Hauler Portal Documentation

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#### Overview

#### What's New

The updated CalRecycle Waste Tire Management System (WTMS) was deployed in May, 2019 and includes the latest web technologies and improved Organization structure.

Gone are the multiple sign-ins for different Businesses. All your Site Number/TPIDs can be combined under one Organization.

Manage the Hauler Registration for your entire Organization.

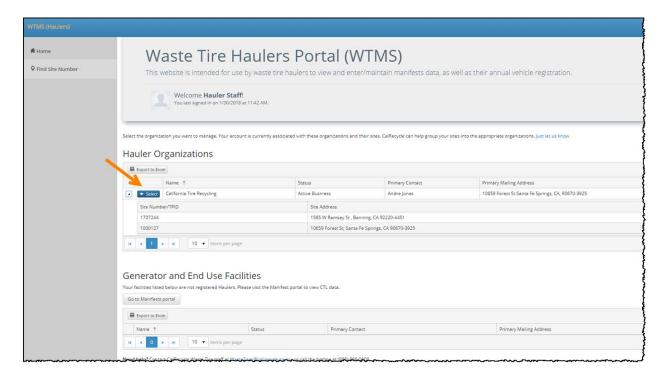
Multiple Sites under one Organization lets you manage security access the way you want. A single CalRecycle WebPass can access and manage all the Sites in one location.

Tire Program Identification Numbers (Site Number/TPID) are still the glue that identifies the physical location of each or your Sites.

#### **Select Organization**

The site is at <a href="https://secure.calrecycle.ca.gov/WTMSHaulers">https://secure.calrecycle.ca.gov/WTMSHaulers</a> and you can log in with your CalRecycle WebPass. This is only a copy of your data. It is not your production data so feel free to add/edit/delete things like Contacts or Mailing addresses or Vehicles.

When you log in, select your Organization on the first screen. This Organization has two Sites you can see by clicking on the little triangle:

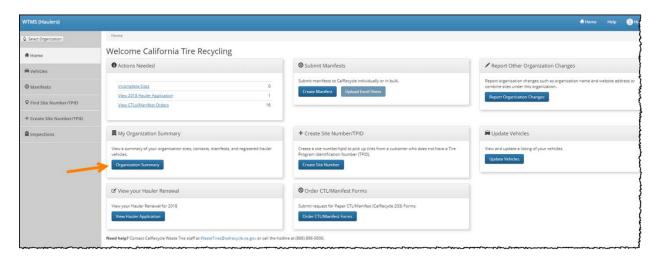


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#### **Quick Access Buttons**

Your Home page has buttons to quickly access common tasks such as Create a Manifest, get a new customer Site Number/TPID, or Update Vehicles.

You can also check on your paper CTL/Manifest orders and complete the annual Hauler Registration renewal. Select "Organization Summary" to see the main Summary page:



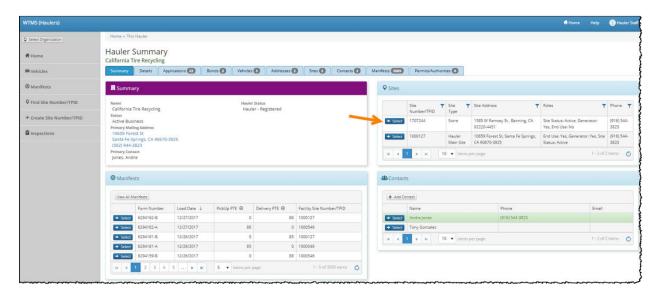
### **Organization Summary**

Your Organization Summary shows the traditional WTMS "tabbed" menu. This Organization shows two Sites under the parent Organization "California Tire Recycling". Contacts are consolidated under the parent Organization.

All the detail about your Hauler Registration, Sites, Mailing Address, Contacts, Manifests, and Permits are available here.

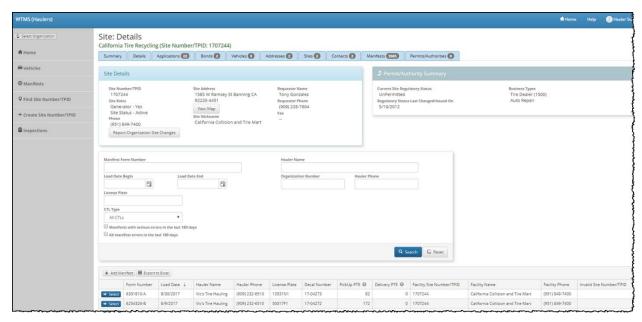
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You can see additional details when you select a Site Number/TPID:



#### Site Details

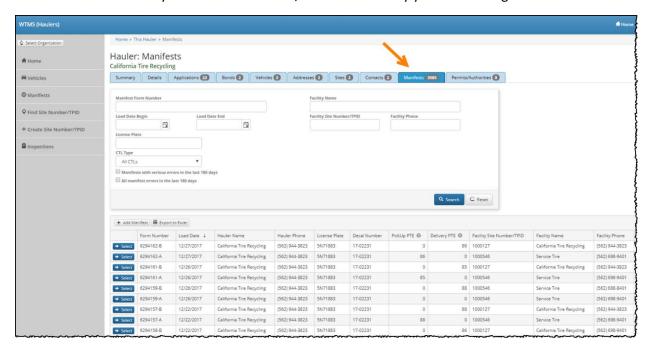
This page shows all the details about an individual Site Number/TPID. The bottom half shows just the Manifest/CTLs that that have been picked up or dropped off at this Site:



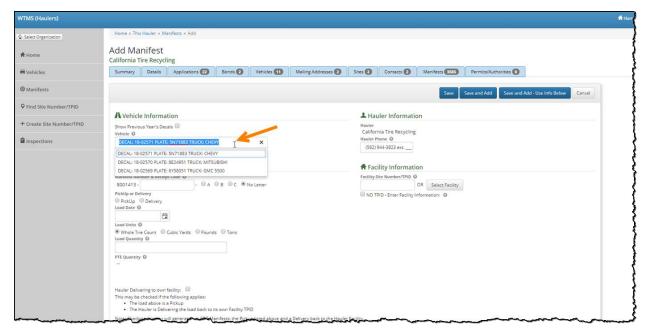
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### **Submit Manifests**

The Manifests tab takes you to all the Manifest/CTLs submitted by your Hauler Organization.

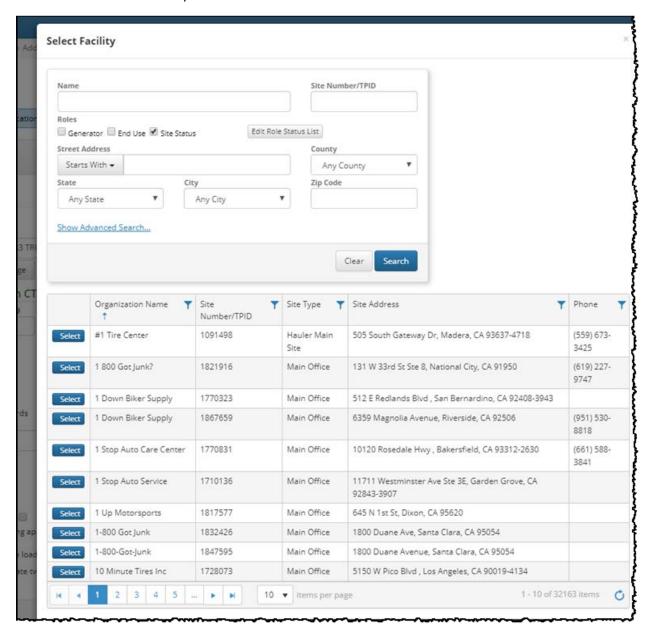


When you Add a Manifest, the first item it asks for is your Vehicle/Decal. Vehicles are listed on a drop down where you can scroll or just begin typing the License Plate or Decal number to bring it up.



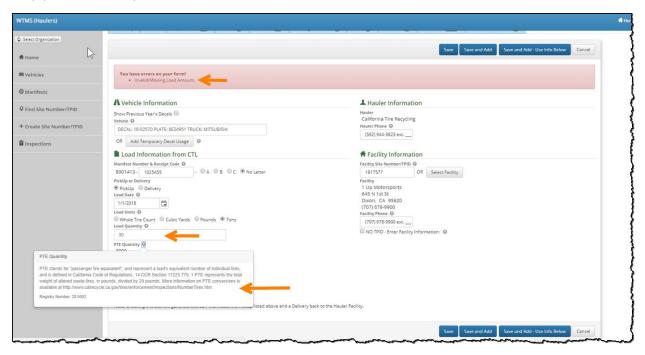
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Add the Load Information and the Facility Site Number/TPID. The Select Facility button will bring up a list of all Active Site Number/TPIDs:



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If you have error on your Manifest, WTMS will indicate where the problem is. There are also popup Help panels for every field:

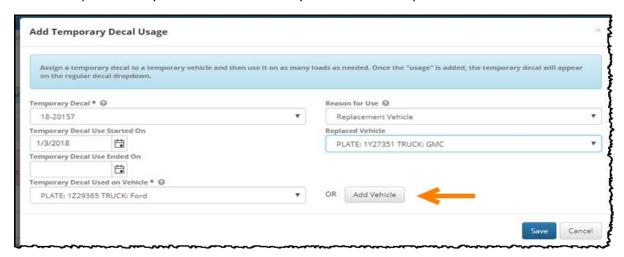


#### **Temporary Decal Usage**

Upon request, CalRecycle will provide a Temporary Decal Certificate that can be used on a Temporary Vehicle. If you rent a vehicle because of a break-down or to cover extra loads, you must tell us about the vehicle before you can use in on a Manifest.

Select Add Temporary Decal Usage and identify which Temporary Certificate you used, when you used it, and the Temporary Vehicle you used it on. If you have not added the Temporary Vehicle, select Add Vehicle. VINs are not necessary for Temporary Vehicles.

Once you setup the Usage information, your Temporary Vehicle and Decal will appear on the regular Vehicle dropdown and you can use it on as many loads as necessary.



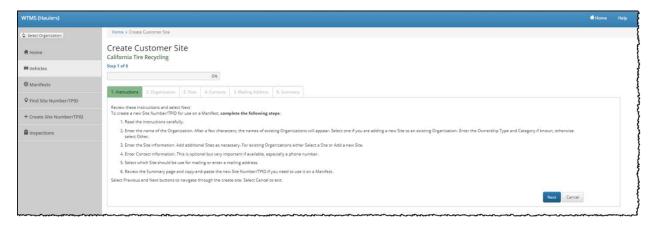
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# Create a Customer Site Number/TPID

WTMS Haulers can create a new Site Number/TPID when the Site does not exist in WTMS. Use the "Find Site Number/TPID" feature to search carefully before creating a new one. If you cannot find an existing TPID, select "Create Site Number/TPID".

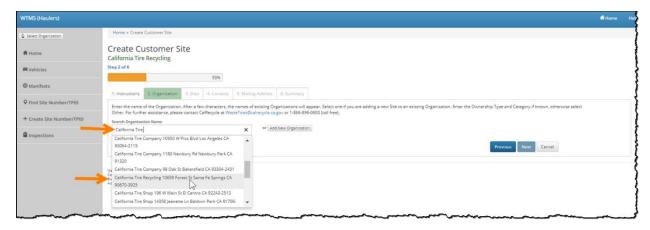
#### Step 1

This six-step wizard includes detailed instructions. Please read through them carefully and select Next to move forward:



#### Step 2

If you are adding a new Site Number/TPID to an existing Organization such as a new collection site for California Tire Recycling, begin typing the Organization Name

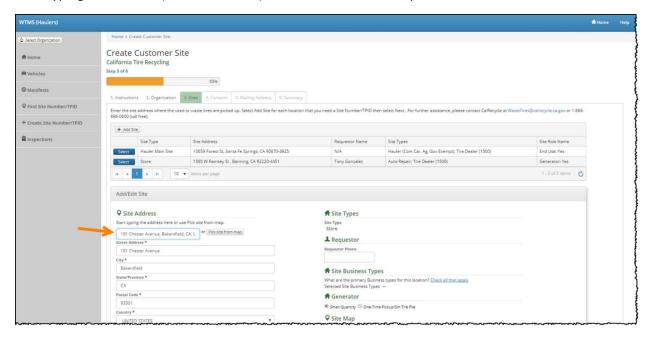


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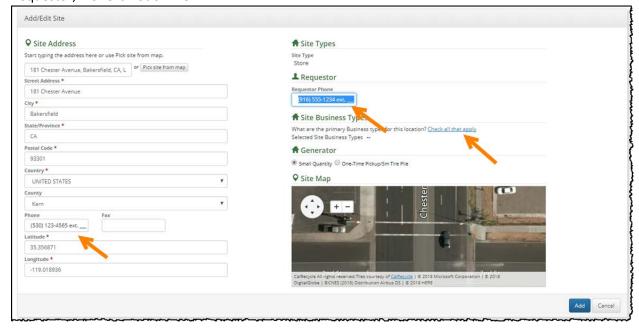
#### Step 3

This Organization, California Tire Recycling, has two existing Sites. If one of these is what you are looking for, press Select and you are done. Otherwise, select Add Site.

Start typing the address (Enter a location) or use Pick site from map.

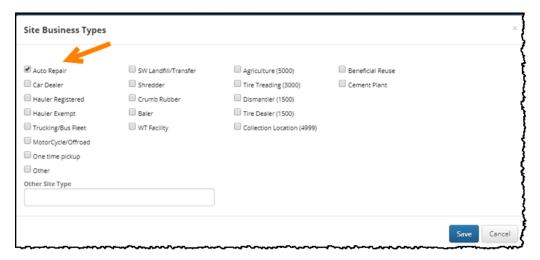


It is very important to include a phone number for the new Site and a phone number for you, the Requestor, if one is not on file.



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You must identify at least one Business Type to help categorize the new Site



#### Step 4

This Organization already has several Contacts. Select Add Contact if this list needs updating:



#### Step 5

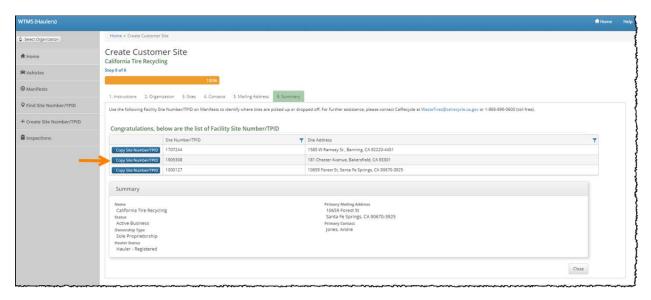
This is a confirmation of the mailing address on file for this Organization. It cannot be changed. Notify CalRecycle of any changes at <a href="mailto:wastetires@calrecycle.ca.gov">wastetires@calrecycle.ca.gov</a>. Submit the new Site to CalRecycle for



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#### Step 6

This is the new Site Number/TPID for your customer. Select "Copy Site Number/TPID" if you want to use it immediately on a new Manifest. Use Find Site Number/TPID to look up the new number any time you need it.

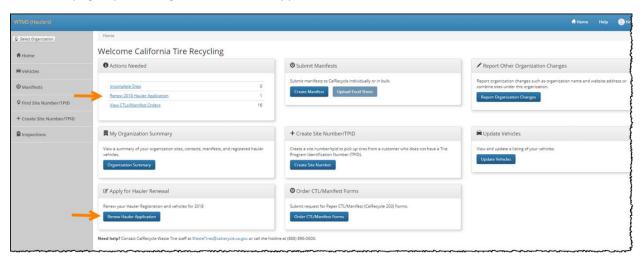


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# **Annual Hauler Registration Renewal**

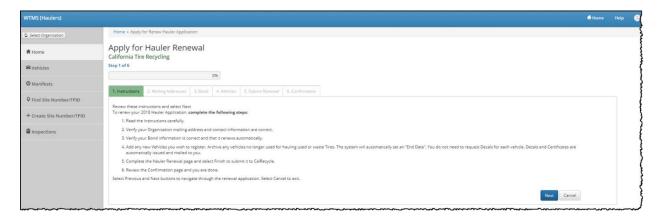
Every year you must renew your Hauler Registration before December 31. You can do this easily from the Home page by selecting "Renew Hauler Application":

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#### Step 1

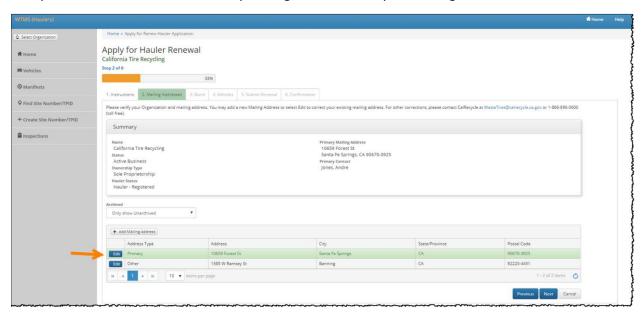
This six-step wizard includes detailed instructions. Please read through them carefully and select Next to move forward:



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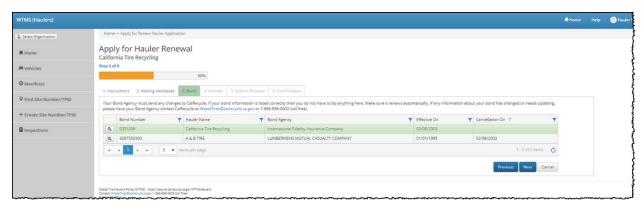
#### Step 2

Verify the information we have about your Organization. Edit your mailing address if needed:



#### Step 3

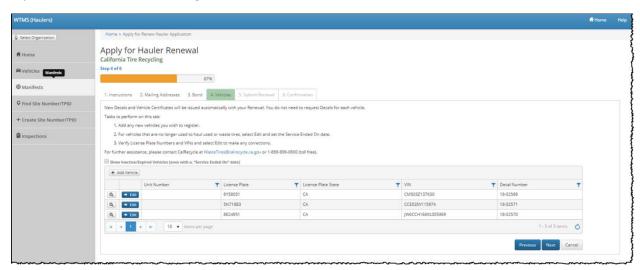
Verify the Bond information is correct. If there are any changes, your Bond Company must mail the original to CalRecycle before new Decals can be issued. Select Next to move forward



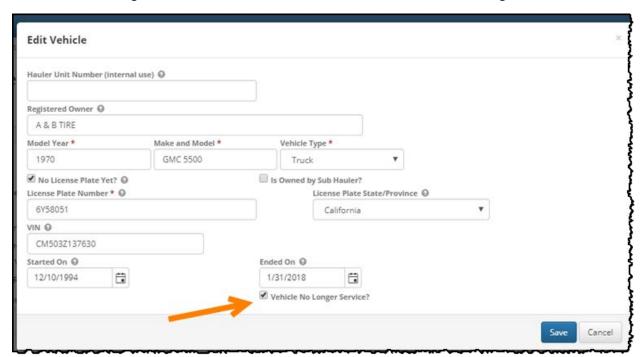
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#### Step 4

Review your list of Vehicles that you want to register with Decals for the new year. Select Edit to update a Unit Number for your internal reference, or correct a License Plate or VIN Number. Select Add Vehicle if you have a new Vehicle to register.



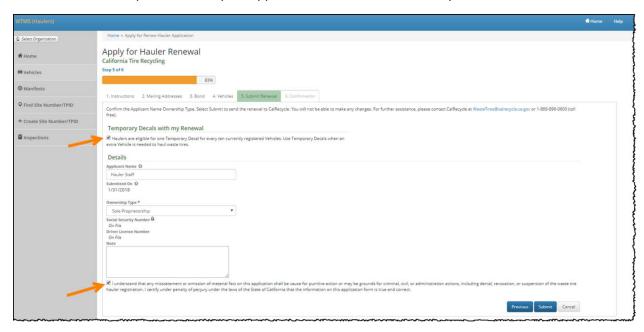
If a Vehicle is no longer in service, select Edit and check the box, "Is Vehicle no longer in service?"



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#### Step 5

Request a Temporary Vehicle Certificate needed and Certify that your application is true and correct. You are done at this point, Submit your application for renewal to CalRecycle:



### Step 6

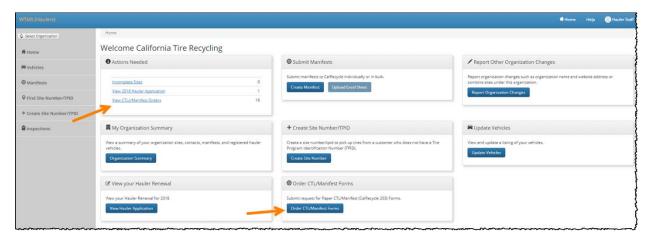
Review the number of Vehicle Certificates requested and select Close. If you need to make changes to your list of vehicles, visit the Vehicles tab for your Organization in WTMS



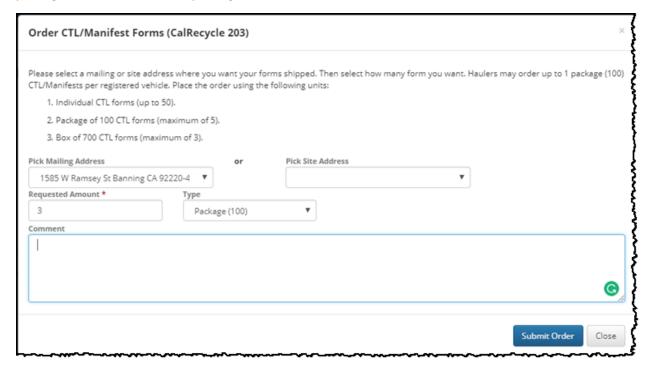
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# **Ordering Paper Manifests**

Log into your WTMS Home Page and select Order CTL/Manifest Forms or View CTL/Manifest Orders:

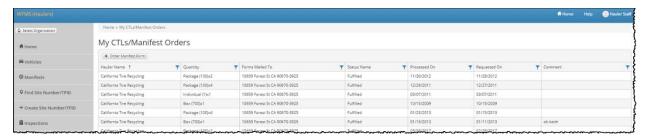


Select a mailing or Site Address, the number and type of forms needed. Haulers may order up to 1 package (100) CTL/Manifests per registered vehicle.



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Your previous order may also be checked:



For further assistance, please contact CalRecycle at <u>WasteTires@calrecycle.ca.gov</u> or 1-866-896-0600 (toll free).