# CLINICAL WASTE MANAGEMENT SYSTEM

**ONLINE REGISTRATION** 

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# **CUSTOMER REGISTRATION**

## **Customer Registration**



Figure 1 – Home Page

The CWMS Customer Portal could be access through CENVIRO homepage. Located the Customer Support Menu which at left panel, click to access the page & click Online Registration button shown as below.

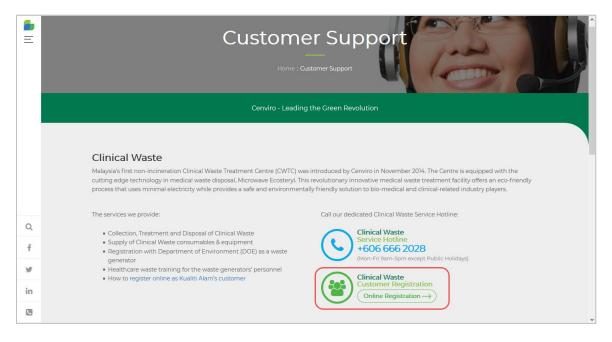


Figure 2 – Customer Support Page

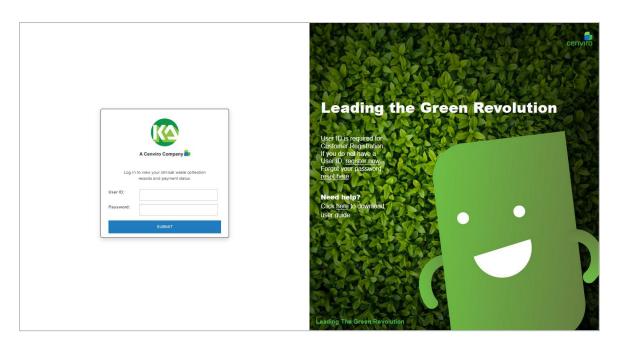


Figure 3 – CWMS Customer Portal

Click <u>Register Here</u> which located at the right panel of the Customer Portal page (refer to Figure 3)

User will be redirected to pre-registration page (Figure 4)

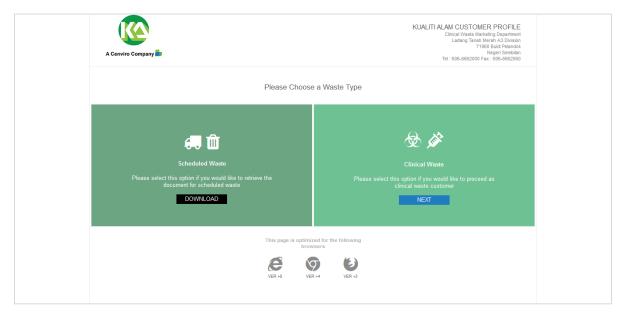


Figure 4 – Sample screen of Pre-Registration Page

Click to proceed as clinical waste customer registration. Complete the required Registration form which shown as below (Figure 5).

Note: For scheduled waste, customer is required to download registration form and submit to KASB personnel.

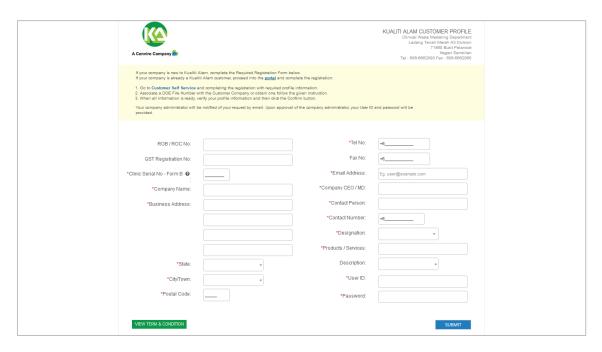


Figure 5 – Sample screen of Registration Page

The step of Customer Pre-Registration as below:

Note: Please note that the red asterisk \* indicates that this field MUST BE KEYED-IN

- 1. Fill in ROB / ROC No. (optional)
- 2. Fill in GST Registration No. (optional)
- 3. Fill in Clinic Serial No. Form B.
- 4. Fill in Company Name.
- 5. Fill in Business Address.
- 6. Select **State**.
- 7. Fill in Postal Code.
- 8. Fill in **Tel No**.
- 9. Fill in Fax No. (optional)
- 10. Fill in Email Address.
- 11. Fill in Company CEO/MD
- 12. Fill in Contact Person
- 13. Fill in Contact Number.
- 14. Select **Designation**
- 15. Fill in Product/Services
- 16. Tick **Descriptions** (optional)
- 17. Create own preferred Used ID

- 18. Create own preferred Password
- 19. Click Confirm

Before customer fills and submit the required data for registration, Term & Condition is available to view.





Figure 6 - Sample of Form B

Next, user will able to see the company profile (Figure 7). User could change the contact detail if required.

Once completed reviewing, click to save the information and a successful message will be

Succeed to save record!

Record is saved successfully

Click to proceed to next step.

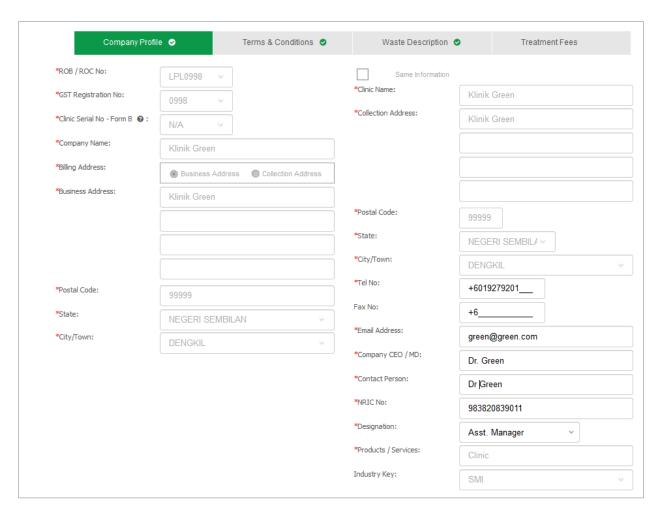


Figure 7 – Sample screen of Company Profile Tab

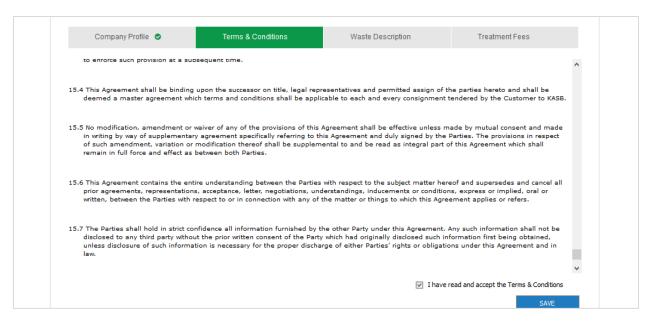


Figure 8 - Sample screen of Term & Condition Tab

In the Term & Condition tab, user is recommended to read through the contents. Scroll to the bottom of the page, user is required to tick the checkbox in order to accept the Term & Condition (Figure 8).



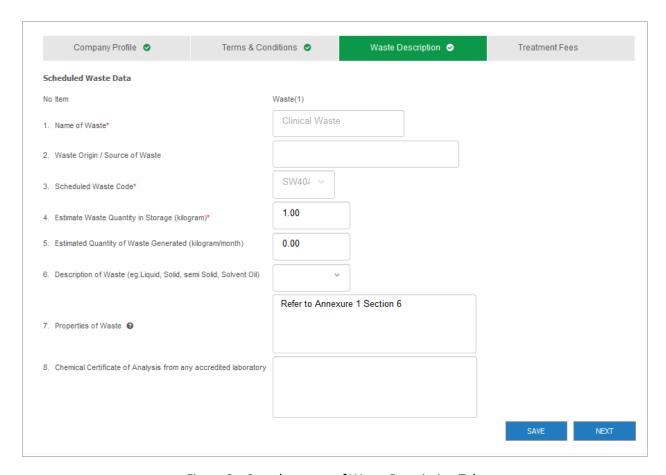


Figure 9 – Sample screen of Waste Description Tab

In the Waste Description tab, User is required to provide the waste information (Figure 9):

Note: Please note that the red asterisk \* indicates that this field MUST BE KEYED-IN

- 1. Fill in Waste Origin/Source of Waste (optional)
- 2. Fill in Estimate Waste Quantity in Storage (kilogram)
- 3. Fill in Estimated Quantity of Waste Generated (kilogram/month) (optional)
- 4. Select Description of Waste (e.g. Liquid, Solid, Semi Solid, Solvent Oil) (optional)
- 5. Fill in **Properties of Waste** (optional)
- 6. Fill in Chemical Certificate of Analysis from any accredited laboratory (optional)
- 7. Click SAVE
- 8. Click

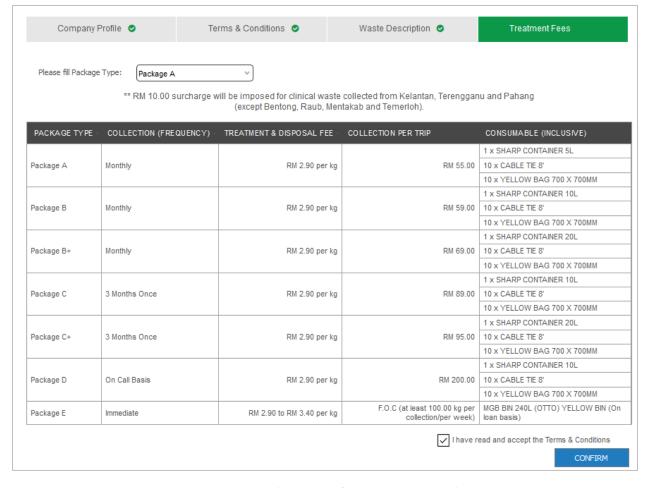


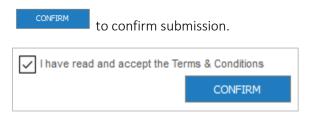
Figure 9 – Sample screen of Treatment Fees Tab

In the Treatment Fee tab, user is required to make decision on the collection package type which provided by KA.

Note: Select the unit of wheeled bin, if selected Package Type E.

Please fill Package Type:	Package E	~	Unit of Wheeled Bin	5	

Once completed the selection of package type, tick the checkbox at the bottom of the page and click



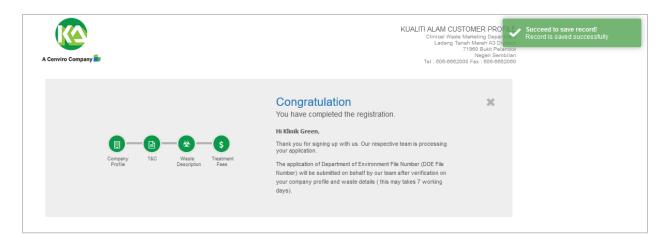


Figure 10 – Sample screen of Completed the Registration

Upon submission, a congratulation message will show and an email notification will be sent to respective team for approval.

# **PASSWORD RECOVERY**

### **Password Recovery**

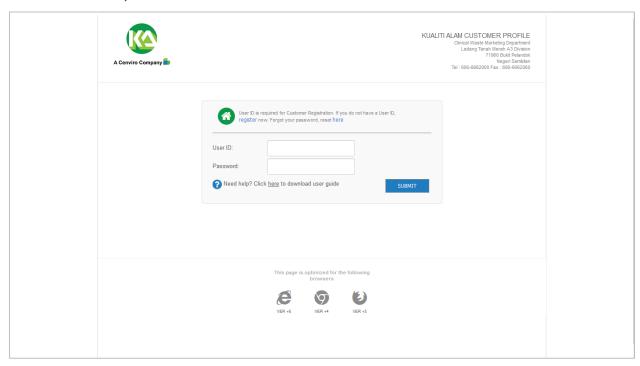
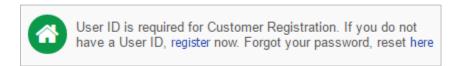


Figure 11 – Sample screen of Portal Page

If user has lost their login password, self-service portal has offered the Password Recovery function.



Go to the Self-Service Portal and locate the password recovery link. Click here and will be redirected to the password recovery page. Fill in either one of the criteria for verification, click (Figure 12).

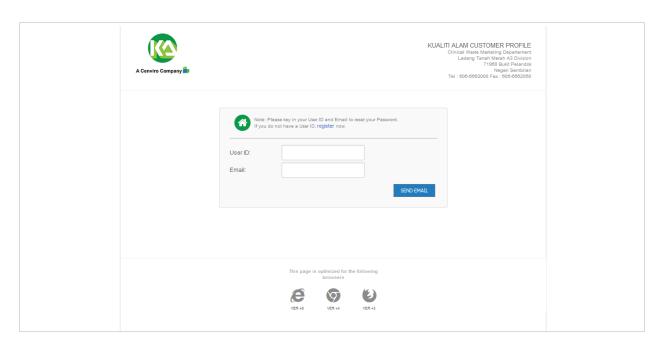


Figure 12 – Sample screen of Password Recovery

Once the verification of login credential has been succeeded, a message will show as below (Figure 13). An email notification will send to the registered email address.

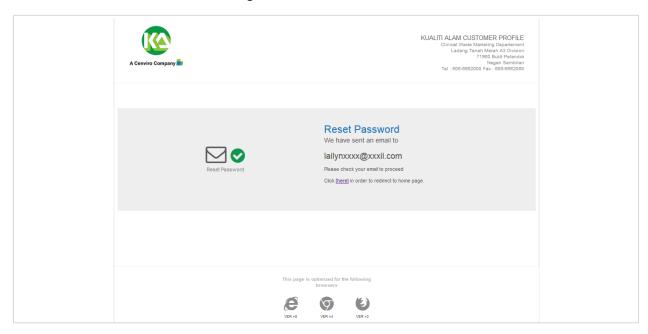


Figure 13 – Sample screen of Notification Password Recovery

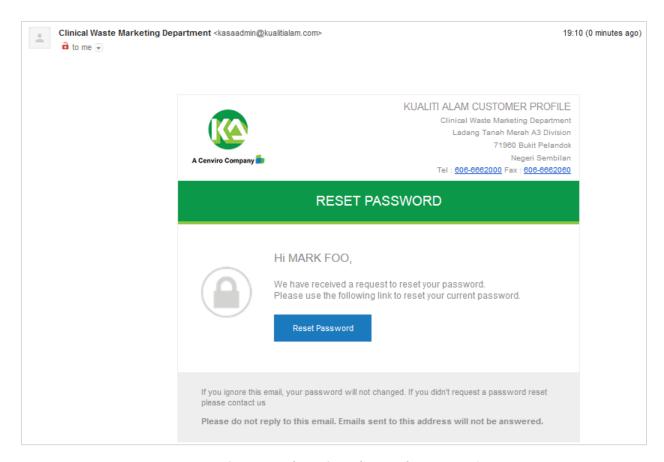


Figure 14 – Sample screen of Email Notification for Password Recovery

Login to the respective email account and locate the email sent from Clinical Waste Marketing

Department (Figure 14). Click

Reset Password

to redirect to New Password Set Up process (Figure 15).

Note: Remember to check SPAM / JUNK folder if unable to find the email in your inbox.

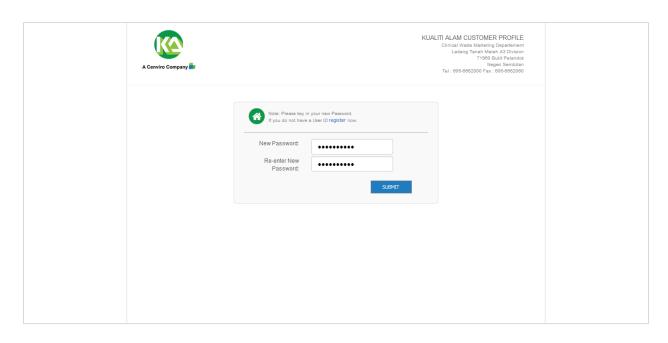


Figure 15 – Sample screen of New Password Set Up

Set a new password and click . Successful message will show as below (Figure 16) and user could login to self-service portal using new password.

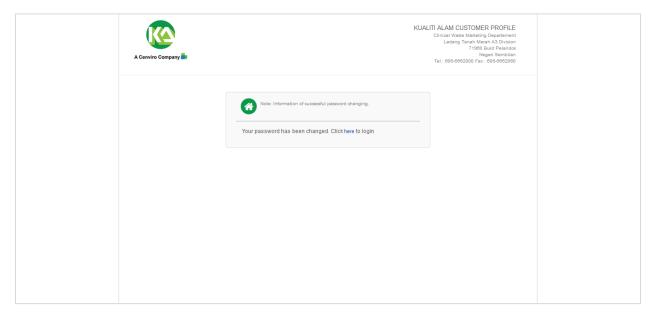


Figure 16 – Sample screen of Successful New Password Set Up

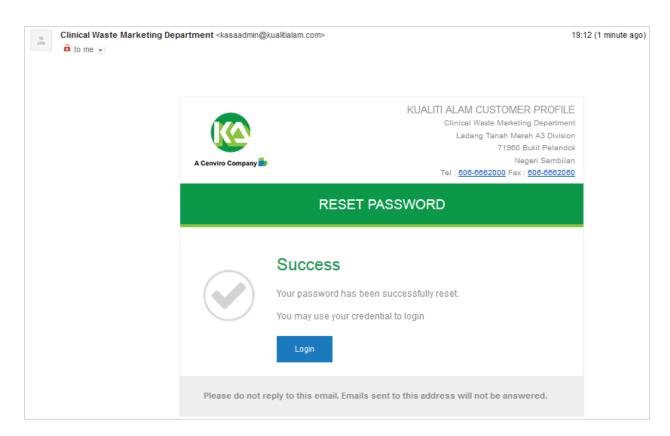


Figure 17 – Sample screen of Email Success Change Password

An email notification will send to the registered email address as an acknowledgment of password changed (Figure 17).