SWIS eFile User Registration

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

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: 503-813-7544 Attention: Robyn Brooks

By US mail: Robyn Brooks, 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 Robyn Brooks at 503-797-1618.

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.