

## 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* _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Name* _____ Address 1 _____ Address 2 _____ City _____ State _____ Zip _____ Telephone* _____ Email* _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Name* _____ Address 1 _____ Address 2 _____ City _____ State _____ Zip _____ Telephone* _____ Email* _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Name* _____ Address 1 _____ Address 2 _____ City _____ State _____ Zip _____ Telephone* _____ Email* _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\* **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:

[efile.admin@oregonmetro.gov](mailto:efile.admin@oregonmetro.gov) or Chad.Hilmes@oregonmetro.gov . Include “User Registration” in the subject line.

If you have questions about this registration form, please contact Chad Hilmes at the email above or at 503-709-9318.

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.