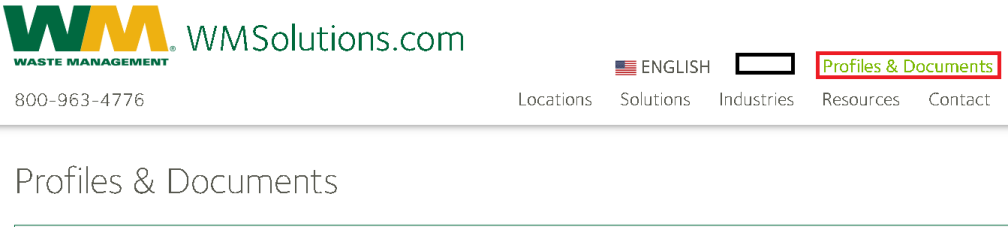
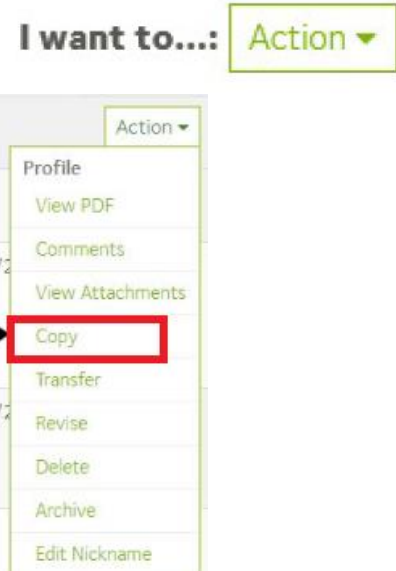
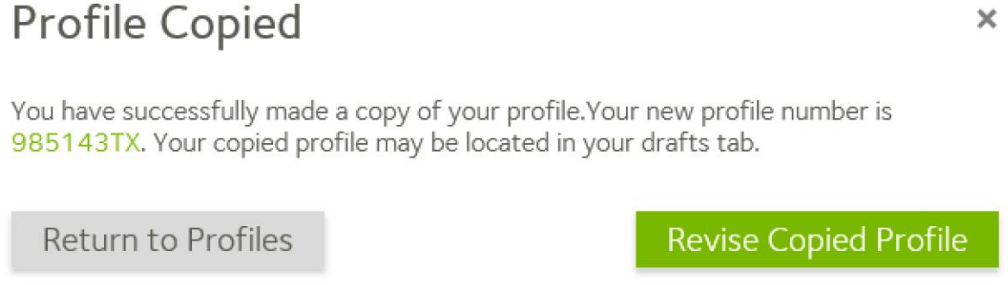


WMSolutions – How to Copy a Profile

Use these instructions to copy an existing profile. Starting from www.wmsolutions.com Profiles and Documents page (homepage):

Action	Screen Image
<ol style="list-style-type: none"> 1. Login to your www.wmsolutions.com account with your username and password 2. Click on Profiles & Documents 3. Find the Profile Number that you would like to copy. 	
<ol style="list-style-type: none"> 4. On the right-hand side of the screen, click on the Action button. 5. Choose Copy 	
<ol style="list-style-type: none"> 6. The system will tell you that a copy of the profile has successfully been made and the new Profile Number. Write down the new Profile Number. 	

- 7. Click on revise Copied Profile.

Note: By copying the profile it will also copy all attachments.

- 8. Since the profile will have attachments, check all applicable attachments and determine if they are valid for the new profile. Delete any unnecessary attachments and attach all that are applicable to the new profile.

3. Additional Details

Shipping & DOT Information

Shipping Frequency: * One-Time Event Ongoing/Base Business

Estimated Quantity: *

Unit of Measure: * Tonnes Units Other

Container Type and Size:

TDG Proper Shipping Name: *

Request Certificate of Disposal Yes

Select Facility

Requested Facility: We have selected the closest facility that can manage your material. If you would prefer to select a different facility, please deselect the current option and select your preferred facility.

Name	Type
<input checked="" type="checkbox"/> Big Valley Industrial	Management Facility (Disposal)
<input type="checkbox"/> Thorhild Landfill	Management Facility (Disposal)

Attachments

Type:

Attach File: No file chosen

- 9. Make any applicable changes to the Generator Information, Billing Information and attachments. Review each field carefully.

- 10. If the material will be going to a different Disposal Facility, choose the applicable landfill on page 3 of the profile.

- 11. Save and submit.

[ENGLISH](#)
[Melanie](#)
[Profiles & Documents](#)
[Log Out](#)

800-963-4776

[Locations](#)
[Solutions](#)
[Industries](#)
[Resources](#)
[Contact](#)
[Tutorials](#)

Create a Profile



1. Location

Generator Information (Material Origin)

[Import from Address Book](#)

Renewal? * Yes No

Generator Name: *

Generator Address: *

City: *