



This guide is designed to assist Small and Large Quantity Generators of hazardous waste that are required to register and maintain an account in RCRAInfo to meet the regulatory changes made by the [Electronic Manifest Third Final Rule](#). Follow the instructions below to set up a new account. For additional questions, contact the [Iowa Waste Reduction Center's](#) Environmental Assistance Program at iwrc@uni.edu or 319-273-8905.

Please note: This guide assumes the facility has an EPA ID number, they are not already registered for a CDX account, and there is no user already registered for the facility.

1. Navigate to the [RCRAInfo](http://rcrainfo.epa.gov) website: rcrainfo.epa.gov
2. On the RCRAInfo webpage, click “Register” under the “Continue” button.

The screenshot shows the RCRAInfo Sign In page. At the top left is the RCRA Info logo, and at the top right is the EPA logo. The main content area is divided into two columns. The left column has the heading "RCRAInfo Sign In" and a paragraph of text explaining the system's purpose. The right column contains a "User ID" input field, a "Continue" button, a "Register" button (highlighted with a red box), and a "Forgot User ID?" link. Below the sign-in area is a "Warning Notice and Privacy Policy" section with a "Warning Notice" sub-section containing a list of eight terms and conditions.

3. Select “Industry User Registration” on the next window.

Select Registration Type

Industry User

Select this option if you want to submit RCRA Notification, Biennial Report and/or manifest data on behalf of a regulated hazardous waste site including federal facilities. Watch our quick How-To video below to see step-by-step instructions or view our [User Guide](#).

Industry User Registration **Watch How-To**

(If you already have an existing CDX Account, skip the registration and just [Login](#).)

Regulatory Agency User

Select this option if you represent a State environmental agency or the United States Environmental Protection Agency.

Regulatory User Registration

OR

4. Enter a User ID and email address you wish to use for RCRAInfo notifications.

Your User ID:

- **Must be between 8 and 160 characters**
- **Cannot contain spaces**
- **Cannot contain special characters except period (.), hyphen (-), underscore (_), or at sign (@)**
- **Cannot be all numbers**

Create a New Account

Built on CDX

* = required

User ID and Email

User ID * **Email ***

IWRCEexample iwrc@uni.edu

Create a unique user ID that you will use for RCRAInfo and any other EPA CDX applications.

Enter the email address to use for RCRAInfo notifications. Your email address may also be used to evaluate your access requests to sites within RCRAInfo.

Agree to the [Terms and Conditions](#)

5. Read and agree to the “Terms and Conditions”. Once you check the box, select “Continue to Login.gov”.

User ID and Email

User ID * ⓘ

Email *

Create a unique user ID that you will use for RCRAInfo and any other EPA CDX applications.

Enter the email address to use for RCRAInfo notifications. Your email address may also be used to evaluate your access requests to sites within RCRAInfo.

Agree to the Terms and Conditions

Next: Configure multi-factor authentication with Login.gov.

If your RCRAInfo email address does not match the one you choose to use for Login.gov you will be asked to verify this address.

You will be returned to RCRAInfo automatically to complete registration after Login.gov multi-factor authentication setup.

Do not change web browsers or devices during this process.

[Continue to LOGIN.GOV](#)

6. You will be redirected to Login.gov where you will create an account to configure multi-factor authentication. Click “Create an Account”.

[Sign in](#) [Create an account](#)

Sign in for existing users

Email address

Password

Show password

[Sign in](#)

7. Enter your email address, select your preferred language, read and accept the Rules of Use, and click “Submit”.

Create an account for new users

Enter your email address

iwrc@uni.edu

Select your email language preference
You will receive emails from Login.gov in the language you choose.

English (default)

Español

Français

中文 (简体)

I read and accept the Login.gov [Rules of Use](#)

Submit

8. After hitting submit, check for an email in your inbox from Login.gov. Open the email and click the “Confirm email address” button

LOGIN.GOV

Confirm your email

Thanks for submitting your email address. Please click the link below or copy and paste the entire link into your browser. This link will expire in 24 hours.

Confirm email address

https://secure.login.gov/sign_up/email/confirm?_request_id=b5ac49c3-b769-47a6-9bd5-4cab102ff8d5&confirmation_token=Dd89_UW-8zEcp6sVuMi6

Please do not reply to this message. If you need help, visit login.gov/help/

9. Next, create a password for your Login.gov account. Enter and confirm the password. Do not use repeated characters and make sure it's 12 characters long.

Create a strong password

Your password must be **12 characters** or longer. Don't use common phrases or repeated characters, like abc or 111.

Password

Confirm password

Show password

Password strength: **Great**






Continue

10. Select an authentication method. The EPA suggests using two methods, but you can opt for just one if preferred. Two of the simpler options are the authentication app and text or voice messages. Not all options may apply to you. For this demonstration, text or voice message is going to be used and then select “continue”.

Authentication method setup

Add an additional layer of protection to your Login.gov account by selecting a multi-factor authentication method.

We recommend you select at least two different options in case you lose one of your methods.

-  **Authentication application**
Download or use an authentication app of your choice to generate secure codes.
-  **Text or voice message**
Receive a secure code by (SMS) text or phone call.
-  **Security key**
Connect your physical security key to your device. You won't need to enter a code.
-  **Government employee ID**
PIV/CAC cards for government and military employees. Desktop only.
-  **Backup codes**
A list of ten codes you can print or save to your device. Because backup codes are easy to lose, choose this option only as a last resort.

Continue

11. Enter your phone number, select “Text message (SMS)” or “Phone call”. Select “Send Code” and check your phone for a message or phone call.

Add a phone number

We'll send you a one-time code each time you sign in.

Message and data rates may apply. Do not use web-based (VOIP) phone services or premium rate (toll) phone numbers.

Phone number

How you'll get your code

Text message (SMS) Phone call

You can change this anytime. If you use a landline number, select “Phone call.”

Send code

12. Enter the code sent by text message or phone call. Then hit “Submit”.

Enter your one-time code

We sent a text (SMS) with a one-time code to +[] [] This code will expire in 10 minutes.

One-time code
Example: 123456

711164


Remember this browser

Submit

[Send another code](#)

13. Next, you can add another authentication method or move on and skip for now. We will skip for now and move on.

✔ A phone was added to your account.




You've added your first authentication method! Add a second method as a backup.

Adding another authentication method prevents you from getting locked out of your account if you lose one of your methods.

[Add another method](#)

[Skip for now](#)

14. On the next page, select “Agree and continue”.



Continue to EPA CDX

We'll share this information with EPA CDX:

✔ **Email addresses on your account**

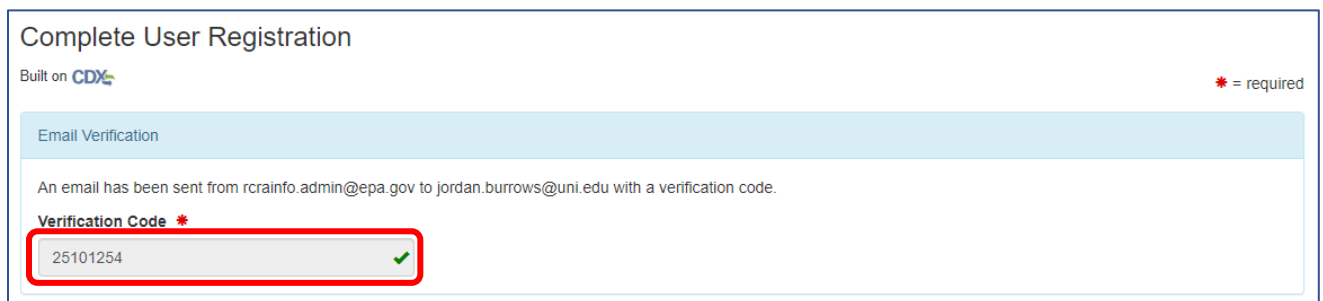
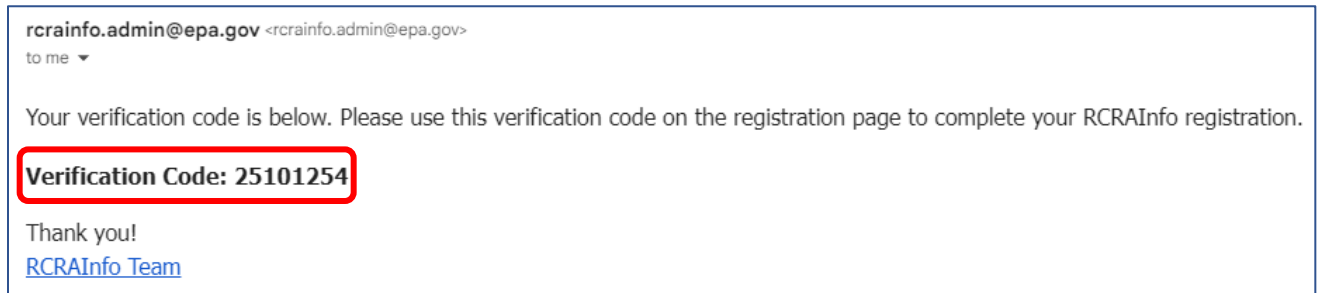
- iwrc@uni.edu

⚠ [Add a second authentication method](#). You will have to delete your account and start over if you lose your only authentication method.

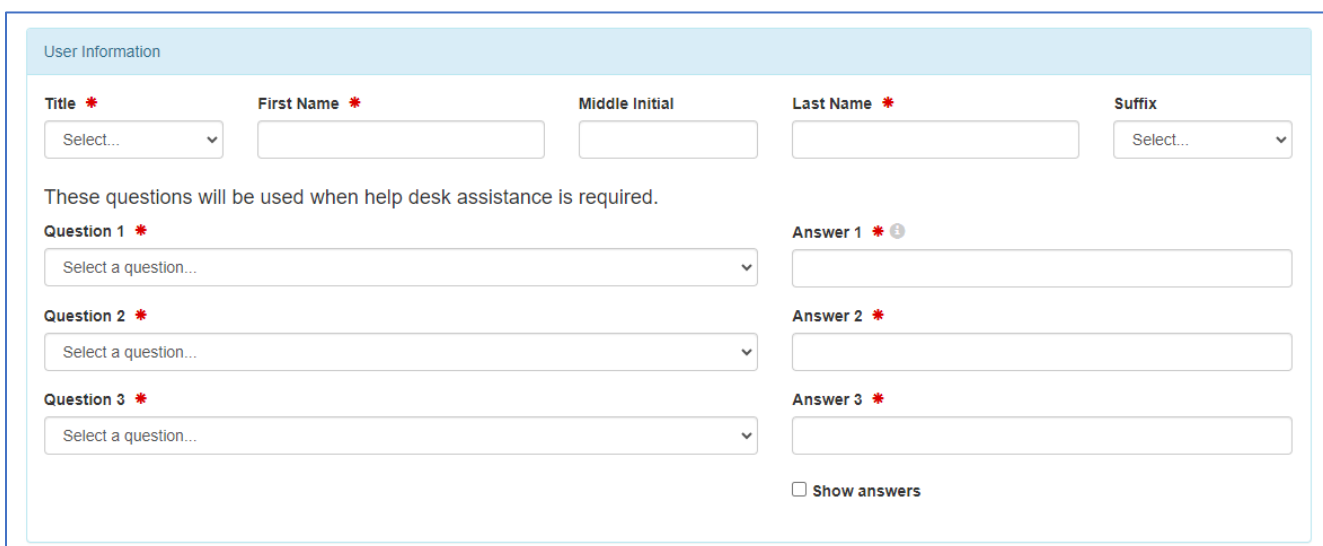
[Agree and continue](#)

15. If the email you registered on Login.gov differs from the email used on RCRA Info, you will have to verify that email address. If you entered the same email addresses for both, this step does not apply to you.

Check the email you registered first with RCRA Info and enter the verification code you received from rcrainfo.admin@epa.gov.



16. Enter information in all the fields with a red asterisk (*) and then select “Complete Registration”.



Organization Information

Organization Name *

Mailing Address (line 1) *

Mailing Address (line 2)

Country * UNITED STATES x ▾ **Zip Code *** **City *** **State *** Select a State ▾

Job Title *

Phone Number * **Extension**

Complete Registration

17. You will be redirected to the page shown below. Existing sites are facilities that have an EPA Identification number. For this demonstration, it is assumed you have an EPA ID number (if you're unsure of your ID number, you will have the option to search for your site). Click on "Select Existing Site".

Overview My Sites Outstanding Site ID Requests 0

What do I do next?

Select Existing Site

If the site you would like to access already has an EPA Identification Number, you can click on Select Existing Site and add it to your My Sites list. Watch our quick How-To video below to see step-by-step instructions or view our User Guide.

Select Existing Site **Watch How-To**

OR

Request New Site ID

If the site that you want access to does not have an EPA Identification Number, you may request a new id by clicking the Request New Site ID button. Watch our quick How-To video below to see step-by-step instructions or view our User Guide.

Request New Site ID **Watch How-To**

Links

Communication

- Newsletter Subscribe / Unsubscribe

System Announcements

12/13/2024

Beginning January 22, 2025

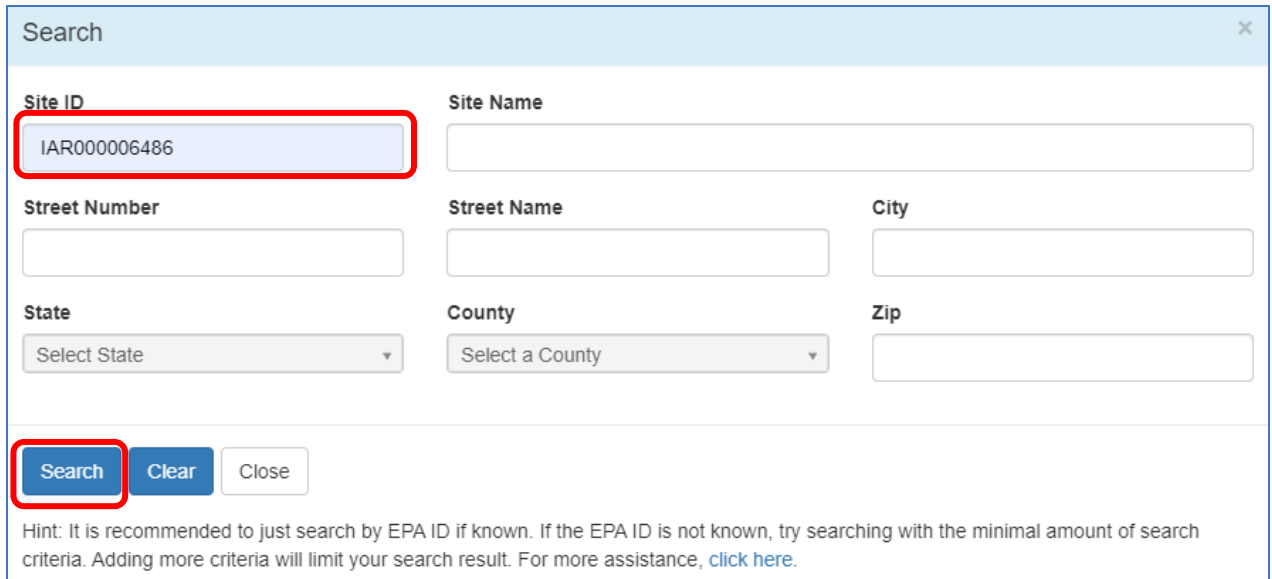
All LQGs and SQGs are required to have a user registered as Site Manager or e-Manifest Certifier

- Receiving facilities are no longer required to mail completed manifests back to LQGs and SQGs. LQGs and SQGs will access the final copy through the e-Manifest system.

Sites must submit post-receipt data corrections for manifests that are requested by regulator.

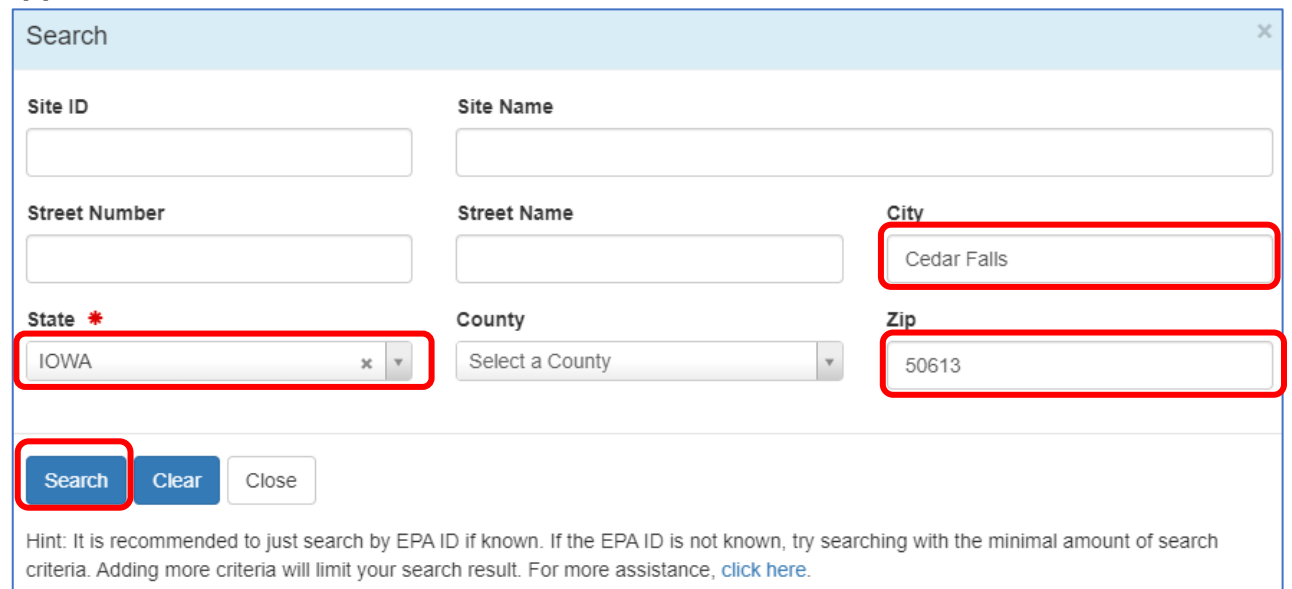
- A Site Manager or e-Manifest Certifier permission is required for LQGs and SQGs to make corrections to a manifest. Visit: Requirement to Correct Errors in Manifest Data Submitted to EPA for more information.

18. If you know your ID number, enter it, click “Search” and skip to step 21. This ID can be found on facility hazardous waste manifests. If your facility ID is unknown, continue to step 19.



The screenshot shows a search form titled "Search" with a close button (x) in the top right corner. The form contains several input fields: "Site ID" (containing "IAR000006486"), "Site Name", "Street Number", "Street Name", "City", "State" (a dropdown menu with "Select State"), "County" (a dropdown menu with "Select a County"), and "Zip". At the bottom, there are three buttons: "Search", "Clear", and "Close". A red box highlights the "Site ID" input field and the "Search" button. Below the form, a hint reads: "Hint: It is recommended to just search by EPA ID if known. If the EPA ID is not known, try searching with the minimal amount of search criteria. Adding more criteria will limit your search result. For more assistance, [click here](#)."

19. If the facility’s EPA ID is unknown try searching with the city, state, and zip. Adding more information will limit search results and your facility may not appear.



The screenshot shows the same search form as above, but with different values entered. The "City" field contains "Cedar Falls", the "State" dropdown menu is set to "IOWA", and the "Zip" field contains "50613". The "Search" button is highlighted with a red box. The hint at the bottom is identical to the previous screenshot: "Hint: It is recommended to just search by EPA ID if known. If the EPA ID is not known, try searching with the minimal amount of search criteria. Adding more criteria will limit your search result. For more assistance, [click here](#)."

20. Sort the list by clicking on “Site Name” this will show site names in alphabetical order. Navigate to your facility.

Search Results

Show 20 entries

Select All <input type="checkbox"/>	Site ID	Site Name	Address	City	State	County
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21. Click the check box next to your facility name and select “Request Access”.

Search Results

Show 20 entries

Select All <input type="checkbox"/>	Site ID	Site Name	Address	City	State	County
<input checked="" type="checkbox"/>	IAR000006486	IOWA WASTE REDUCTION CENTER	6114 CHANCELLOR DR	CEDAR FALLS	IA	BLACK HAWK

Showing 1 to 1 of 1 entries

Previous 1 Next

Request Access Back to Search Criteria Close

22. If you wish to request site manager permissions for the facility, click the dropdown next to "Site Management" and select "Active." Then, click "Send Request." If you do not want site manager permissions, you can find a list of other role descriptions [here](#).

Select Permissions

You've selected 1 site(s), now please choose the permissions you are requesting.

Module	Permission Level	Description of Permission
Site Management	None	None
Biennial Report	Active	None
e-Manifest	None	None
myRCRAid	None	None
WIETS	None	None

Send Request Back to Search Results Close

After hitting “Send Request” the request will be sent to the EPA for approval.

23. Once you log out and log back in to your account you will be prompted to perform identity proofing. If you do not complete the identify proofing, you will not be able to fully access the system and submit reports electronically.

Click the slider to “Yes” to complete the proofing. Enter information in the fields with the red asterisk (*). Check the box to agree to the Electronic Subscriber Agreement, and hit “Verify and Sign”.

Identity Proofing

Would you like to perform electronic Identity Proofing?

Yes

Electronic Identity Proofing

The following information will be used for identity proofing, it will NOT be stored.

Home Mailing Address (Line 1) *

Home Mailing Address (Line 2)

City * State * Zip *

Date of Birth * SSN Last 4 *

<input type="text" value="YYYY"/>	<input type="text" value="MM"/>	<input type="text" value="DD"/>	<input type="text"/>
<small>Year</small>	<small>Month</small>	<small>Day</small>	<small>Show SSN</small>

Home Phone Number

I agree to the [Electronic Signature Agreement](#)

24. Lastly, you will enter information required for the electronic subscriber agreement. Click the slider to “Yes” and enter information in the fields with the red asterisk (*). Check the box to confirm you have read the Rules of Behavior and acknowledge the list. Finally, select “Save and Continue”

Opt-In to ESA Management

Please indicate whether you will opt into receiving paper Electronic Signature Agreements from users affiliated with your RCRA Sites. This will significantly expedite their registration process. You will be able to upload a scanned copy of their agreement and instantly grant their ability to sign from within the application.

If you opt out, any new user for this site that declines or does not pass electronic identity proofing will need to mail their printed ESA to the proper government official listed on the ESA. Please allow for mail and processing time for those users to be able to electronically sign within the application. See [help](#) for more details.

Yes, I will receive and process ESAs for users affiliated with sites I manage.

Yes

ESA Mailing Address

Enter the mailing address where users will be directed to send their ESAs for you to process.

Organization * This field is required.

Attention Of *

Address 1 * This field is required.

Address 2

City * This field is required.

State * This field is required.

Zip * This field is required.

Phone * This field is required.

confirm that I have read the [Rules of Behavior](#) and acknowledge that I:

- Understand the information contained in the Rules of Behavior.
- Understand EPA policy and goals for protecting information and will respect and protect registration data.
- Understand the potential impact of threats to and vulnerabilities of computer systems; and
- Agree to follow sound security practices, especially with regard to safeguarding my User ID and Password; and
- Agree to follow recordkeeping requirements for all Electronic Signature Agreements in my possession.

If you have questions or experience any problems with the registration process contact the IWRC or the EPA:

IWRC
Phone: 319-273-8905
Email: iwrc@uni.edu

EPA Helpdesk
Phone: 913-551-7248
Email: iowa.notifications@epa.gov