



# Instructions for Online Application Submittal & Payment for Solid Waste Operator Training

## Step 1: Setting Up the Account

The software that the forms are saved on is called [NH Online Forms System](#). You MUST set up an account using an email unique to you and a password. Click on “register” at the top right-hand side of the screen; set up the username and password. **Write it down as this is your account.** You will need to complete your profile and click save. NOTE: If you had to set up an NH Online Forms System account to submit other NHDES forms, you may use that account.

## Step 2: The Form

There is one combined form for [Initial and Renewal applications](#). Answer the questions as you go through the process and you will receive the correlating questions.

\*More detailed instructions are included on the electronic platform.

## Step 3: Submission(s)

Once the application is complete and verification of training uploaded (if applicable), submit the form. This submittal will prompt the payment screen to pop up. A confirmation email will be sent to the email in the applicant’s profile containing a submittal code.

## Step 4: Self Pay vs. Employer Direct Pay

There are two options for paying online. Keep in mind the application will NOT be reviewed until the application and payment have been submitted.

**Self-Pay:** The applicant can pay at the time of applications submittal or postpone payment. If the applicant chooses to postpone, he or she needs to use the submittal code from the confirmation email to match payment with application. Confirmation of payment will be emailed to the applicant. That may be used to provide to employers if the applicant wishes to be reimbursed.

**Employer Pay:** The applicant may request that your employer pay the fee directly via credit card. In this case, the applicant will need to forward them the submittal confirmation email to the employer so they will pay online via credit card using the form [Solid Waste Facility Operator Certification-Payment by Employer](#).

Once the application and payment are submitted, the Solid Waste Operator Training Staff will review the application, determine the completeness and either accept the application or reject it with a response to the applicant on requirements.

The [Solid Waste Operator Training and Certification](#) program is conducted in accordance with [RSA 149-M](#) and Chapter [Env-Sw 1600](#) of the New Hampshire Solid Waste Rules.