior to certification. In order to perform these functions and complete the certification process, the certifier has the same data upload, validation and supplemental form authorizations as the submitter.

In addition to reviewing and certifying the monthly filing, the certifier is authorized to perform administrative functions on behalf of the reporting entity. The certifier, like the submitter, is authorized to review historical monthly filings for the reporting entity, manage their reporting entity's customer, destination and material code mappings to Metro's code value sets, and manage their requests to Metro for adding new code values.

Payer/Remitter

The payer's role, which begins after certification, is to review the fee and tax obligation associated with the certified submission, and to initiate the remittance of any fees and taxes owed to Metro. Fee and tax obligations and remittances are not applicable to all reporting entities and filing periods.

If a fee and tax obligation is applicable and the payer initiates the remittance to Metro, the payer is also responsible for ensuring that Metro actually receives the payment. SWIS eFile provides the payer with three methods of remittance: by check, by electronic funds transfer (EFT) from the payer's bank, and through Metro's US Bank e-Payment system.

Like the submitter and certifier, the payer is also authorized to perform administrative functions on behalf of the reporting entity. The payer is authorized to review historical monthly filings for the reporting entity, manage their reporting entity's customer, destination and material code mappings to Metro's code value sets, and manage their requests to Metro for adding new code values.

III. Accessing SWIS eFile

Overview

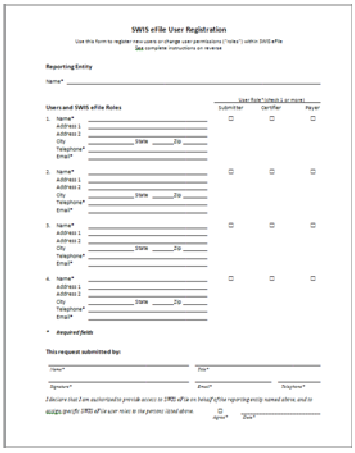
Access to SWIS eFile is restricted to registered users. A registered user must be a principal or an agent of a reporting entity, and authorized to submit and certify transaction data and reports, or remit fee and tax payments on behalf of the reporting entity. A registered user is a person to whom Metro has provided a user name and temporary password allowing them access to and use of SWIS eFile. Registration of new users is described in the next section.

Registered users can access SWIS eFile at swis.oregonmetro.gov/efile using their user name and password. From the welcome page, users click the "Login to eFile" link at the top right of the welcome page, enter their user name and password, and click "Ok". If a registered user does not remember his or her password, the "Forgot Password" button automatically emails the user a new temporary password to access the system. The first time a user tries to access the system with a temporary password, SWIS eFile requires that the user set and confirm a new password.

Registering New Users

There are three (3) steps involved in registering a new user. First, an appropriate representative of the reporting entity must fill out, sign and submit a SWIS eFile User Registration form to Metro. (This is done off line.) Second, after receiving the signed worksheet, Metro will add the new user to the system, assign a username and send the new user a temporary password for accessing the system. Third, the first time the new user logs into SWIS eFile, he or she will be required to change their temporary password to a permanent one of their choosing. Only the user has access to their permanent password, and all passwords are stored encrypted by the system.

1 **Complete, sign (by authorized representative) and send SWIS eFile User Registration form**



2 **Receive user name and temporary password from Metro (shortly after worksheet submission) via email**

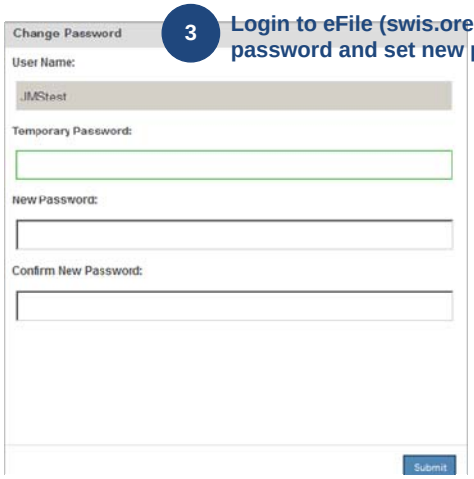
Hello JoelTest,

Your temporary password for the login **JMStest** into the Metro SWIS eFile system is: **7sodmhJo**
When you login to eFile you will be required to change your password.

If you believe that you have received this message in error, please contact Metro (efile.admin@oregonmetro.gov).

Thank you,
SWIS eFile Administrator

3 **Login to eFile (swis.oregonmetro.gov/efile) with temporary password and set new password**



Modifying User Information

Registered users can review and edit their personal information at any time by logging in to their SWIS eFile account and clicking on the "Manage My Info" link in the upper menu bar on the SWIS eFile home page.

If a reporting entity wishes to modify any role-based security settings for its registered users, an authorized representative of the reporting entity must provide a revised, signed SWIS eFile User Registration form to Metro. (Again, this is done off line.) Upon receiving the worksheet, Metro will make the necessary security setting changes to the user in the system, and will alert the user when the update has been made.

Deactivating Users

If a reporting entity wishes to deactivate any of its registered users, it must do so via email from an authorized representative. The transmittal must include the user's first and last name, user name, email address and phone number, along with the words "Inactivate eFile User" in the subject line, and send to efile.admin@oregonmetro.gov.

SWIS eFile User Registration Form

The SWIS eFile User Registration form is available in this User Guide on the following two pages, or from www.oregonmetro.gov.

SWIS eFile User Registration

Use this form to register new users or change user permissions ("roles") within SWIS eFile
See complete instructions on next page

Reporting Entity

Name* _____

Users and SWIS eFile Roles	User Role*(check 1 or more) Submitter	Certifier	Payer
1. Name* _____ Address 1 _____ Address 2 _____ City _____ State _____ Zip _____ Telephone* _____ Email* _____	☐	☐	☐
2. Name* _____ Address 1 _____ Address 2 _____ City _____ State _____ Zip _____ Telephone* _____ Email* _____	☐	☐	☐
3. Name* _____ Address 1 _____ Address 2 _____ City _____ State _____ Zip _____ Telephone* _____ Email* _____	☐	☐	☐
4. Name* _____ Address 1 _____ Address 2 _____ City _____ State _____ Zip _____ Telephone* _____ Email* _____	☐	☐	☐

* ***Required fields***

This request submitted by:

_____ _____
*Name** *Title**

_____ _____ _____
*Signature** *Email** *Telephone**

I declare that I am authorized to provide access to SWIS eFile on behalf of the reporting entity named above, and to assign specific SWIS eFile user roles to the persons listed above. ☐
*Agree** *Date**

Instructions for SWIS eFile User Registration Form

Use this form to register new users or to change user permissions within SWIS eFile.

Please note that entries marked with a star (*) are *required* fields.

You must fill out one form for each of your reporting entities.

A "reporting entity" is a company, usually a solid waste facility, that submits reports or remits solid waste fees and taxes to Metro on the basis of one or more solid waste regulatory instruments or as a party to a designated facility agreement with Metro. Examples. ABC Transfer Station that holds a Metro facility franchise and a non-system hauling license is a single reporting entity in SWIS eFile. XYZ Landfill that is a party to a designated facility agreement with Metro is a single reporting entity in SWIS eFile. Hauler PQR that holds five non-system licenses is a single reporting entity in SWIS eFile.

Enter the name and contact information for each person that you want to have access to SWIS eFile.

Check the boxes to indicate which roles (permissions) each user will have. These roles are:

Submitter. Able to upload transaction data. Able to enter data on supplementary reports. Able to make corrections to the data, and to data codes prior to certification. Able to establish mappings from the reporting entity's data codes to Metro's standardized codes. Able to view reports based on the transaction data before and after certification. Currently, this is the person who prepares and sends transaction data and reports to Metro.

Certifier. Able to sign ("certify") that regulatory reports and tax returns based on the data are correct, accurate and complete. Able to commit the reporting entity to payment for any solid waste fees and taxes due, based on these reports. Also, able to perform all of the functions of the Submitter. Currently, this is the person who signs the monthly reports and tax returns submitted to Metro.

Payer. Able to remit payments to Metro . Currently this is the person who "signs the check" or initiates an electronic funds transfer to Metro.

Each user may have one, two, or all three roles.

Use additional sheets if you need to register more than four users for any one reporting entity.

Send completed forms to Metro:

By email: efile.admin@oregonmetro.gov and include "User Registration" in the subject line.

By fax: 503-797-1791 Attention: Joel Sherman, FRS

By US mail: Joel Sherman, SWIS Administrator
600 NE Grand Ave.
Metro Regional Center
Portland, OR 97232

Use these contacts if you have questions on this registration form. Or call Joel Sherman at 503-797-1668.

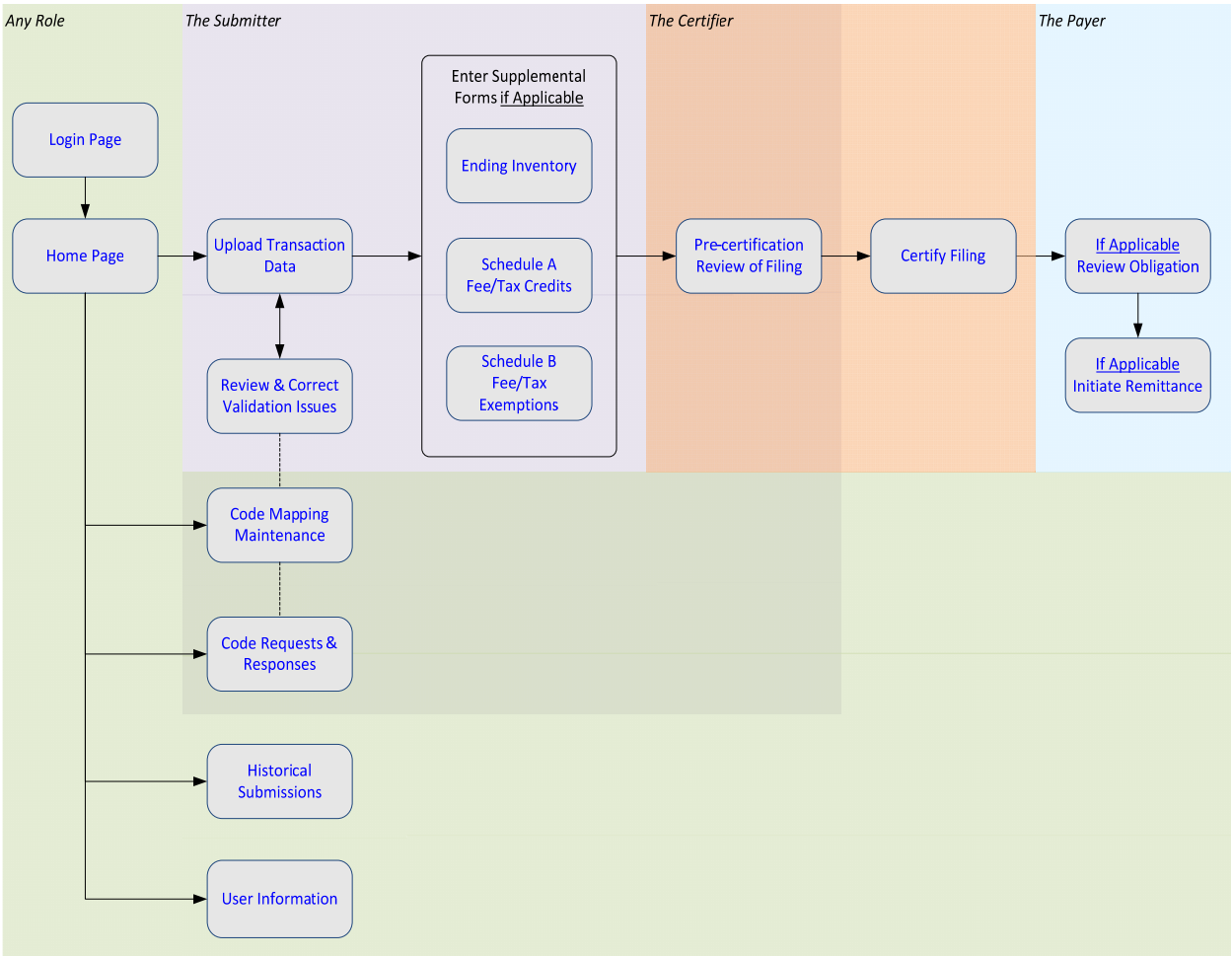
You will be notified by email when each new user has been registered, or when permissions have been changed. New users will receive a user ID, temporary password, and advised of their permissions within SWIS eFile directly by email. Current users will be notified of any change in their permissions.

IV. Navigating eFile

Navigation Diagram

The diagram below provides the general navigation scheme and approximate sequencing of functionality and processes within the SWIS eFile system. The diagram is overlaid with the system role (submitter, certifier or payer) so that each user can understand how to use the system in the context of his or her own role-based filing activities. Each box in the diagram is a "clickable" SWIS eFile process, and moves the user to the appropriate section of the User Guide.

The balance of this User Guide summarizes and illustrates those functional sections.



SWIS eFile and the Submitter

I. Uploading Monthly Data

A. Description

Metro requires users to upload their reporting entity's transaction data as part of their monthly filing process. The data will originate in a Microsoft Excel file, and then will be submitted to Metro using the SWIS eFile upload process.

B. Prerequisites

A Microsoft Excel, or tab delimited text file must be created in the format required by the SWIS eFile Data Standard, available on the next page.

SWIS eFile Data Standard

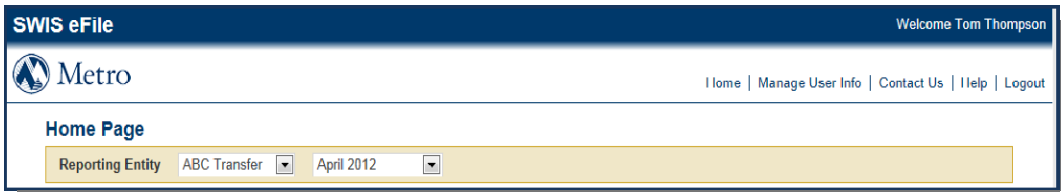
Field Name	Field Type	Allow Blank (Y/N)	Field Description / Notes	Allowable Values
RPTENTITY_ID	Number	N	Reporting entity identifier. Uniquely identifies each transaction as being reported by a particular solid waste facility or hauler/generator in the SWIS system. This value is set to be constant for all records being reported.	{Metro will specify constant for each reporting entity}
TNUM	Number	N	Numerical value representing the ticket number assigned by reporting entity's scale or internal control system.	any >= zero (0)
DIRECTION	Number	N	Numerical code indicating that the transaction was inbound to or outbound from the reporting entity facility. (Example: 1 or 2)	1 = inbound 2 = outbound
CUSTDEST	Text	N	Code or description for the name of the customer hauling the transaction inbound to the reporting entity OR the name of the destination for which the transaction outbound from the reporting entity is heading.	any
MATERIAL	Text	N	Code or description for the material type being delivered inbound to or outbound from the reporting entity. Can be a numerical or text description of the material.	any
DATE	Date (mm/dd/yyyy)	N	Date of transaction	any
TIME	Time (hh:mm:ss)	N	Time of transaction	any
TONS	Number	N	Net weight of transaction in tons	any >= zero (0)
ORIGINTYPE	Number	N	Numerical code indicating whether the inbound transaction was generated in the metro district, outside the metro district but inside the tri-county region, or outside the tri-county region. For outbound transactions, the ORIGINTYPE should be based on the location of the reporting entity. For example, if the reporting entity is cited inside the metro jurisdictional boundary, the value should be 1	1 = inside metro 2 = outside metro, inside tri-county 3 = outside tri-county
TIPFEE	Currency ($)	N	A currency ($) value indicating the reporting entity's tipfee charged for the transaction. For outbound transactions, default value to zero (0) dollars	any >= zero (0)
IGNORE	Text	Y	Indicator to eFile to ignore the transaction record. Use for voided, duplicates, tests or other transactions that should be ignored by Metro	"y" = ignore blank = not ignore
COMMENT	Text	Y	Transaction comments. If IGNORE = "y", this field cannot be null and should contain a reason for ignoring the transaction.	any
SPWASTE_PRMT	Text	Y	Special waste permit identifier (for landfills only)	any
GENADDRESS	Text	Y	Generator address (for landfills only)	any

C. Applicability

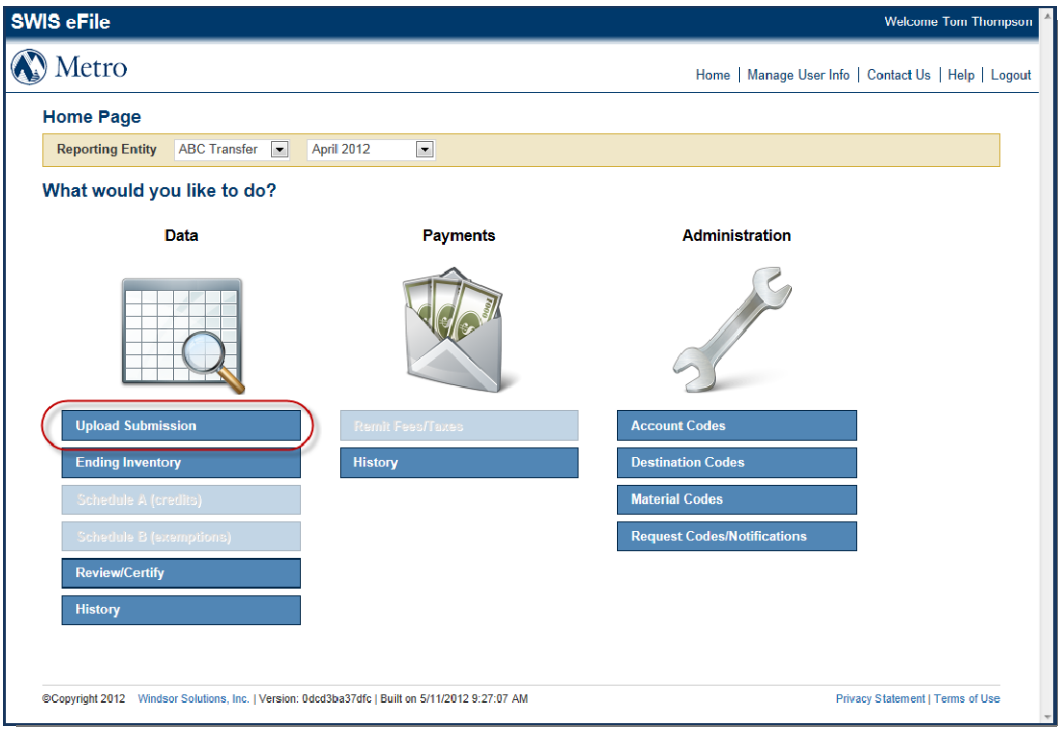
The upload process may be performed by users with submitter or certifier authorization.

D. Steps

1. On the home page, use the dropdown boxes to select the reporting entity and the month for which the filing applies.



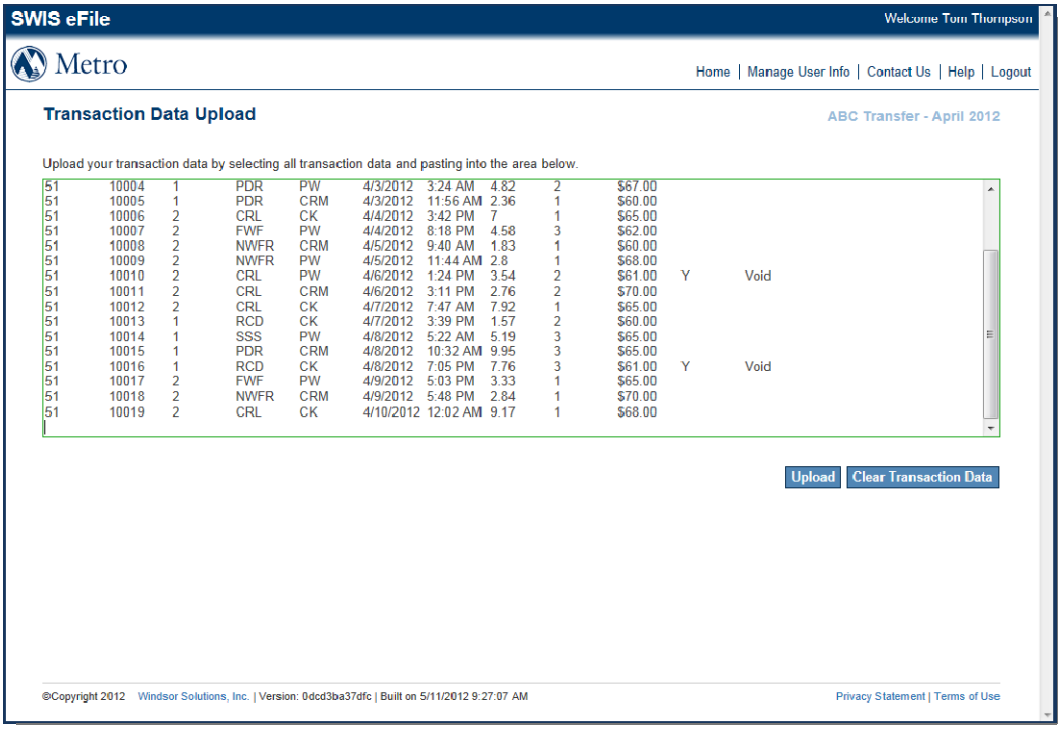
2. Click the **Upload Submission** button.



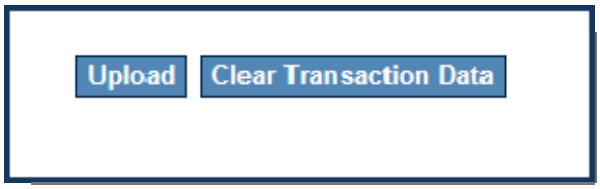
3. Copy the data from the Excel spreadsheet. Be sure to include all required fields, even if they are blank. For more information on the required fields and allowable formats, see the SWIS eFile Data Standard.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	RPTENTITY_ID	TNUM	DIRECTION	CUSTDEST	MATERIAL	DATE	TIME	TONS	ORIGINTYPE	TIPFEE	IGNORE	COMMENT	SPWASTE_PRMT	GENADDRESS
2	51	10001	1	PDR	PW	4/1/2012	8:37 AM	6.19	1	$67.00				
3	51	10002	1	RCD	CRM	4/2/2012	9:54 AM	7.66	1	$63.00				
4	51	10003	1	SSS	CK	4/2/2012	11:09 PM	7.46	1	$62.00				
5	51	10004	1	PDR	PW	4/3/2012	3:24 AM	4.82	2	$67.00				
6	51	10005	1	PDR	CRM	4/3/2012	11:56 AM	2.36	1	$60.00				
7	51	10006	2	CRL	CK	4/4/2012	3:42 PM	7	1	$65.00				
8	51	10007	2	FWF	PW	4/4/2012	8:18 PM	4.58	3	$62.00				
9	51	10008	2	NWFR	CRM	4/5/2012	9:40 AM	1.83	1	$60.00				
10	51	10009	2	NWFR	PW	4/5/2012	11:44 AM	2.8	1	$68.00				
11	51	10010	2	CRL	PW	4/6/2012	1:24 PM	3.54	2	$61.00	Y	Void		
12	51	10011	2	CRL	CRM	4/6/2012	3:11 PM	2.76	2	$70.00				
13	51	10012	2	CRL	CK	4/7/2012	7:47 AM	7.92	1	$65.00				
14	51	10013	1	RCD	CK	4/7/2012	3:39 PM	1.57	2	$60.00				
15	51	10014	1	SSS	PW	4/8/2012	5:22 AM	5.19	3	$65.00				
16	51	10015	1	PDR	CRM	4/8/2012	10:32 AM	9.95	3	$65.00				
17	51	10016	1	RCD	CK	4/8/2012	7:05 PM	7.76	3	$61.00	Y	Void		
18	51	10017	2	FWF	PW	4/9/2012	5:03 PM	3.33	1	$65.00				
19	51	10018	2	NWFR	CRM	4/9/2012	5:48 PM	2.84	1	$70.00				
20	51	10019	2	CRL	CK	4/10/2012	12:02 AM	9.17	1	$68.00				

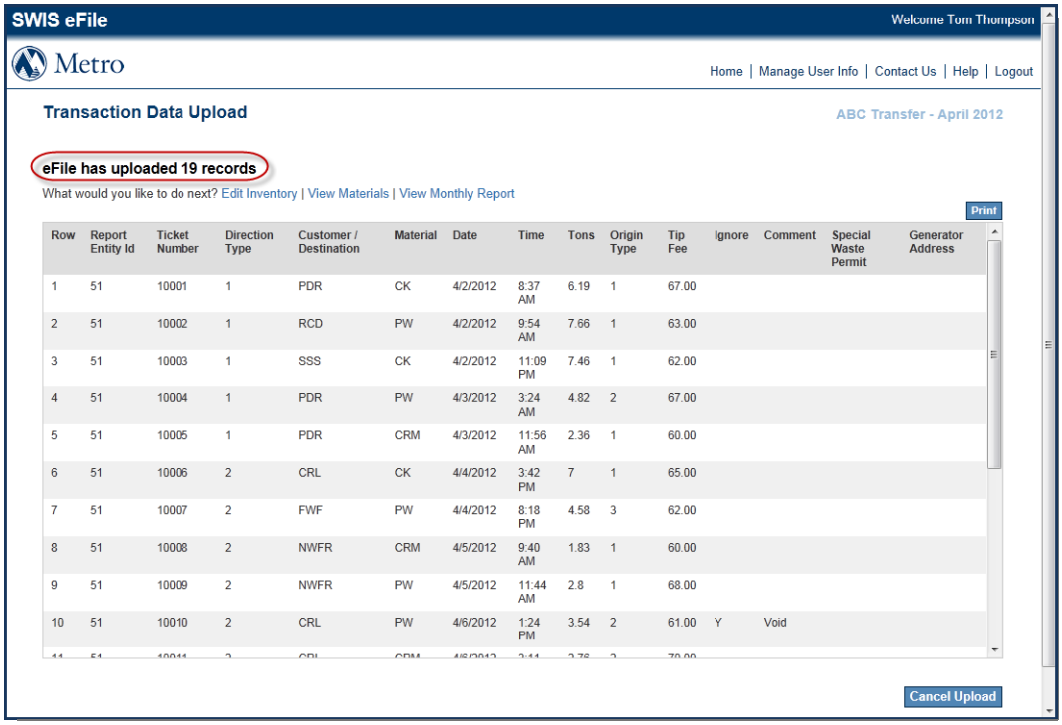
4. Paste the data into the large paste area.



5. Upload or Clear Transaction Data. Once the data is pasted into the form, the user has two options: Upload or Clear Transaction Data. If the pasted data is satisfactory, click **Upload** to submit the data. To remove the data, click **Clear Transaction Data**.



6. If SWIS eFile accepts the file and no validation errors exist in the data, a confirmation screen will appear. The screen will display a count of the total number of records uploaded as well as the detail of each individual record uploaded.

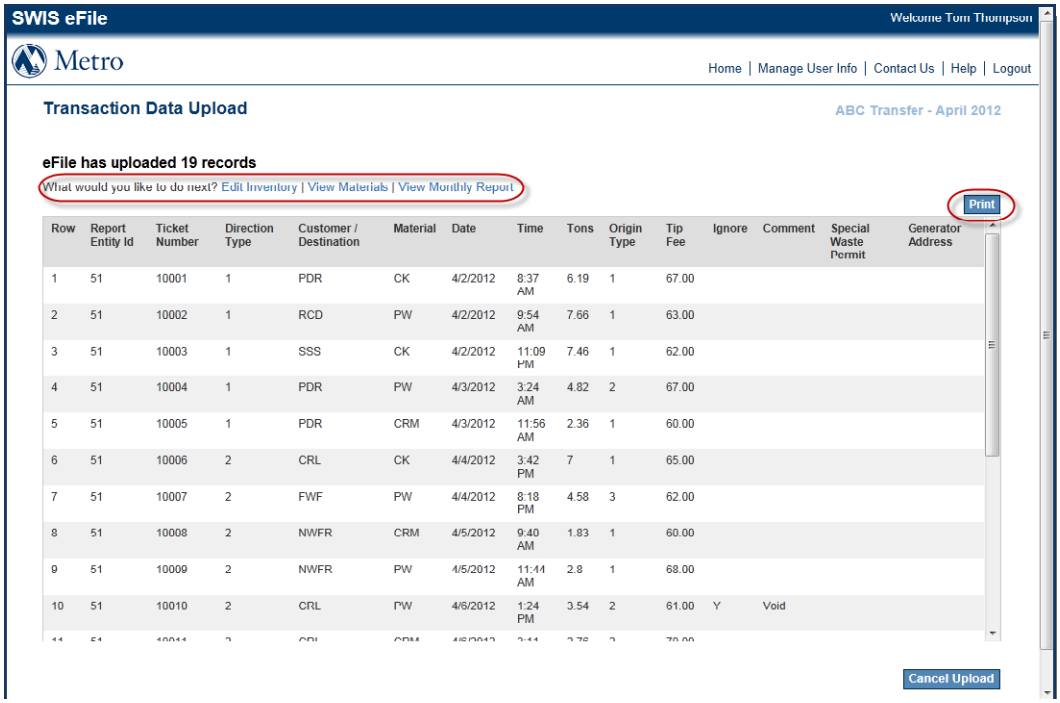


Row	Report Entity Id	Ticket Number	Direction Type	Customer / Destination	Material	Date	Time	Tons	Origin Type	Tip Fee	Ignore	Comment	Special Waste Permit	Generator Address
1	51	10001	1	PDR	CK	4/2/2012	8:37 AM	6.19	1	67.00				
2	51	10002	1	RCD	PW	4/2/2012	9:54 AM	7.66	1	63.00				
3	51	10003	1	SSS	CK	4/2/2012	11:09 PM	7.46	1	62.00				
4	51	10004	1	PDR	PW	4/3/2012	3:24 AM	4.82	2	67.00				
5	51	10005	1	PDR	CRM	4/3/2012	11:56 AM	2.36	1	60.00				
6	51	10006	2	CRL	CK	4/4/2012	3:42 PM	7	1	65.00				
7	51	10007	2	FWF	PW	4/4/2012	8:18 PM	4.58	3	62.00				
8	51	10008	2	NWFR	CRM	4/5/2012	9:40 AM	1.83	1	60.00				
9	51	10009	2	NWFR	PW	4/5/2012	11:44 AM	2.8	1	68.00				
10	51	10010	2	CRL	PW	4/6/2012	1:24 PM	3.54	2	61.00	Y	Void		

If SWIS eFile does not accept the file due to validation errors, the user will need to review and correct any validation issues and re-upload the data to the system.

7. After the data has been uploaded successfully, if the user is not satisfied with the data, the **Cancel Upload** button will clear the submission and allow the data to be re-uploaded.

   If the submission is acceptable, the user can **Print** the uploaded records or move on to the next steps, including the entry of any ending inventory, or credits and/or exemptions against fee and tax remittances, as applicable, for the reporting entity and filing period.



Row	Report Entity Id	Ticket Number	Direction Type	Customer / Destination	Material	Date	Time	Tons	Origin Type	Tip Fee	Ignore	Comment	Special Waste Permit	Generator Address
1	51	10001	1	PDR	CK	4/2/2012	8:37 AM	6.19	1	67.00				
2	51	10002	1	RCD	PW	4/2/2012	9:54 AM	7.66	1	63.00				
3	51	10003	1	SSS	CK	4/2/2012	11:09 PM	7.46	1	62.00				
4	51	10004	1	PDR	PW	4/3/2012	3:24 AM	4.82	2	67.00				
5	51	10005	1	PDR	CRM	4/3/2012	11:56 AM	2.36	1	60.00				
6	51	10006	2	CRL	CK	4/4/2012	3:42 PM	7	1	65.00				
7	51	10007	2	FWF	PW	4/4/2012	8:18 PM	4.58	3	62.00				
8	51	10008	2	NWFR	CRM	4/5/2012	9:40 AM	1.83	1	60.00				
9	51	10009	2	NWFR	PW	4/5/2012	11:44 AM	2.8	1	68.00				
10	51	10010	2	CRL	PW	4/6/2012	1:24 PM	3.54	2	61.00	Y	Void		

E. Next Steps

If the file is submitted with validation errors, the user must review and correct the validation issues in the source data and re-upload the data to the system. If the file is submitted successfully, the user may enter any required supplemental information, such as ending inventory, credits, and/or exemptions for the filing period, or may proceed to the pre-certification review of the filing.

II. Validating Data

A. Description

Immediately after the user uploads data by clicking the **Upload** button, SWIS eFile validates the submission. The application verifies that the file structure, fields and primary codes are in the correct format. If the file passes all validation tests, it will be uploaded to SWIS eFile. If the file structure, fields or codes fail any of the validation tests, the user will be required to correct the errors and re-upload the file.

B. Prerequisites

Validation will occur after data has been pasted in the paste box and the **Upload** button is clicked.

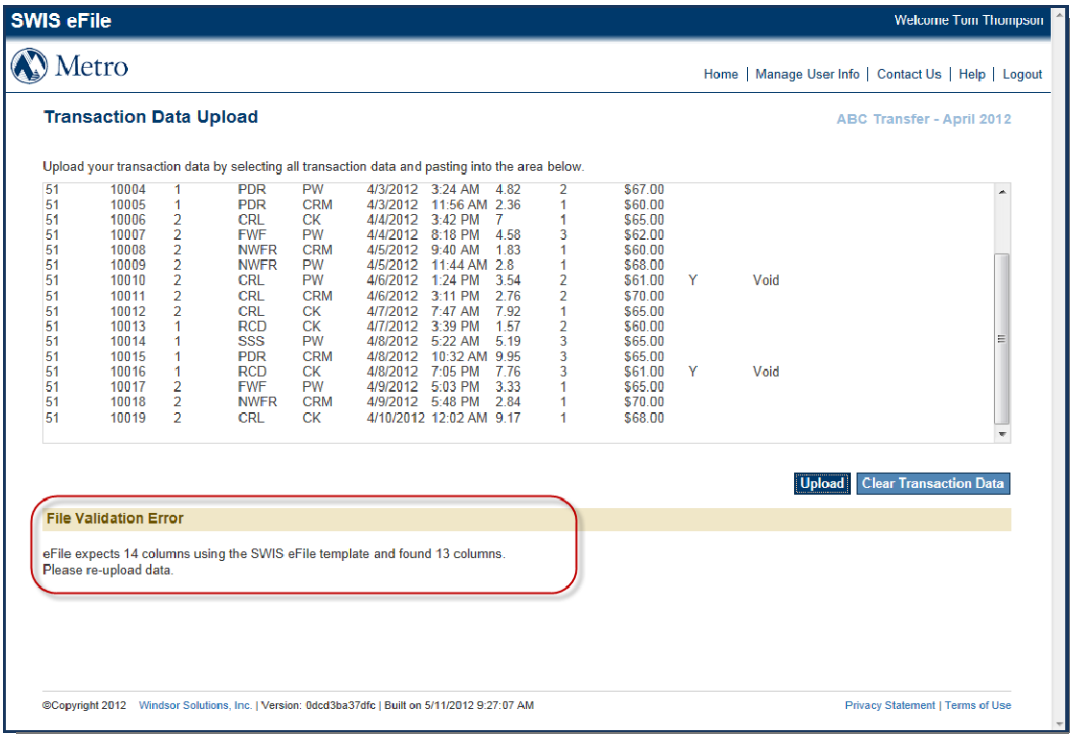
C. Applicability

Validation may be performed by users with submitter or certifier authorization.

D. Steps

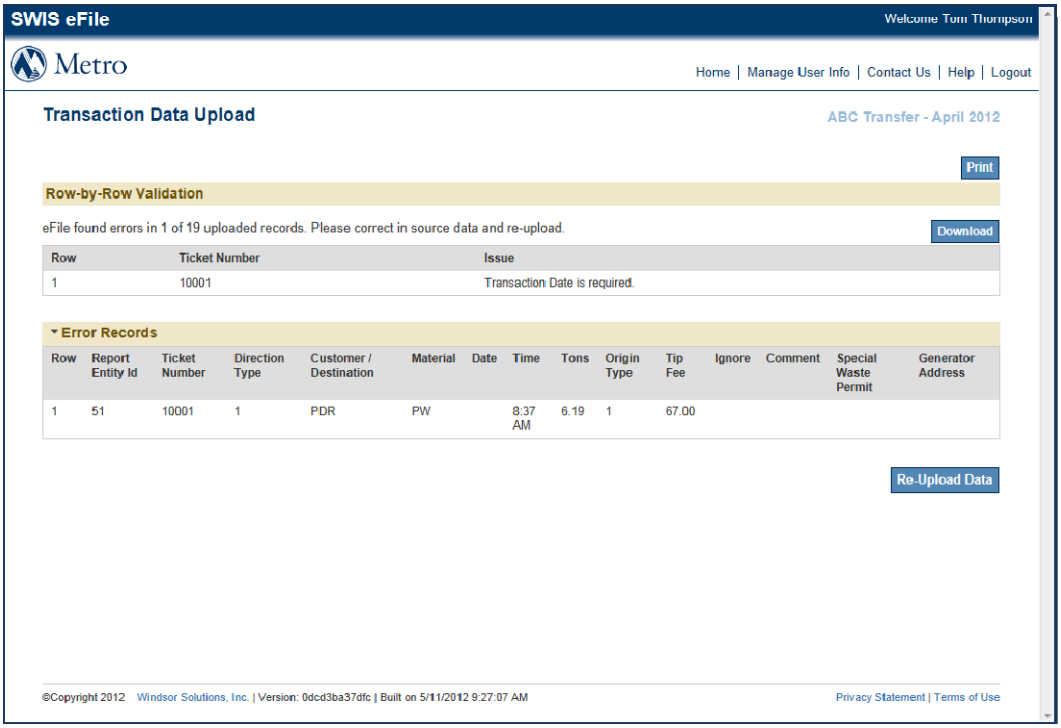
File Validation

File structure validation errors will be identified and described at the bottom of the upload screen, as shown below. These errors typically arise from data uploads that have fewer or greater than the 14 required columns specified by the SWIS eFile Data Standard.



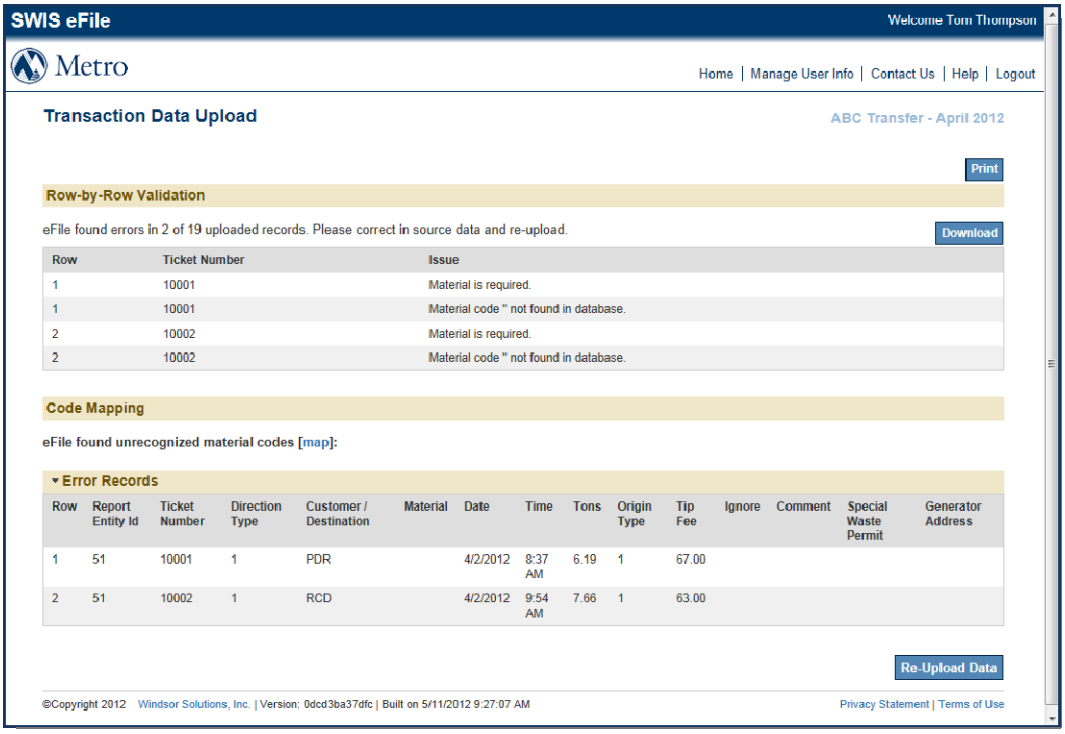
Field Validation

If SWIS eFile discovers an error in one or more fields in the uploaded data, each error will be displayed and highlighted to identify the line in the source data file that needs to be corrected. These errors arise from data issues within the required 14 fields.



Customer, Destination & Material Code Validation

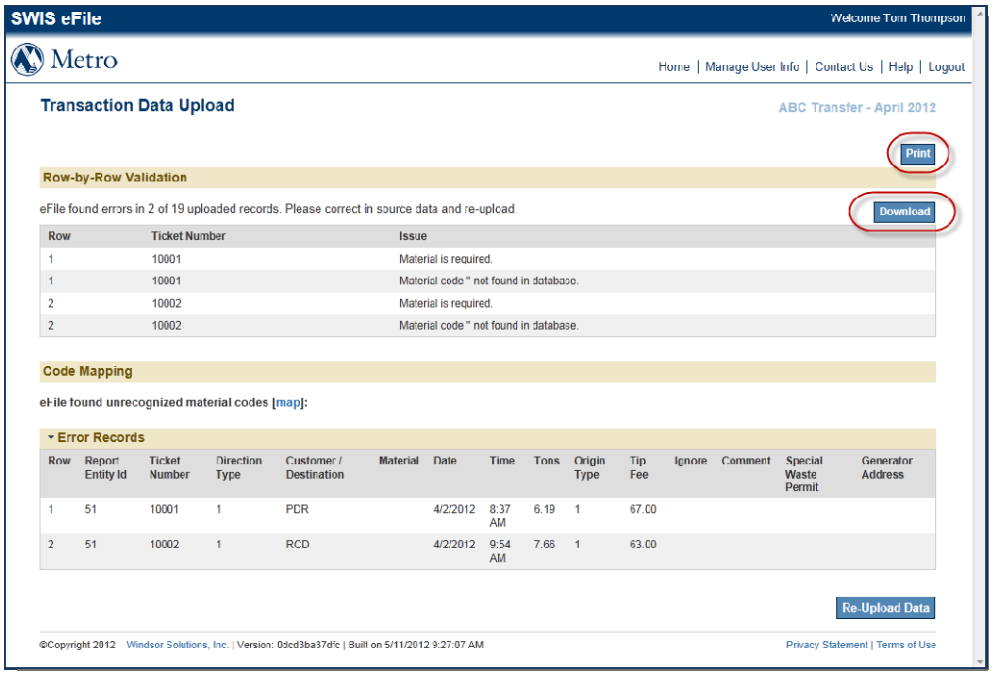
If SWIS eFile detects a customer, destination or material in the uploaded data that is not mapped in the system, the unknown values will be identified. A "map" hyperlink is provided that enables the user to correct the code mappings.



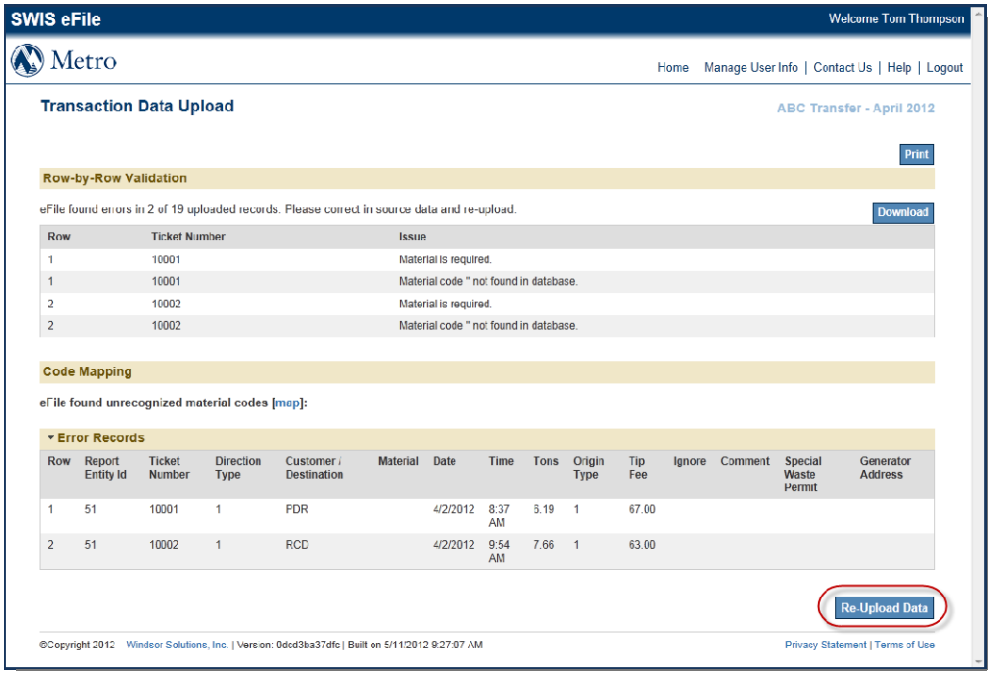
Correcting and Re-uploading Data

If the file upload encounters any of the above 3 types of validation errors, the data will not be uploaded to the system and the entire data set will need to be corrected at the source and re-uploaded.

1. To correct the data, it is best to make all identified changes in the source Excel spreadsheet. The Print and Download buttons are available to help identify incorrect data.



2. Once the changes have been made in the source Excel file, the user will follow the steps for uploading monthly data to re-upload the data file. Click the **Re-Upload Data** button to return to a blank upload paste box.



E. Next Steps

After all validation errors have been corrected and the system has accepted the valid file, the user may enter any required supplemental information for the reporting entity and filing period, such as ending inventory, credits and/or exemptions, or may proceed to the pre-certification review.

III. Entering Ending Inventory

A. Description

The Ending Inventory supplemental form allows users filing for transfer station and material recovery facility reporting entities to enter total recoverable material tons and total waste tons that are still at the reporting entity's facility at the end of the filing period.

B. Prerequisites

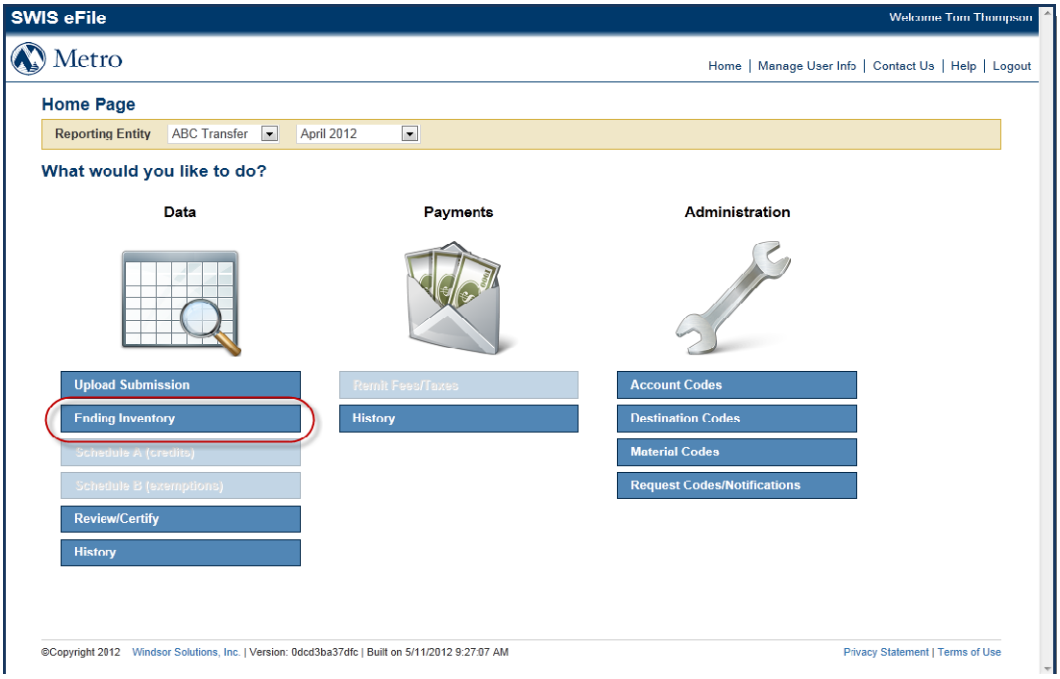
Prior to entering Ending Inventory, the user must upload a data file for the reporting entity and filing period.

C. Applicability

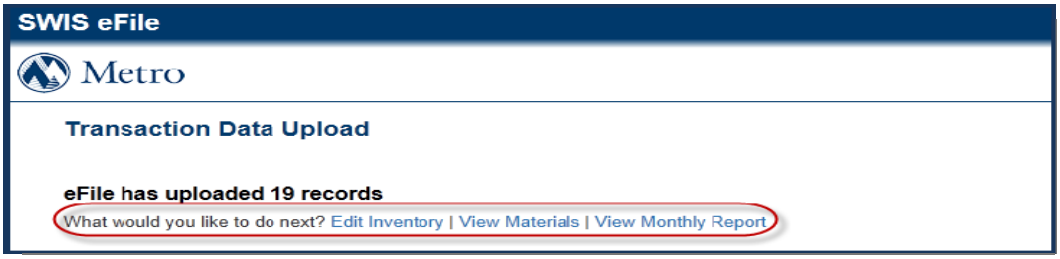
This activity is only applicable to users filing for transfer station and material recovery facility reporting entities.

D. Steps

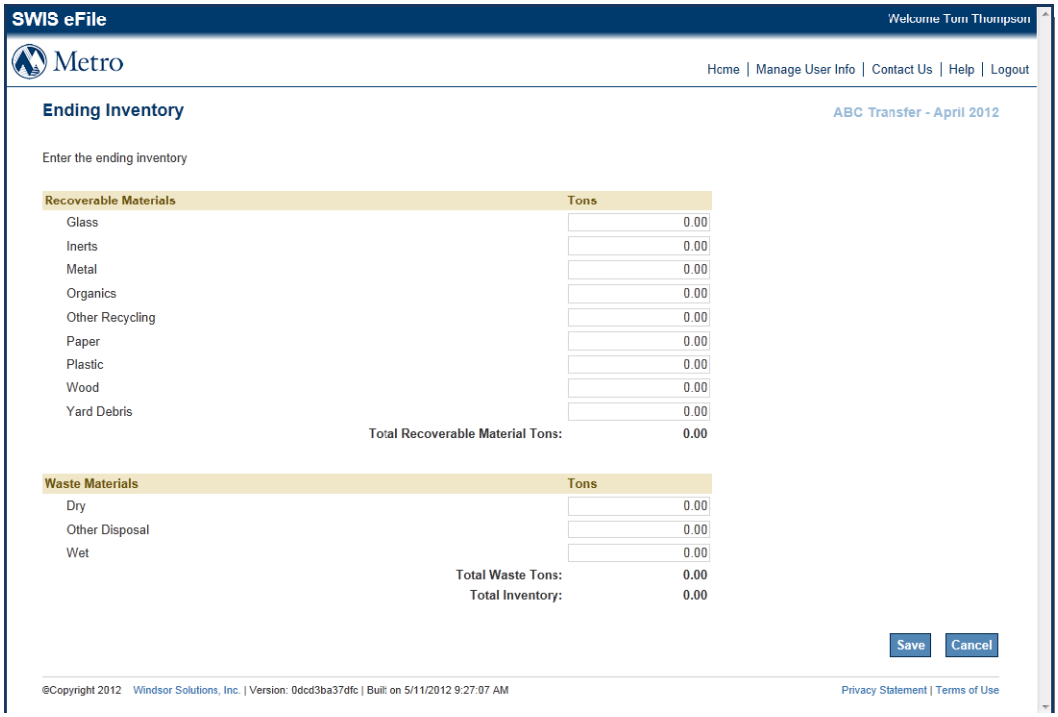
1. The SWIS eFile home page has a link to the Ending Inventory form.



The page can also be accessed from the Transaction Data Upload page after a successful data upload.



2. The screen is divided into 2 sections, **Recoverable Materials** and **Waste Materials**. The user will use the fields to the right of each material type to enter tonnage amounts. If inventory tonnage cannot be classified into one of the general items listed, the user should include that tonnage in “Other Recycling” or “Other Disposal”, as appropriate.



3. After all inventory has been entered, click the Save button. To return to the SWIS eFile home page, click the **Cancel** button. Clicking the **Cancel** button will not save tonnage amounts entered.

E. Next Steps

The user may proceed to the pre-certification review.

IV. Entering Fee & Tax Credits (Schedule A)

A. Description

The Schedule A (credits) supplemental form allows users for landfill and other select reporting entities to claim credits against fee and tax remittances.

B. Prerequisites

Prior to entering fee and tax credits on Schedule A, the user must upload data for the reporting entity and filing period. The reporting entity must be eligible to claim credits with Metro.

Credits that do not require pre-approval from Metro, such as petroleum contaminated soils, or other cleanup media, may be entered in the top portion of the schedule.

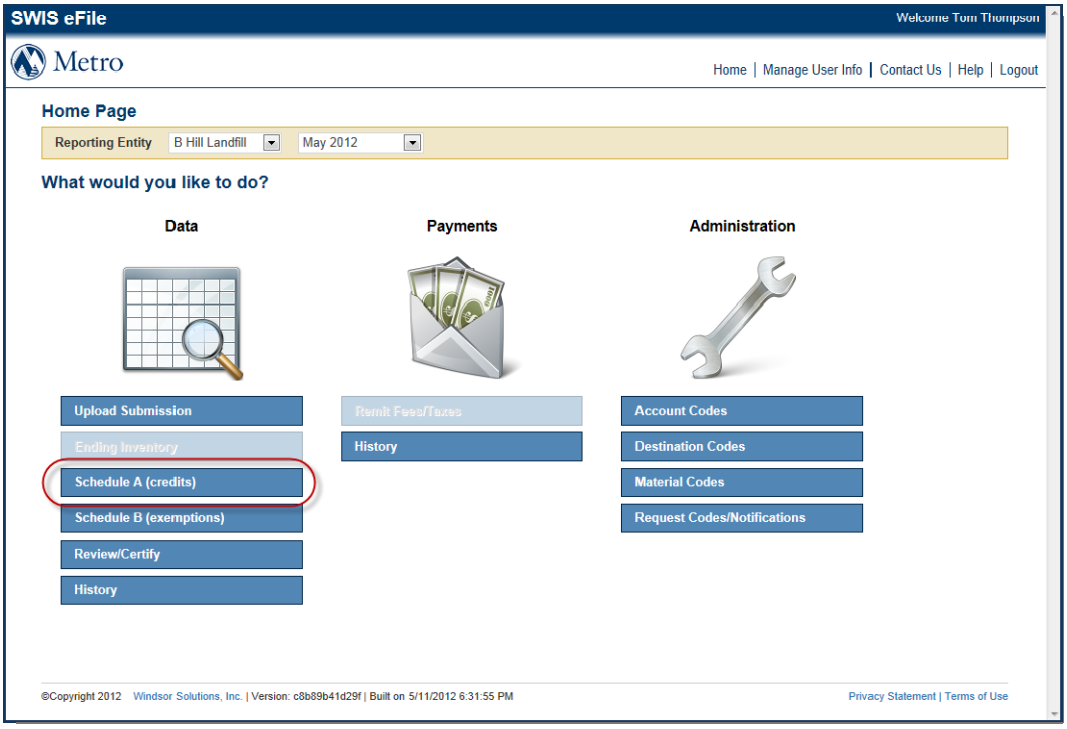
Credits that require pre-approval from Metro will be assigned an approval code by Metro and will be available to select when entering tonnage to be claimed for the specified reporting entity and filing period.

C. Applicability

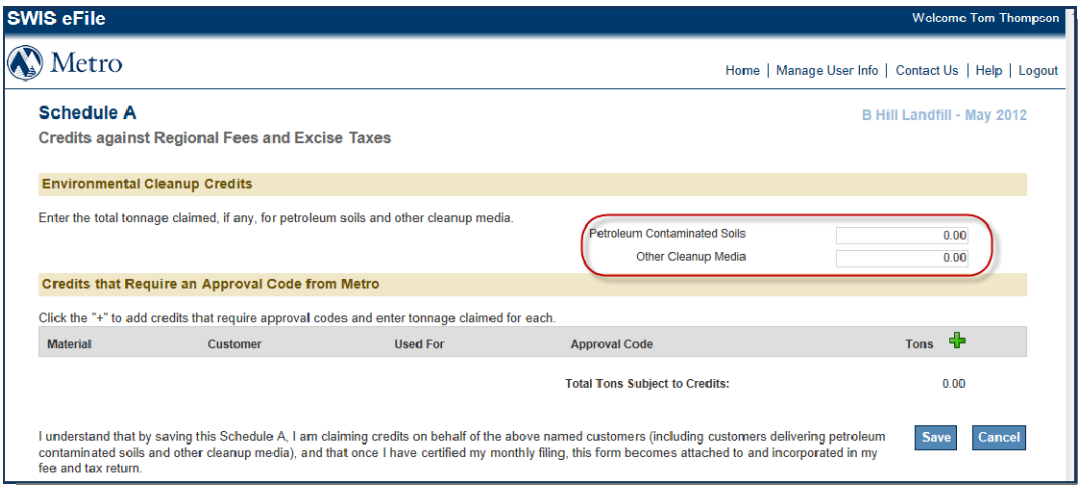
This form only applies to landfills and other select reporting entities that remit fees and taxes to Metro.

D. Steps

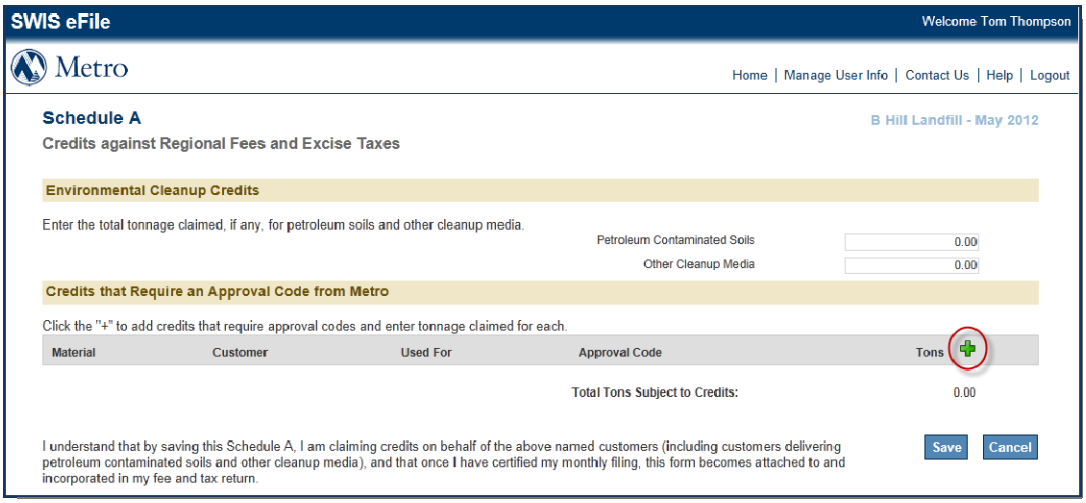
1. Enter the Schedule A (credits) supplemental form. Users filing for landfills and other select reporting entities will be able to click the Schedule A (credits) link on the home page.



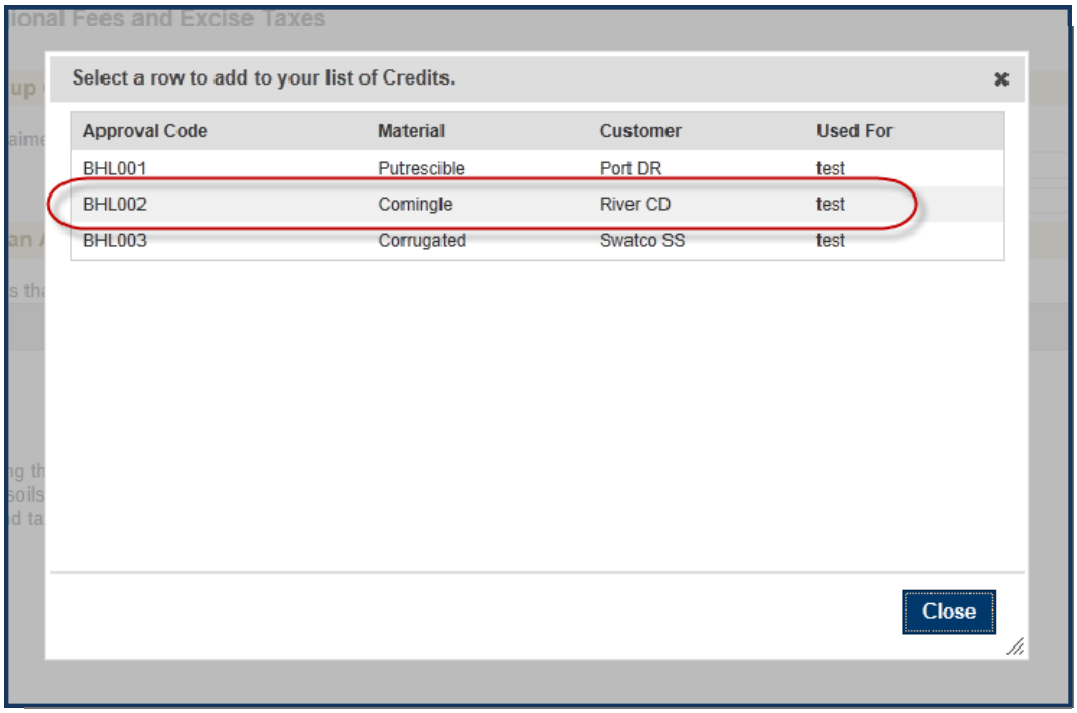
2. The first section allows the user to enter tonnage amounts for environmental cleanup credits that do not require pre-approval from Metro. These tonnage amounts can be entered for **Petroleum Contaminated Soils** and **Other Cleanup Media**.



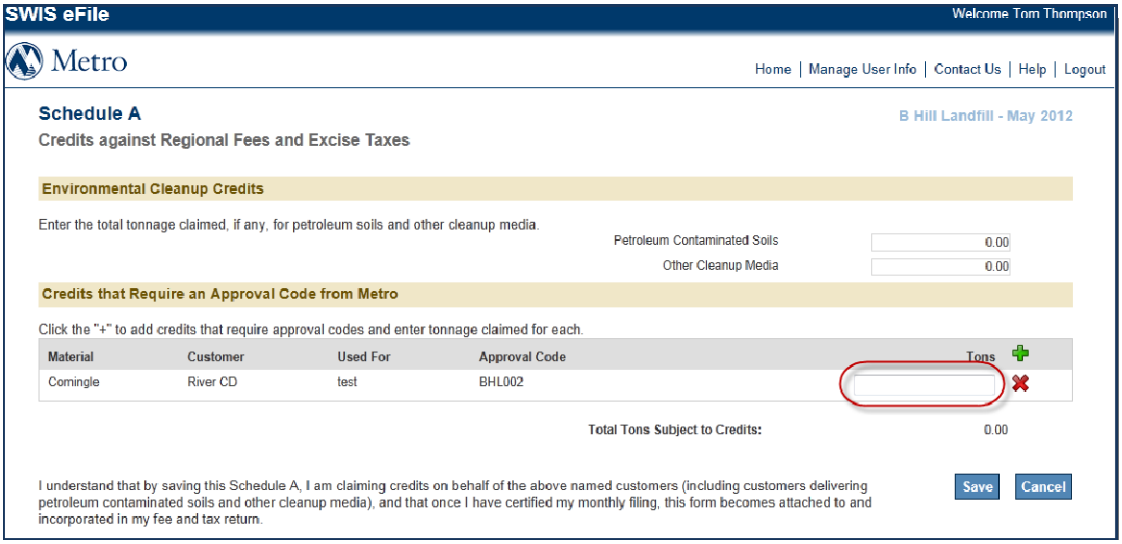
3. The second section allows users to enter tonnage amounts for credits that do require pre-approval from Metro. Click the '+' button to select an approval code. Any or all of the codes can be used for each reporting entity and filing period. Codes will be added individually and users will need to click the '+' icon to add each code.



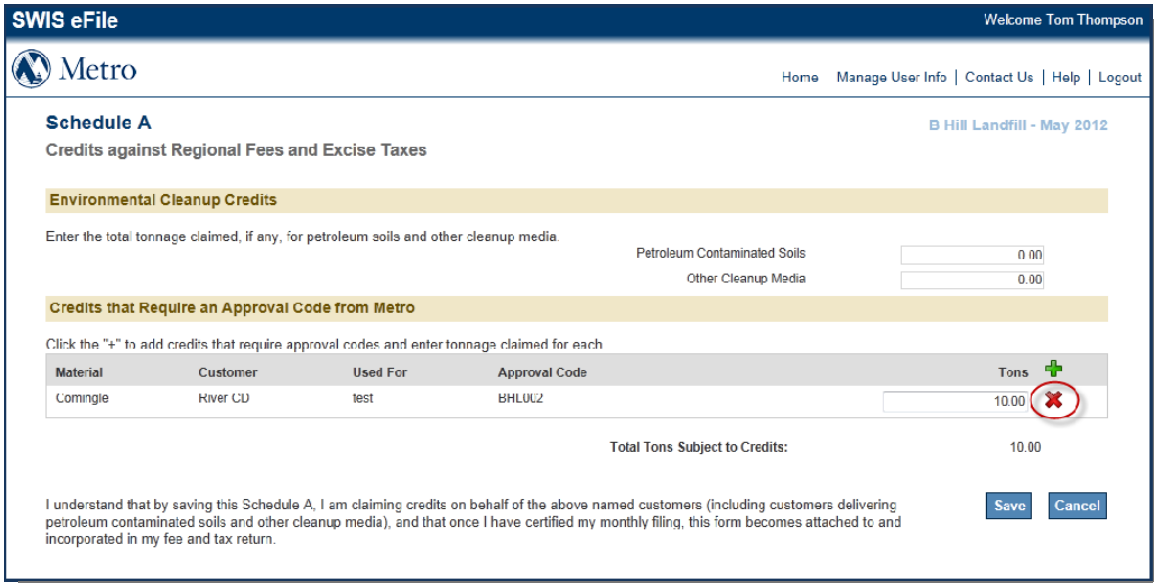
4. A pop-up box appears with a list of all approved credits. Click the row of the credit to add it to the schedule.



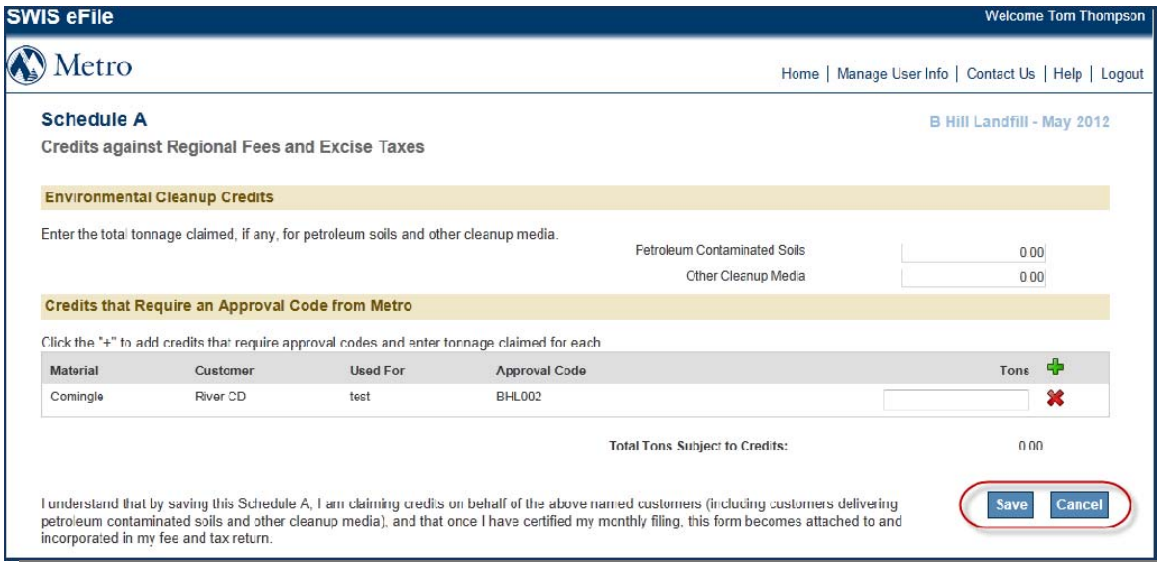
5. Once the credit has been selected, it will be added to Schedule A. Enter the tonnage amount to claim in the box provided. After all Credits are entered for the reporting entity and filing period, verify the **Total Tons Subject to Credits**.



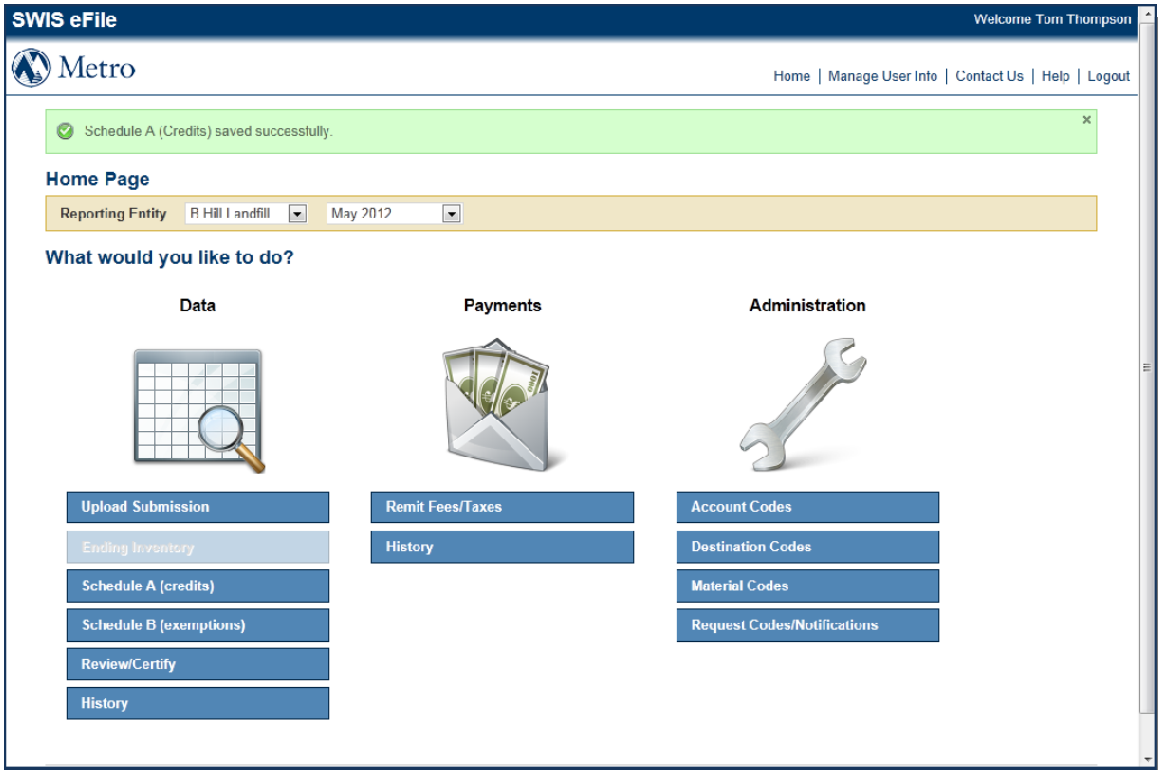
6. To remove the selected approval code, click the 'X.'



7. To save Schedule A, click the **Save** button. To close out of the form without saving and return to the home page, click **Cancel**.



8. After clicking **Save**, the user will be returned to the home page with the message "Schedule A (Credits) saved successfully."



E. Next Steps

The user may claim fee & tax exemptions using Schedule B or proceed to the pre-certification review.

V. Entering Fee & Tax Exemptions (Schedule B)

A. Description

The Schedule B (exemptions) supplemental form allows users filing for landfills and other select reporting entities to enter and claim exemptions against fee and tax remittances.

B. Prerequisites

Prior to entering exemptions on Schedule B, the user must upload a data file for the reporting entity and filing period.

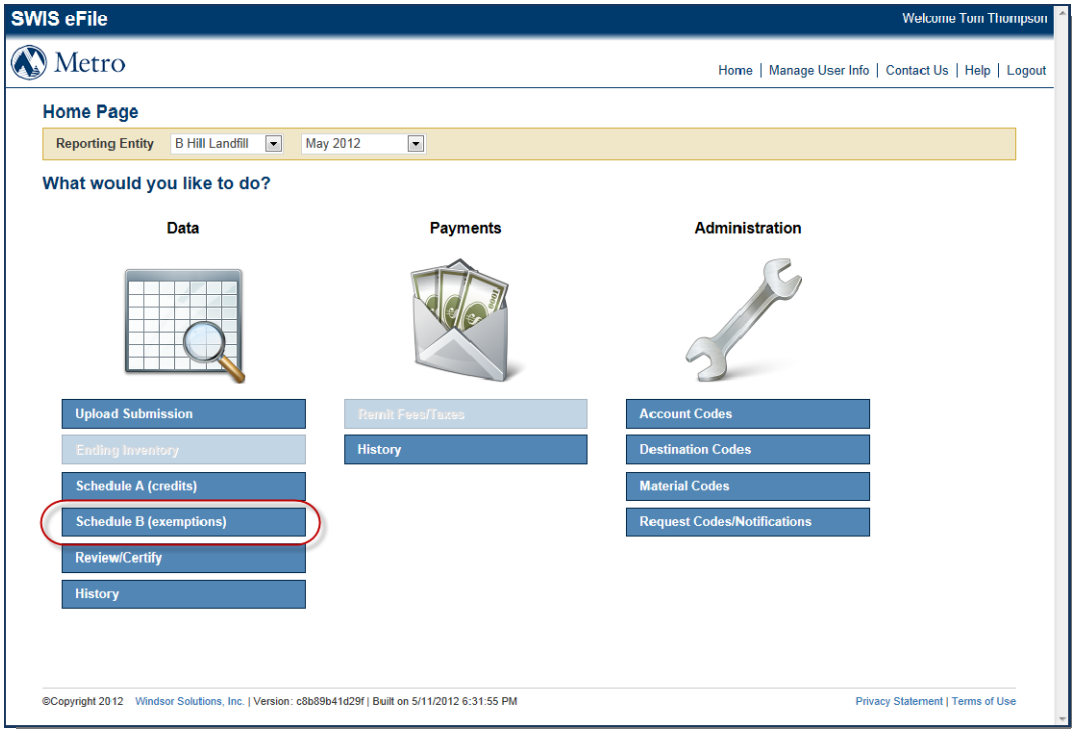
The reporting entity must be eligible to claim exemptions with Metro. For each reporting entity, Metro-approved exemptions will be assigned an approval code and will be available to select when entering tonnage to be claimed for the reporting entity and filing period.

C. Applicability

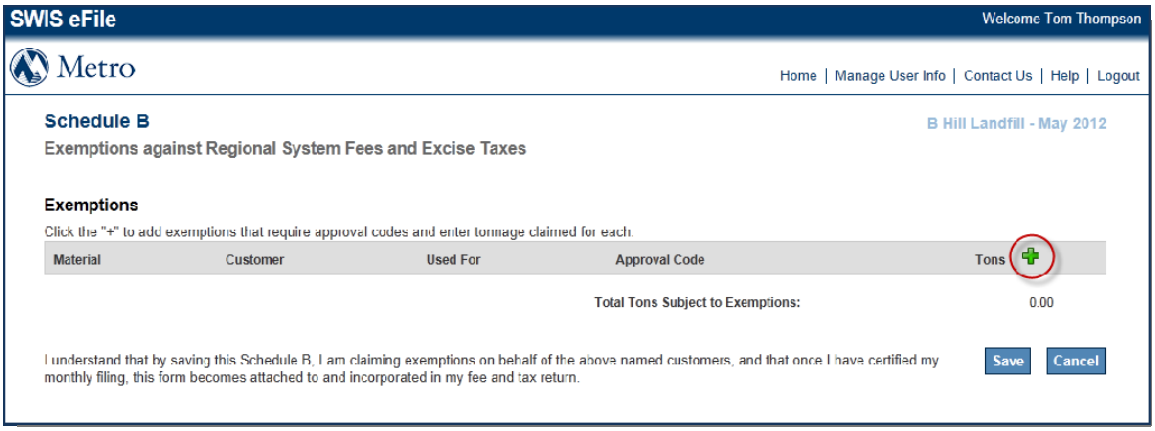
This form only applies to landfill and other select reporting entities that remit fees and taxes to Metro.

D. Steps

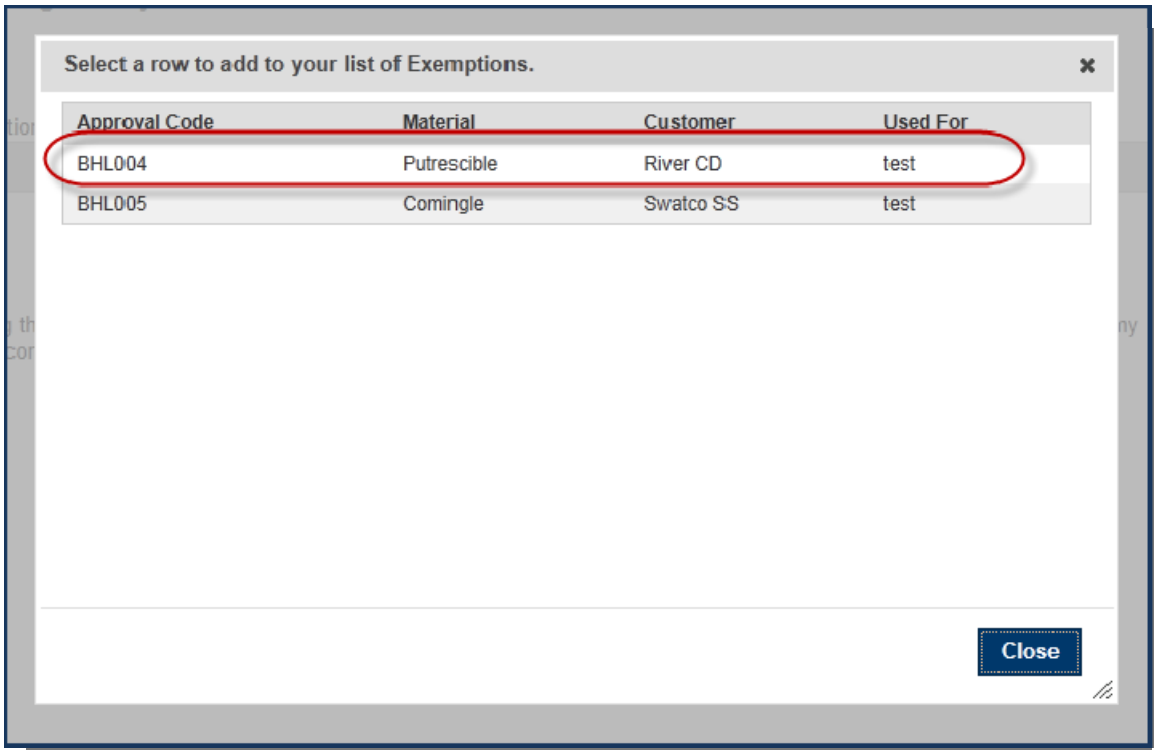
1. Enter the Schedule B (exemptions) submission form. Users will be able to click the **Schedule B (exemptions)** link on the home page.



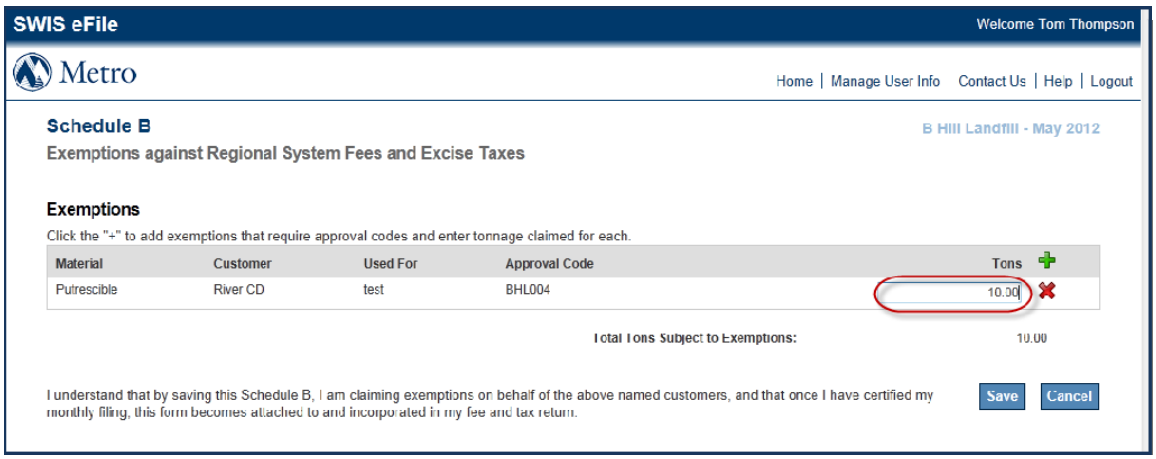
2. Click the '+' button to add an approval code. Any or all of the codes can be used for each reporting entity and filing period. Codes will be added individually and users will need to click the '+' icon to add each approval code.



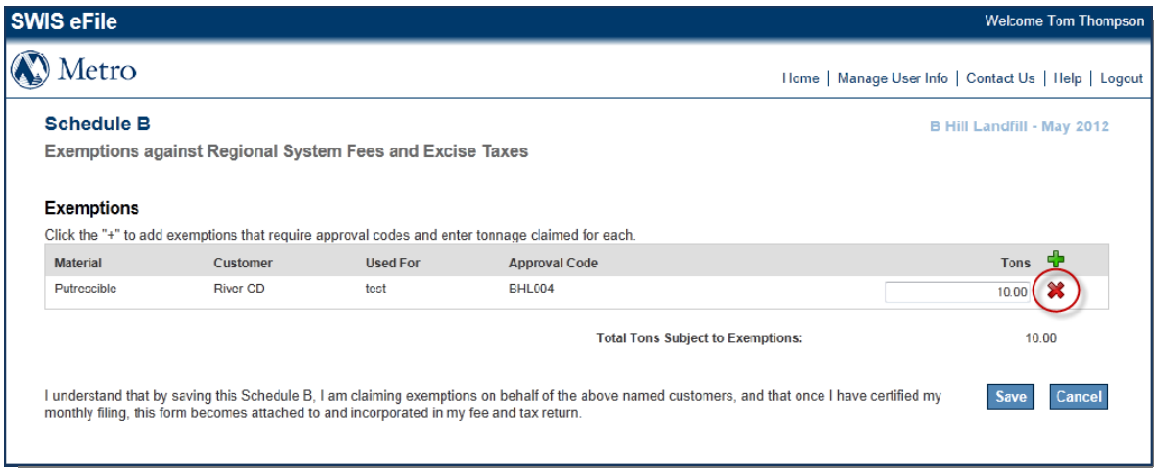
3. A pop-up box appears with a list of all approval codes. Click the row of the exemption to add it to the Schedule.



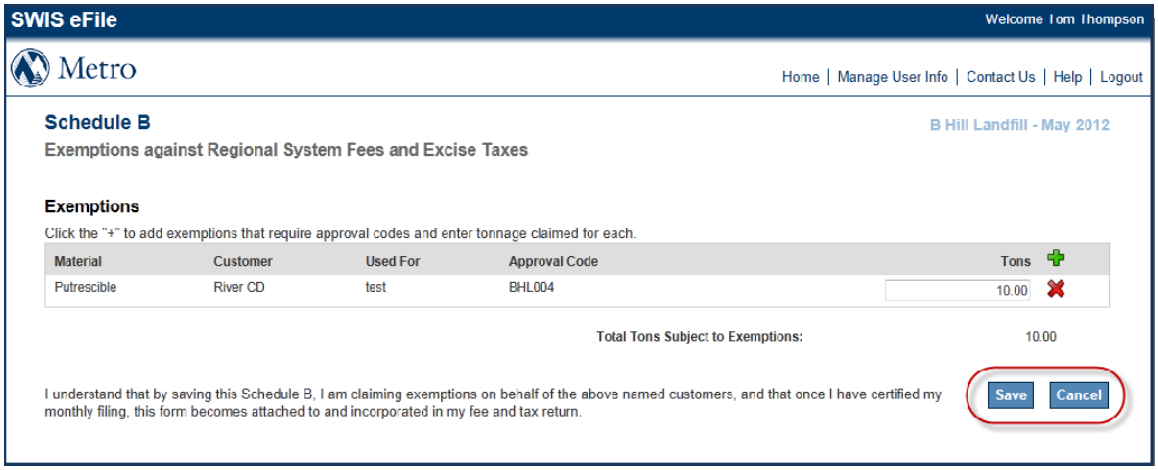
4. Once the exemption has been selected, it will be added to Schedule B. Enter the tonnage amount to claim in the box provided. After all Exemptions are entered for the reporting entity and filing period, verify the **Total Tons Subject to Exemptions**.



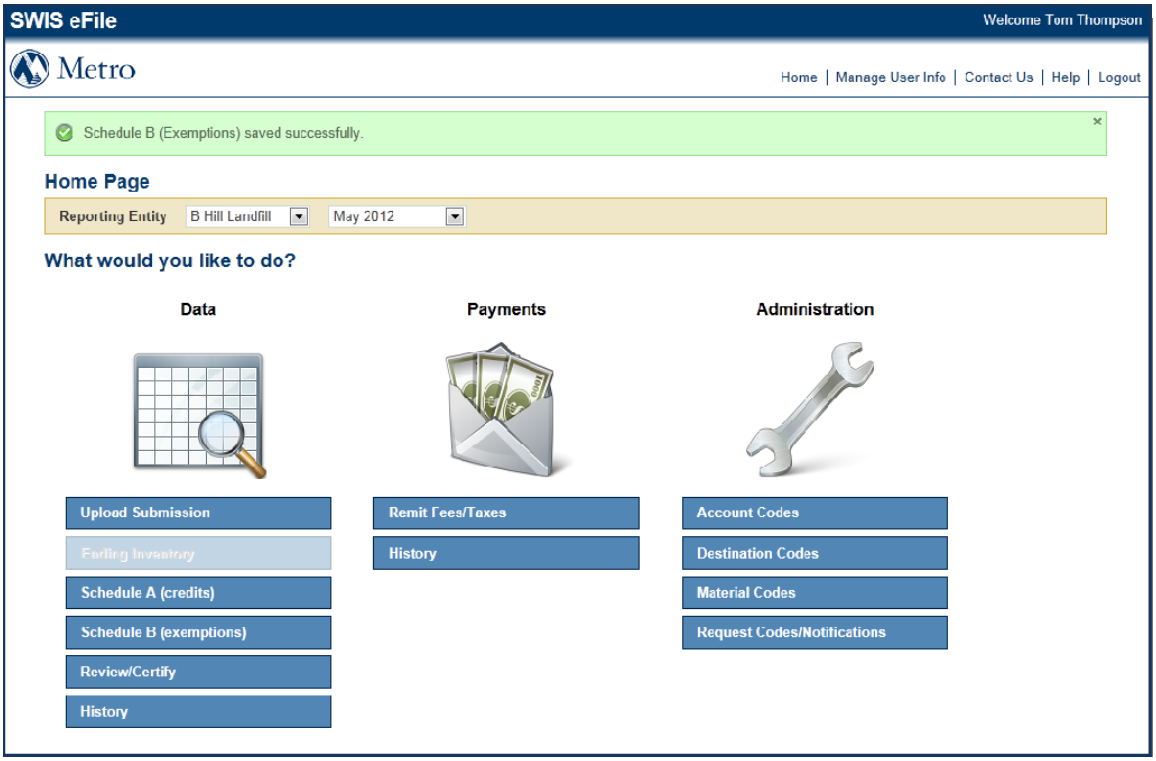
5. To remove the selected approved credit code, click the 'X.'



6. To save Schedule B, click the **Save** button. To close out of the form without saving and return to the home page, click **Cancel**.



7. After clicking **Save** on the Schedule B form, the user will be returned to the home page with the message "Schedule B (Exemptions) saved successfully."



E. Next Steps

The user may proceed to the pre-certification review.

VI. Pre-Certification Review

A. Description

Prior to certifying a monthly filing or passing the filing off to a certifier for the reporting entity, the submitter will have the opportunity to review the entire filing. This review takes place using the Monthly Report form, and displays sections that only pertain to the unique reporting entity at hand. The form has sections for solid waste fees and taxes, regulatory filings and links to material and ending inventory summaries, as applicable.

B. Prerequisites

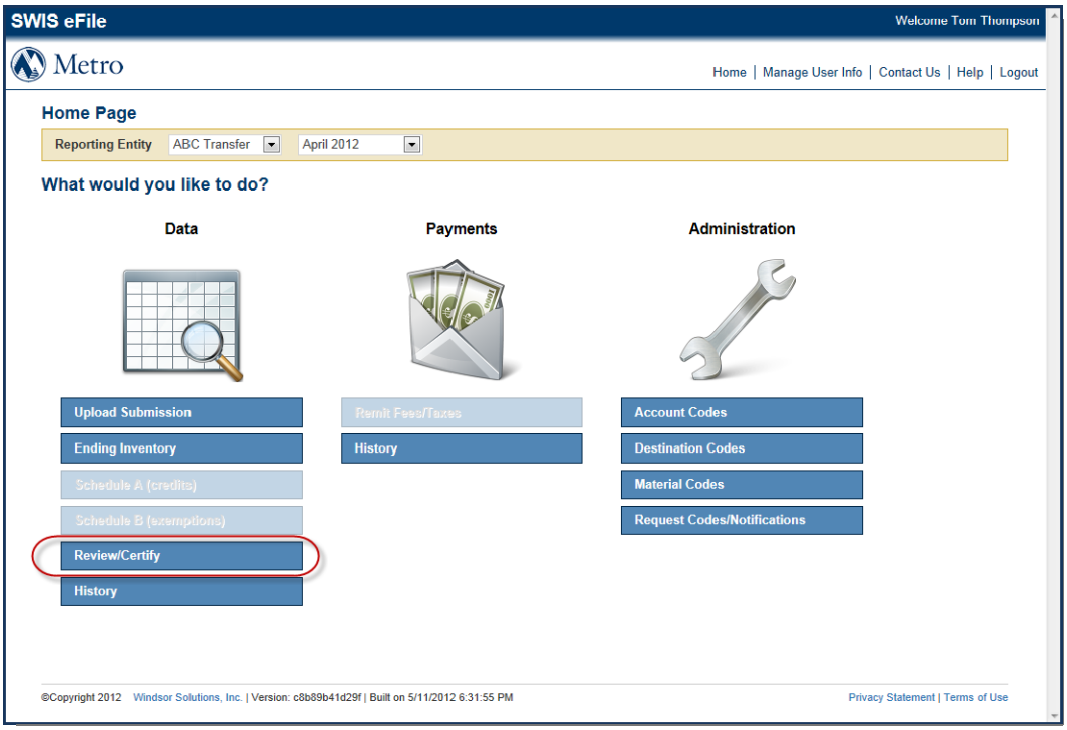
To conduct a pre-certification review, all data for the reporting entity and filing period must be entered into SWIS eFile including transaction data, ending inventory, credits and exemptions.

C. Applicability

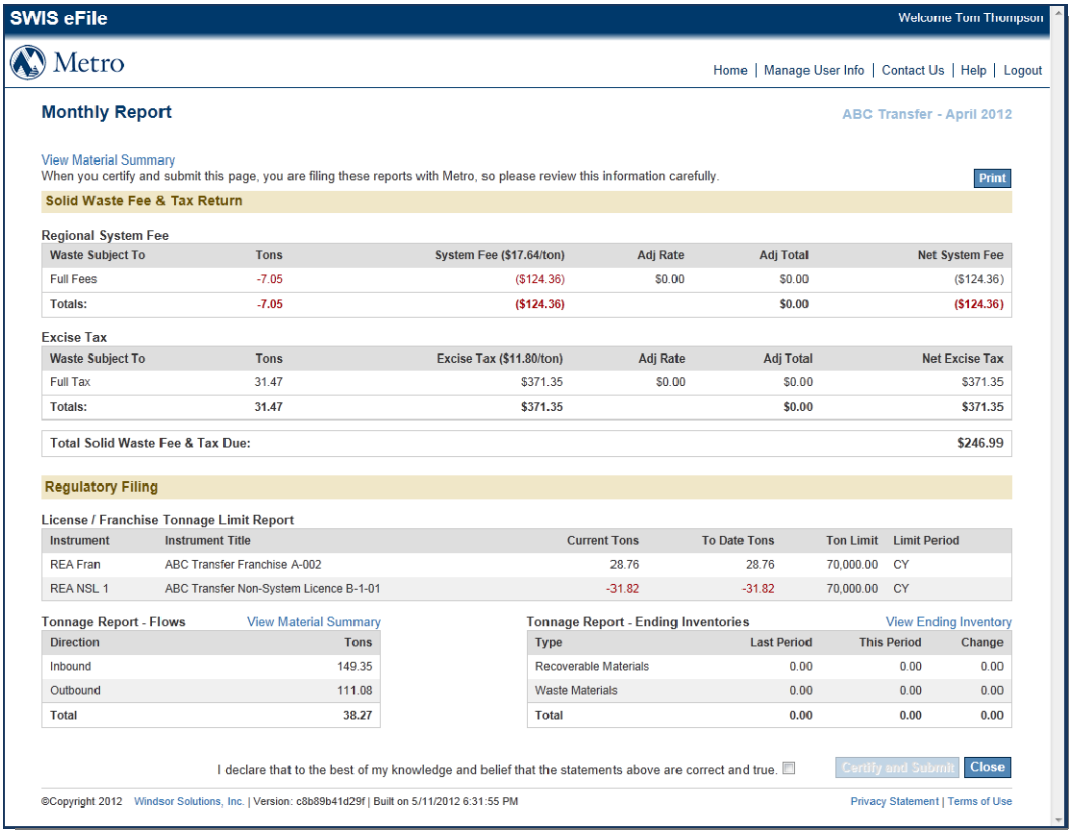
Users with submitter or certifier authorization have the ability to conduct a pre-certification review of the filing.

D. Steps

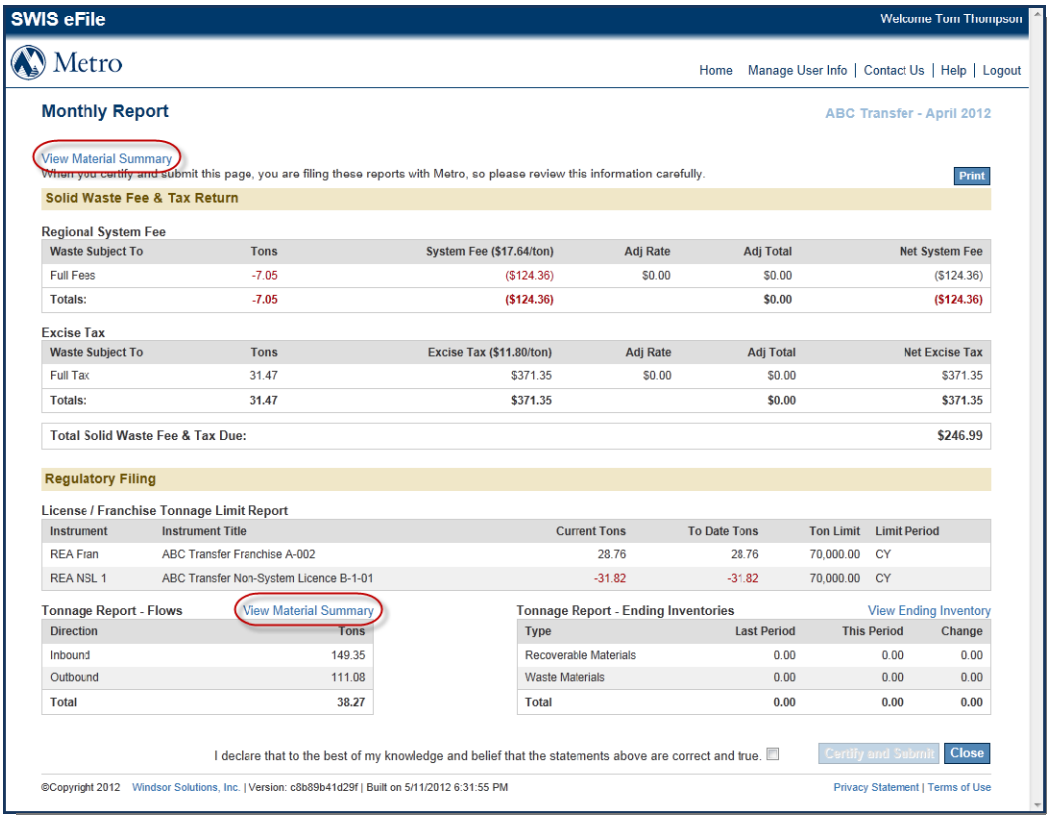
1. Enter the Monthly Report form by clicking the Review/Certify link from the home page.



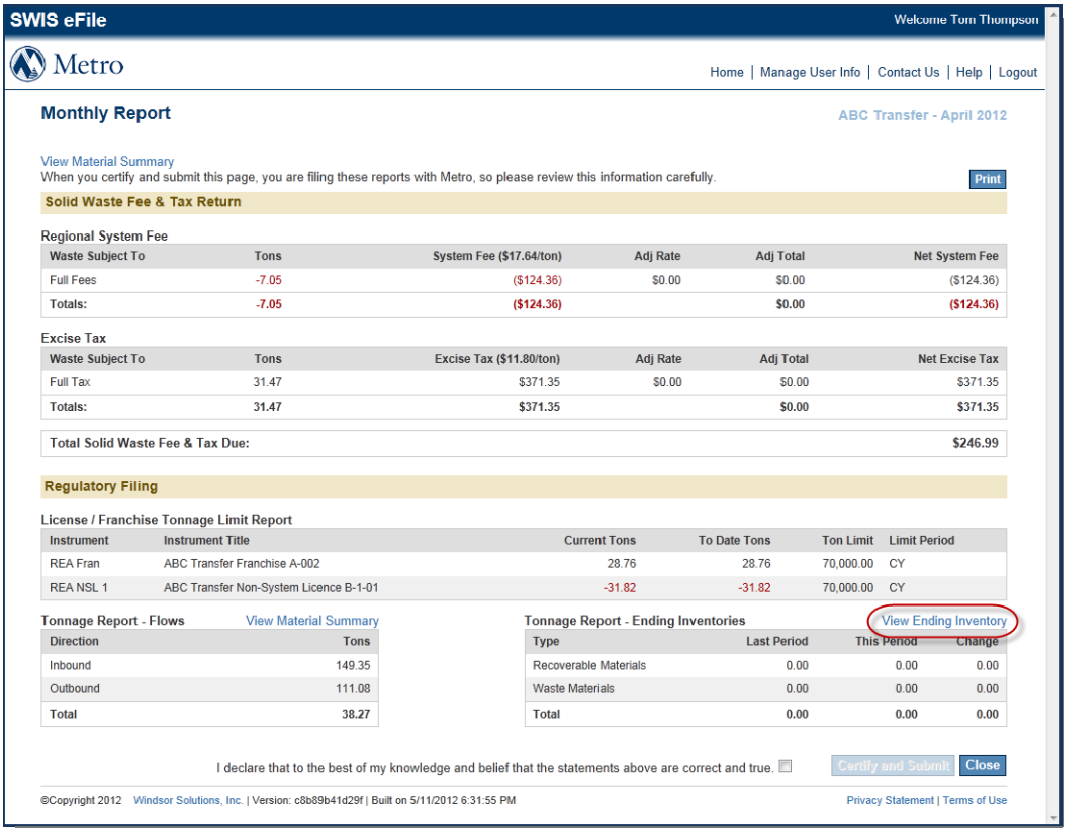
2. Review the summary of uploaded data and entered supplemental information and verify that all data is accurate.



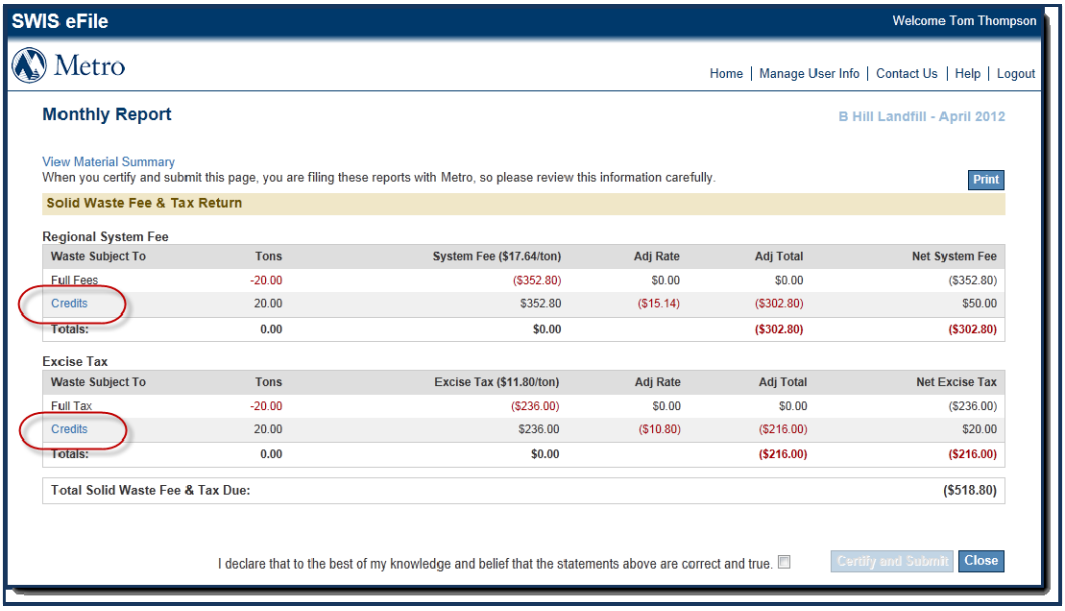
3. The **View Material Summary** link is available to the user to conduct a more in-depth review of the uploaded data, and summarizes the tonnage and load counts for each of the reporting entity's material types.



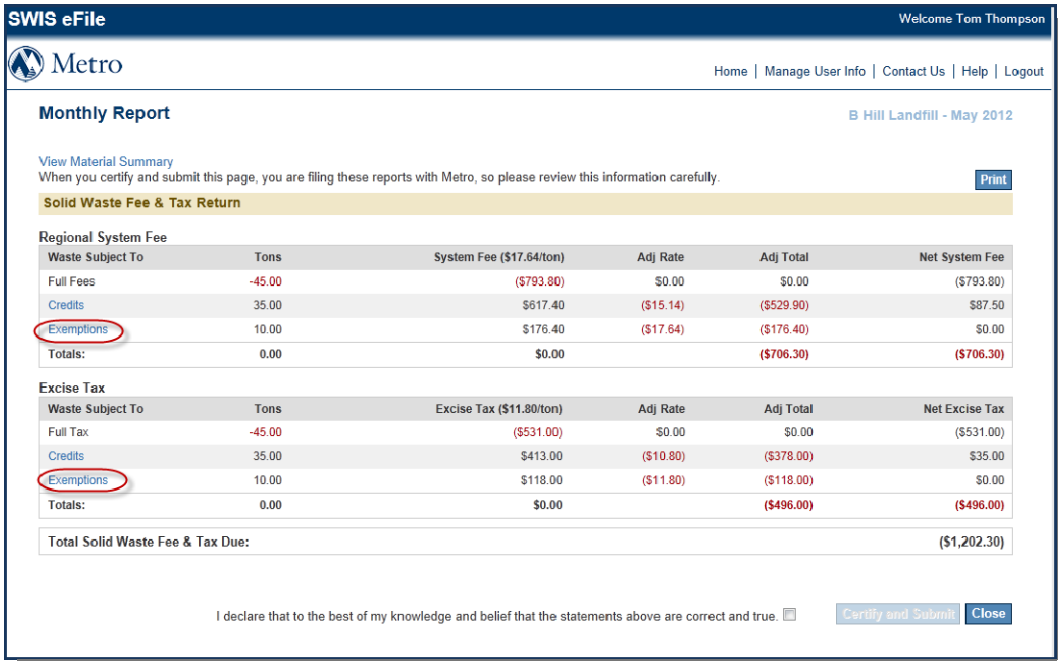
4. The **View Ending Inventory** link is available to the user in order to view the Ending Inventory form for the reporting entity and filing period. There, the user may change any information on that form and save the new inventory information.



5. The **Credits** link is available in the Solid Waste Fee & Tax return section of the Monthly Report, and enables the user to view Schedule A and change any claimed credits for the reporting entity and filing period.



6. The **Exemptions** link is available in the Solid Waste Fee & Tax Return section of the Monthly Report, and enables the user to view Schedule B and change any claimed exemptions for the reporting entity and filing period.



7. The user may cancel, correct and re-upload any part of the filing, including the transaction data upload, ending inventory, or credits and exemptions.

E. Next Steps

Once the filing has been verified to be correct and is ready to be submitted to Metro, the submitter may certify the filing or pass the filing off to a certifier for the selected reporting entity.

SWIS eFile and the Certifier

I. Pre-Certification Review

A. Description

Prior to certifying a monthly filing, the certifier will have the opportunity to review the entire filing. This review takes place using the Monthly Report form, and displays sections that only pertain to the unique reporting entity at hand. The form has sections for solid waste fees and taxes, regulatory filings and links to material and ending inventory summaries, as applicable.

B. Prerequisites

To conduct a pre-certification review, all data and required supplemental information for the reporting entity and filing period must be entered into SWIS eFile.

C. Applicability

Users with submitter or certifier authorization have the ability to conduct a pre-certification review of the filing.

D. Steps

The Pre-Certification Review for the Certifier follows the same process as the pre-certification review for the Submitter. Please see that section for more information.

E. Next Steps

Once the filing has been verified to be correct and is ready to be submitted to Metro, the certifier may certify the filing for the reporting entity and filing period.

II. Certifying the Submission

A. Description

Each monthly filing for a reporting entity must be certified.

B. Prerequisites

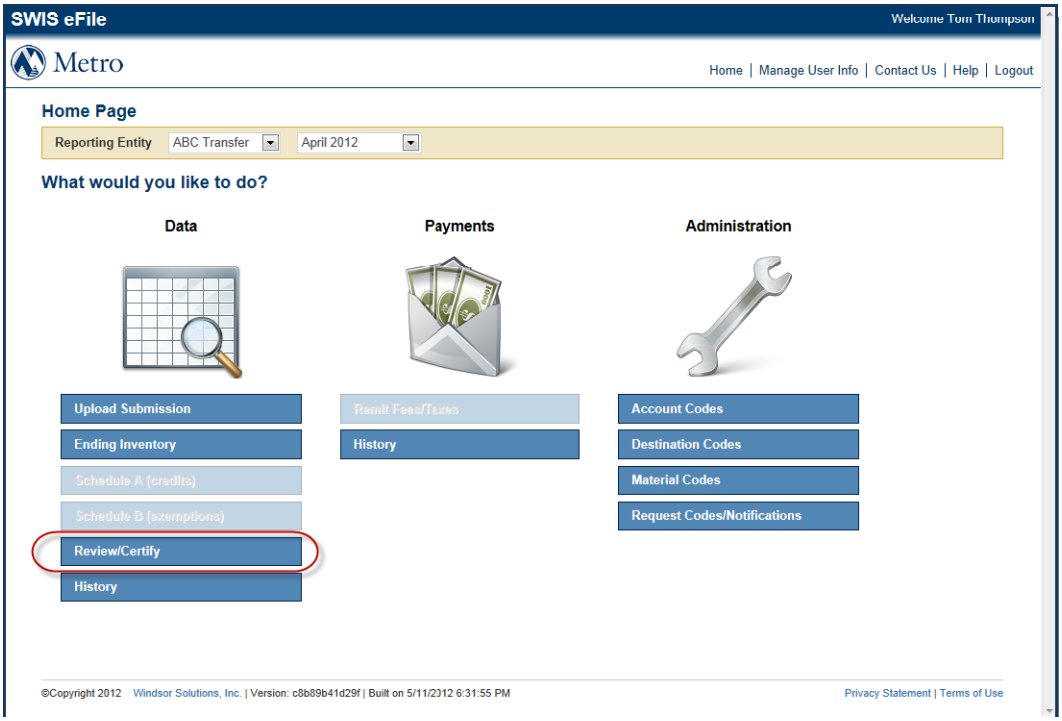
All monthly filings should be reviewed prior to certification using a pre-certification review of the filing.

C. Applicability

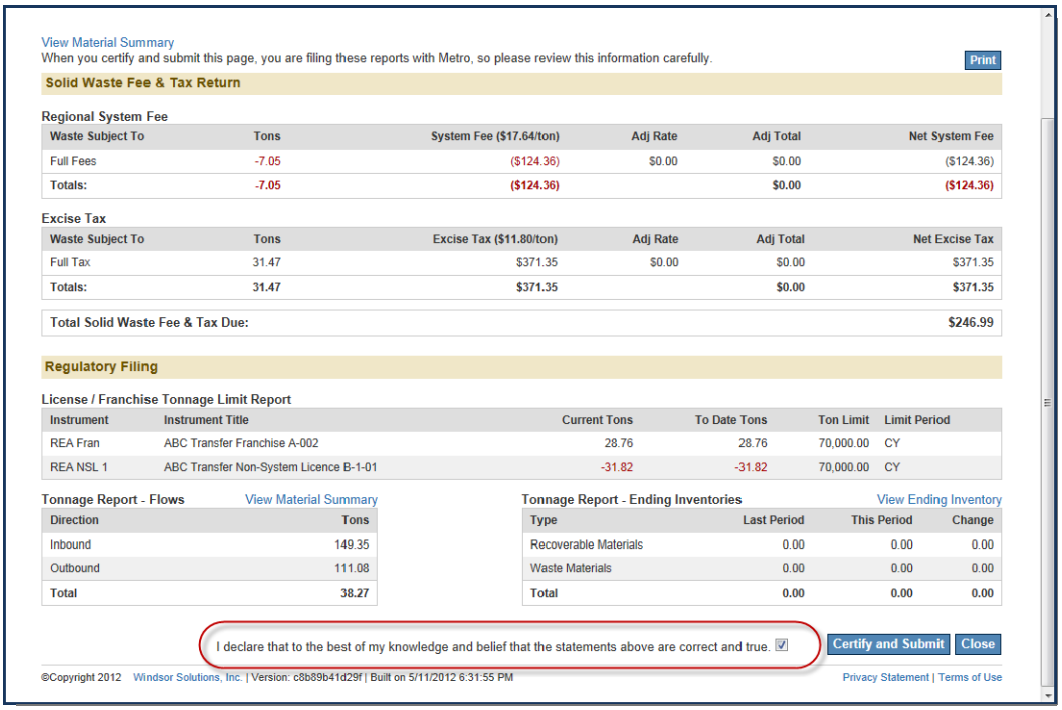
Users with certifier authorization have the ability to certify the reporting entity's monthly filing.

D. Steps

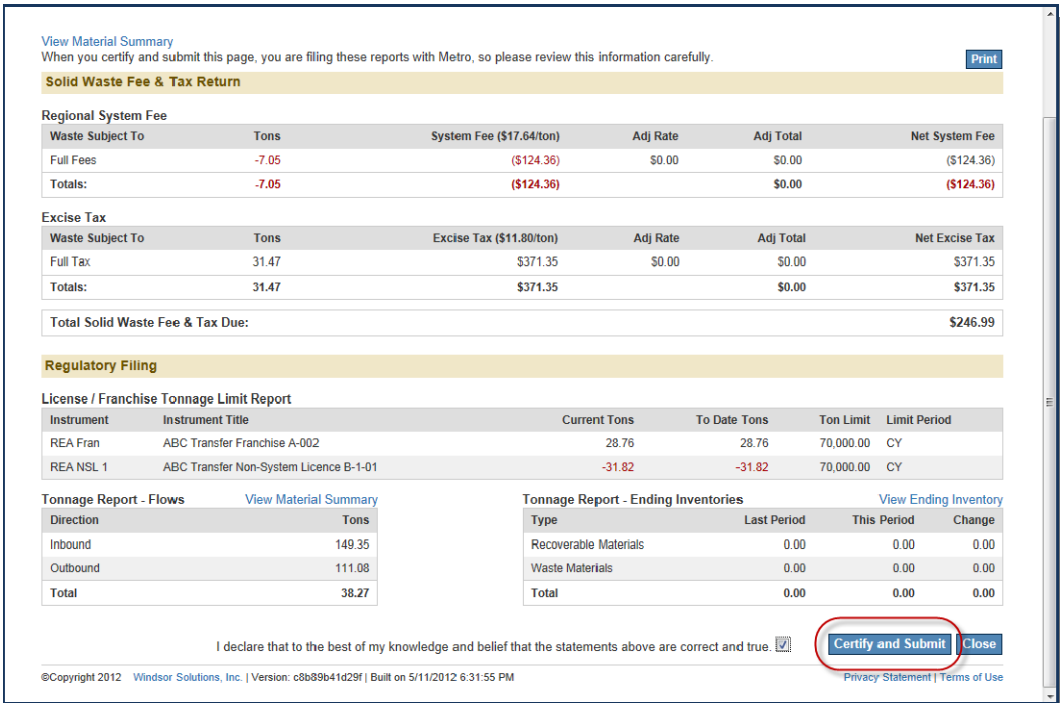
1. Enter the Monthly Report form to certify a submission by clicking the Review/Certify link from the home page.



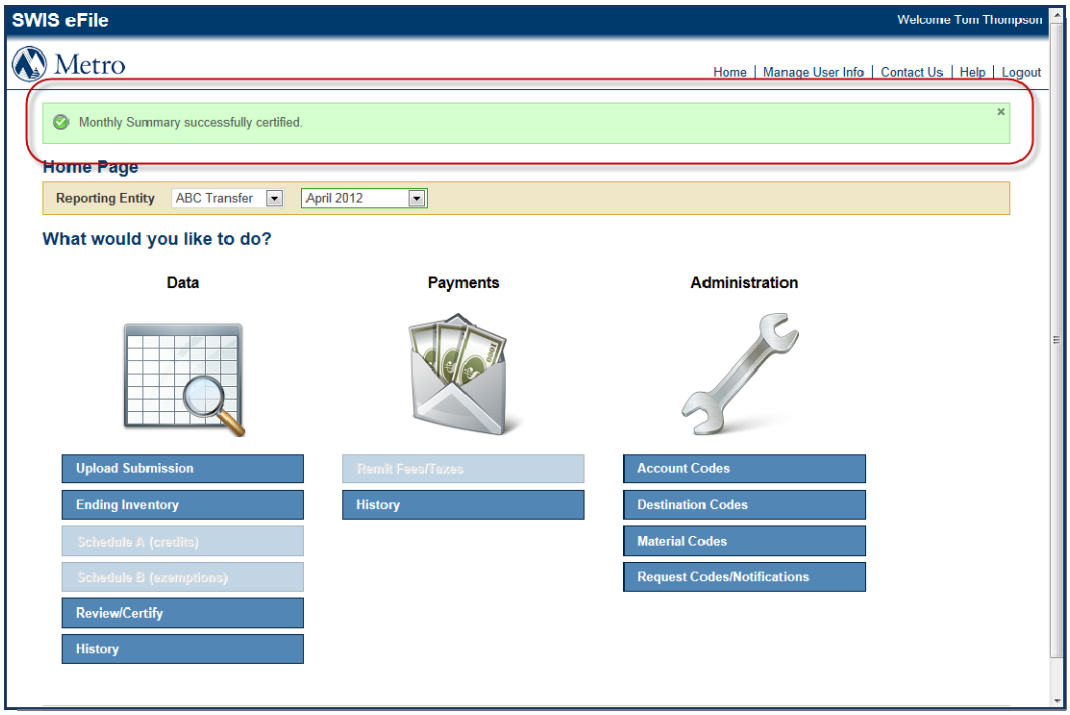
2. After reviewing all submission data using a pre-certification review, the certifier must check the box stating **"I declare that to the best of my knowledge and belief that the statements above are correct and true."**



3. The **Certify and Submit** button will initiate the certification process and submit the filing to Metro.



4. The user will be returned to the home page with a message "Monthly Summary successfully certified."



E. Next Steps

After the filing has been certified, if there are any fees and taxes associated with the filing, the user must review the fee and tax obligation for the reporting entity and filing period, and initiate the fee and tax remittance to Metro.

SWIS eFile and the Payer

I. Reviewing the Fee & Tax Obligation

A. Description

Prior to initiating a fee and tax remittance to Metro, users have the opportunity to review the fee and tax obligation on the Payment Summary form. This form displays the current solid waste fee and tax obligation (certified by the certifier) and any outstanding credits and charges posted to the reporting entity's account.

B. Prerequisites

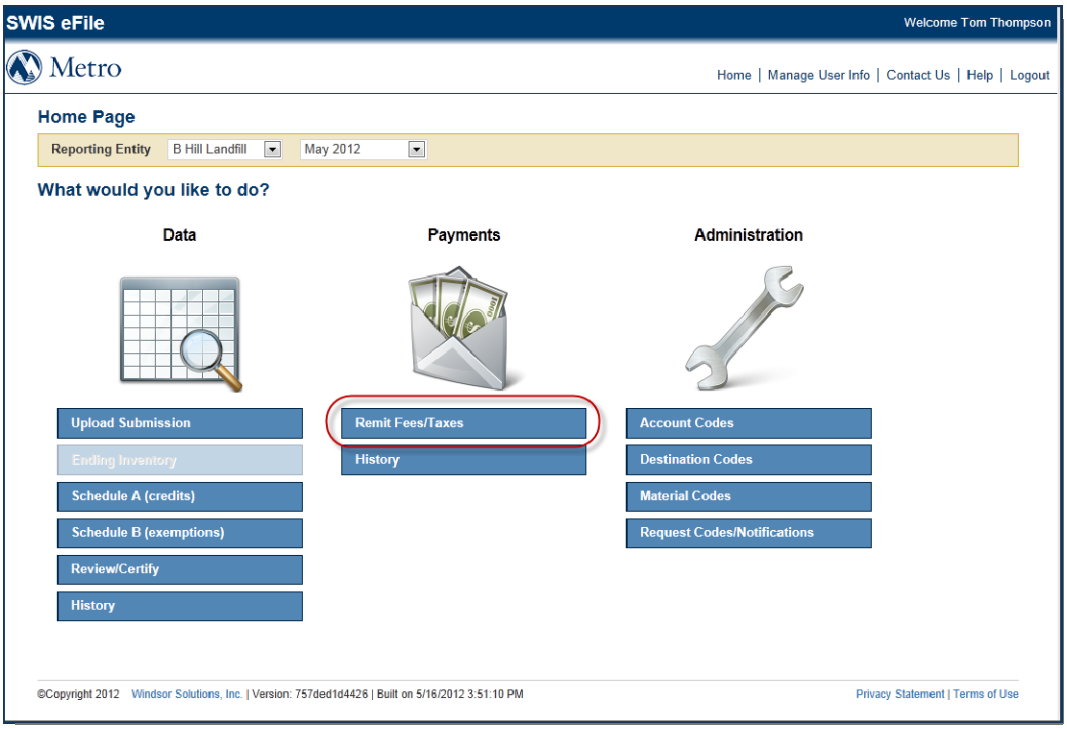
To review the fee and tax obligation, all data and supplemental information for the reporting entity and filing period must be uploaded and entered into eFile, and the filing must be certified.

C. Applicability

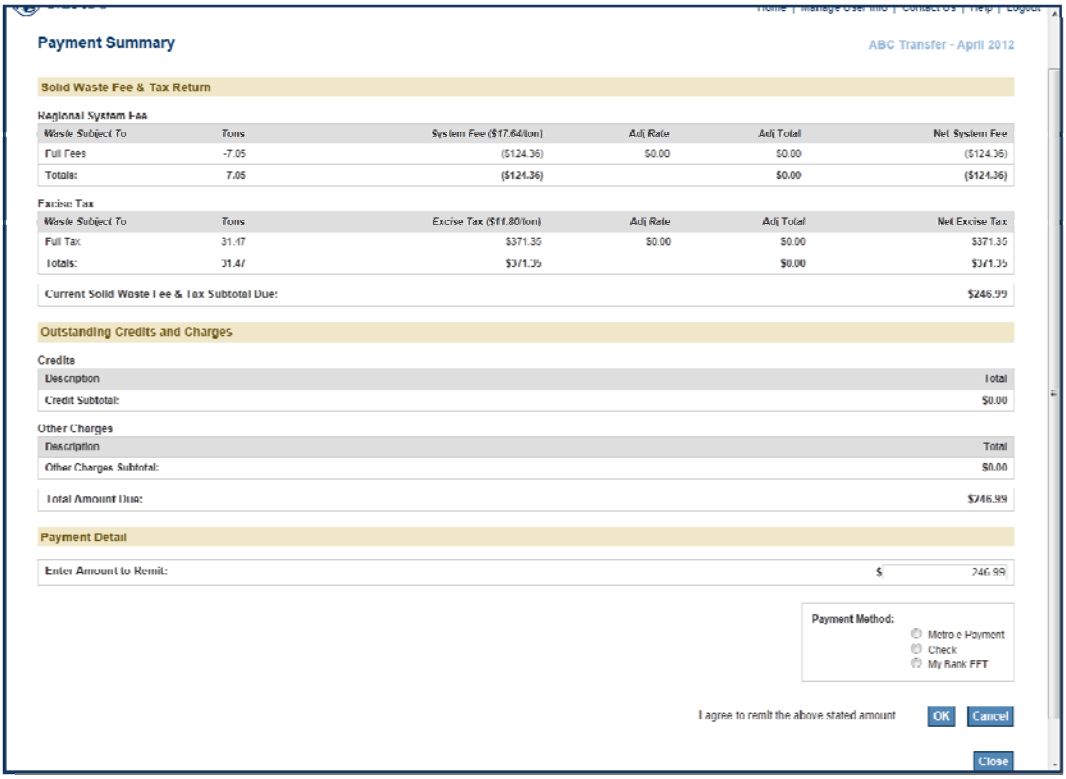
Users with payer authorization can review the payment summary.

D. Steps

1. Enter the Payment Summary form by clicking the **Remit Fees/Taxes** button from the home page.



2. On the Payment Summary, review the certified current fee and tax obligation, and any outstanding credits and other charges posted to the reporting entity's account.



E. Next Steps

After reviewing the obligation, the user will initiate the fee and tax remittance to Metro.

II. Initiating Remittances to Metro

A. Description

Users have 3 options for remitting fees and taxes to Metro. First, they may remit manually by check, and SWIS eFile will allow the user to print a remittance slip that must accompany their check to Metro. Second, they may remit electronically, via EFT from their own bank account. SWIS eFile allows the user to print an EFT remittance slip. Finally, the user may remit electronically using the US Bank e-Payment system.

B. Prerequisites

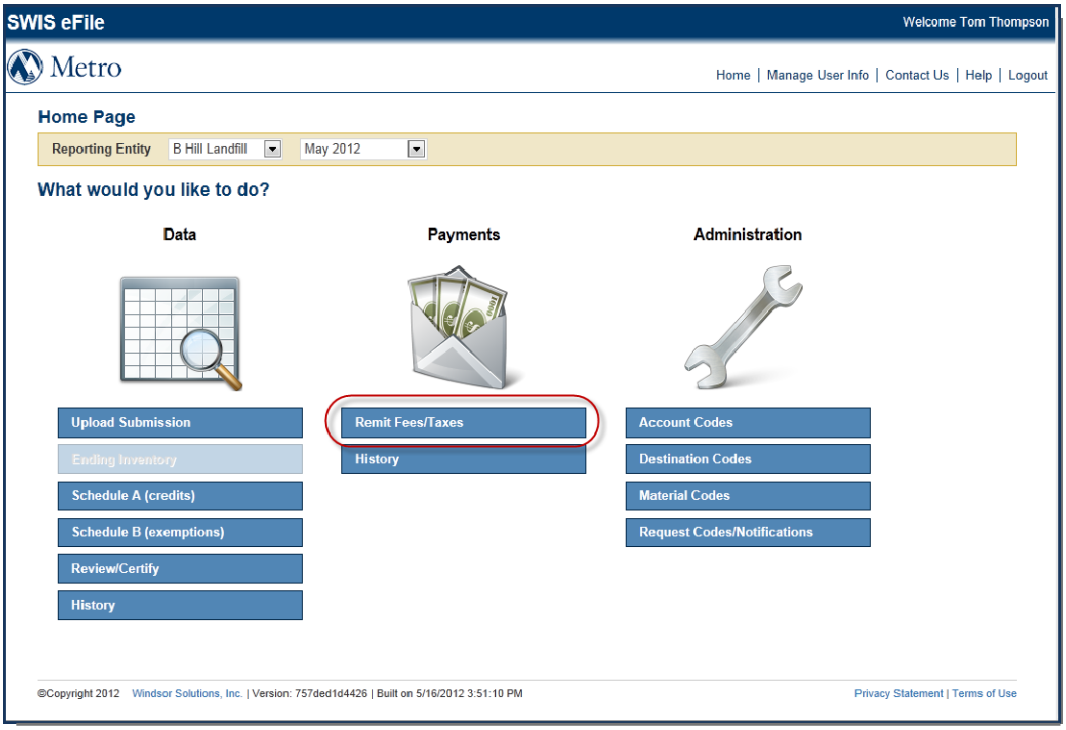
Prior to initiating a remittance, users should review the fee and tax obligation for the reporting entity and filing period.

C. Applicability

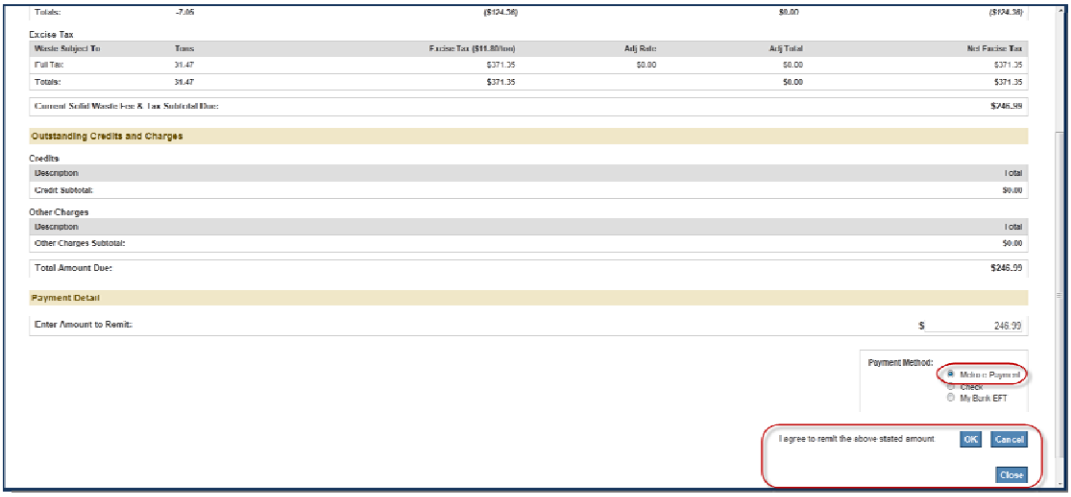
Users with payer authorization can remit fees and taxes to Metro.

D. Steps

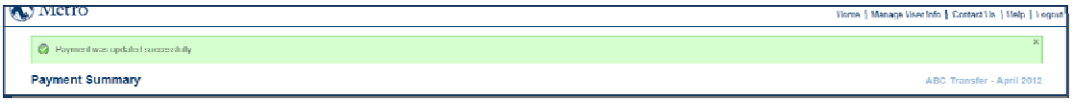
1. Enter the Payment Summary form by clicking the **Remit Fees/Taxes** button from the home page.



2. If the user wishes to remit using the e-Payment system, they will select the **Metro e-Payment** option button. To continue, click the **OK** button. **Cancel** and **Close** are also options, and both will return the user to the home page without initiating the remittance.

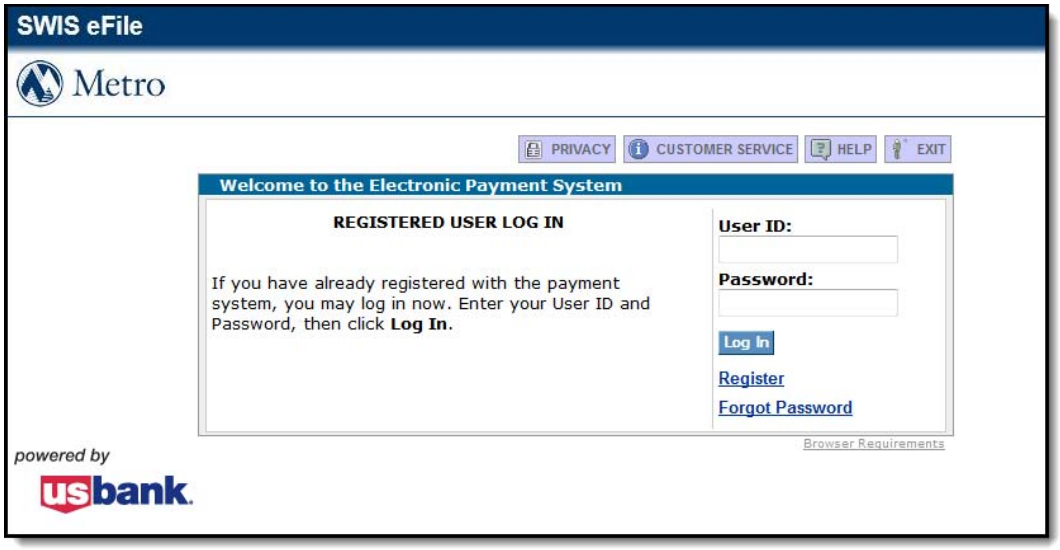


After clicking **OK,** the user will receive a message, "Payment was updated successfully".

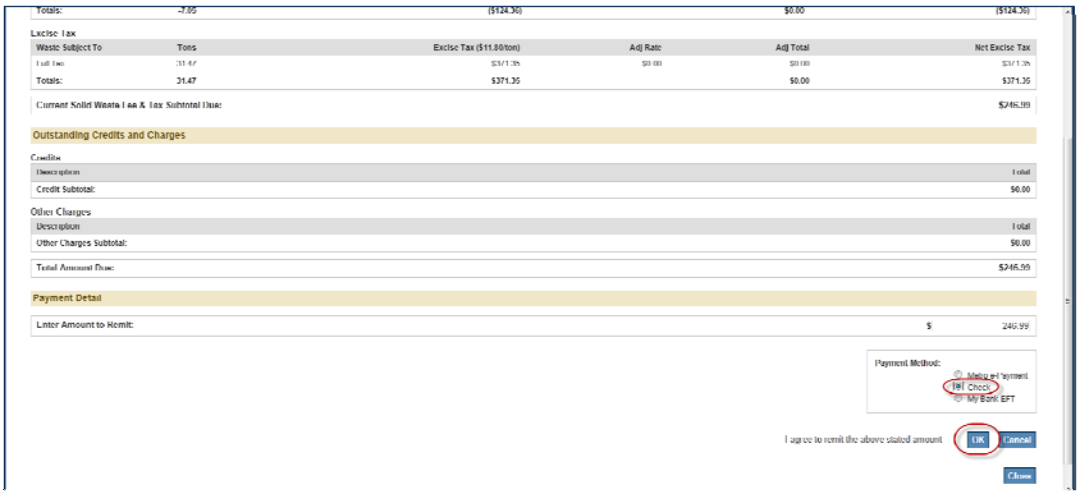


Click **Continue to US Bank**.

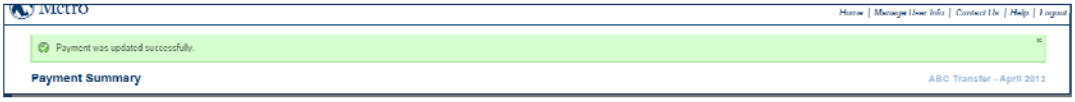
The user will then be directed to the US Bank e-Payment site. User ID and password are required. The first time a user uses the e-Payment service, they will not have a User ID and password. They will need to register with e-Payment by clicking **Register**, and following the onscreen instructions.



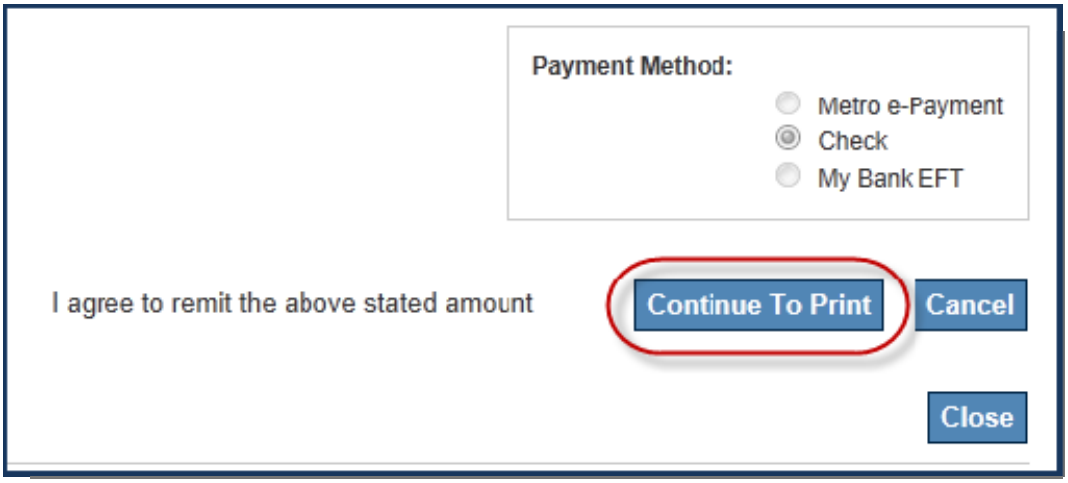
3. If the user wishes to remit by check, they will select the **Check** option button.



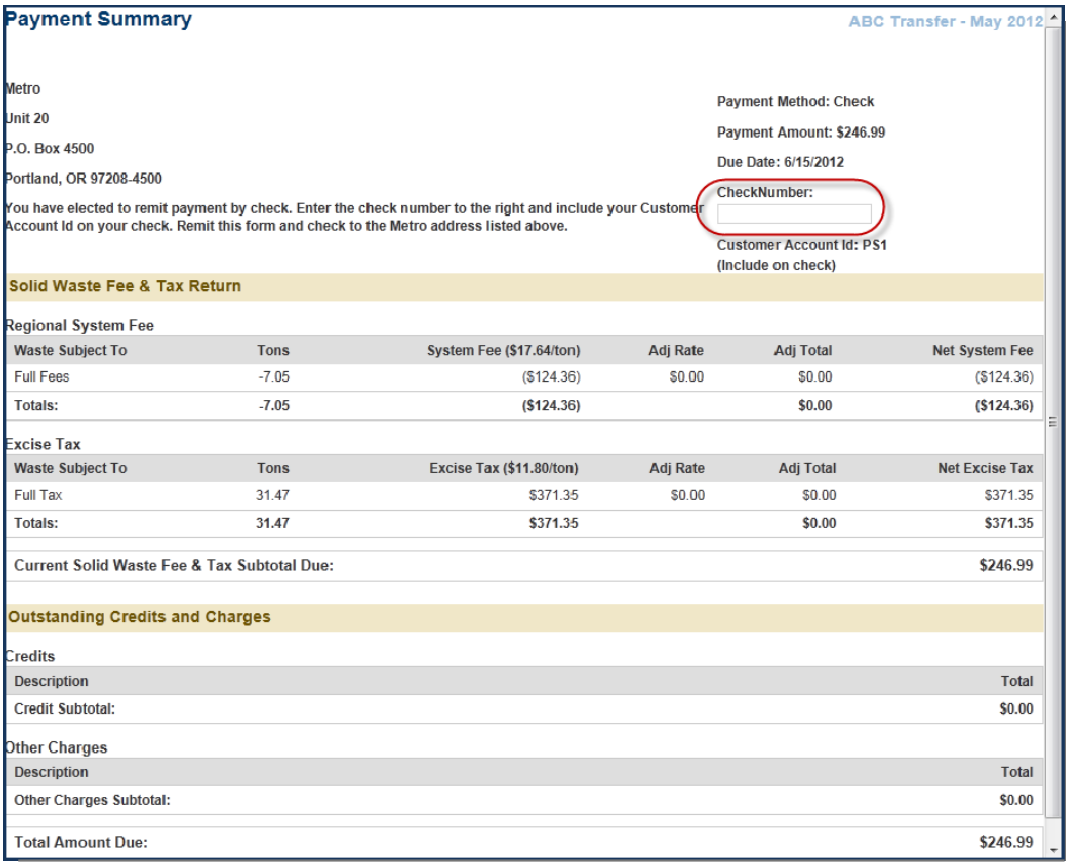
After clicking **OK,** the user will receive a message, "Payment was updated successfully".



Click **Continue to Print**.



A pop-up box with the check remittance slip will appear and prompt for printing. The user must include his or her check number in the box provided, either by canceling the print dialogue and typing the check number into the form (and printing) or printing and writing the check number by hand.



Payment Summary ABC Transfer - May 2012

Metro
Unit 20
P.O. Box 4500
Portland, OR 97208-4500

Payment Method: Check
Payment Amount: $246.99
Due Date: 6/15/2012
CheckNumber:

You have elected to remit payment by check. Enter the check number to the right and include your Customer Account Id on your check. Remit this form and check to the Metro address listed above.

Customer Account Id: PS1
(Include on check)

Solid Waste Fee & Tax Return

Regional System Fee

Waste Subject To	Tons	System Fee ($17.64/ton)	Adj Rate	Adj Total	Net System Fee
Full Fees	-7.05	($124.36)	$0.00	$0.00	($124.36)
Totals:	**-7.05**	**($124.36)**		**$0.00**	**($124.36)**

Excise Tax

Waste Subject To	Tons	Excise Tax ($11.80/ton)	Adj Rate	Adj Total	Net Excise Tax
Full Tax	31.47	$371.35	$0.00	$0.00	$371.35
Totals:	**31.47**	**$371.35**		**$0.00**	**$371.35**

Current Solid Waste Fee & Tax Subtotal Due:	$246.99

Outstanding Credits and Charges

Credits

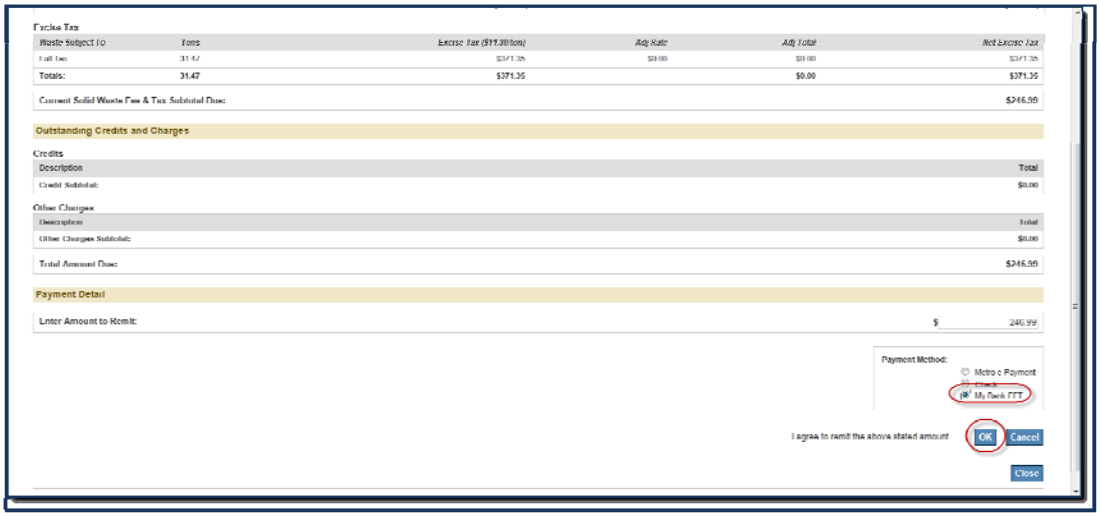
Description	Total
Credit Subtotal:	$0.00

Other Charges

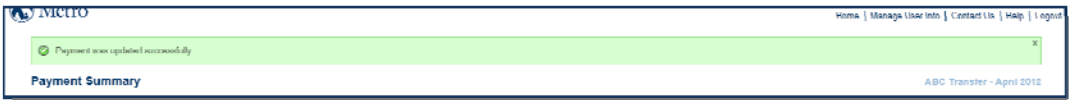
Description	Total
Other Charges Subtotal:	$0.00

Total Amount Due:	$246.99

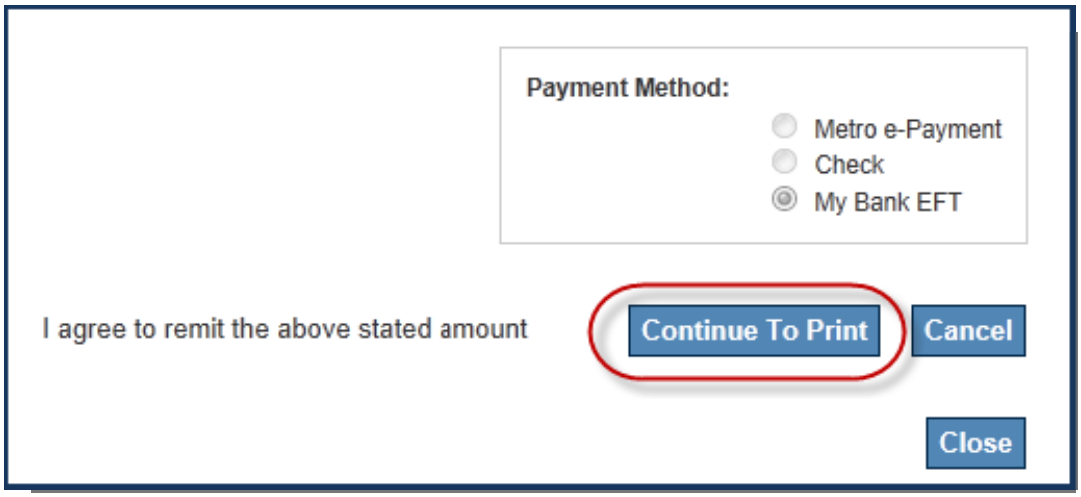
4. If the user wishes to remit electronically using their own bank account, click the **My Bank EFT** option button, then the **OK** button.



After clicking **OK,** the user will receive a message, Payment was updated successfully.



Click **Continue to Print**.



A pop-up box with the My EFT remittance slip will appear and prompt for printing. This slip is more for the user's own records, and instructs the user that he or she must remit fees and taxes on or before the payment due date, and they should include the Customer Account ID in their EFT transmission to Metro.

Payment Summary ABC Transfer - March 2012

Metro
Unit 20
P.O. Box 4500
Portland, OR 97208-4500

Payment Method: EFT
Payment Amount: $246.99
Due Date: 4/15/2012
Customer Account Id: PS1
(Include on check)

You have elected to remit payment by EFT from your bank account. Initiate the EFT before the payment due date. Include the Customer Account Id in the EFT.

Solid Waste Fee & Tax Return

Regional System Fee

Waste Subject To	Tons	System Fee ($17.64/ton)	Adj Rate	Adj Total	Net System Fee
Full Fees	-7.05	($124.36)	$0.00	$0.00	($124.36)
Totals:	**-7.05**	**($124.36)**		**$0.00**	**($124.36)**

Excise Tax

Waste Subject To	Tons	Excise Tax ($11.80/ton)	Adj Rate	Adj Total	Net Excise Tax
Full Tax	31.47	$371.35	$0.00	$0.00	$371.35
Totals:	**31.47**	**$371.35**		**$0.00**	**$371.35**

Current Solid Waste Fee & Tax Subtotal Due:	$246.99

Outstanding Credits and Charges

Credits

Description	Total
Credit Subtotal:	$0.00

Other Charges

Description	Total
Other Charges Subtotal:	$0.00

Total Amount Due:	$246.99

E. Next Steps

After remitting fees and taxes for a filing period, users have access to a variety of administrative and information management tools, or may log out of the system until the next filing period.

III. US Bank e-Payment

A. Description

US Bank e-Payment is a separate web site operated by US Bank that allows SWIS eFile users to remit fees and taxes associated with their reporting entity monthly filings.

B. Prerequisites

The payer has initiated a fee and tax remittance to Metro using the Metro e-Payment option.

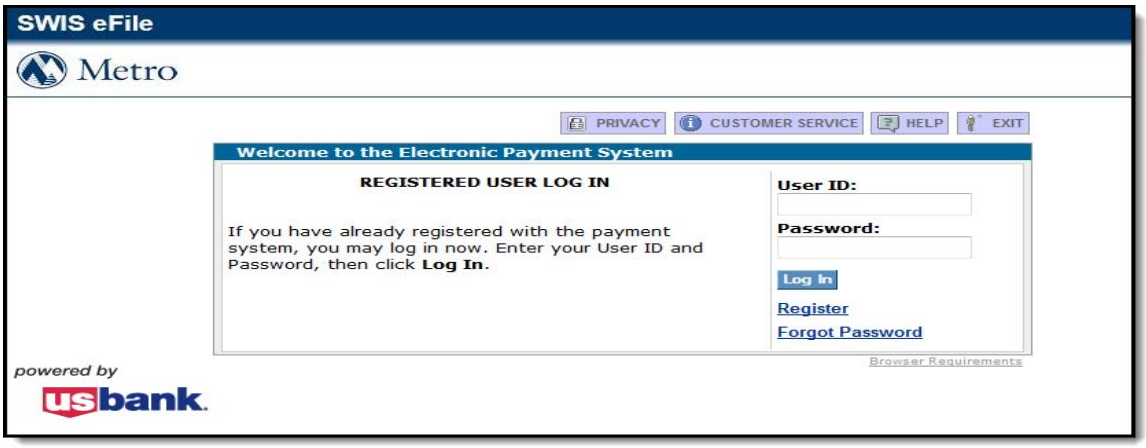
C. Applicability

Users with payer authorization can review the certified fee and tax obligation, and initiate the remittance of fees and taxes to Metro.

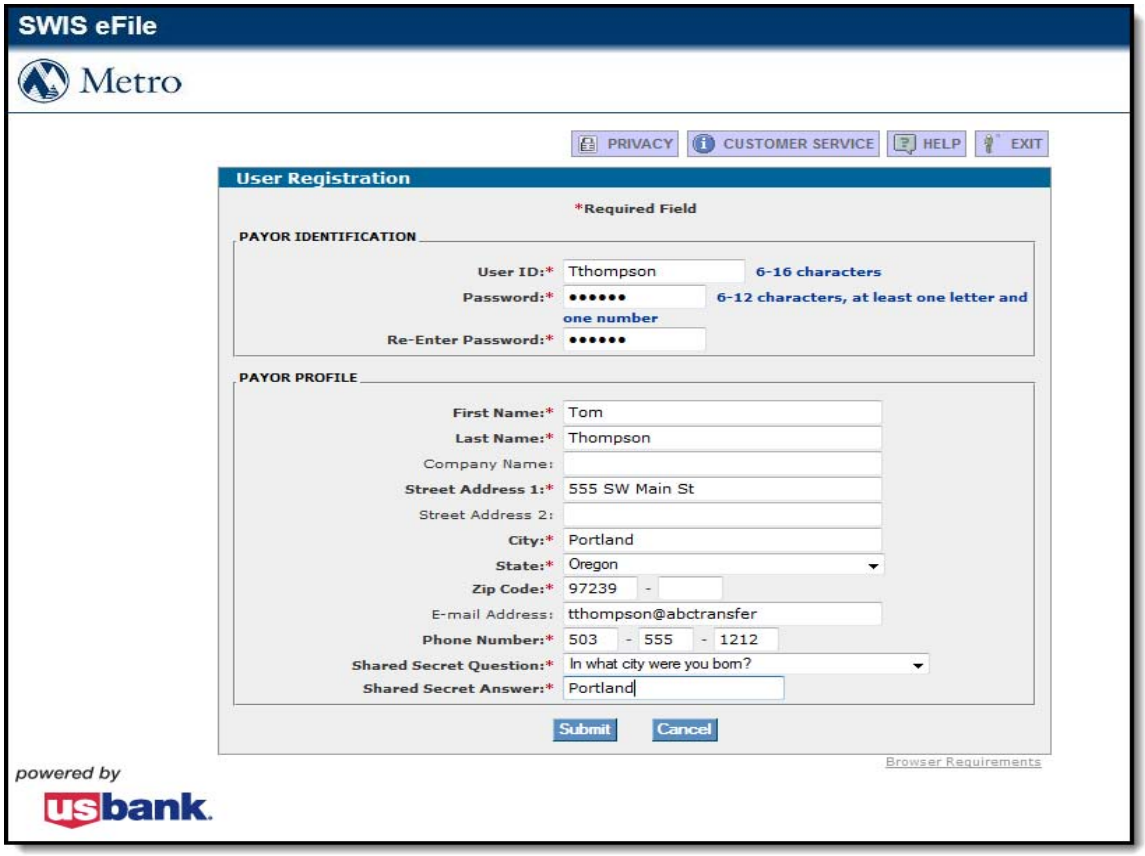
D. Steps

Registration & Account Setup

1. The first time a user uses the e-Payment service to initiate a fee and tax remittance, they will need to Register.

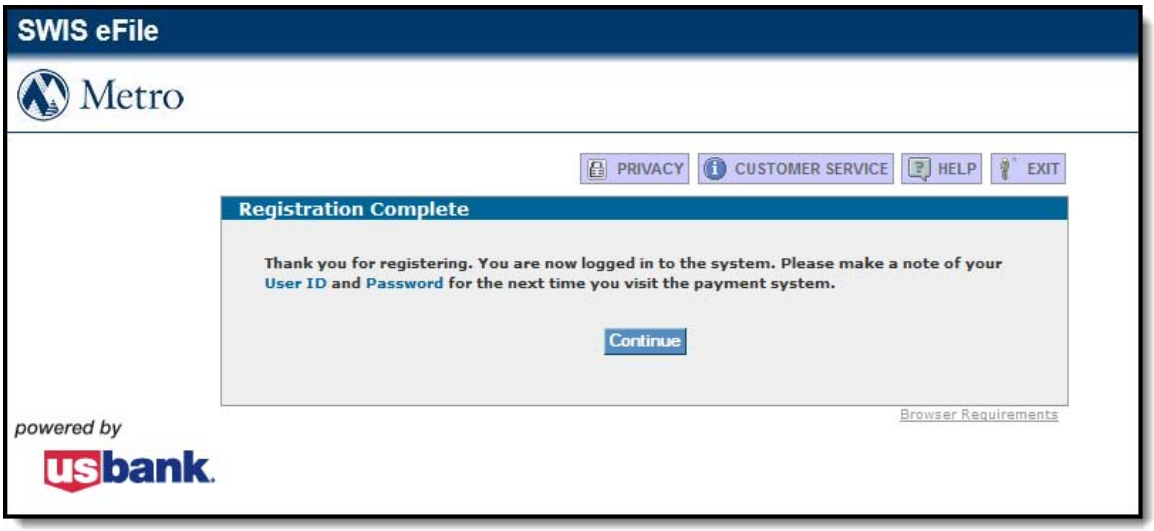


2. Select **Register** link from the e-Payment login page.



3. Enter the Payor Identification and Payor Profile sections and when complete press the **Submit** button.

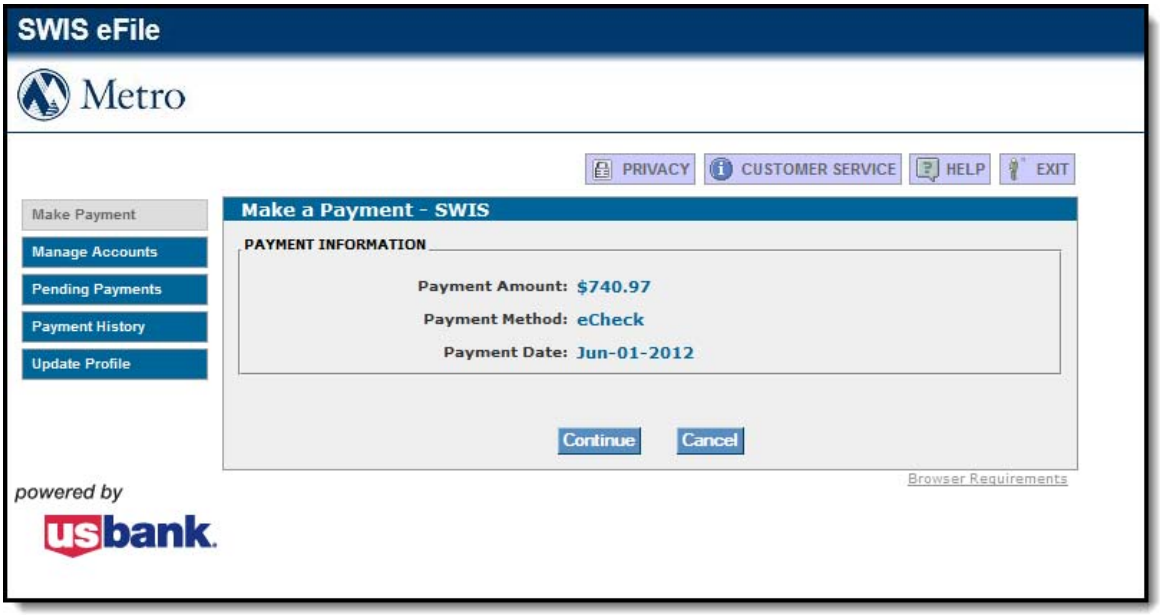
   Note: The User Id and Password in e-Payment are separate from the user's credentials in the SWIS eFile system, because e-Payment is a separate service.



4. The registration process is complete. If the user entered an e-mail address, he or she will receive a confirmation email from the e-Payment system. Press **Continue**.

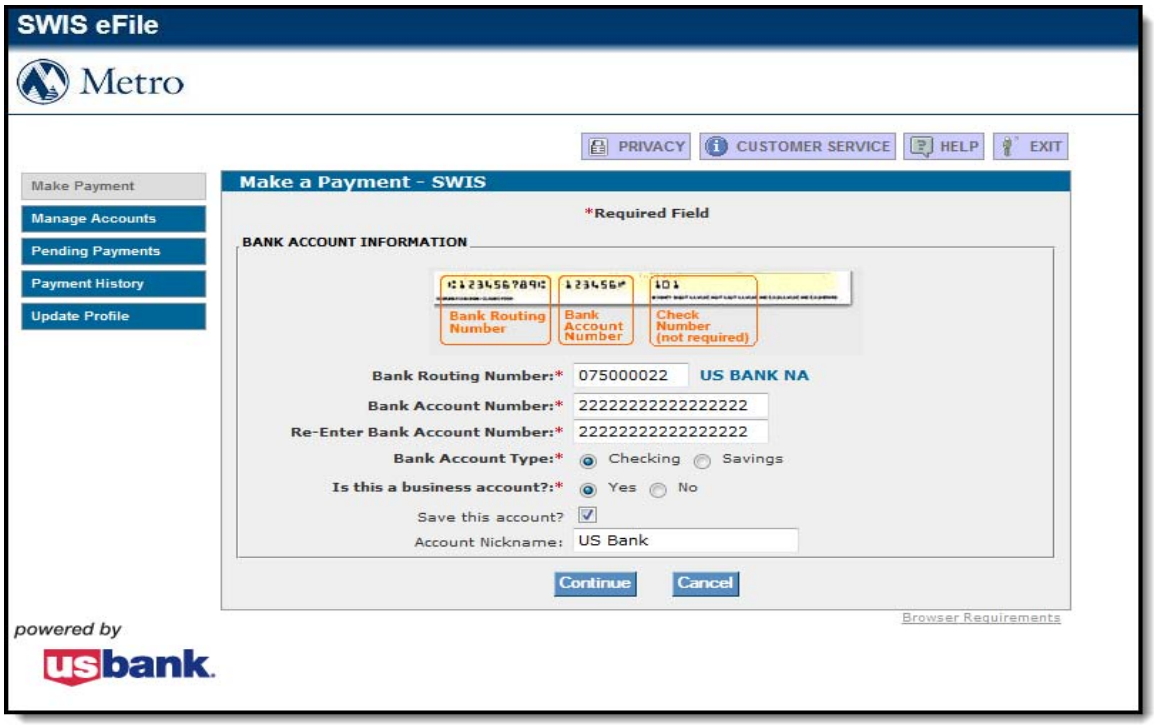
Using e-Payment to Initiate the Fee & Tax Remittance

1. After registration is complete, a form is displayed with the filing payment amount and payment date for the reporting entity. Press **Continue**.

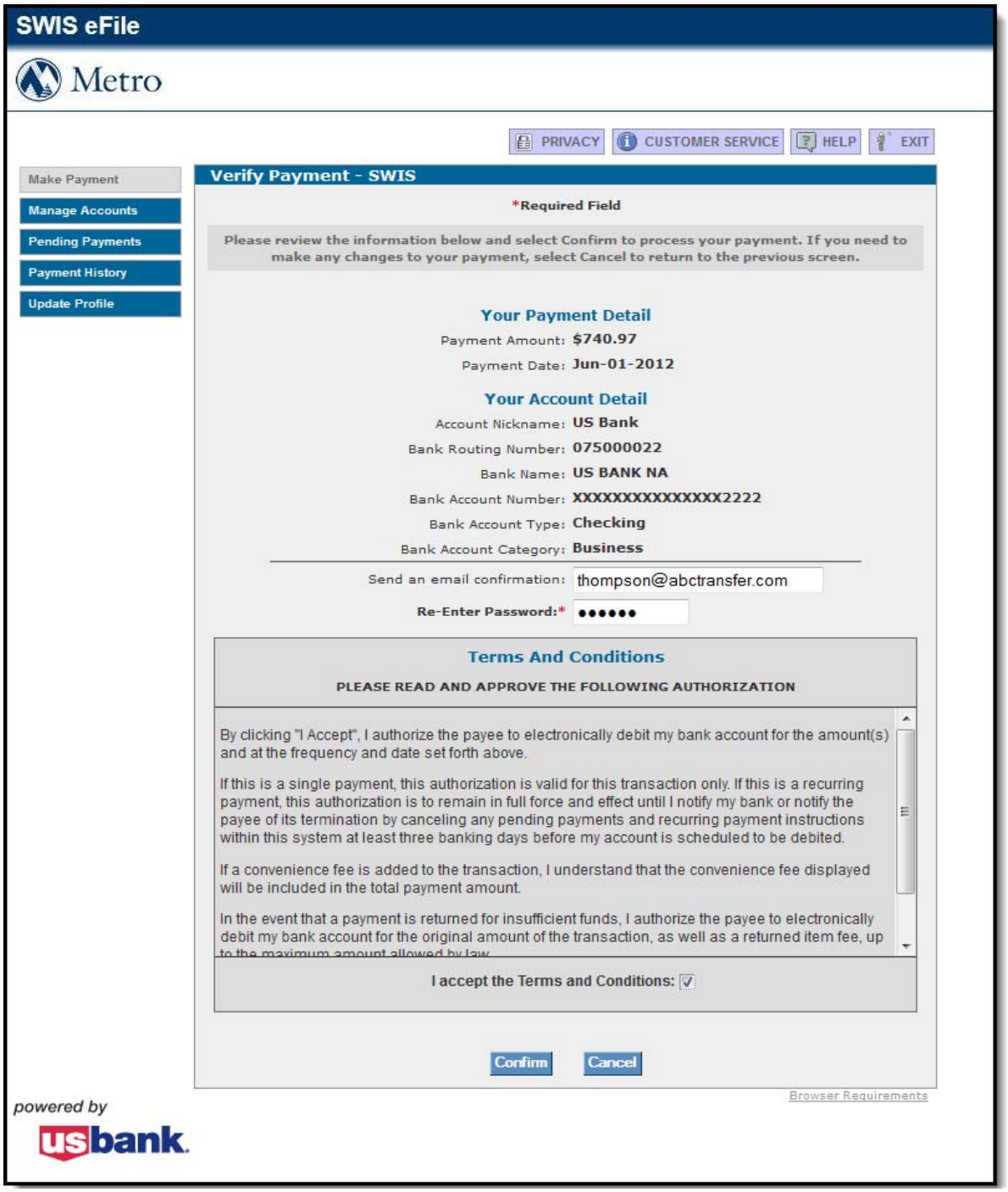


2. Enter the bank routing and account numbers, and the bank account type from which the payment will be made.

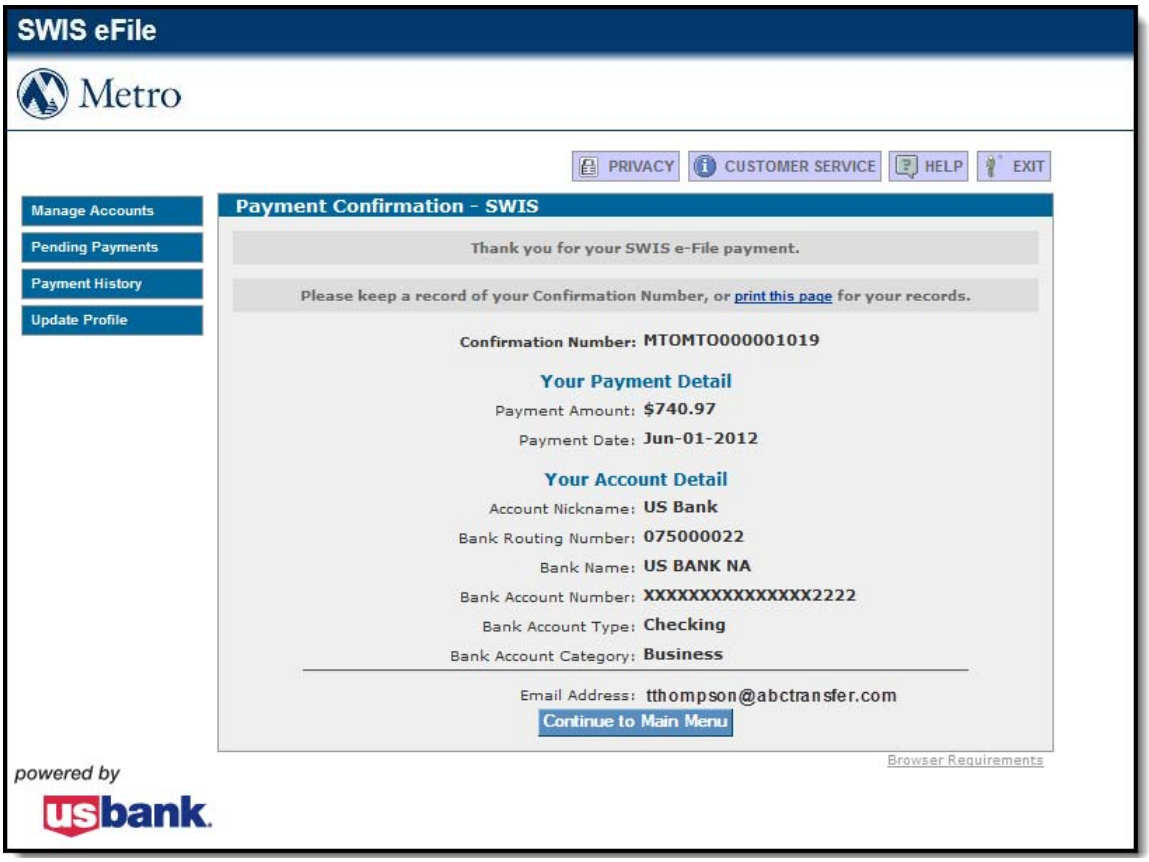
Note: The account information may be saved for future use. To save the account, check the **Save this Account** check box and provide an **Account Nickname**.



3. After reviewing and reading the terms and conditions section, check the **I accept the Terms and Conditions** checkbox. Then press the **Continue** button.



4. The Payment process is complete. An email confirmation will be sent to the user summarizing the payment information. The user may also print the page for his or her records. Press the **Continue to Main Menu** button to view payments, manage accounts, or mange user profile information. Press the **Exit** button in the page header to exit US Bank e-Payment.


SWIS eFile
Metro
PRIVACY
CUSTOMER SERVICE
HELP
EXIT
Manage Accounts
Pending Payments
Payment History
Update Profile
Payment Confirmation - SWIS
Thank you for your SWIS e-File payment.
Please keep a record of your Confirmation Number, or print this page for your records.
Confirmation Number: MTOMTO000001019
Your Payment Detail
Payment Amount: $740.97
Payment Date: Jun-01-2012
Your Account Detail
Account Nickname: US Bank
Bank Routing Number: 075000022
Bank Name: US BANK NA
Bank Account Number: XXXXXXXXXXXXXXX2222
Bank Account Type: Checking
Bank Account Category: Business
Email Address: tthompson@abctransfer.com
Continue to Main Menu
Browser Requirements
powered by
usbank.

SWIS eFile Administration & Information Management

I. Reviewing Historical Filings

A. Description

Users can review past filings for the reporting entity and see details of monthly reports, payments and transaction data for each filing month.

B. Prerequisites

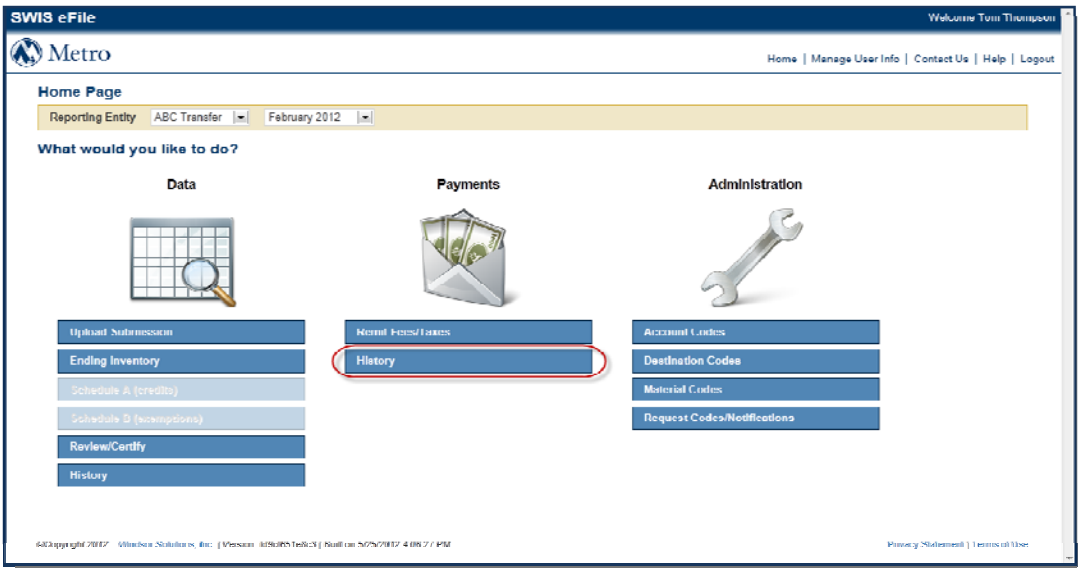
None.

C. Applicability

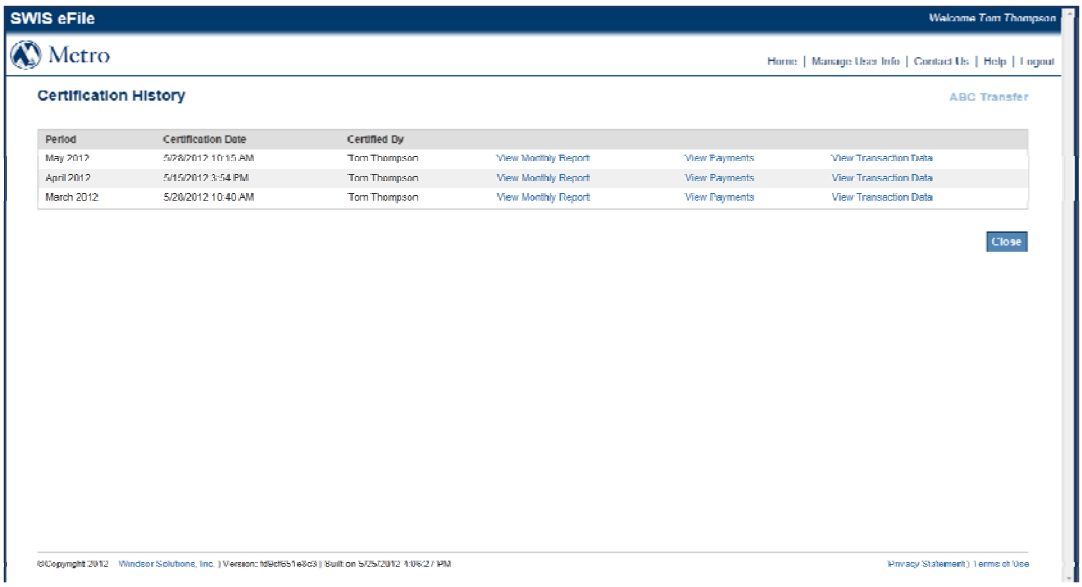
All users have the ability to view filing history.

D. Steps

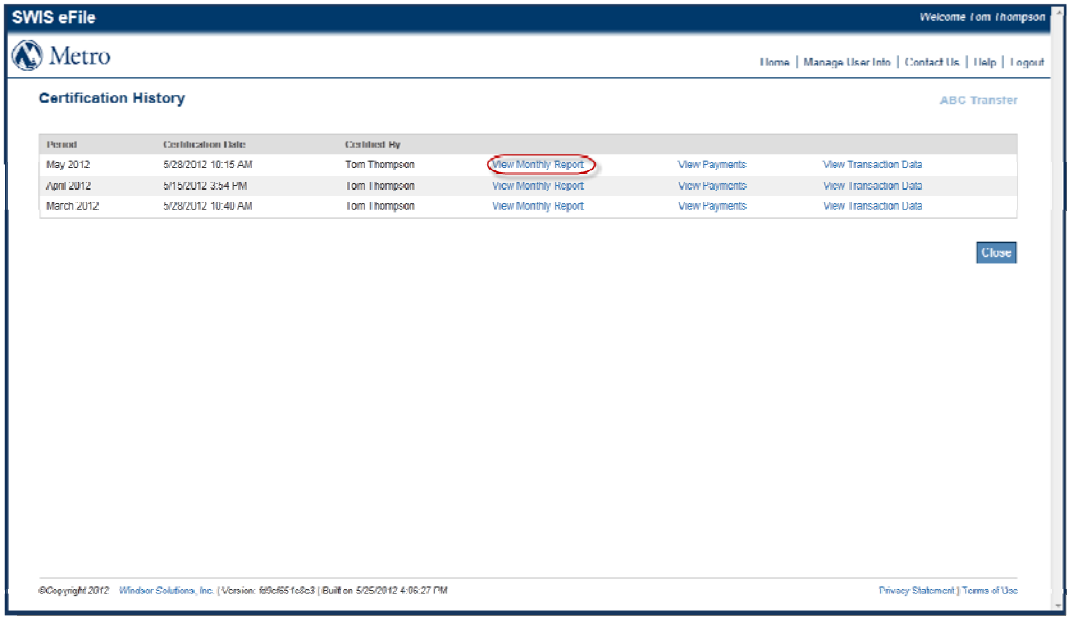
1. From the Home page, click **History**.



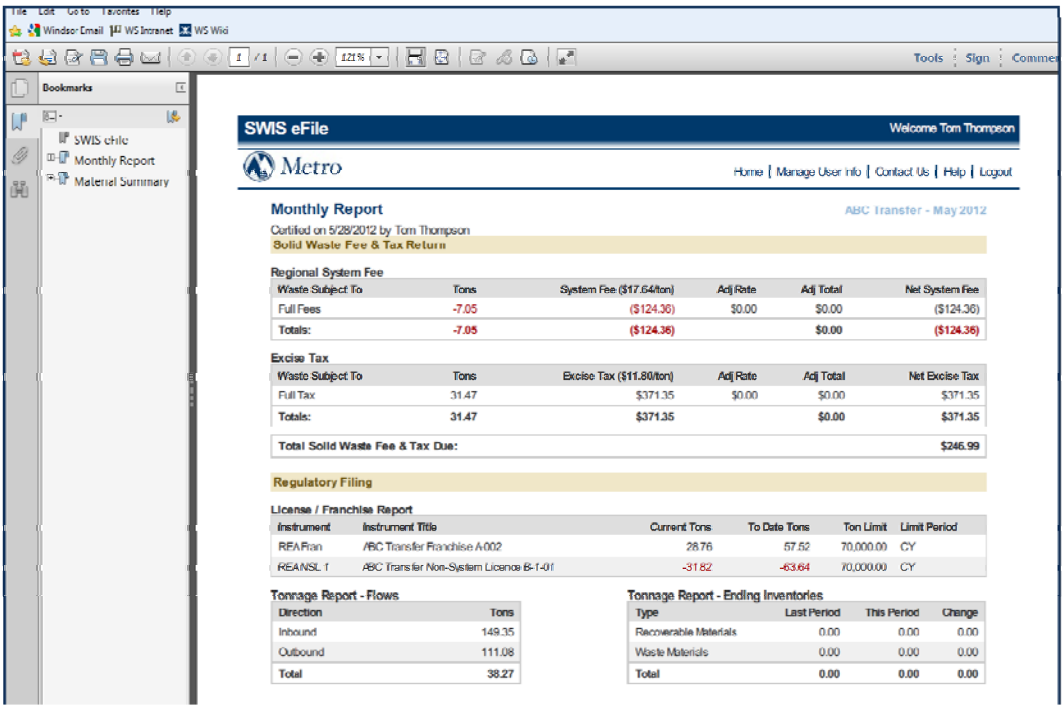
Links are available to **View Monthly Report**, **View Payments** and **View Transaction Data**.



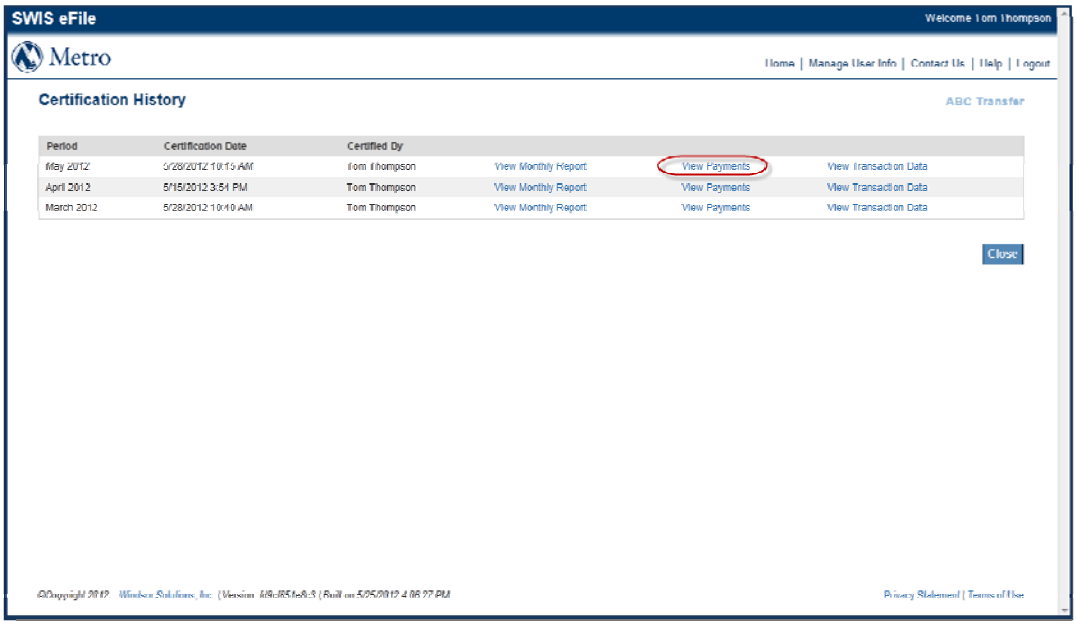
2. View Monthly Report: Click link **View Monthly Report**.



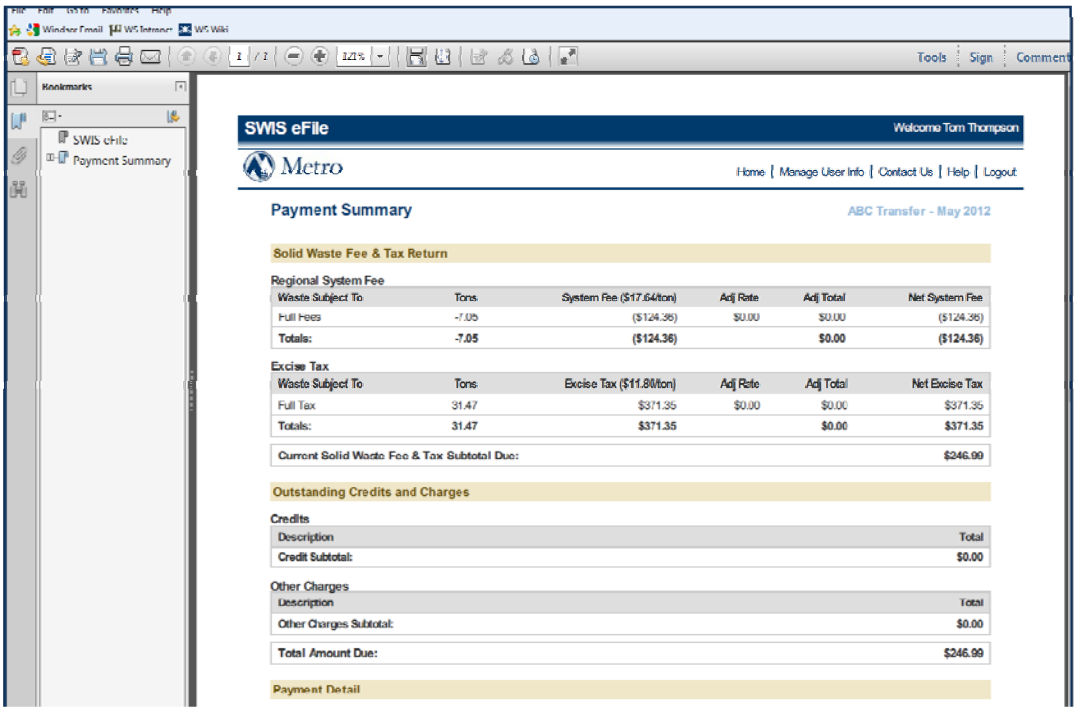
A pdf version of the Monthly Report is available for review and printing.



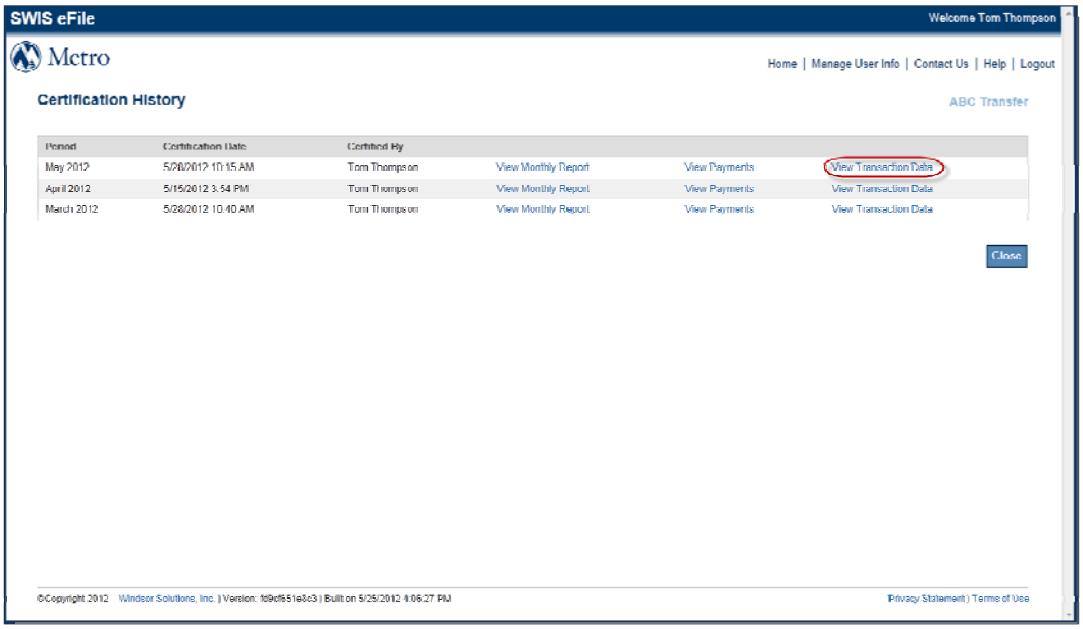
3. View Payments: Click link **View Payments**.



A pdf version of the Payment Summary is available for review and printing.



4. View Transaction Data: Click link **View Transaction Data.**



An Excel spreadsheet of the Transaction data is available for download.

A1 fx Reporting Entity Id

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Reporting	Ticket Nu	Date	Time	Load Dire	Cust/Dest	Origin Ty	Material	Tons	Tip Fee	Ignore	Comment	Special W	Generator Address	
2	51	10001	5/1/2012	8:37:00	1	RCD	1	PW	6.19	67					
3	51	10002	5/2/2012	9:54:00	1	RCD	1	CRM	7.65	63					
4	51	10003	5/2/2012	23:09:00	1	SSS	1	CK	7.45	62					
5	51	10004	5/3/2012	3:24:00	1	SSS	2	PW	4.82	67					
6	51	10005	5/3/2012	11:56:00	1	SSS	1	CRM	2.35	60					
7	51	10006	5/5/2012	15:42:00	2	CRL	1	CK	7	65					
8	51	10007	5/5/2012	20:18:00	2	FWF	3	PW	4.58	62					
9	51	10008	5/5/2012	9:40:00	2	NWFR	1	CRM	1.83	60					
10	51	10009	5/5/2012	11:44:00	2	NWFR	1	PW	2.8	68					
11	51	10010	5/6/2012	13:24:00	2	CRL	2	PW	3.54	61	Y	Void			
12	51	10011	5/6/2012	15:11:00	2	CRL	2	CRM	2.75	70					
13	51	10012	5/7/2012	7:47:00	2	CRL	1	CK	7.92	65					
14	51	10013	5/7/2012	15:39:00	1	RCD	2	CK	1.57	60					
15	51	10014	5/8/2012	5:22:00	1	SSS	3	PW	5.19	65					
16	51	10015	5/8/2012	10:32:00	1	SSS	3	CRM	9.95	65					
17	51	10016	5/8/2012	19:05:00	1	RCD	3	CK	7.75	61	Y	Void			
18	51	10017	5/9/2012	17:03:00	2	FWF	1	PW	3.33	65					
19	51	10018	5/9/2012	17:48:00	2	NWFR	1	CRM	2.84	70					
20	51	10019	########	0:02:00	2	CRL	1	CK	9.17	68					

II. Managing Customer, Destination & Material Code Maps

A. Description

Users can manage their reporting entity's unique customer, destination, and material code relationships, or "maps", to Metro's values. As the reporting entity acquires new customers, destinations, and/or materials, the user will associate these new values to Metro equivalents, so that transaction data may be uploaded successfully. If a Metro equivalent value is not available in the Metro drop-down list, the user may request that a new customer, destination, or material be added. Metro will evaluate these requests and post replies, that the requested value has been added, or suggest mapping to an existing value that the user may have overlooked.

B. Prerequisites

None.

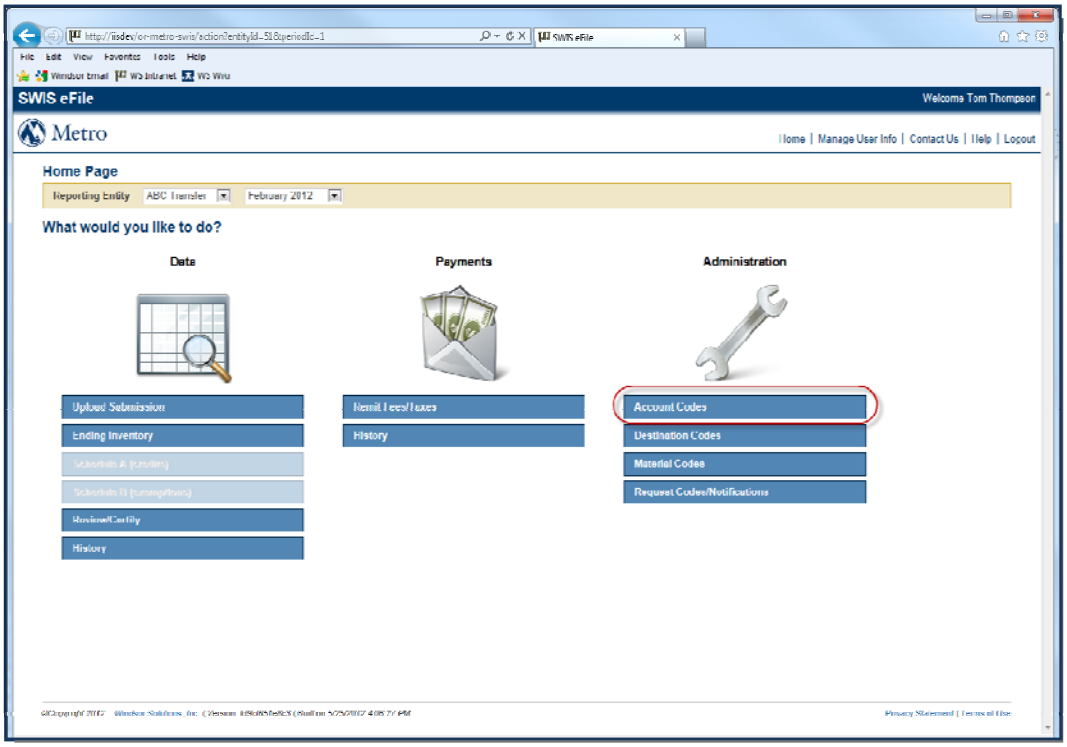
C. Applicability

All users have the ability to add new customer, destination and material code maps.

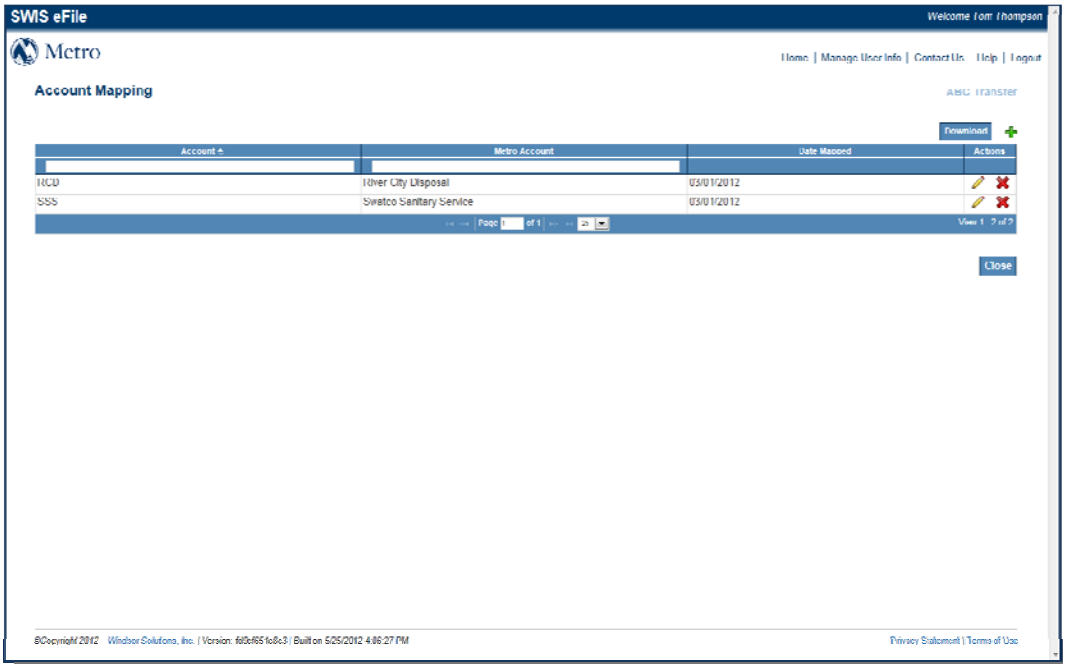
D. Steps

Customer Maps

1. From the home page, click **Account Codes**.



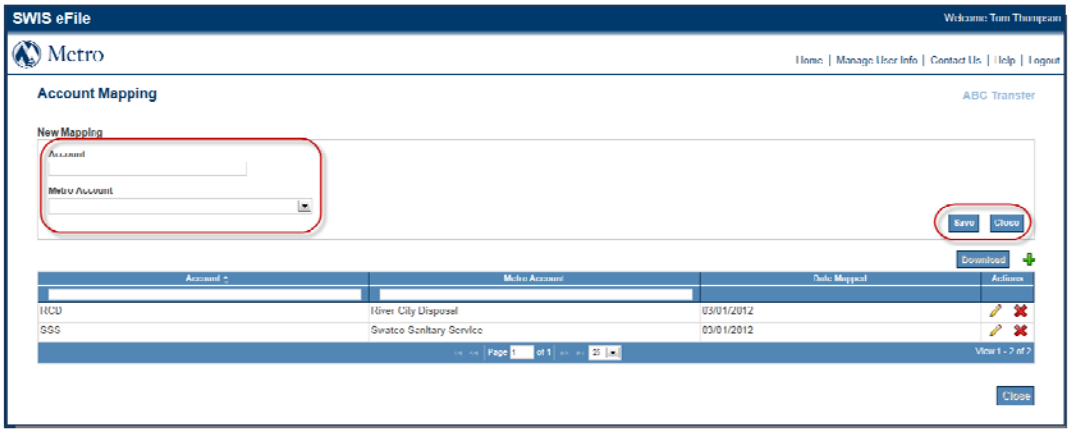
2. All existing account mappings are displayed.



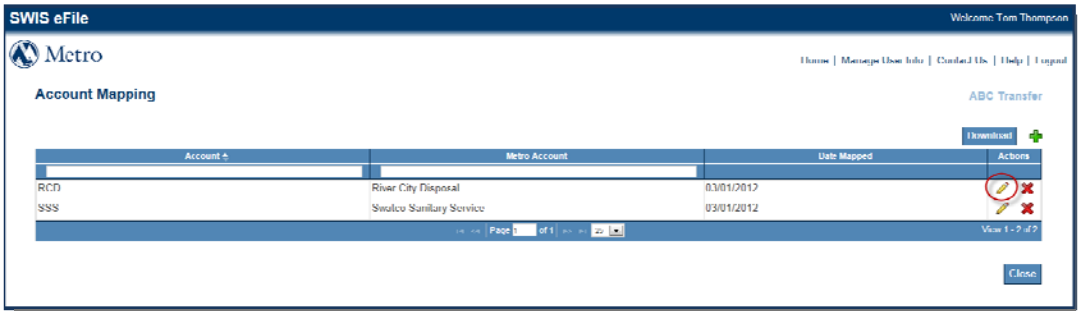
3. To Add a new account mapping, click the '+'.

4. The New Mapping section will expand. Enter the reporting entity's new customer in the **Account** field and select the corresponding Metro value using the **Metro Account** drop down list. Clicking **Save** will add the account mapping to the list. **Close** will cancel the entry.

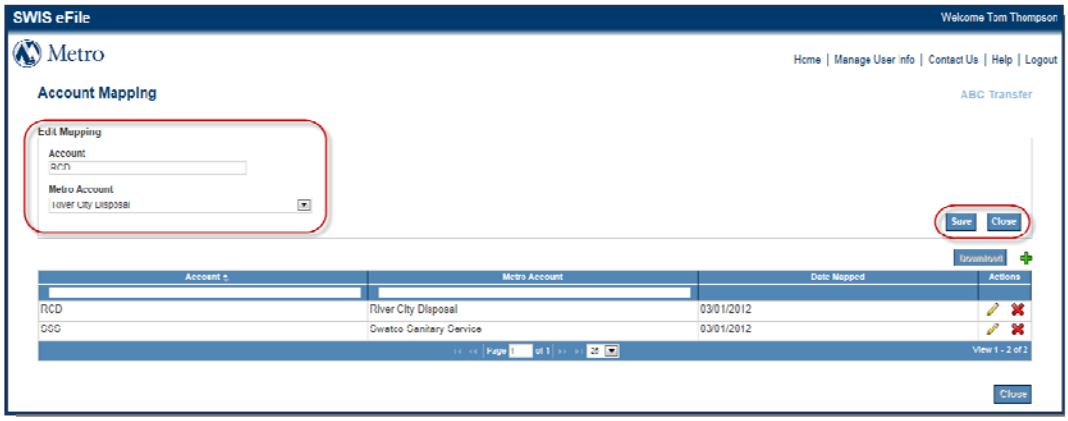
   Note: if the **Metro Account** drop down list does not have the value that the user is looking for, select "Request New Account" from the **Metro Account** drop down (the first item in the drop down list). The **Request** text box will appear and allow the user to provide information about his or her new customer value, so that Metro can review the request. All requests and responses by Metro are viewable from the Notification Board.



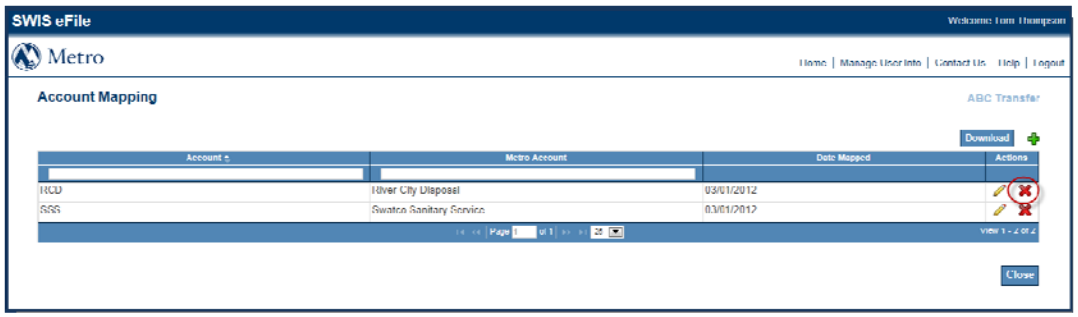
5. **Edit** an existing mapping by clicking the pencil icon.



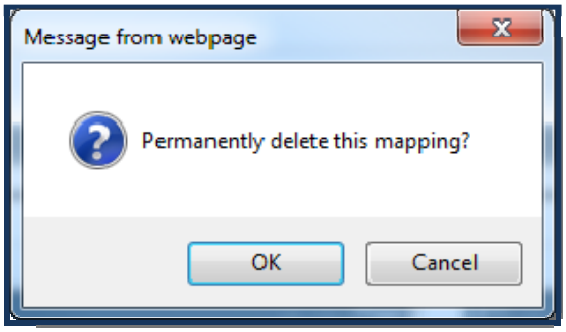
6. The Edit Mapping section will expand. Edit the **Account** and/or the associated **Metro Account** values from the dropdown list. Clicking **Save** will update the account mapping in the account list. **Close** will cancel the update.



7. **Delete** an existing mapping by clicking the '**X**' icon.

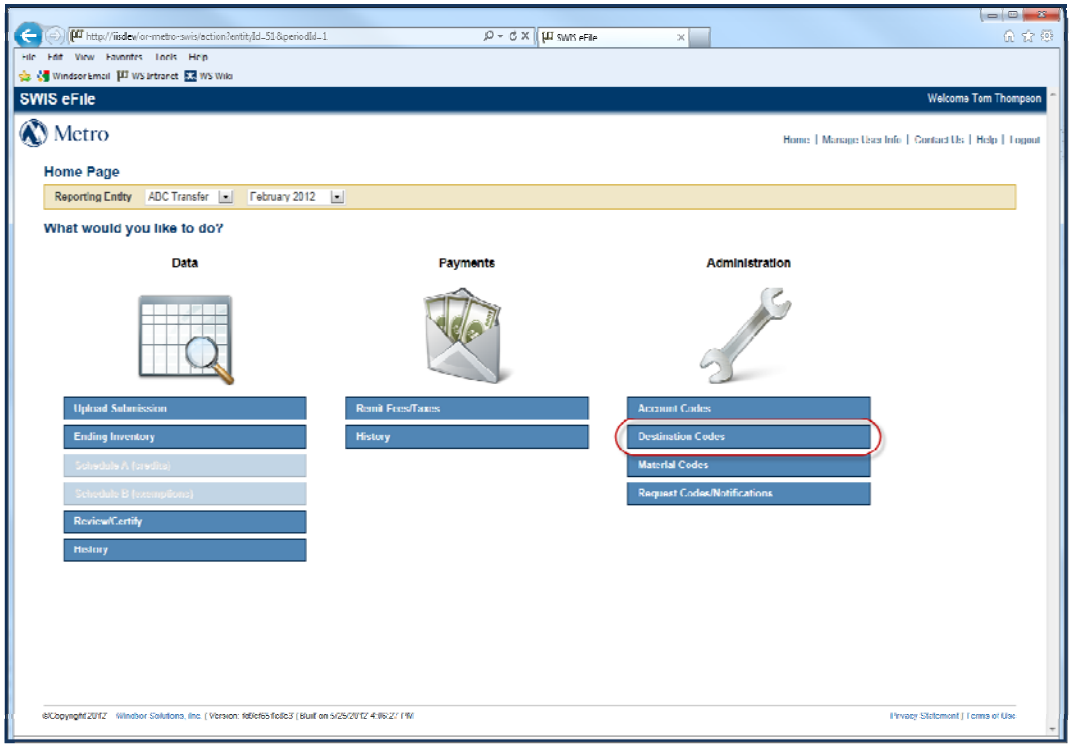


8. To confirm delete, click the **'OK'** button when prompted. **Cancel** will not delete the entry.

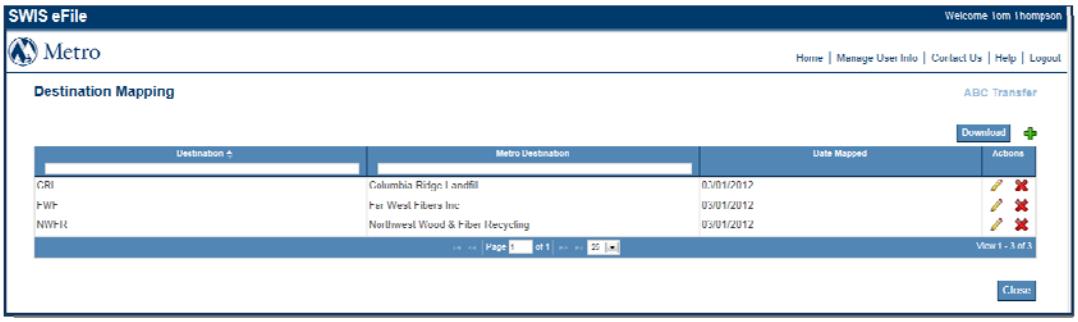


Destination Maps

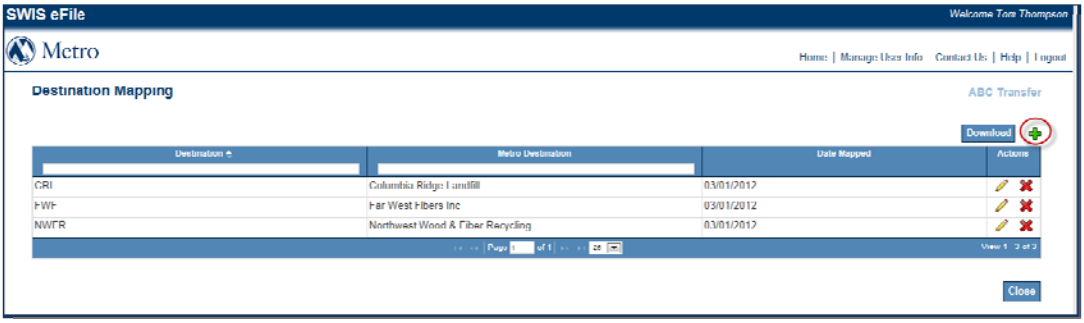
1. From the home page, click **Destination Codes**.



2. All existing destination mappings are displayed.

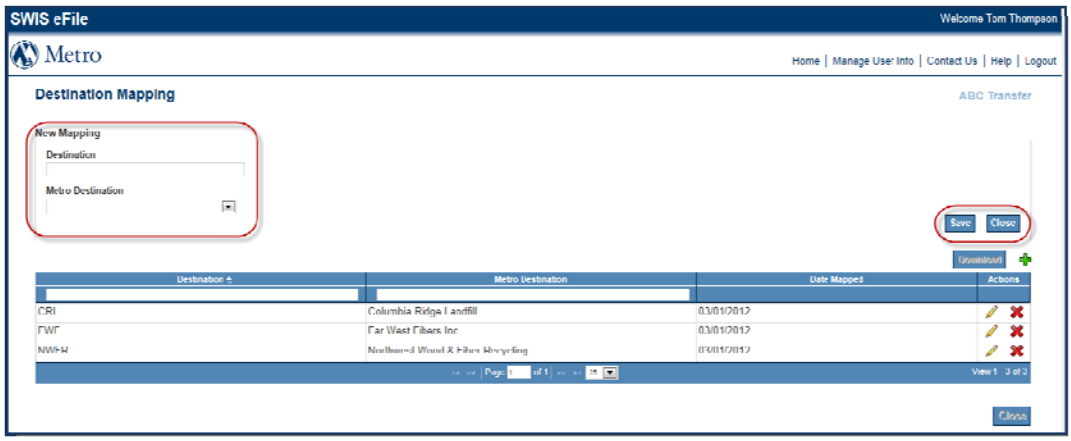


3. To Add a new destination mapping, click the '+'.

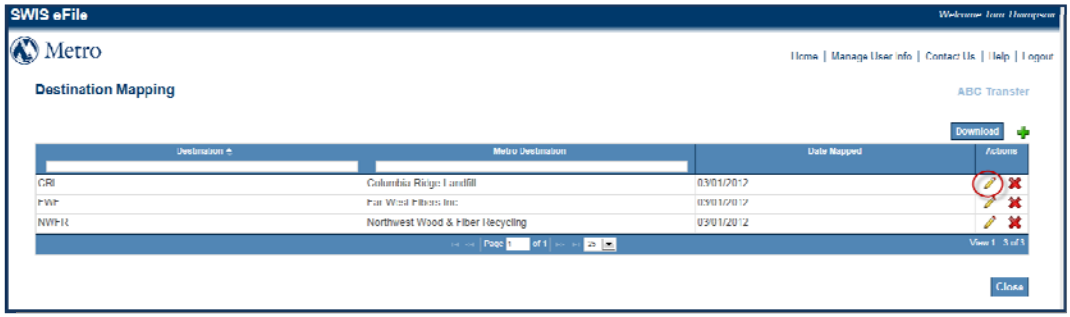


4. The New Mapping section will expand. Enter the reporting entity's new destination in the **Destination** field and the corresponding Metro value using the **Metro Destination** drop down list. Clicking **Save** will add the destination mapping to the list. **Close** will cancel the entry.

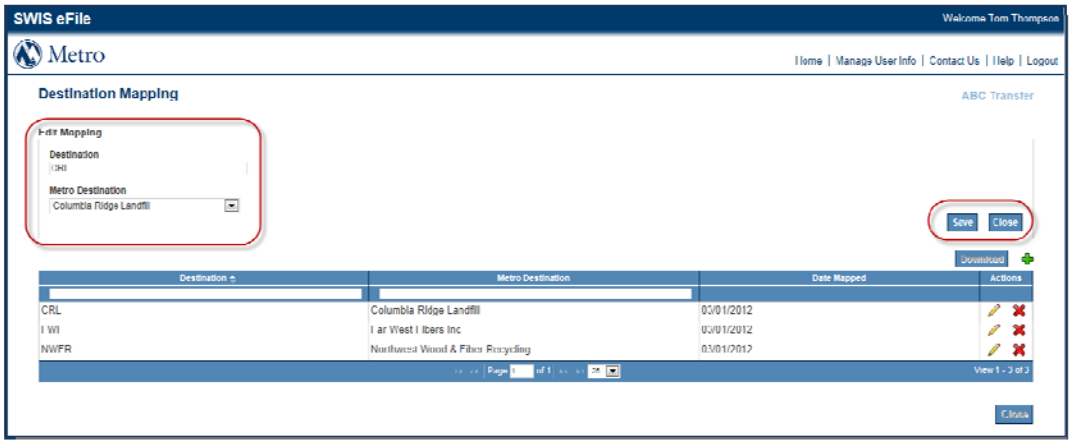
   Note: if the **Metro Destination** drop down list does not have the value that the user is looking for, select "Request New Destination" from the **Metro Destination** drop down (the first item in the drop down list). The **Request** text box will appear and allow the user to provide information about his or her new destination value, so that Metro can review the request. All requests and responses by Metro are viewable from the Notification Board.



5. **Edit** an existing mapping by clicking the pencil icon.

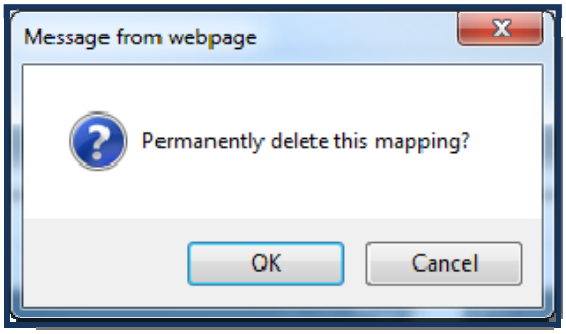


6. The Edit Mapping section will expand. Edit **Destination** and/or the associated **Metro Destination** from the drop down list. Clicking **Save** will update the destination mapping in the destination list. **Close** will cancel the update.



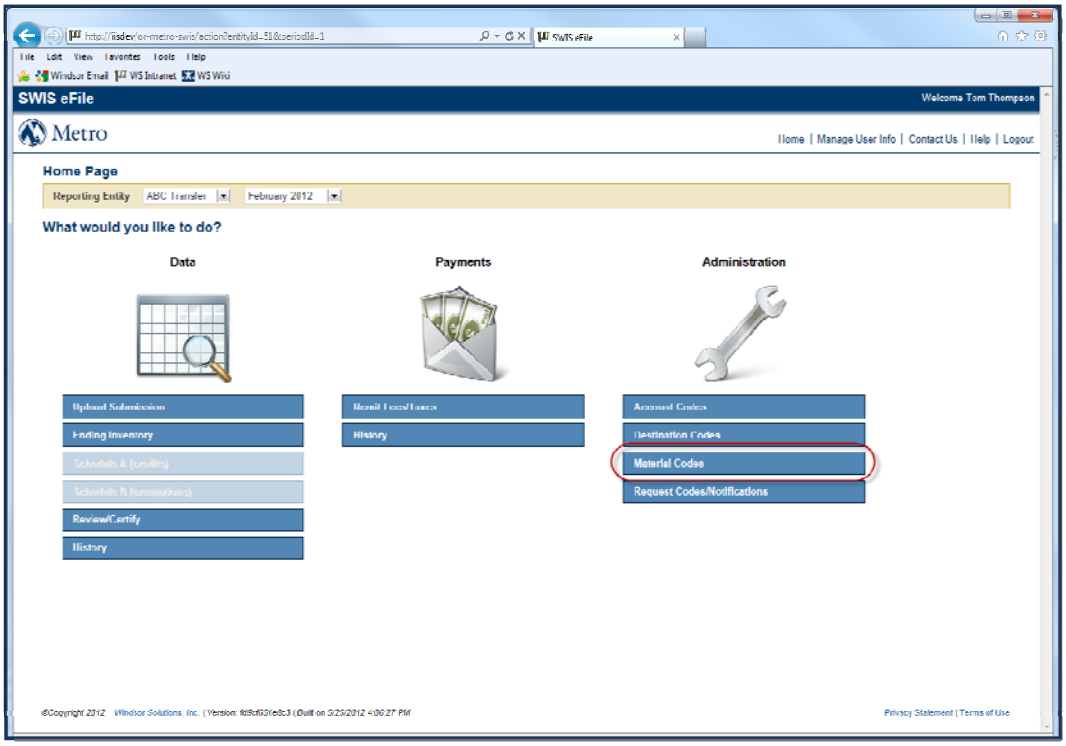
7. **Delete** an existing mapping by clicking the '**X**' icon.

8. To confirm delete, click the **'OK'** button when prompted. **Cancel** will not delete the entry.

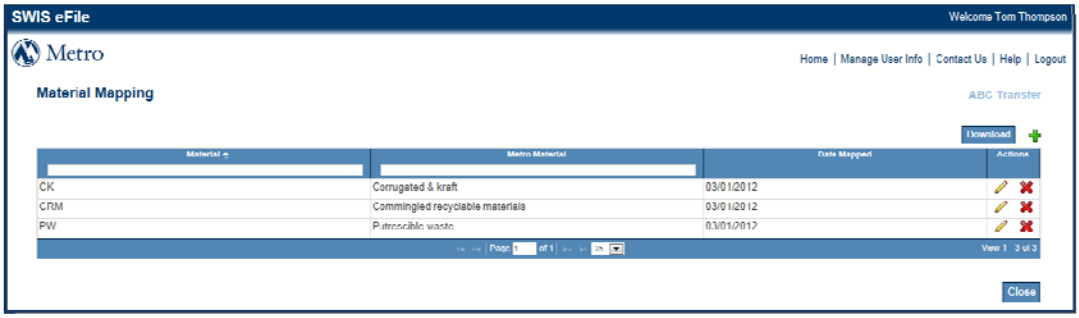


Material Maps

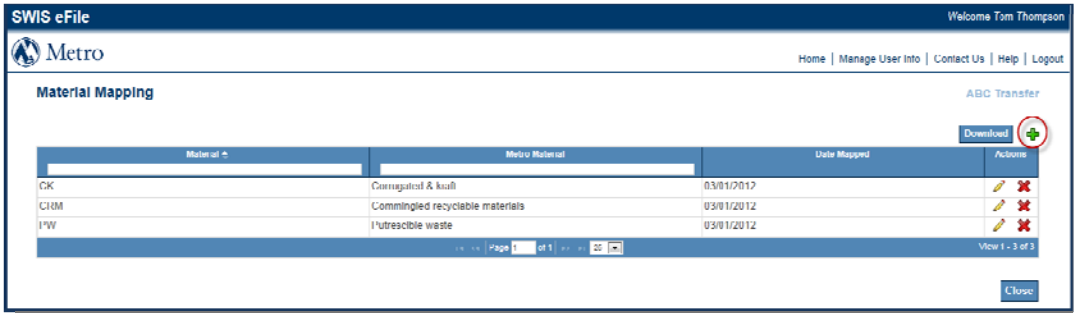
1. From the home page, click **Material Codes**.



2. All existing material mappings are displayed.

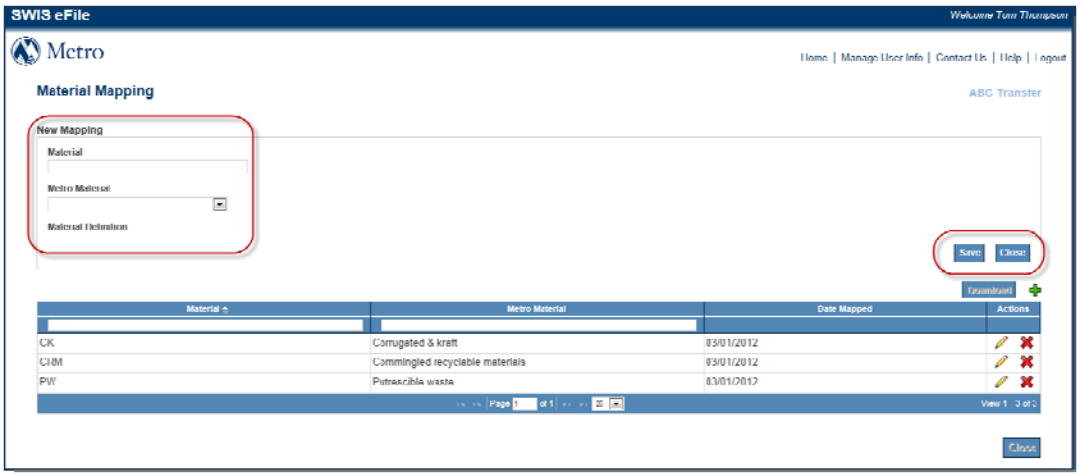


3. To Add a new material mapping, click the '+'.

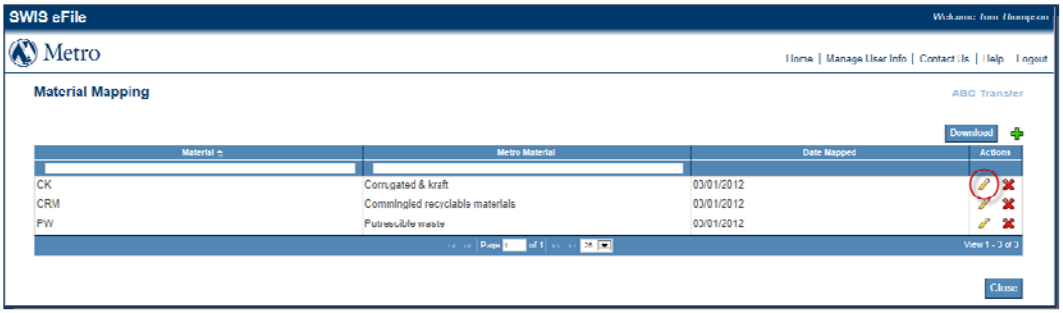


4. The New Mapping section will expand. Enter the reporting entity's new material in the **Material** field and the corresponding Metro value using the **Metro Material** dropdown list. Clicking **Save** will add the material mapping to list. **Close** will cancel the entry.

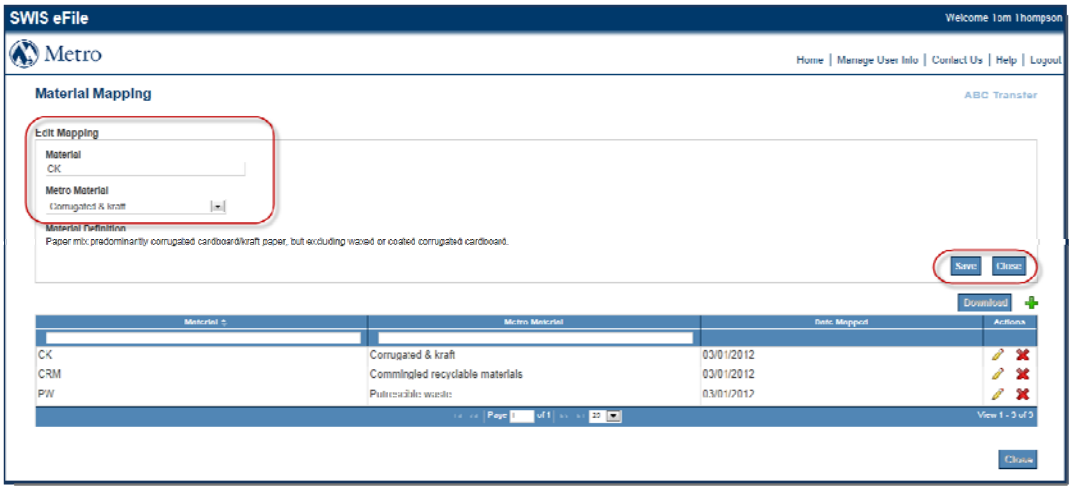
   Note: if the **Metro Material** dropdown list does not have the value that the user is looking for, select "Request New Material" from the **Metro Material** drop down (the first item in the drop down list). The **Request** text box will appear and allow the user to provide information about his or her new material value, so that Metro can review the request. All requests and responses by Metro are viewable from the Notification Board.



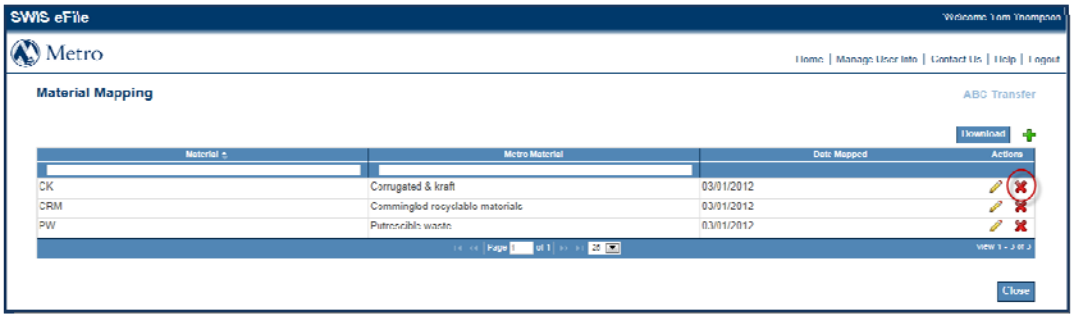
5. **Edit** an existing mapping by clicking the pencil icon.



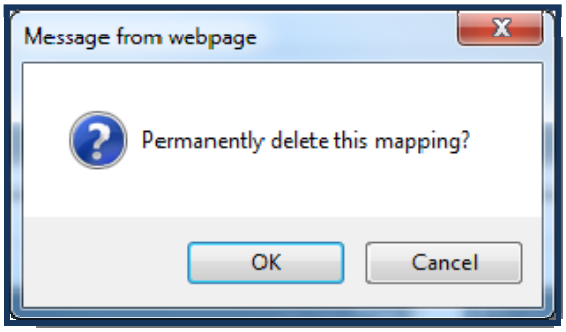
6. The Edit Mapping section will expand. Edit **Material** and/or the associated **Metro Material** from the dropdown list. Clicking **Save** will update the material mapping in the material list. **Close** will cancel the update.



7. **Delete** an existing mapping by clicking the '**X**' icon.



8. To confirm delete, click the **'OK'** button when prompted. **Cancel** will not delete the entry.



III. Managing Code Requests & Responses

A. Description

Users can manage their requests to and responses from Metro for new customers, destinations, and material codes, using the Notification Board. There is a Notification

Board for each reporting entity. Each reporting entity request has a reference number, and responses from Metro will use the same reference number, so the user can cross-references specific requests with corresponding responses. The list is sorted so that reference numbers are paired together in chronological order.

B. Prerequisites

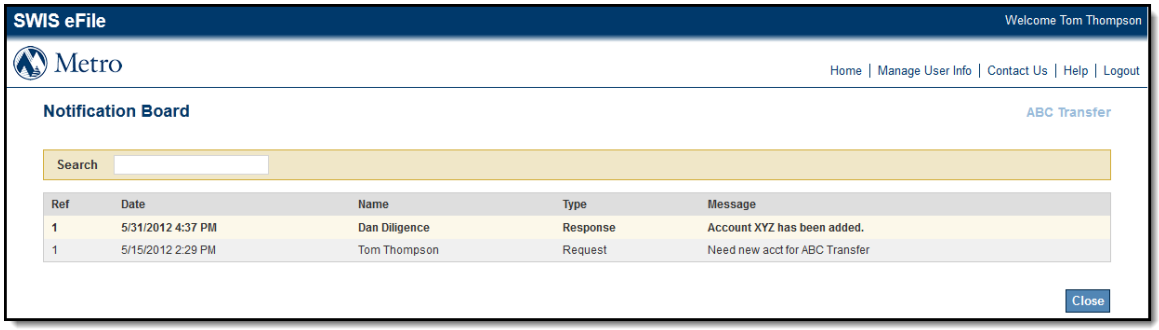
A user has submitted a request on behalf of a reporting entity for a new customer, destination, or material.

C. Applicability

All users have the ability to view the reporting entity's Notification Board

D. Steps

1. From the home page, click **Request Codes / Notifications.**



2. Acknowledge the response of the associated reference number by selecting the response. The row will change from bold to normal font.

3. Press **Close** to return to the home page.

IV. Managing User Information

A. Description

SWIS eFile users have the ability to manage their own user information to ensure that their information is accurate, and up to date. This includes the user's name, address, phone number, and email address. The user may also change their password.

B. Prerequisites

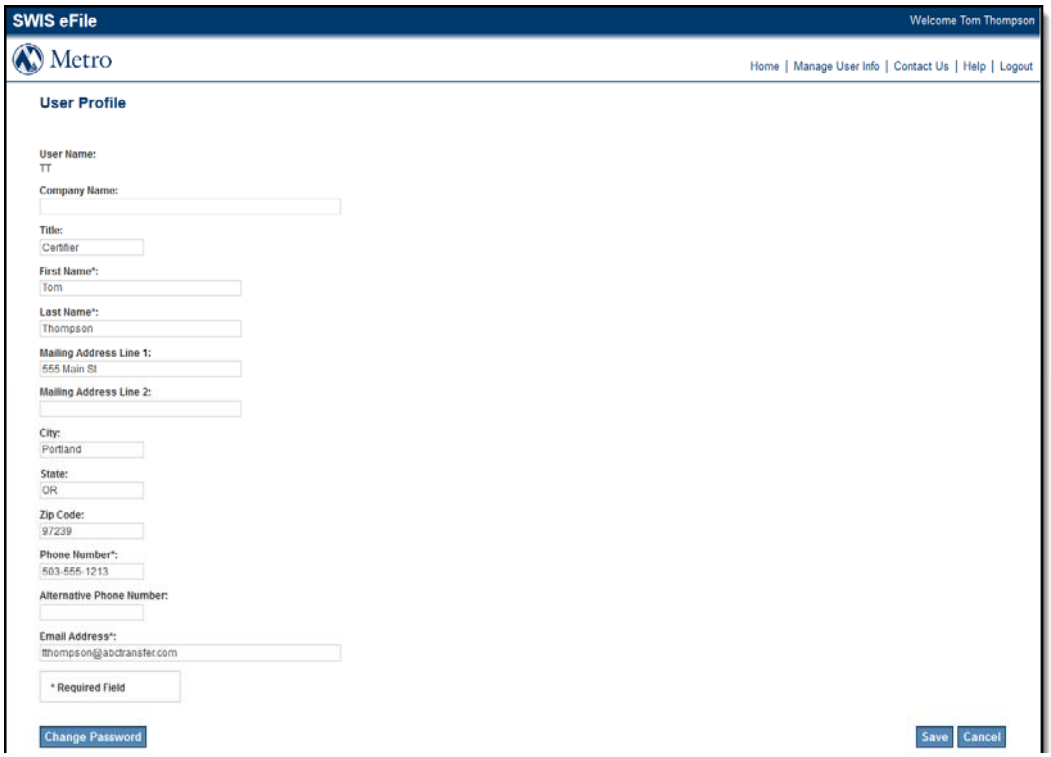
None.

C. Applicability

All users have the ability maintain their own user information.

D. Steps

1. From the home page, click **Manage User Info** located in the page header.



2. Edit the required fields to maintain accurate and up to date information and/or press **Change Password** to change the existing password.

3. Click the **Save** button to save the updated user information. To close out of the form without saving and return to the home page, click **Cancel.**