



Logging in and Site Access Instructions

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Introduction to LMwts

LMwts (Logistics Management Waste Tracking System) is a Customer Portal available to customers of Waste Technology Services, Inc. (WTS, Inc).

This customer portal allows WTS customers to access the latest Waste Shipment, Waste Profile and Waste Inventory information for their particular Company/Site.

The LMwts Customer Portal can be accessed by going to <https://lmwts.wtsonline.com>

Supported Browsers

LMwts supports Google Chrome version 94.0.4606 and later and Microsoft Edge version 94 and later



chrome



Microsoft
Edge

Mobile Browser Support

Support for mobile web browsers is currently unsupported but is on the product development roadmap.

Signing up for / Logging into an account

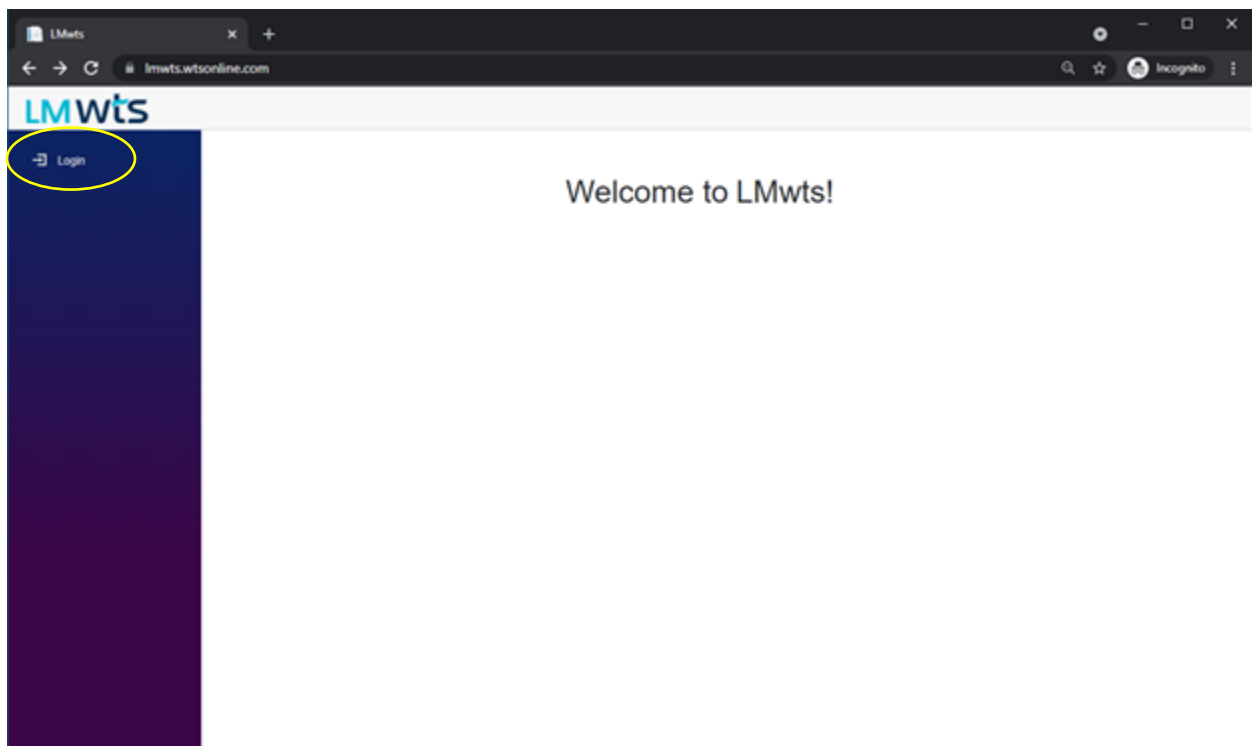
Customers have the option of signing into LMwts using one of the following methods:

- 1) Utilizing their current Microsoft Office 365 / Azure Active Directory Login
- 2) Utilizing their current G-Suite Login
- 3) Creating a Local WTS Managed Account

WTS highly recommends that Customers use their existing Microsoft Office 365 or G-Suite logins, when possible. However, some customers may find that they are unable to utilize their Microsoft Office 365 or G-Suite logins because their Corporate I.T. department has locked down the ability for user to authorize sharing their basic account profile and email address which is required to log in to LMwts.

WTS would recommend trying your corporate login credentials first. If prompted for Admin approval move on to creating a Local WTS Managed Account.

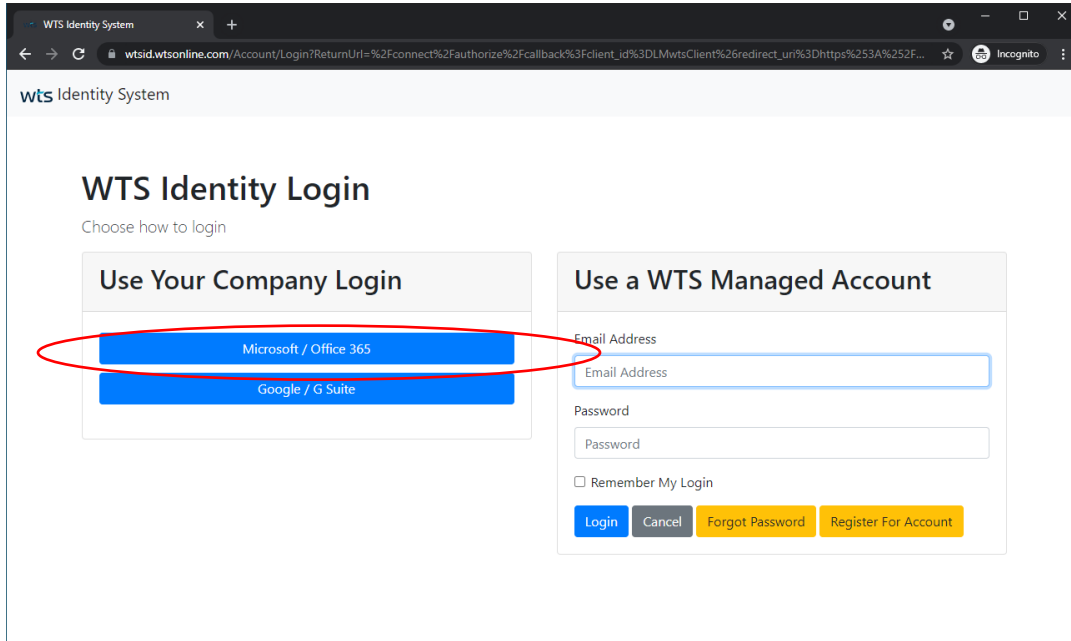
To sign in to LMwts please visit <https://lmwts.watsonline.com> and click Login



First try clicking on either the “Microsoft / Office 365” or “Google / G-Suite” button depending on which office platform your corporation utilizes on a daily basis.

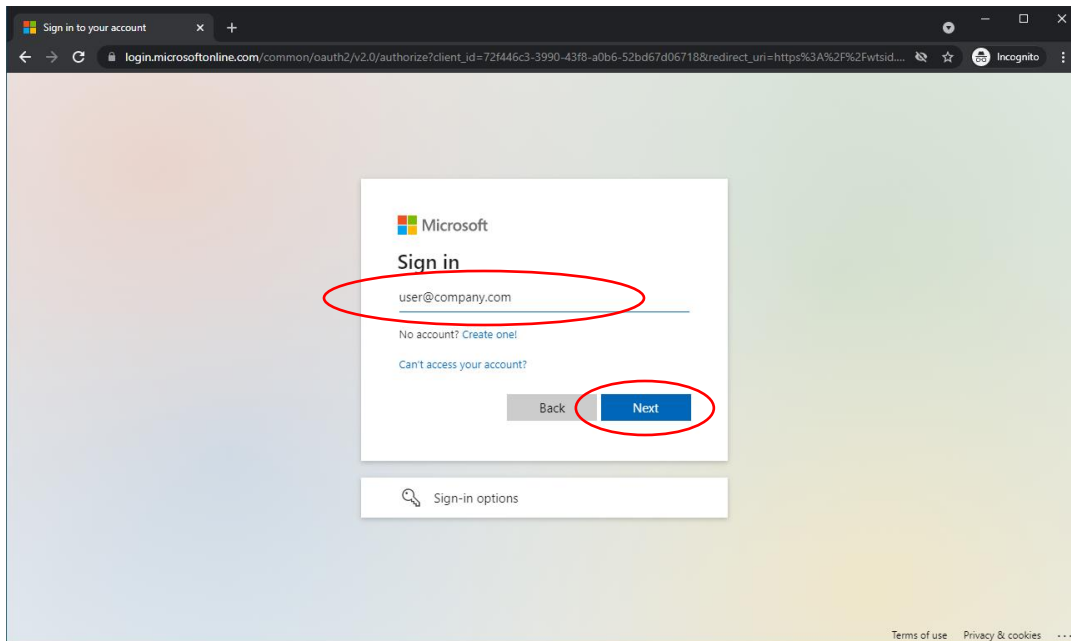
Example of signing in with Microsoft / Office 365

Select "Microsoft / Office 365" Button



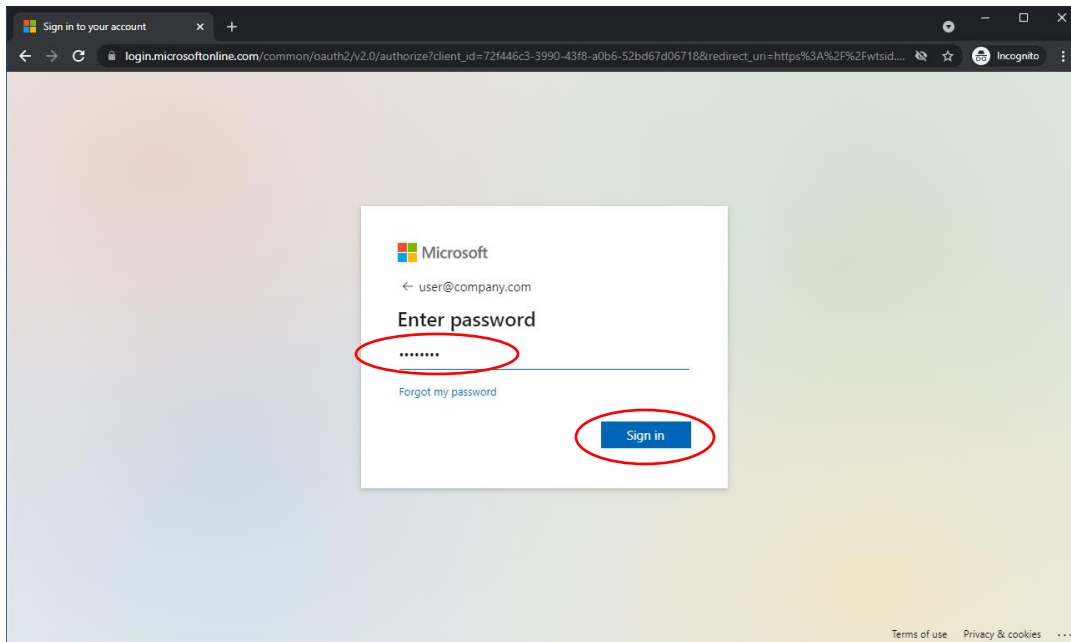
The screenshot shows the WTS Identity System login page. The page title is "WTS Identity System" and the main heading is "WTS Identity Login". Below the heading, it says "Choose how to login". There are two main sections: "Use Your Company Login" and "Use a WTS Managed Account". In the "Use Your Company Login" section, there are two buttons: "Microsoft / Office 365" and "Google / G Suite". The "Microsoft / Office 365" button is circled in red. In the "Use a WTS Managed Account" section, there are input fields for "Email Address" and "Password", a checkbox for "Remember My Login", and buttons for "Login", "Cancel", "Forgot Password", and "Register For Account".

Enter your corporate email address and click next

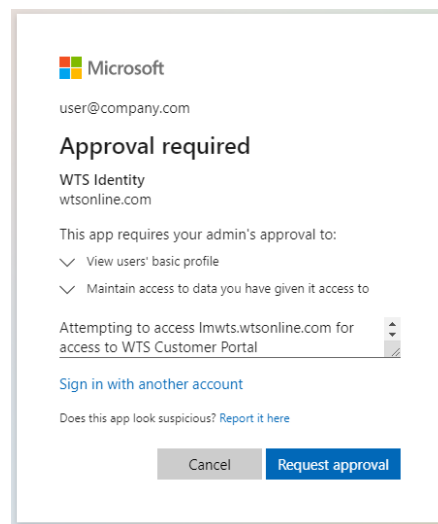
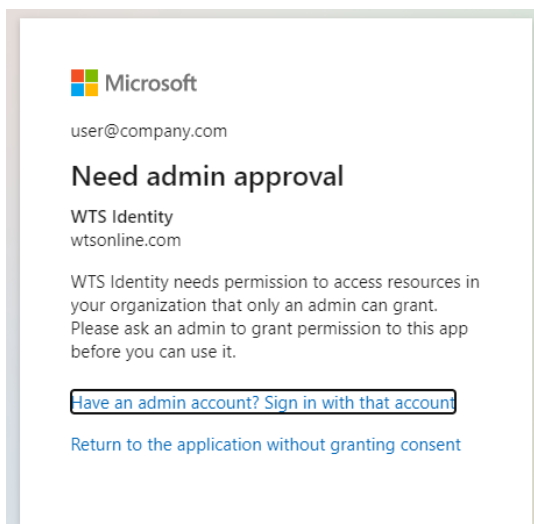


The screenshot shows the Microsoft Sign in page. The page title is "Sign in to your account" and the URL is "login.microsoftonline.com". The main heading is "Sign in" with the Microsoft logo. Below the heading, there is an input field for the email address, which contains "user@company.com" and is circled in red. Below the input field, there are links for "No account? Create one!" and "Can't access your account?". At the bottom of the sign-in box, there are two buttons: "Back" and "Next". The "Next" button is circled in red. Below the sign-in box, there is a search icon and the text "Sign-in options". At the bottom right of the page, there are links for "Terms of use" and "Privacy & cookies".

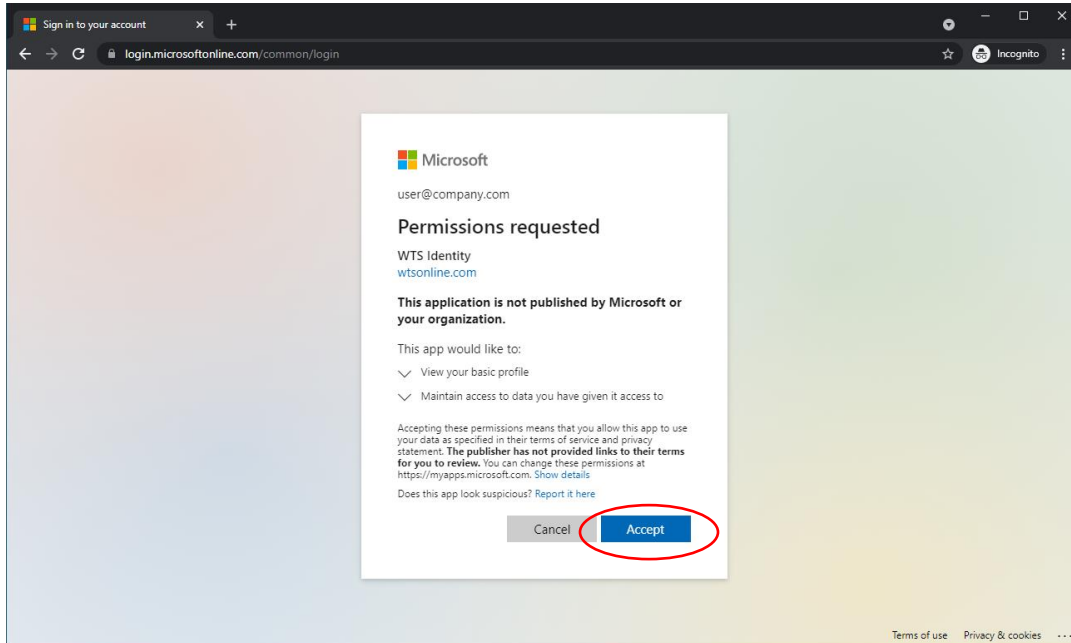
Enter your corporate email password and click Sign In.



If you receive either of the following screens you will need to either reach out to your Corporate IT department and ask them to approve your login or simply start over by going to <https://lmwts.watsonline.com> and click on Login and follow the instructions in the section entitled Create a WTS Locally Managed Account.



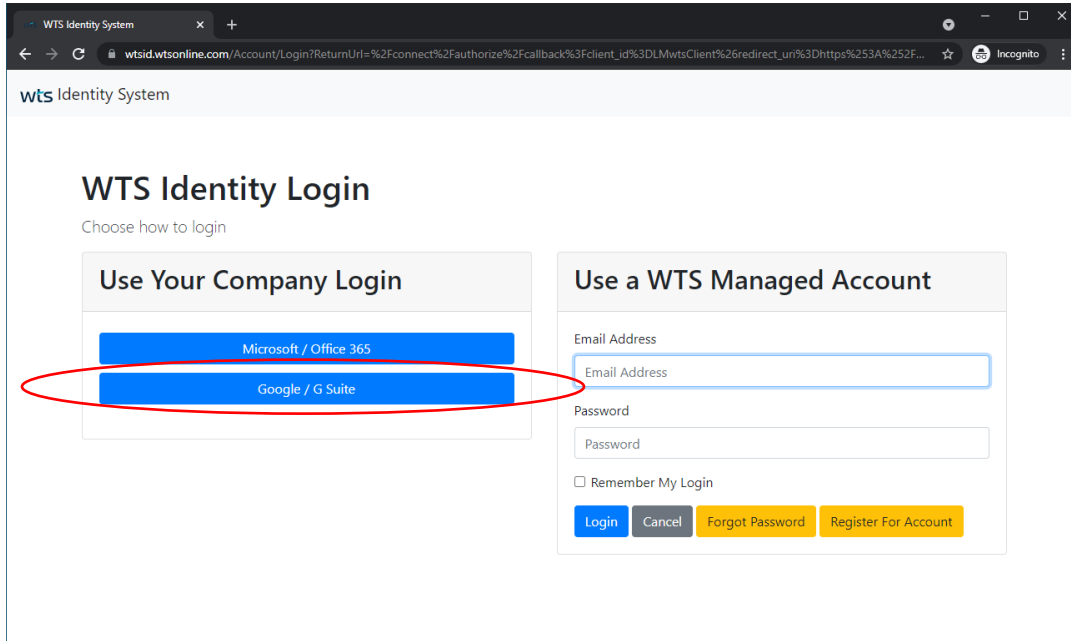
If your Corporate IT Department allows users to use their Microsoft / Office 365 credentials, you will be prompted to allow LMwts to access your basic user profile which includes only your name and email address. Click the Accept button.



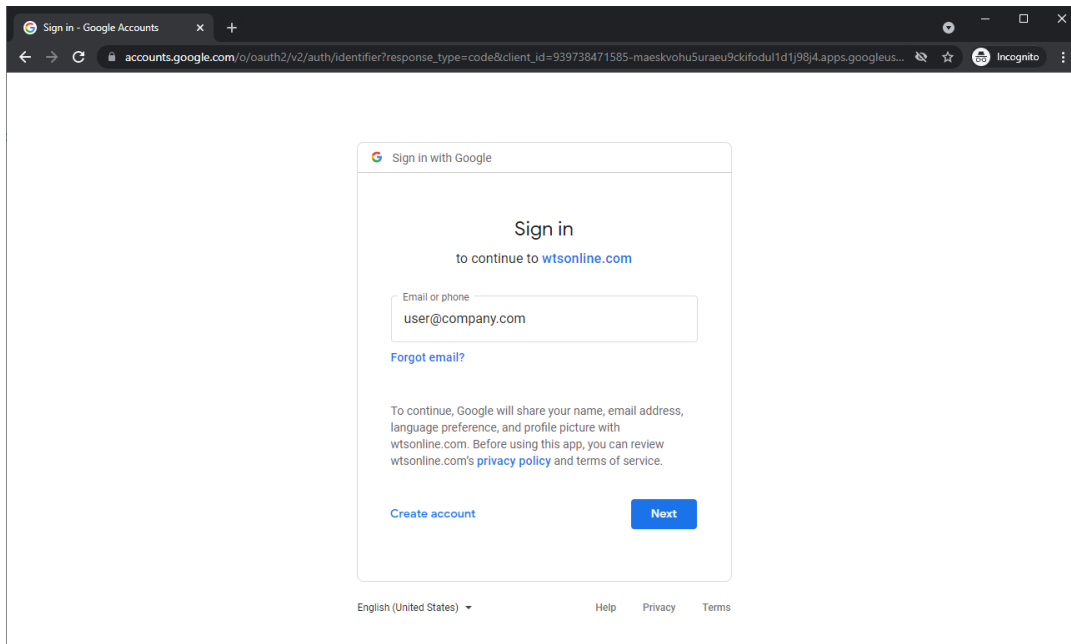
If you already had an LMwts account in the past, you should now see your site's information listed. If you have never had an account, you will be prompted to request access. Please proceed to the Request Access section of this manual.

Example of signing in with Google / G-Suite

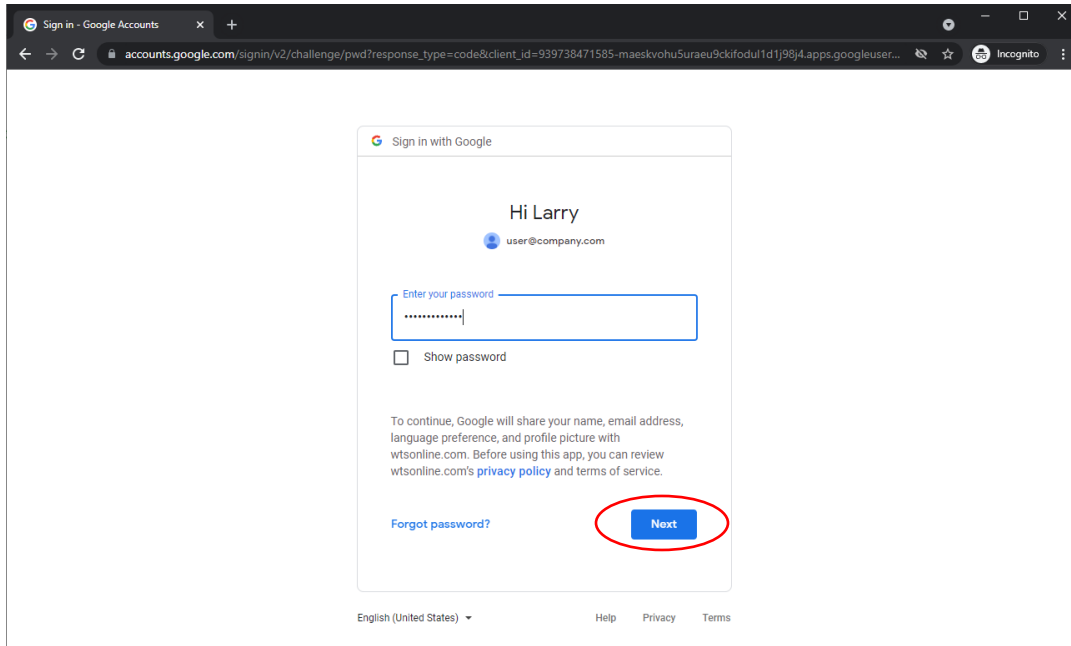
Select "Google / G-Suite" Button



Enter your corporate email address and click Next



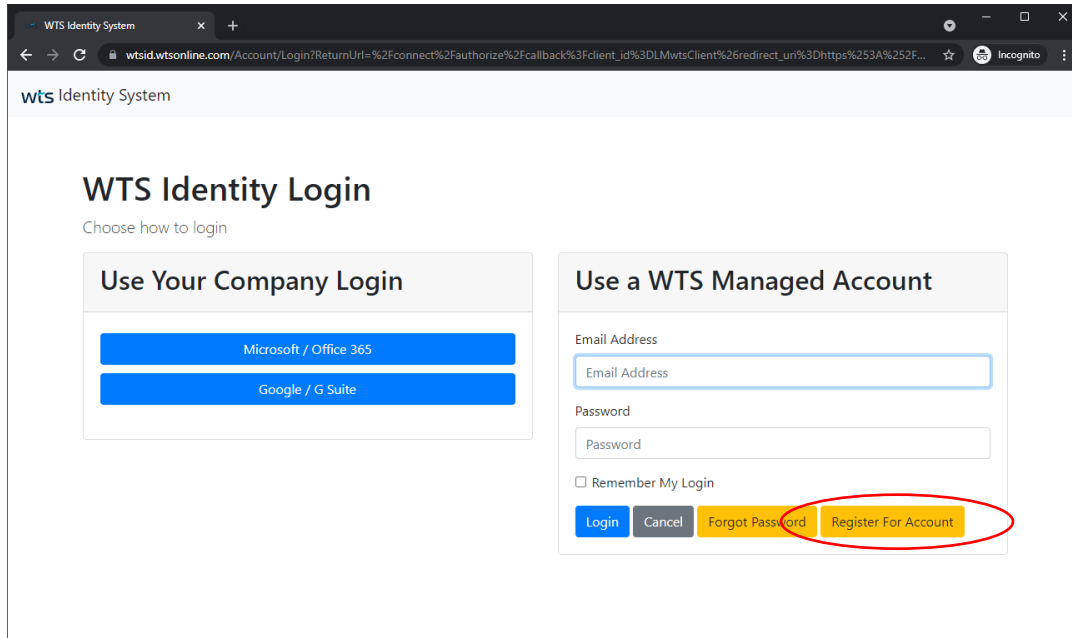
Enter your corporate email password and click Next.



If you already had an LMwts account in the past, you should now see your site's information listed. If you have never had an LMwts account, you will be prompted to request access. Please proceed to the Request Access section of this manual.

Example of signing in with a WTS Managed Account

Before you can sign in with a WTS Managed account, you must first create one by clicking on the “Register For Account” button



WTS Identity System

WTS Identity Login

Choose how to login

Use Your Company Login

Microsoft / Office 365

Google / G Suite

Use a WTS Managed Account

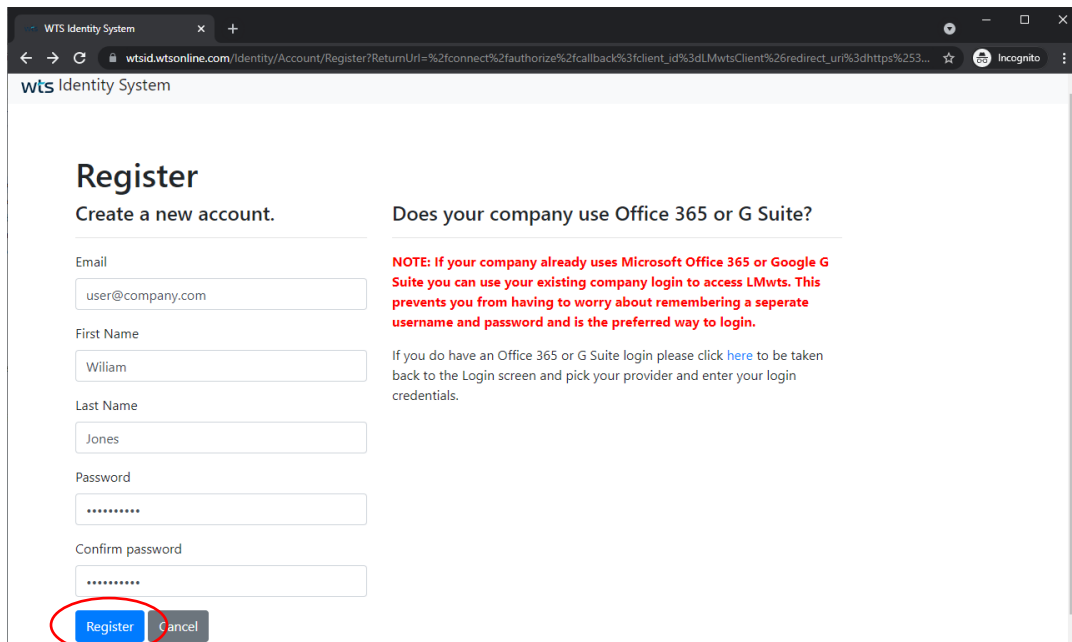
Email Address

Password

Remember My Login

Login Cancel Forgot Password **Register For Account**

Enter your corporate email address, your first name, your last name and a password of your choosing. The password must be at least 6 characters long, contain 1 uppercase letter, contain 1 lowercase letter, contain at least 1 digit and at least one symbol.



WTS Identity System

Register

Create a new account.

Does your company use Office 365 or G Suite?

NOTE: If your company already uses Microsoft Office 365 or Google G Suite you can use your existing company login to access LMwts. This prevents you from having to worry about remembering a separate username and password and is the preferred way to login.

If you do have an Office 365 or G Suite login please click [here](#) to be taken back to the Login screen and pick your provider and enter your login credentials.

Email

user@company.com

First Name

William

Last Name

Jones

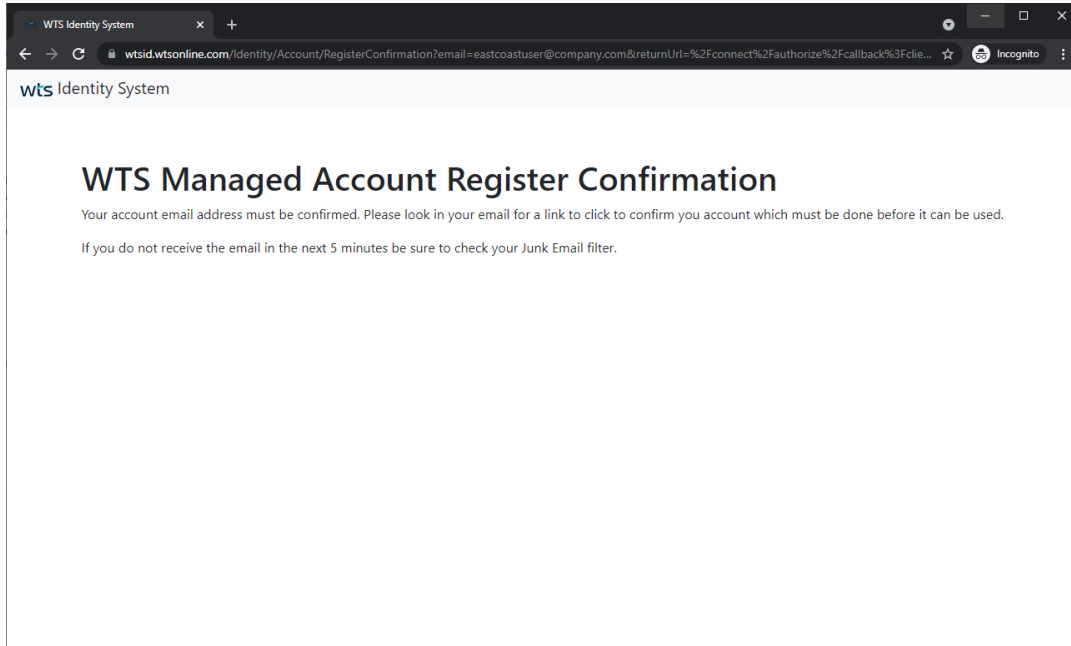
Password

Confirm password

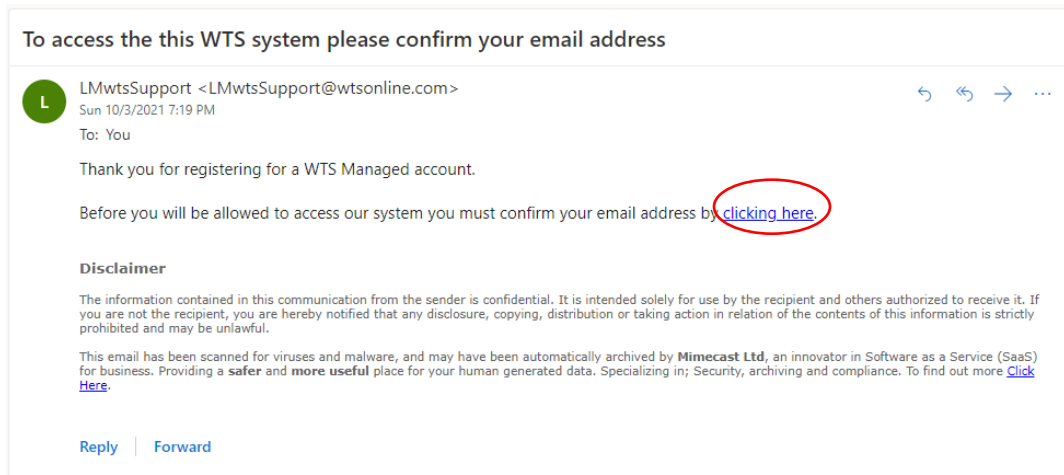
Register Cancel

You will be notified to look in your email to confirm that you entered a valid email address.

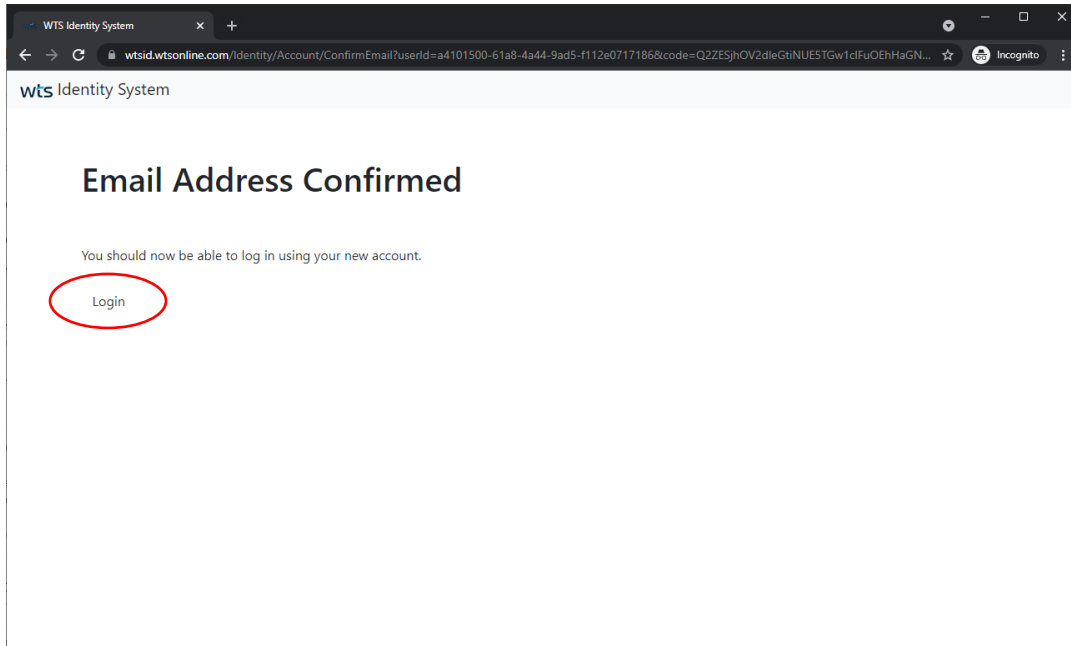
Note: it can take up to 5 minutes to receive this email. It may also end up in your Junk or Spam mail folder/system. Please be sure to look for it there before contacting the LMwts support team.



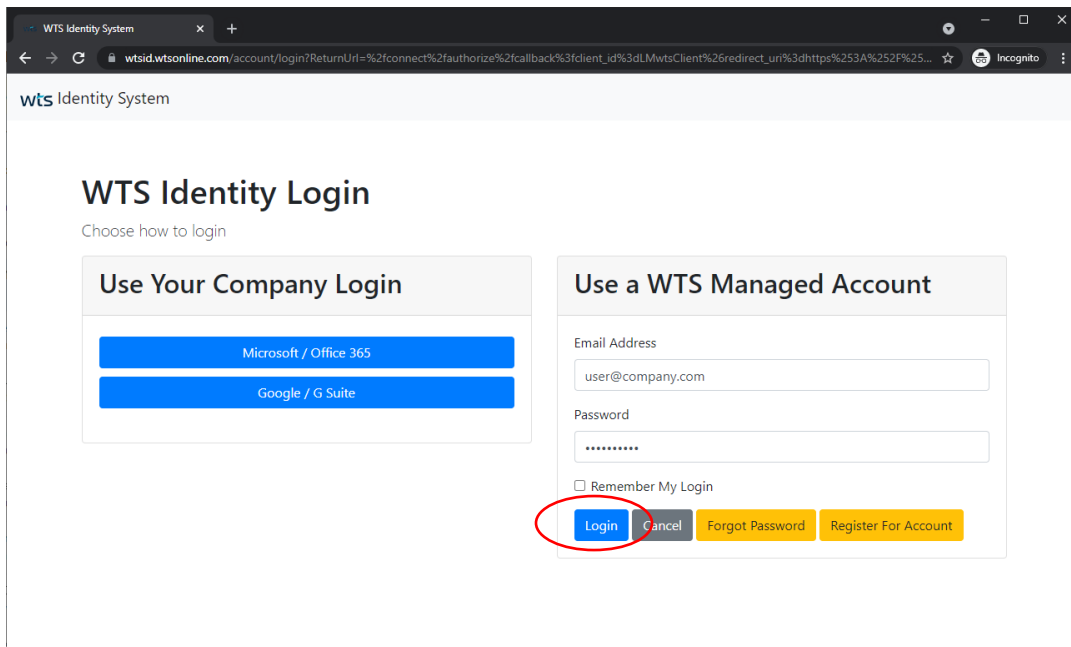
Below is an example of the email you will receive. It should come from LMwtsSupport@wtsonline.com. Simply click the "clicking here" hyperlink to complete your account setup



You will be brought back to the LMwts system and should receive the following confirmation. Click Login.



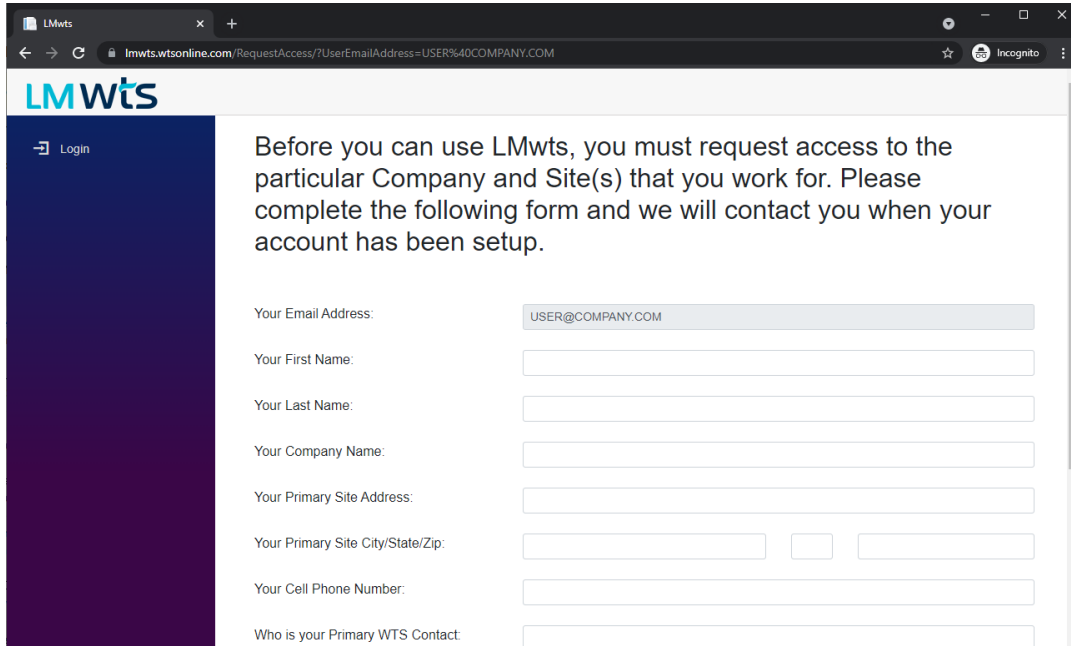
You will now enter your company email address and the password you selected in the Use a “WTS Managed Account” section and click Login



Note: If you ever wish to change the password you use with your WTS Managed Account simply click the Forgot Password and follow the prompts to reset the password to the new password you wish to use.

Request access to your specific site within LMwts

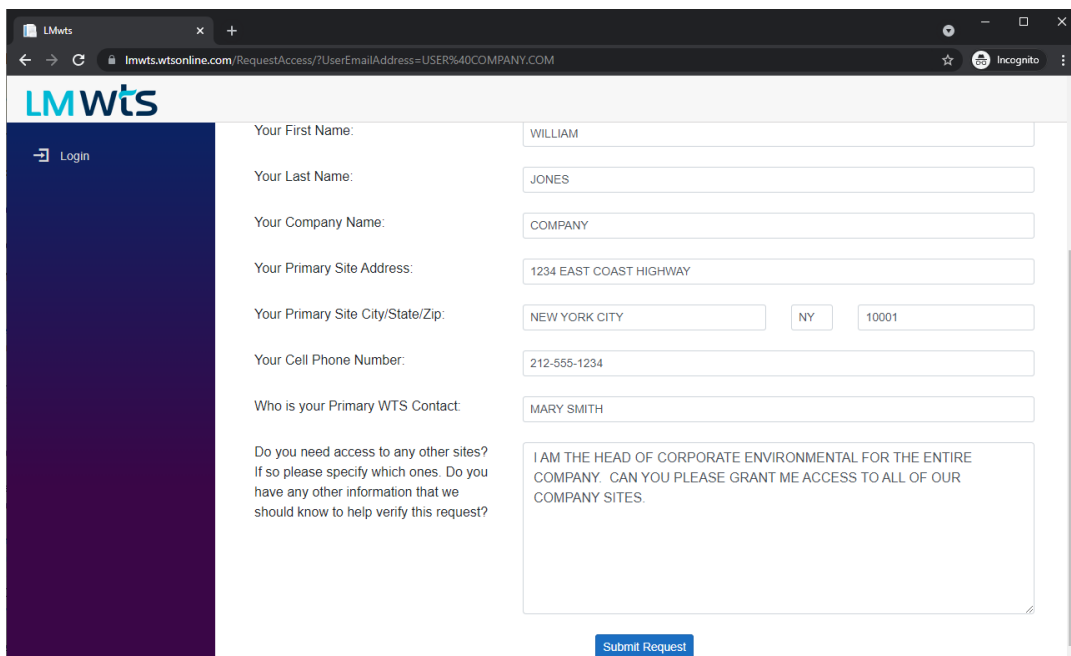
If this is the first time you are signing in to LMwts you will need to request access to the system so that we can grant you permission to see your company's individual site(s). Simply fill out the form. Be sure to specify the exact site address that you work at.



The screenshot shows the LMwts Request Access form in a web browser. The browser address bar shows the URL: `lmwts.wtonline.com/RequestAccess/?UserEmailAddress=USER%40COMPANY.COM`. The page title is "LMwts". On the left, there is a dark blue sidebar with a "Login" button. The main content area has a heading: "Before you can use LMwts, you must request access to the particular Company and Site(s) that you work for. Please complete the following form and we will contact you when your account has been setup." Below the heading are several input fields:

- Your Email Address:
- Your First Name:
- Your Last Name:
- Your Company Name:
- Your Primary Site Address:
- Your Primary Site City/State/Zip:
- Your Cell Phone Number:
- Who is your Primary WTS Contact:

Please use the final field to add any information you feel will be helpful to verify your identity and/or let us know if you need access to other sites within your company. Please be as specific as possible.



The screenshot shows the LMwts Request Access form with the following information filled in:

- Your First Name:
- Your Last Name:
- Your Company Name:
- Your Primary Site Address:
- Your Primary Site City/State/Zip:
- Your Cell Phone Number:
- Who is your Primary WTS Contact:

Below the input fields is a text area with the following text:

Do you need access to any other sites? If so please specify which ones. Do you have any other information that we should know to help verify this request?

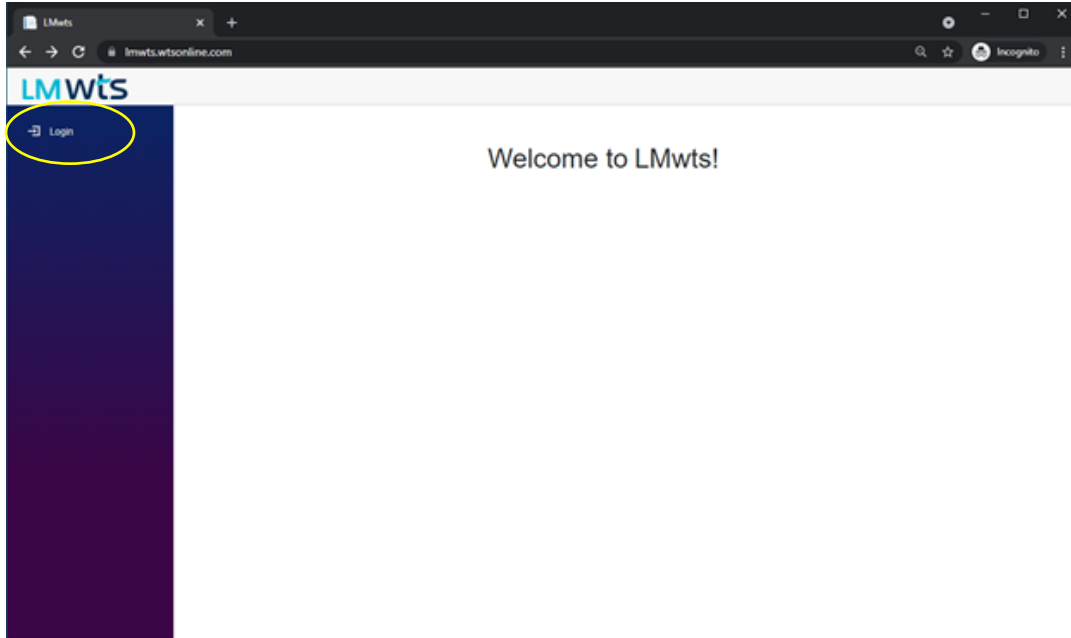
At the bottom right of the form is a blue button labeled "Submit Request".

We will contact you via email typically within 1-2 business days to let you know that your account has been approved. We may also reach out to you or a good known contact at your company for additional verification information if necessary.

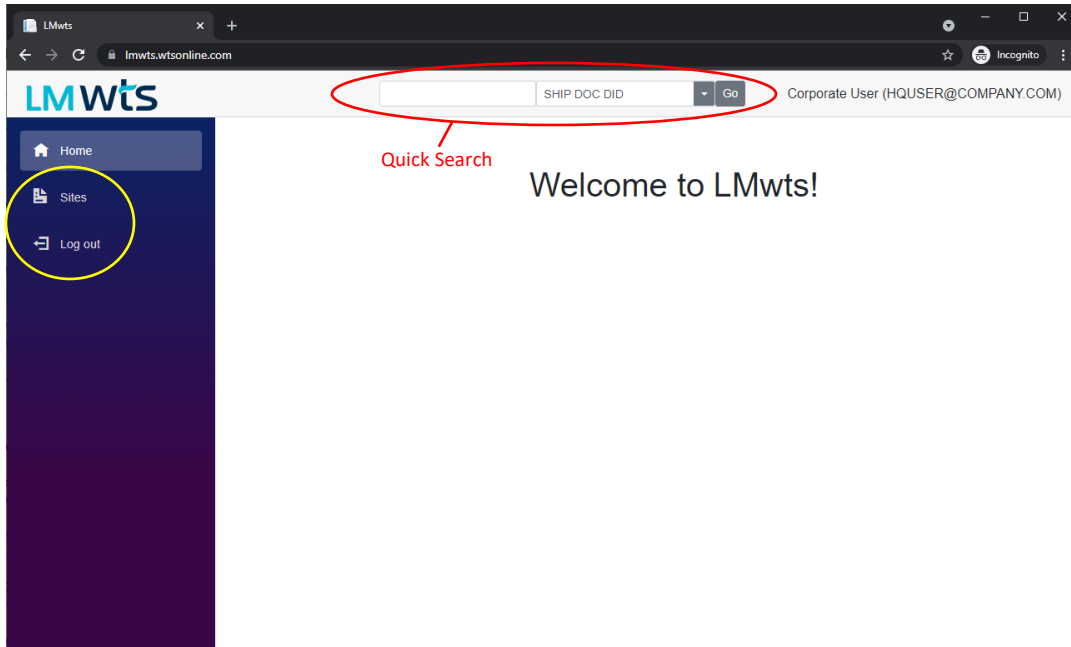
Should you have any questions or concerns regarding the account signup process be sure to reach out to us via email at LMwtsSupport@wtsonline.com. Please be sure to include your name, company name and a good contact number (cell phone or office).

Accessing your site information

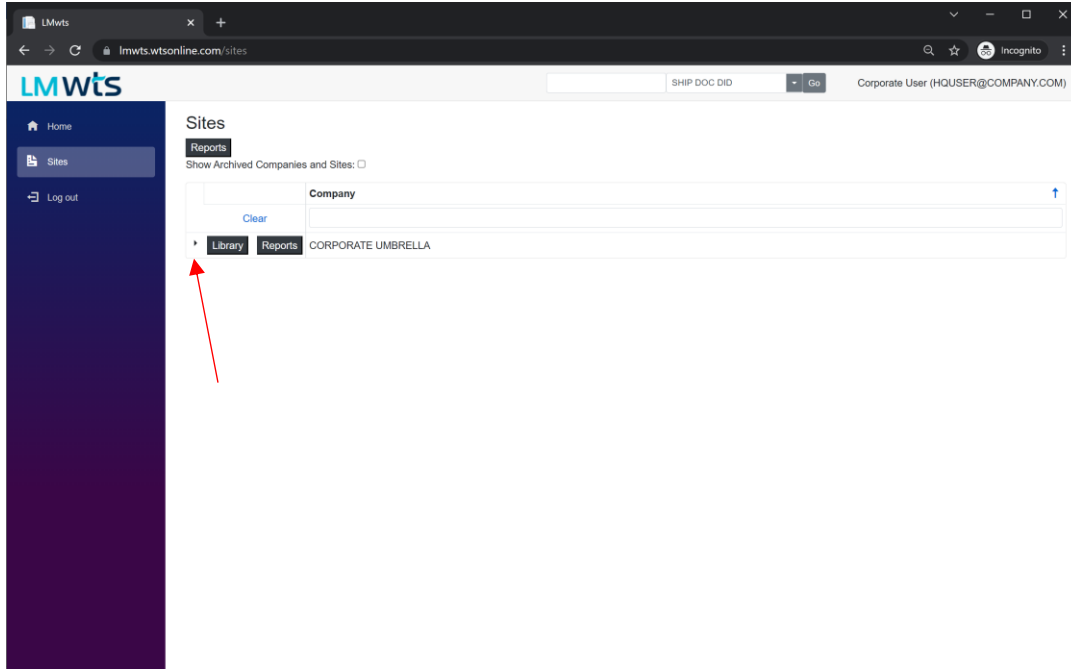
Sign in to LMwts by going to <https://lmwts.watsonline.com> and click Login. Follow the instructions from the section titled “Signing up for / Logging into an account” for details on how to login.



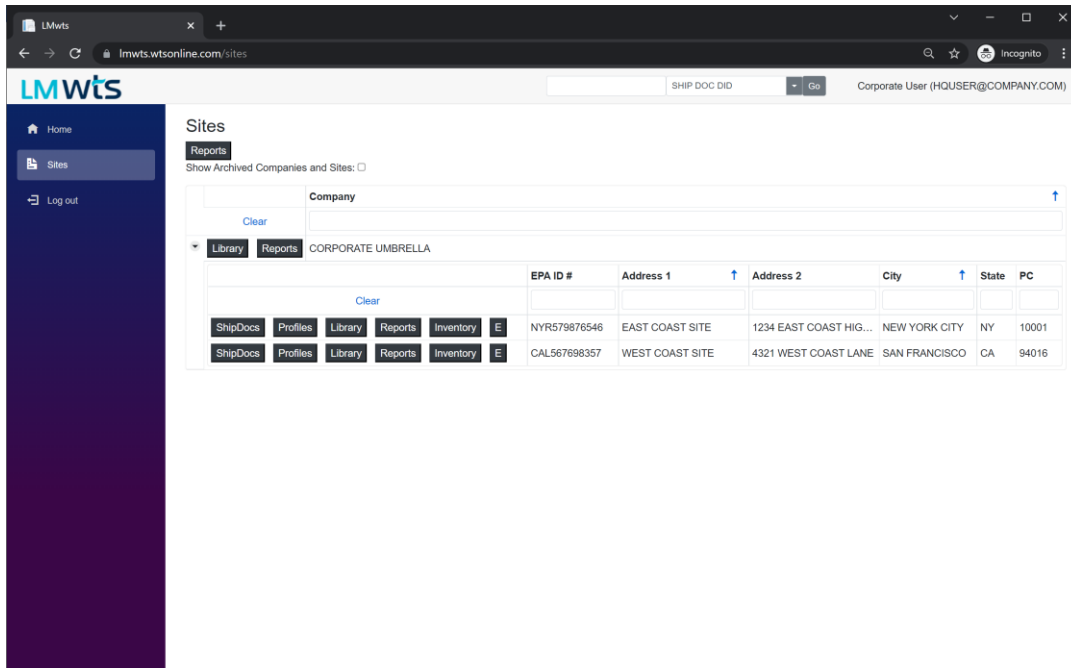
Once you are now logged in to the system you will see some new options. A “Sites” button and “Log out” button along the left hand column and a quick search box along the top.



Clicking on the Sites button will reveal the company/companies you have access to. Click the arrow to reveal the individual sites you are allowed to access.



In this case the Corporate Headquarters User is allowed to see both the East and West Coast sites.



Understanding Options Available on Sites Screen

The screenshot shows a web interface for managing sites. At the top, there is a 'Company' dropdown menu with a 'Clear' button and an upward arrow. Below this, a dropdown menu is set to 'CORPORATE UMBRELLA', with 'Library' and 'Reports' buttons. A table lists two sites with columns for EPA ID #, Address 1, Address 2, City, State, and PC. Below the table, there are navigation buttons for 'ShipDocs', 'Profiles', 'Library', 'Reports', 'Inventory', and 'E' for each site.

		EPA ID #	Address 1	Address 2	City	State	PC				
ShipDocs	Profiles	Library	Reports	Inventory	E	NYR579876546	EAST COAST SITE	1234 EAST COAST HIG...	NEW YORK CITY	NY	10001
ShipDocs	Profiles	Library	Reports	Inventory	E	CAL567698357	WEST COAST SITE	4321 WEST COAST LANE	SAN FRANCISCO	CA	94016

At the Company Level (i.e. Corporate Umbrella in example) you will find two available options:

Library Button – This is a library where you can upload documents that are helpful at a corporate level and that are applicable to all sites within the company.

Reports Button – When this Reports Button is pressed the user can run an Excel Report Template they created across all sites listed under this particular company.

At the Site Level (i.e. East Coast Site and West Coast Site in example) you will find six available options:

ShipDocs Button – This is where you will find all the various shipping documents for your site. This includes Hazardous Manifests, Non-Hazardous Manifests and Bills of Lading.

Profiles Button – This is where you will find all of the various profiles for the applicable site.

Library Button – This is a library where you can upload documents that only apply to this specific site. Corporate Library documents will also be displayed.

Reports Button – When this Reports Button is pressed the user can run an Excel Report Template they created, which will only pull data for the specific site that was selected.

Inventory Button – This will allow you to access your barcoded container level inventory. This is an optional feature that may not be enabled for your site. If it is not enabled, you will not see this button. If you have an interest in barcoding your waste containers and having to track them at an individual container level reach out to your WTS Account Manager who can tell you more.

E button – This Edit button allows you to view your basic site information. If changes are needed you should reach out to your WTS Technical Service Representative (TSR) who can assist you with making those changes. One area that you can edit is the ability to enter an EPA e-Manifest API ID and Key. By entering this information, you can enable certain e-Manifest integration capabilities within LMwts when working with Hazardous Waste Manifests.

Using Grid Sorting and Filtering Capabilities

On most grids such as the Companies, Sites, ShipDocs, Profiles, Inventory Containers, etc., you can sort and filter the grid.

To filter a grid would enter a search string in the appropriate filter box and press enter on your keyboard.

For example, if we wanted to search for all sites in New York, we can enter NY in the State filter box.

Company		EPA ID #	Address 1	Address 2	City	State	PC
CORPORATE UMBRELLA							
ShipDocs	Profiles	Library	Reports	Inventory	E		
		NYR579876546	EAST COAST SITE	1234 EAST COAST HIGHWAY	NEW YORK CITY	NY	10001
ShipDocs	Profiles	Library	Reports	Inventory	E		
		CAL567698357	WEST COAST SITE	4321 WEST COAST LANE	SAN FRANCISCO	CA	94016

Company		EPA ID #	Address 1	Address 2	City	State	PC
CORPORATE UMBRELLA						NY	
ShipDocs	Profiles	Library	Reports	Inventory	E		
		NYR579876546	EAST COAST SITE	1234 EAST COAST HIGHWAY	NEW YORK CITY	NY	10001

Click here to clear search

You can also enter a word that appears anywhere in the field being searched. For example, if we search for the word "lane" in the address 2 filter box we turn up 4321 West Coast Lane.

Company		EPA ID #	Address 1	Address 2	City	State	PC
CORPORATE UMBRELLA				lane			
ShipDocs	Profiles	Library	Reports	Inventory	E		
		CAL567698357	WEST COAST SITE	4321 WEST COAST LANE	SAN FRANCISCO	CA	94016

You can sort on any field by simply clicking on the heading and a blue arrow will appear. To change the sort direction simply click on the heading field again. If you wish to sort on multiple fields simply hold down the Shift key on your keyboard while clicking on multiple fields.

In this example you can see we are sorting the sites by EPA ID#

Company		EPA ID #	Address 1	Address 2	City	State	PC
CORPORATE UMBRELLA							
ShipDocs	Profiles	Library	Reports	Inventory	E		
		CAL567698357	WEST COAST SITE	4321 WEST COAST LANE	SAN FRANCISCO	CA	94016
ShipDocs	Profiles	Library	Reports	Inventory	E		
		NYR579876546	EAST COAST SITE	1234 EAST COAST HIGHWAY	NEW YORK CITY	NY	10001