



# Territorial Authority Waste Levy Expenditure System (TAWLES)

## TA User Portal Guide

Ministry for the Environment

Version 5.1

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# The TAWLES TA User Portal

This manual is designed to support the organisations and individuals that use the TA portal of the Ministry for the Environment (the Ministry) Territorial Authority Waste Levy Expenditure System. It covers:

1. Getting started
  - a. Navigation and terminology
  - b. Registration via RealMe
  - c. Registering an account for your organisation
2. Reporting back to the Ministry
  - a. Levy Spend Reporting
  - b. Declarations
3. Frequently asked questions (FAQs)

## Section 1: Getting Started

The TA Portal is the external facing component of the Ministry's Territorial Authority Waste Levy Expenditure System (TAWLES). Via the TA Portal, organisations can provide the Ministry with information requested by the ministry (e.g., Levy Spend Report).

### How to Register as an TAWLES user via RealMe

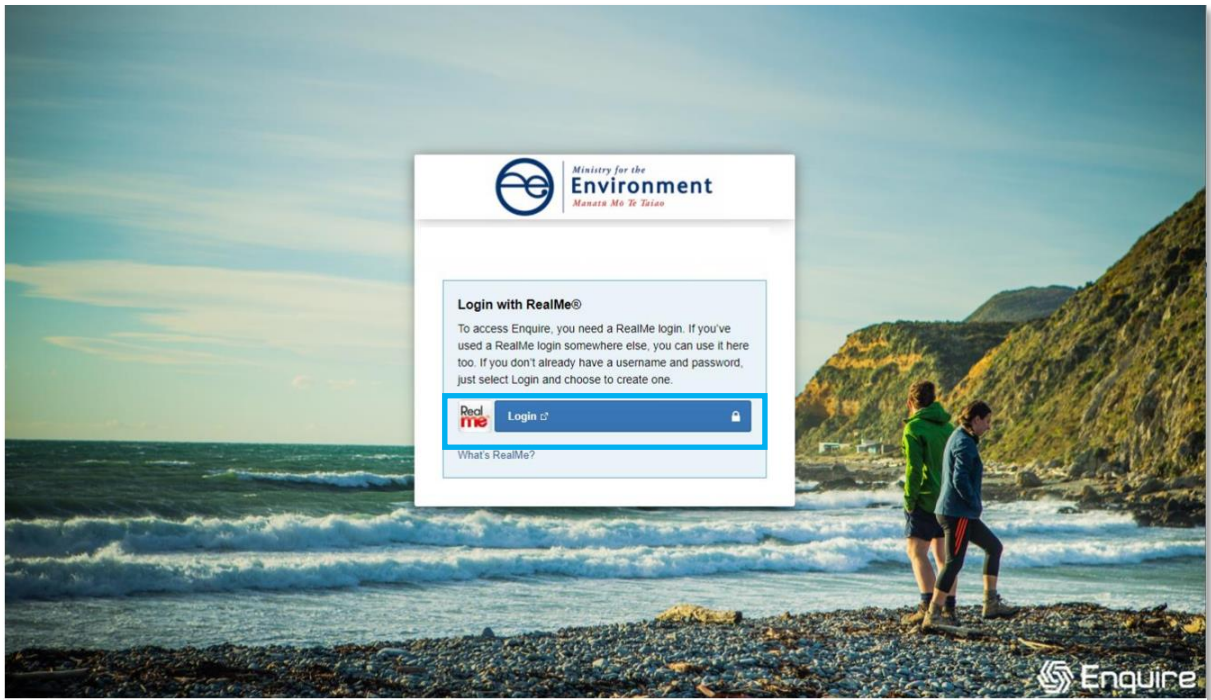
TAWLES uses RealMe to manage your login details. To access TAWLES, you will first need a personal RealMe® account. Please note that by using RealMe Login services, MfE does not receive or have access to any personal data of the user (including email ID or phone number)

MfE will send you an email invitation from MfE-Waste Operations (system@enquire.cloud) that will contain a link to the RealMe authentication where you can either set up your new account (registration) or if you have an account (login). Please ensure that the email id is allowed (whitelisted in your organisation).

If you do not have a RealMe account this is a one-off exercise and there after you will be able to login via your RealMe access.

If you already have a RealMe login, use the link in the email and then select the login option and enter your **RealMe username** and **password**. Do not create a new RealMe account.

See more detail about registration and login below



## Login with RealMe

You've been redirected here so you can log in with RealMe

[Forgot Username](#) or [Forgot Password?](#)

## Create a RealMe login

To access this service you need a RealMe login.

You'll be able to access a range of services with a single username and password. RealMe is designed to protect your privacy and security.

If you do not have a RealMe account, you will need to create one. Select Login, then select **Create a RealMe login**.

## Login with RealMe

You've been redirected here so you can log in with RealMe

[Forgot Username](#) or [Forgot Password?](#)

## Create a RealMe login

To access this service you need a RealMe login.

You'll be able to access a range of services with a single username and password. RealMe is designed to protect your privacy and security.

Complete the RealMe **registration** form. This will require you to provide a mobile number and alternative contact number in addition to security questions to assist if you forget your RealMe username or password. Optionally, you can choose to add a PIN number to your RealMe account.

If you are unsure at any stage of the RealMe process, refer to the RealMe help at: <https://www.realme.govt.nz/help/>.

### Completing the two factor authentication requirements

RealMe requires you to provide either a mobile phone number or to use the Google Authenticator application to verify your registration. If you do not have Google Authenticator, but wish to use this option, then download it to your smartphone from your app store.

Once verified, each time you log in, RealMe will send you a unique code to your mobile (by text or the Google Authenticator app). To complete your login to TAWLES, you will need to enter a valid code.

## Set up Google Authenticator

- 1 Download and install the Google Authenticator app on your smartphone or tablet. You can download it from the app store or play store.
- 2 Link Google Authenticator to your RealMe account by scanning the QR code.  
[Use secret key instead](#)
- 3 Enter the six digit code from the Google Authenticator app.



Authentication code  
**7 2 6 1 7 4**

**CONTINUE**

BACK

### Completing your TAWLES registration

Once you have registered with RealMe, you will be redirected back to TAWLES. RealMe does not share any of your personal registration details with TAWLES. It manages your username and password so that you do not need a different login and password to use TAWLES.

When you login to TAWLES using your RealMe login and password for the first time, you will be asked to complete an TAWLES user registration form. Please provide the official contact details that you wish the Ministry to use to contact you.

What is RealMe®? How do we access it?

RealMe is recommended for all government online services. Your RealMe login is a single username and password you can use to securely access services online.

More on RealMe:

- Privacy and Security - <https://www.realme.govt.nz/privacy-and-security/>
- 2 Factor Authentication - <https://www.realme.govt.nz/help/#second-factor-authentication>

- Where is it currently used? - <https://www.realme.govt.nz/where-to-use-realme/>
- For more information <https://www.realme.govt.nz/>

**Register with TAWLES**

Complete the TAWLES registration form with the contact details you wish the Ministry to use to contact you about your Levy Spend Reporting.

Ministry for the Environment  
*Manatū Mo Te Taiao*

Please enter your details for Enquire

\*First Name  
 Sample

\*Last Name  
 Applicant

\*Primary Phone  
 +64 21 5777888

\*Email Address  
 sample.applicant@gmail.com

CANCEL SAVE

**Complete Your User Profile.**

Your user profile will ask you for extra details such as your title and address. If you have any issues with the address finder, select the location icon to enter an address manually.

Select from the list or continue typing to find more results...

23 Kate Sheppard Place, Pipitea, Wellington, New Zealand 6/255

23 Katerini Grove, Papamoa Beach, Tauranga, New Zealand 4/255

23 Kate Sheppard Avenue, Torbay, Auckland, New Zealand

23 Katelyn Place, Kinloch, New Zealand

23 Kate Street, Normanby, New Zealand

Cannot find your address? 📍

Line 1 \*

📍

### Complete Your User Profile

#### Contact Details

Title  
Mr

First Name \*  
Sample 6/255

Last Name \*  
User 4/255

Primary Email  
sampleuser@tactiv.net

Primary Phone Number  
64 21 46475998

#### Primary Address

Line 1 \*  
23 Kate Sheppard Place

Line 2

Suburb/City  
Pipitea

State  
Wellington

Postcode  
6011

Country  
New Zealand

Acknowledgement Response \*  
Review and agree to this information to complete your registration

Cancel Save

The acknowledgement response must be ticked before you **Save**. This will provide with further information about your registration.

X

#### Privacy statement

Read our privacy statement for information on this website.

This privacy statement applies to any personal and other information collected on the Ministry for the Environment's Funds Management System (FMS) website.

Please refer to Ministry for the Environment's privacy statement for additional information: <https://www.mfe.govt.nz/about-site/privacy>

#### Disclaimer

Read our disclaimer statement about information on this website.

The information on this website is, according to the Ministry for the Environment's best efforts, accurate at the time of publication and the Ministry makes every reasonable effort to keep it current and accurate.

Please refer to Ministry for the Environment privacy statement for additional information: <https://www.mfe.govt.nz/about-site/disclaimer>

If you find any information on this website that you believe may be inaccurate, please send an email to [WMF@mfe.govt.nz](mailto:WMF@mfe.govt.nz)

#### Ministry for the Environment transparency statement

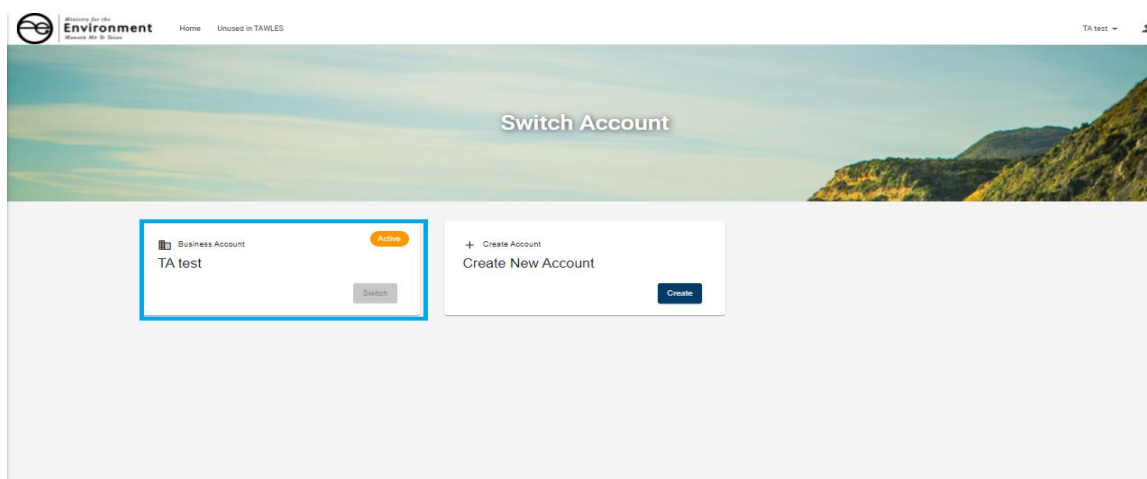
Please refer Ministry for the Environment's Transparency statement for additional information: <https://www.mfe.govt.nz/transparency-statement>

OK



## Select your TA Organisation

Prior to being sent the invitation to register via RealMe you will already be set up in the TAWLES solution as a member of the TA organisations that you work for. These will be made available as options to select; you should only select the organisation/s that you belong to.



If the TA or TAs that you work for have not been presented as an option, please contact MfE at contact Waste Operations team at [waste.TA@mfe.govt.nz](mailto:waste.TA@mfe.govt.nz)

DO NOT create a new account.

## TA Portal terminology

Some of the key terms used in the TA Portal are:

- **RealMe** is a username and password management service provided by the Department of Internal Affairs that allows you to use one username and password across many digital services
- **User profile** is your own information
- **Contact** is the contact details for anyone linked to your TA account e.g., staff or consultants
- **Account** is the account for one TA. A user could work for multiple TAs (for example, if you are a consultant or adviser for multiple TAs)
- **TA Report** is an online form you need to complete when requested by the Ministry to provide further information about your Levy Expenditure and compliance with the Waste Minimisation Act 2008.
- **Key contact** is the recipient of notifications from the Ministry when Levy Spend Report is **Started**
- **Accountable Officer** is the signatory for your organisation who has the access delegation authority

## Colour coding

Information on MfE forms is colour coded to help you quickly identify what type of information is displayed.

**Help text** is shown in green

Note: this section is OPTIONAL as the relevant data information is captured in Section E.

- If your project is successful what benefits/impacts will it contribute to New Zealand, and for New Zealanders?
- How will you demonstrate and quantify those benefits/impacts?

**Read only** fields are displayed with a blue background

### Part A: Confirmation of Levy Money Received

Territorial Authority Training Territorial Authority
Previous Payments
Previous Expenditure
Interest on Levy Fund to date
Proceeds from Levy Funded Projects to date
Outstanding Amount (Balance)

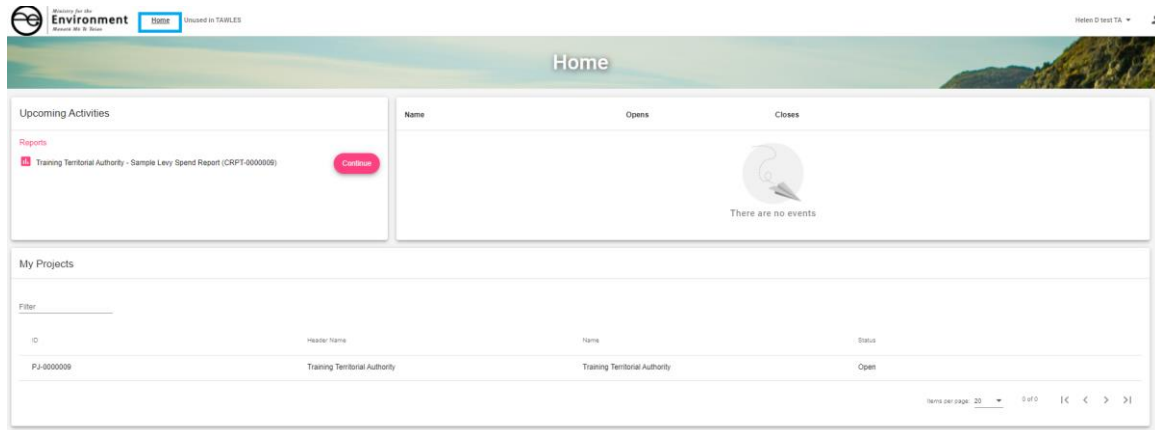
**Questions** and **field hints** are shown in grey

Waste Stream impacted by your successful project \*

Select up to 3

# Finding your way around the TA Portal

Once registered, your organisation's homepage will be displayed. Wherever you are in the Client Portal, click on Home to get back to your homepage.



Manage your organisation **account**, or your own **user profile** here:

The screenshot displays the user interface of the Environment Ministry website. At the top left, the logo for the Ministry for the Environment is visible, along with navigation links for 'Home' and 'Unused in TAWLES'. The user's name, 'Helen O test TA', is shown in the top right corner. The main content area is titled 'Home' and is divided into two primary sections: 'Upcoming Activities' and 'My Projects'.


**Upcoming Activities:** This section is titled 'Reports' and contains a single entry: 'Training Territorial Authority - Sample Levy Spend Report (CRPT-0000009)'. A red 'Continue' button is positioned to the right of this entry. To the right of this section is a table with columns for 'Name', 'Opens', and 'Closes'. The table is currently empty, displaying a message: 'There are no events' with a circular arrow icon.

**My Projects:** This section includes a 'Filter' input field. Below it is a table with the following data:

ID	Header Name	Name	Status
PJ-0000009	Training Territorial Authority	Training Territorial Authority	Open

At the bottom right of the 'My Projects' section, there is a pagination control showing 'Items per page: 20' and '0 of 0', along with navigation arrows.


**Upcoming Activities** will display Levy Spend Reports that are ready for completion here:



[Home](#) | Unissued in TAWLES | Helen D test TA

## Home

**Upcoming Activities**

*Reports*


 Training Territorial Authority - Sample Levy Spend Report (CRPT-0000009)
 Continue

Name	Opens	Closes
 There are no events		


**My Projects**

Filter: \_\_\_\_\_

ID	Header Name	Name	Status
PJ-0000009	Training Territorial Authority	Training Territorial Authority	Open

Items per page: 20 | 0 of 0 | < > >>


**Organisation Details** are displayed here



[Home](#) | Unissued in TAWLES | Helen D test TA

## Home

**Upcoming Activities**

*Reports*


 Training Territorial Authority - Sample Levy Spend Report (CRPT-0000009)
 Continue

Name	Opens	Closes
 There are no events		

**My Projects**

Filter: \_\_\_\_\_

ID	Header Name	Name	Status
PJ-0000009	Training Territorial Authority	Training Territorial Authority	Open

Items per page: 20 | 0 of 0 | < > >>

## How to save the Accountable Officer's details

If you are not the organisation's Accountable Officer, then complete that person's details and **Save Contact**. You will be able to invite this contact to join your organisation account at a later step.

Accountable Officer's Contact Details

**Accountable Officer's Details** - The nominated signatory for the organisation

Use Key Contact as Accountable Officer

Title \*

First Name \* 0/255

Last Name \* 0/255

Primary Email \* 0/255

Primary Phone Number \* 0/255

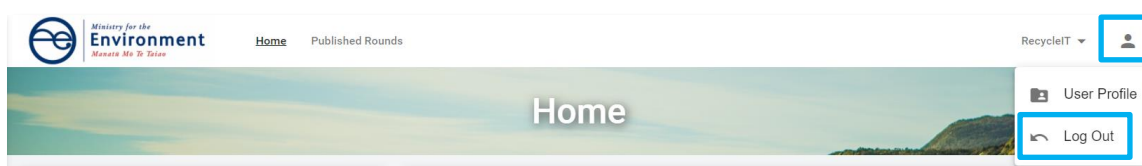
Position Title \*

Save Contact

Save

## How to log out of TA Portal

Select the profile icon top right corner of the TA Portal then **Log Out**.



## Managing your organisation's account

### How do I invite others to join my organisation account?

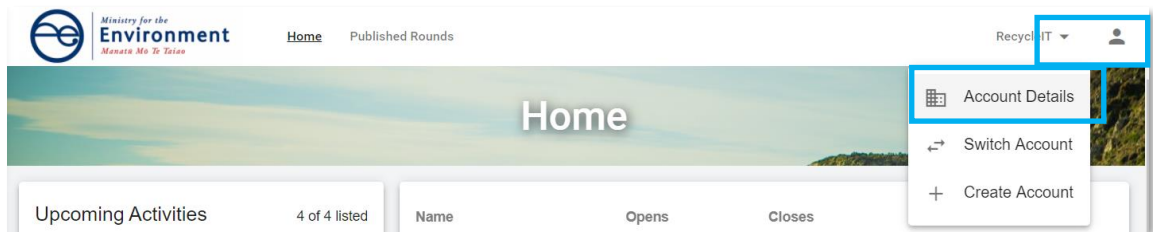
The Ministry is unable to update, edit or review your organisation's account. Your account is managed by your Account Administrator including on-boarding and off-boarding team members. There are two types of roles in the TA Portal:

Role	Access
<b>Account Administrator</b>	Full access to edit Account details and edit TA Levy Spend Reports. This role can also invite others to join the organisation. If a user leaves, then you will need to contact the Ministry to have this person deactivated.
<b>Standard User</b>	Access only to edit TA Levy Spend Reports. This role is not able to update the TA account details or invite another user to join the organisation

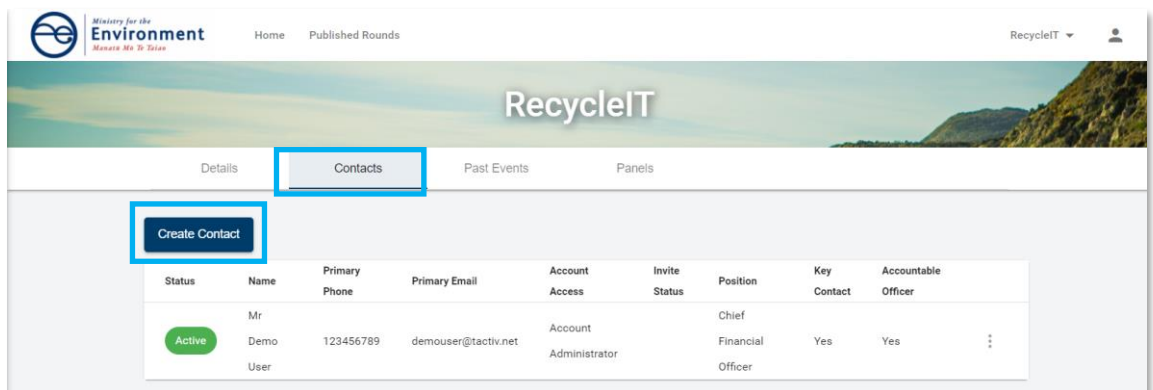
It is recommended that more than one person in your organisation has the Account Administrator role as backup for illness or leave.

You may need to invite others to the TA Portal to make applications on behalf of your organisation or to collaborate on the reports you will provide to the Ministry. You must be an **Account Administrator** to invite contacts to your organisation's account.

Click on your **account name** and then select **Account Details**.



From the Contacts tab, if you do not see the person you wish to invite listed, then select **Create Contact**.



Complete the Create Contact form and select **Send Invitation**.

**Create Contact**

First Name \*  
John 4/200

Last Name \*  
Smith 5/200

Email  
john.smith@recycleit.com 24/200

Send Invitation

Cancel **Save**

Select the **Role in Account** to assign then **Save**. An Invitation email will be sent to the contact on behalf your organisation.

**Create Contact**

First Name \*  
John 4/200

Last Name \*  
Smith 5/200

Email  
john.smith@recycleit.com 24/200

Send Invitation

An invitation to connect this contact to the organisation will be sent to the above email address.

Select a role for the new contact

- Standard User has access to view Business Account details, and can submit forms and claims
- Account Administrator has full access to manage this Business Accounts details, Users and submit forms

Role in Account \*  
Standard User

Cancel **Save**

## How do I invite others who are already listed?

If the person you wish to invite has already been created and is shown in your contact list, Select the menu next to their name.

Status	Name	Primary Phone	Primary Email	Account Access	Invite Status	Position	Key Contact	Accountable Officer
Active	Mr Demo User	123456789	demouser@tactiv.net	Account Administrator		Chief Financial Officer	Yes	Yes
	John Smith		john.smith@recycleit.com					

Select **Invite**.



Create Contact

Status	Name	Primary Phone	Primary Email	Account Access	Invite Status	Position	Key Contact
Active	Mr Demo User	123456789	demouser@tactiv.net	Account Administrator		Chief Financial Officer	
	John Smith		john.smith@recycleit.com				

View  
Invite  
 Make Key Contact  
 Make Accountable Officer

Select their **Role in Account** and **Invite**. An Invitation email will be sent to the contact on behalf your organisation.

Invite John Smith

Select a role for the new contact

- Standard User has access to view Business Account details, and can submit forms and claims
- Account Administrator has full access to manage this Business Accounts details, Users and submit forms

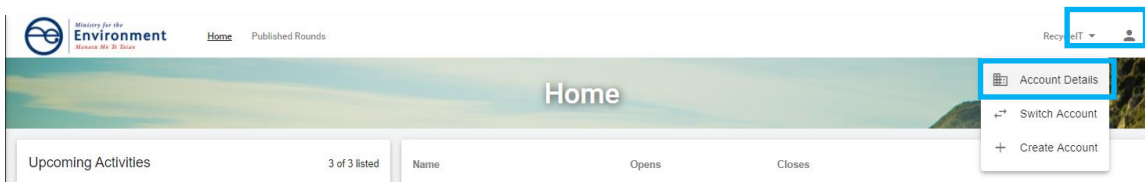
Send invite to this email address  
john.smith@recycleit.com

Role in Account \*  
 Standard User

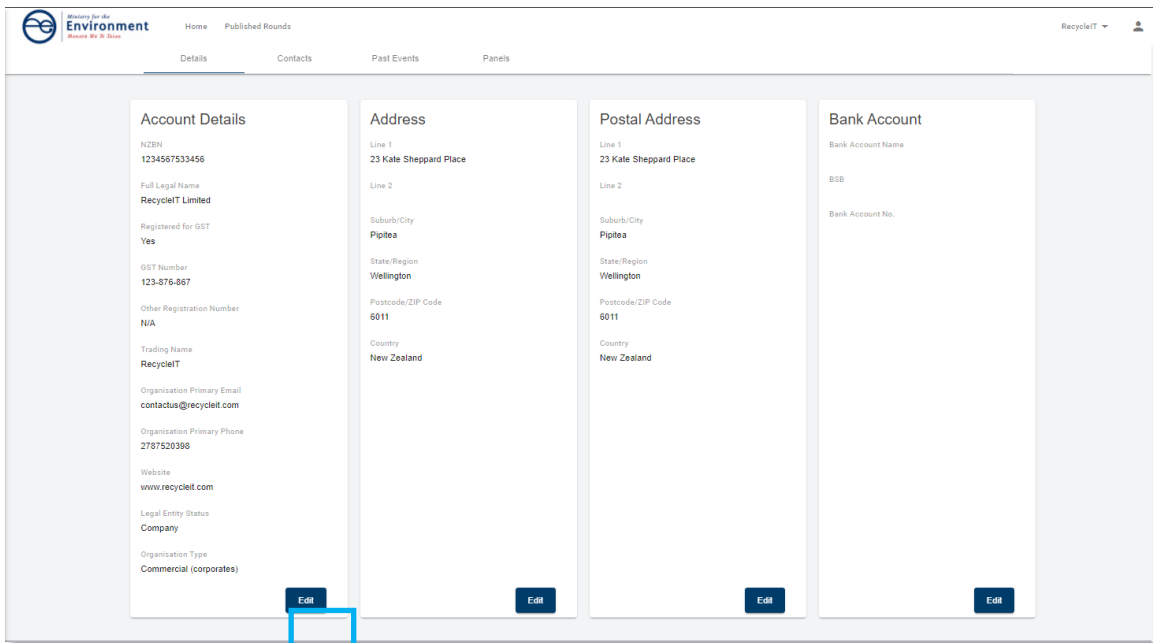
Cancel Invite

## How to update your organisation account details

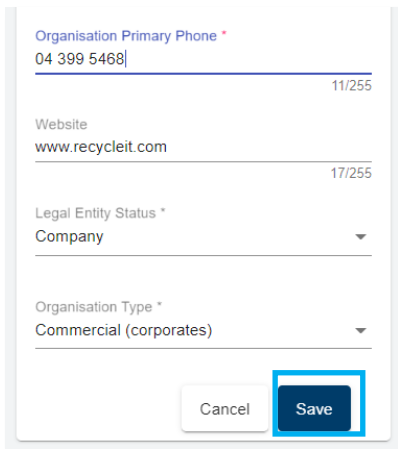
Select **Account Details** from the drop-down menu under your TA's name.



Select **Edit** on the card to update.



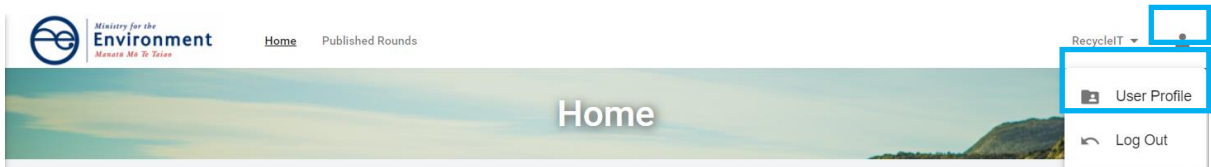
Make the required changes and select **Save**.



Organisation details will show the updated details after selecting **Save**.

## How to update your user profile details

To update your user profile, click on the **profile icon** and then select **Your User Profile**.



Select **Update** at the bottom of the Your User Profile card. If you are updating your email address or phone number, use the **Update Email** and **Update Phone** options.

The screenshot shows the 'Your User Profile' page with the following details:

- Title:** Mr
- First Name:** Demo
- Middle Name:**
- Last Name:** User
- Gender:**
- Date of Birth:**
- Primary Email:** demouser@iactiv.net
- Primary Phone Number:** +64 756 3895

At the bottom right, two buttons are highlighted with a blue box:

- Update Email**
- Update Primary Phone**

Make the necessary updates and then select **Save**.

# Section 2: Completing Ministry TA Levy Spend reporting requirements

The Ministry requires Territorial Authorities (TA) to complete TA Levy Spend Reports annually. The key contact for your organisation’s account will receive an email notification advising that a report is available in TAWLES and requires completion.

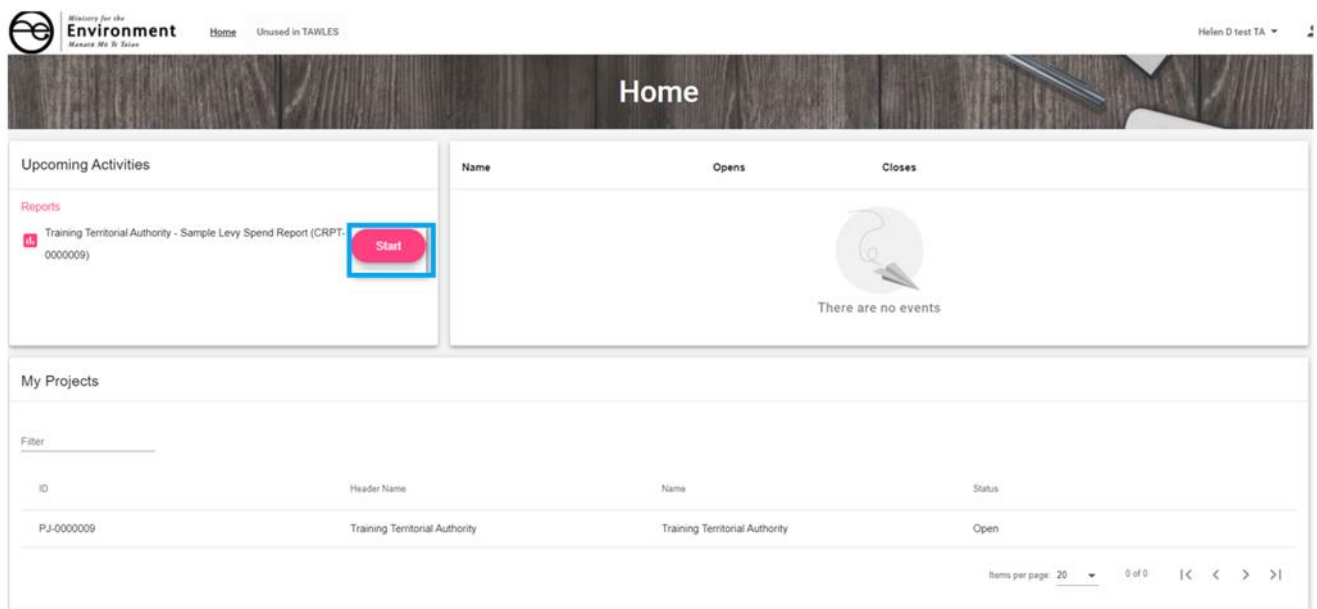
## Territorial Authority Waste Levy Expenditure Report

A TA Levy Spend Report is an annual report requested by the Ministry for the Territorial Authorities to provide an update on their activities through the previous year. It provides the information the Ministry requires to assess the work that TAs are meeting obligations under the Waste Minimisation Act 2008.

## How to start your report

When you receive a notification that a Levy Spend report requires your attention:

**Login** to TAWLES using your **RealMe username** and **password**. The report will be displayed on the homepage for your organization’s account. Select **Start**.



## How to Navigate the report

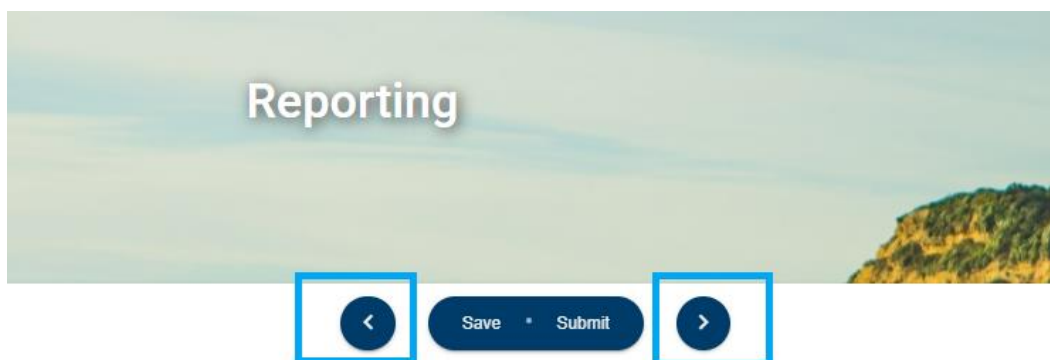
Navigate the TA Levy Spend report, using the stepper or the forward and back arrows.

**Stepper** you can either select the radio button next to the title

The screenshot shows the 'Reporting' section of the TA Levy Spend report. The main heading is 'Reporting'. Below it, there is a section titled 'Part A: Confirmation of Levy Money Received'. This section contains several input fields for 'Number of Licenses', 'Number of Payments', 'Number of Payments', 'Number of Licenses', 'Number of Licenses', 'Number of Licenses', and 'Number of Licenses'. Below these fields is a table titled 'Outgoing Payment Milestones' with columns for 'Year', 'Actual Date', and 'Actual Amount'. The table contains three rows of data:

Year	Actual Date	Actual Amount
✓ 2021	20/10/2021	16271.00
✓ 2021	20/10/2021	16271.00
✓ 2021	20/10/2021	16271.00

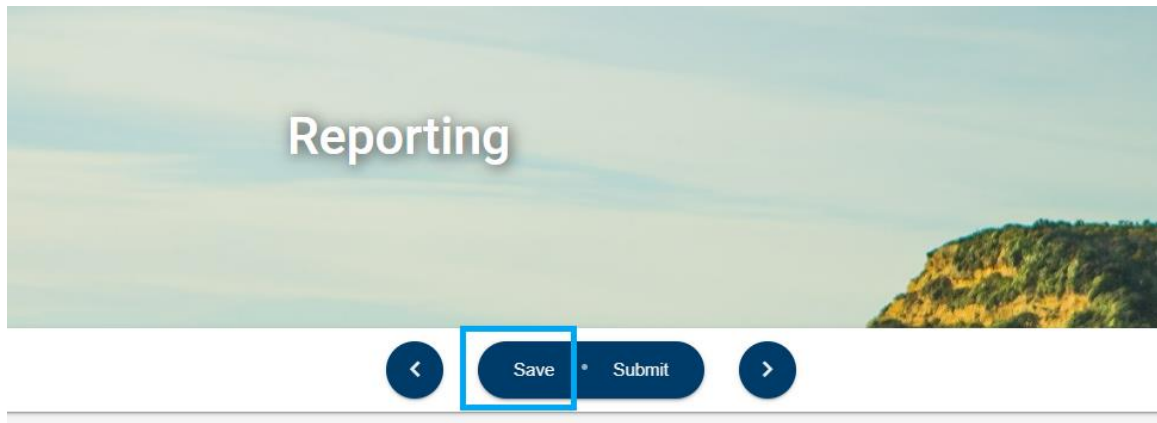
**Forward and back arrows** -you can scroll forward or back using the arrows



## How to save a report

Once you start your report you can save it at any point and come back to it later.

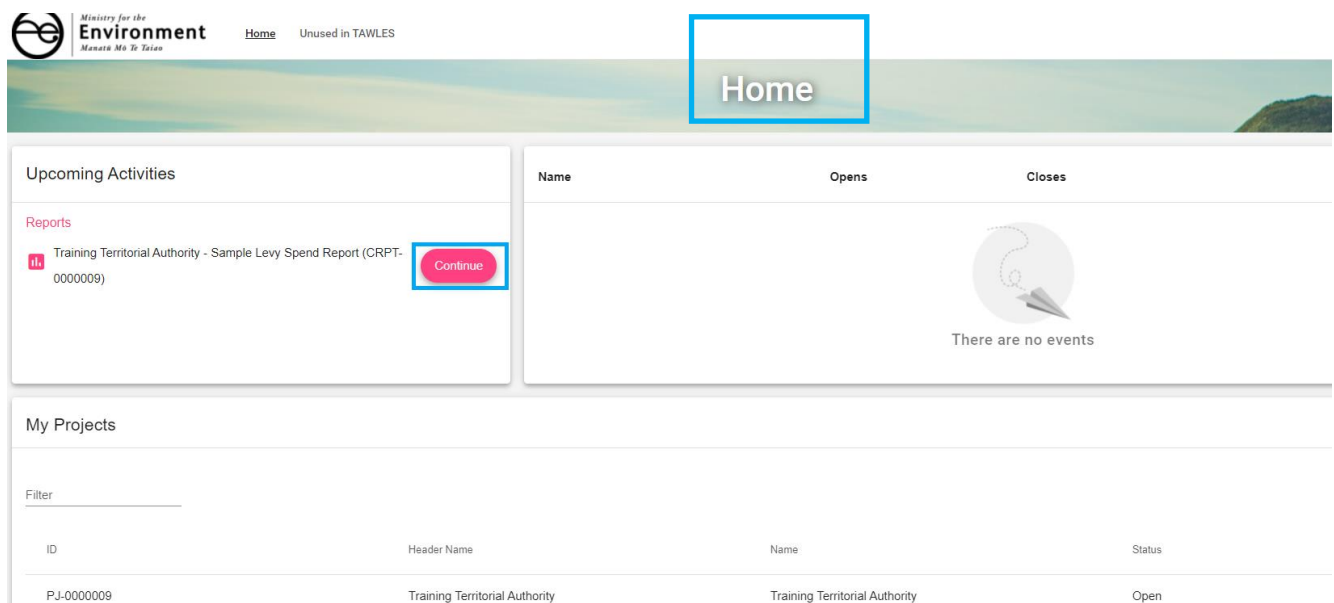
You can save a report by **Save** option.



Waste Minimisation Activities

## How to resume a saved report

To resume a saved report, from your organisation's homepage, select **Continue**.

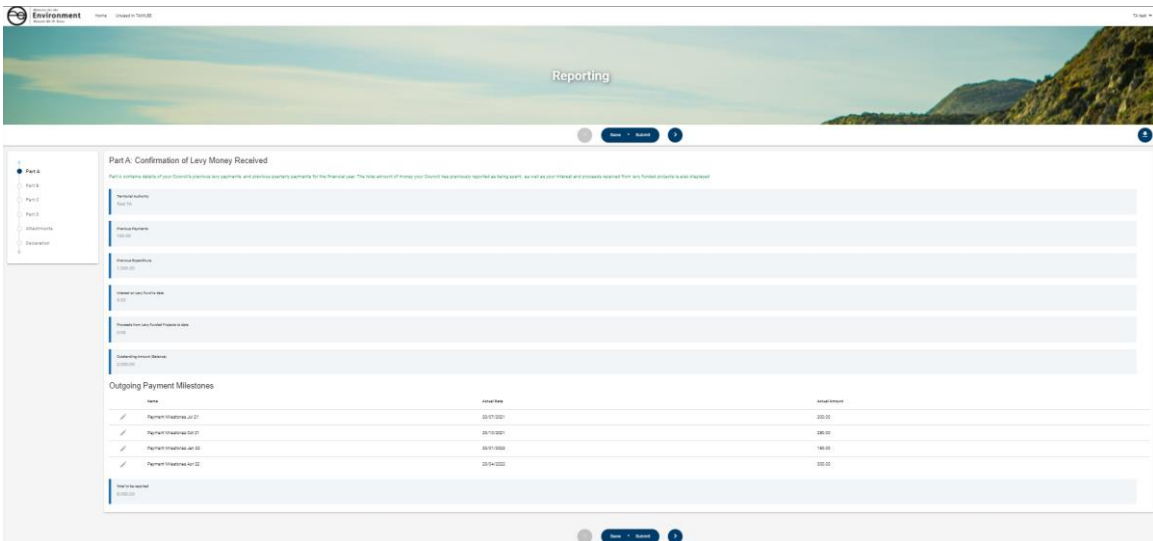


## How to Complete Part A of the Levy Spend Report

First select **Part A** from the stepper then check details on Part A of the report. This section is **read only**, and the amounts should represent the values calculated from previous Levy Spend reports.

If these values are incorrect, please do not start the reporting process for the current year and contact Waste Operations team at [waste.TA@mfe.govt.nz](mailto:waste.TA@mfe.govt.nz)

**Do not hit submit until you have completed sections B, C, and D.**

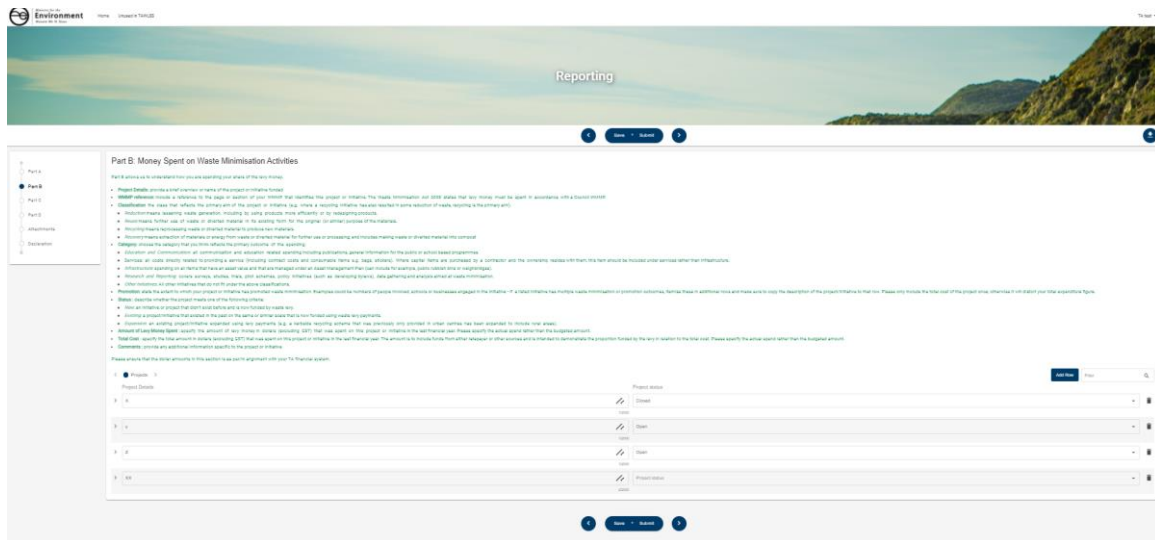


The screenshot shows the 'Reporting' interface for the Environment Department. The main heading is 'Part A: Confirmation of Levy Money Received'. Below this, there are several sections for data entry, each with a 'View' button and a 'Submit' button. The sections are: 'Levy Money Received', 'Levy Money Received', 'Levy Money Received', 'Levy Money Received', 'Levy Money Received', 'Levy Money Received', 'Levy Money Received', and 'Levy Money Received'. At the bottom, there is a table titled 'Outgoing Payment Milestones' with columns for 'Date', 'Amount', and 'Status'. The table contains four rows of data.

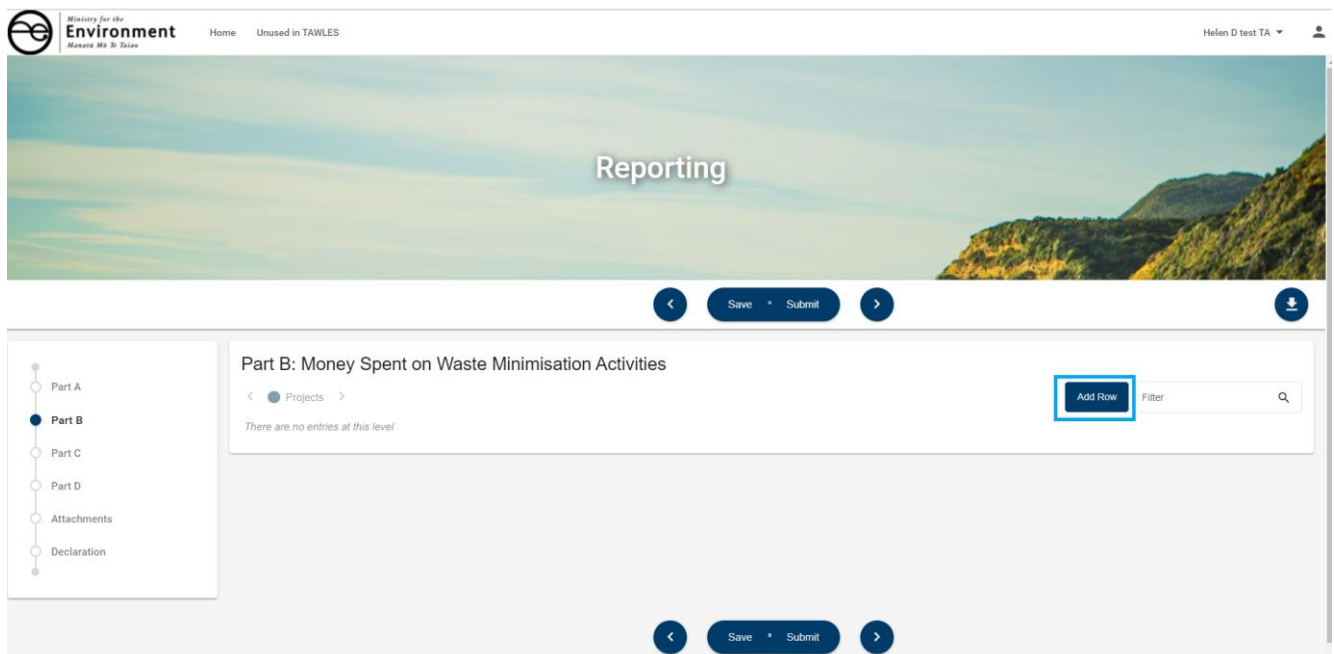
Date	Amount	Status
2023-01-01	200.00	Completed
2023-02-01	200.00	Completed
2023-03-01	200.00	Completed
2023-04-01	200.00	Completed

# How to Complete Part B of the Levy Spend Report

Select **Part B** from the stepper.

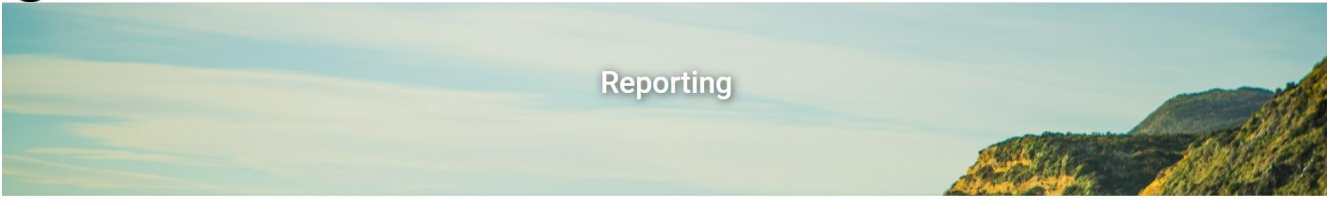


Part B of the report is a form that has a table for you to add updates on your waste projects for the current reporting. Select **Add Row** button.



Enter your project details and the project status.





Navigation buttons: back, Save + Submit, forward, download.

Part B: Money Spent on Waste Minimisation Activities

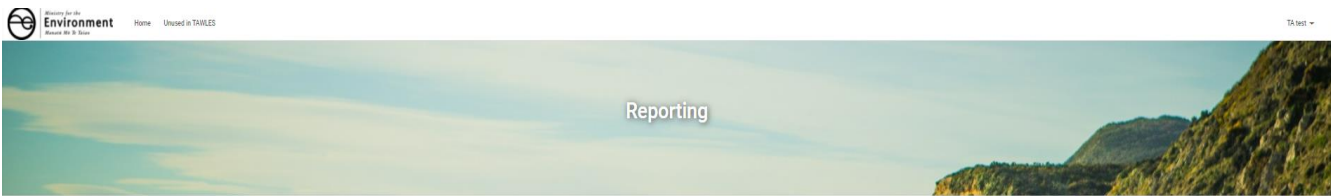
< ● Projects >

Project Details Project status

> Project Details	Project status
-------------------	----------------

Buttons: Add Row, Filter, Save + Submit.

Continue adding as many projects as you need



Navigation buttons: back, Save + Submit, forward, download.

Part B: Money Spent on Waste Minimisation Activities

< ● Projects >

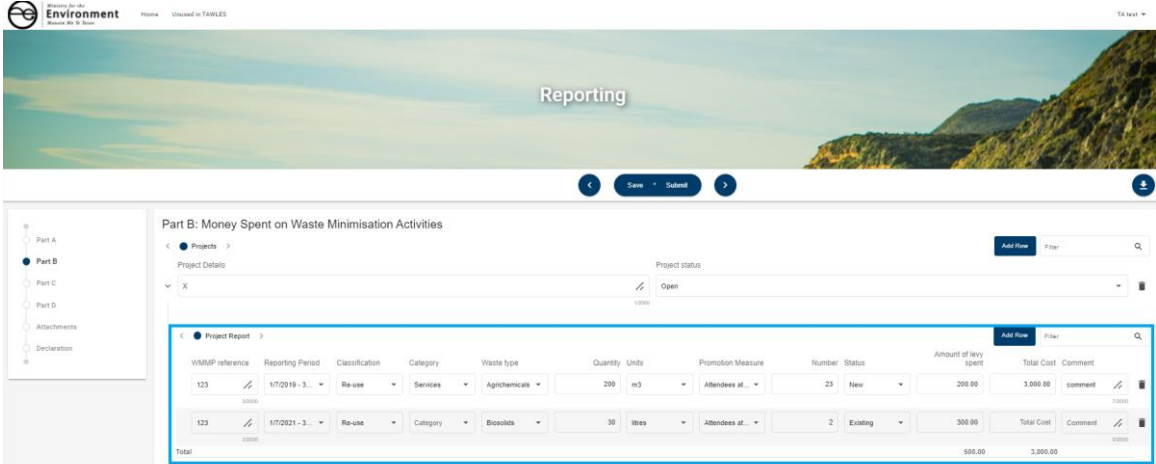
Project Details	Project status
> X	Open
> Y	Project status
> Z	Open
> XX	Project status

Buttons: Add Row, Filter, Save + Submit.

To update project details, **select** the project you wish to update.  
**Add rows** and **update** the Project Report information for each project until you have completed

your updates.

If you need to stop and save your report midway through your update, select the **Save** button.



The screenshot shows the 'Reporting' section of the Environment Client Portal. The main heading is 'Reporting'. Below it, there are navigation buttons for 'Save' and 'Submit'. The interface is divided into sections: 'Part A', 'Part B: Money Spent on Waste Minimisation Activities', 'Part C', 'Part D', 'Attachments', and 'Declaration'. The 'Part B' section is active and displays a 'Project Report' table. The table has columns for WMPMP reference, Reporting Period, Classification, Category, Waste type, Quantity, Units, Promotion Measure, Number, Status, Amount of levy spent, Total Cost, and Comment. Two rows are visible: one for '123' with '200 m3' of 'Agrichemicals' and a total cost of '3,000.00', and another for '123' with '30 litres' of 'Biocides' and a total cost of '300.00'. A 'Total' row at the bottom shows '500.00' for the amount of levy spent and '3,300.00' for the total cost.

### Additional Spend Categories

If the drop down for categories of spend does not display a suitable spend category, then contact the Waste Operations team [wasteTA@mfe.govt.nz](mailto:wasteTA@mfe.govt.nz)

**Do not hit submit until you have completed sections C and D.**

## How to Complete Part C of the Levy Spend Report

Select **Part C** from the stepper.

This section provides fields for you to enter the amount of annual spend by category.

First enter the Estimated spend on Waste minimisation initiatives this financial year (left field) by category.

Then enter the Total annual spend on Waste management and minimisation this financial year (right field) by category.

The Totals line will update automatically as you enter amounts.

**Do not hit submit until you have completed sections B and D.**

**Part C: Total Expenditure**

The aim of this section is to understand how much the levy spenders have spent on waste management and minimisation activities. The category listed for the current reporting period as recorded in Part B should be less than or equal to the corresponding category total in Part C.

Expenditure spent on waste management activities in this financial year. The total amount spent is shown in the 'Total' row at the bottom of the table.

Total annual spend on waste management and minimisation this financial year. This total amount applies to spend from all funding sources on waste management and minimisation.

Category	Budgeted	Actual	Variance
Education and Communities	100,000	100,000	0.00
Business	100,000	100,000	0.00
Infrastructure	20,000	20,000	0.00
Research and Reporting	100,000	100,000	0.00
Other Initiatives	500,000	500,000	0.00
<b>Total</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>0.00</b>

## How to Complete Part D of the Levy Spend Report

Select **Part D** from the stepper

**Add** commentary about your waste management and minimisation projects.

If the narrative is long, we suggest that you type it into a word document then cut and paste into TAWLES.

**Part D: Additional Comments**

Please provide any additional information on the projects or initiatives you have listed in Part B above. For example, how does about the project itself and how it is contributing to the priorities and objectives set out in your WMSR. We encourage you to provide as much information as possible to enable a comprehensive overview of waste levy spending across TAWLES.

**Part D**

Additional Comments

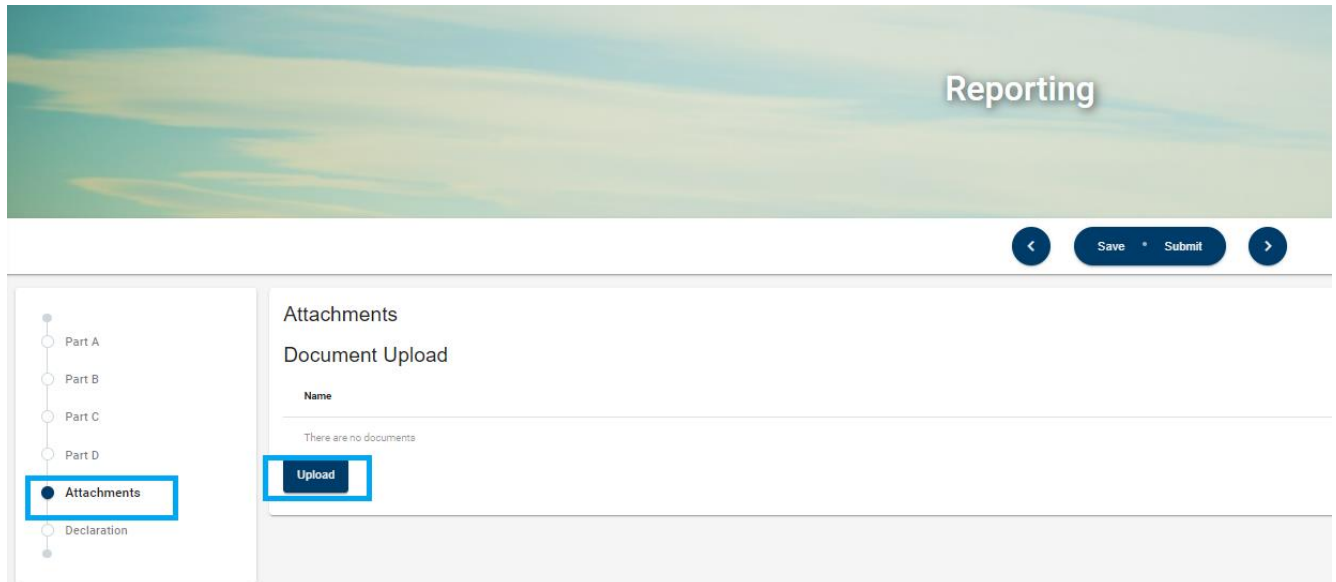
1/7/2024 - 10:42:22

This text of this text is just for test, design to make you feel that there is something important here. It's just for display purposes, but since you're reading it on the screen, it's not really important. This text of this text is just for test, design to make...

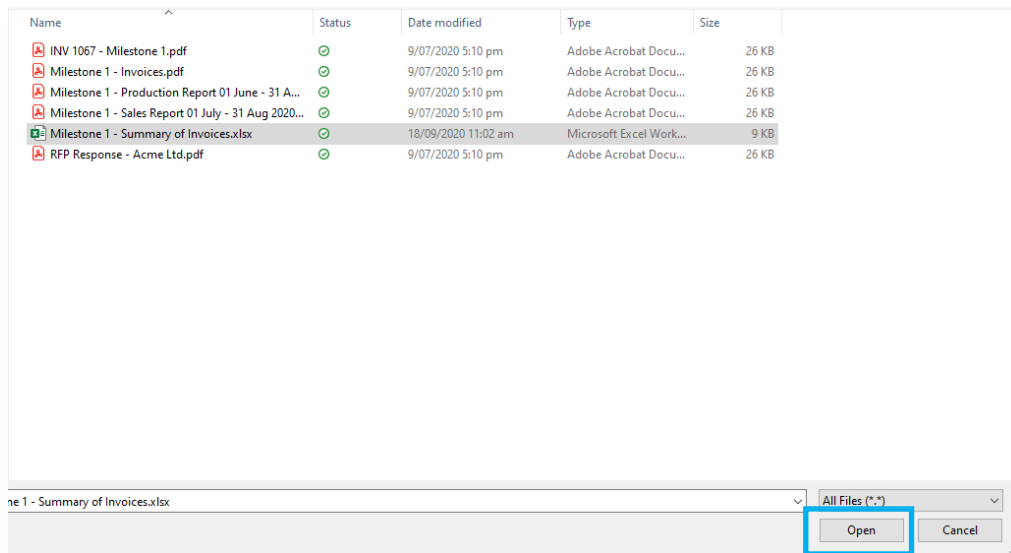
## How to upload documentary evidence

Select **Attachments** from the stepper

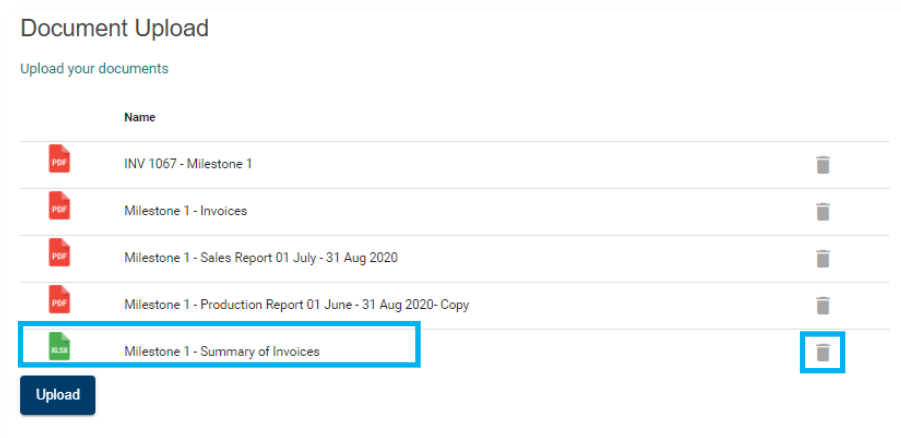
Attachments are uploaded on the Document Upload step. Select **Upload**.



**Browse** and select your document, then **Open**.



Your document will now be uploaded to your report. If you have uploaded a file in error, select the **trash can** icon to delete.



When uploading your documents, take care to follow any instructions in the form. Ensure that your document name meets the Ministry's naming conventions.

If you have difficulty uploading your document check that:

- Your document file name does not contain any special characters. Dashes and full stops are fine.
- The file size is less than 50 MB; contact the Ministry if your document is larger than this maximum
- The type of file you are uploading is supported. The following document types are supported:
  - doc
  - docx
  - ppt
  - pptx
  - xls
  - xlsx
  - pdf
  - jpg
  - jpeg
  - png
  - gif
  - dotx

If you have an uncommon file type that will not upload, contact the Ministry for other options

# How to complete the Declaration

Select **Declaration** from the stepper

Select the drop-down arrow

Select a response

The screenshot shows the 'Reporting' page for a Territorial Authority. The page header includes the 'Ministry for the Environment' logo and navigation links. The main content area is titled 'Reporting' and features a sidebar with a stepper showing 'Declaration' as the active step. The main content area contains four questions, each with a dropdown menu:

- Q1. Has levy expenditure been on matters to promote or achieve waste minimisation? \*
- Q2. Has levy expenditure been in accordance with your waste management and minimisation plan (WMMP)? \*
- Q3. Is your Territorial Authority operating under a current WMMP? \*
- Q4. Does your Territorial Authority's WMMP meet legislative requirements (refer Section 43 of WMA 2008)? \*

A blue box highlights the dropdown menu for Q1, which is currently open.

Select a response to the 15 compliance questions

The screenshot shows the 'Reporting' page for a Territorial Authority. The page header includes the 'Ministry for the Environment' logo and navigation links. The main content area is titled 'Reporting' and features a sidebar with a stepper showing 'Declaration' as the active step. The main content area contains four questions, each with a dropdown menu:

- Q1. Has levy expenditure been on matters to promote or achieve waste minimisation? \*
- Q2. Has levy expenditure been in accordance with your waste management and minimisation plan (WMMP)? \*
- Q3. Is your Territorial Authority operating under a current WMMP? \*
- Q4. Does your Territorial Authority's WMMP meet legislative requirements (refer Section 43 of WMA 2008)? \*

A blue box highlights the dropdown menu for Q2, which is currently open and shows the following options: Yes, No, and N/A.

Complete the Financial Status

## Financial Status

\*Totals\* refers to totals of the corresponding values to date.

	Reporting Period Interest	Reporting Period Proceeds	Reporting Period Expense per TA Finance
Totals	0.00	0.00	283,091.22

Reporting Key Contact Name \*

13/255

Report Submission Date \*

8

As a duly authorised representative of the territorial authority:

- I declare that to the best of my knowledge, the information contained in all sections of this TA Levy Report is complete, true, and correct.
- I declare that I have the authority to sign the TA Levy Report and provide this information.
- I understand that the information presented to the Ministry for the Environment is subject to disclosure under the Official Information Act 1982, other legislation court orders and in response to parliamentary questions.

I Agree \*

## How to submit a report

Complete the report as per the guidance provided by the Ministry, then **Submit**.

The screenshot shows the 'Reporting' page of the Environment portal. The navigation bar includes the Environment logo, 'Home', 'Unused in TAWLES', and 'Helen D test TA'. The main content area is titled 'Reporting' and features a 'Submit' button highlighted with a blue box. Below the navigation bar is a sidebar with a progress indicator showing 'Part A', 'Part B', 'Part C', 'Part D', 'Attachments', and 'Declaration' (which is selected). The main content area is titled 'Declaration' and contains four questions:

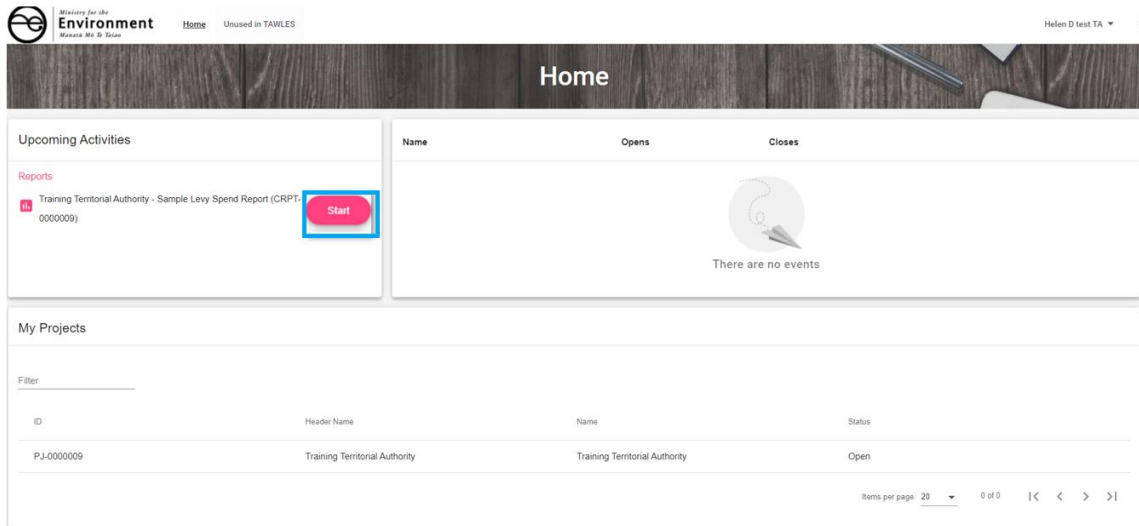
- Q1: Has levy expenditure been on matters to promote or achieve waste minimisation? \*
- Q2: Has levy expenditure been in accordance with your waste management and minimisation plan (WMMP)? \*
- Q3: Is your Territorial Authority operating under a current WMMP? \*
- Q4: Does your Territorial Authority's WMMP meet legislative requirements (refer Section 43 of WMA 2008)? \*

Once you have selected the submit option the report will be removed from the Upcoming activities on the home page.

## How to manage an update request

Once you have completed the report and submitted it to Waste Operations the MfE team will review the report. If for any reason they wish you to update the report, they will send you a request to update the report.

The report you have submitted will retain all the information you have submitted and will reappear in the Upcoming Activities.



## How to work with forms

### How to work with short text fields

Click into the field and type a short answer. The character counter will display how many characters you have used / how many are available.

Project Title \*  
Recycled Timber into Furniture

30/255

### How to work with long text fields

**Drag** the edge of the text box to increase or decrease the viewable area for the field. The character counter will display how many characters you have used / how many are available.

Environmental Benefits  
Example environmental benefits that this project will contribute...

67/2500

### How to work with option lists

Click the **down arrow** to view the option list. Use the **scroll bar** to browse the list. **Select** the



option/options you required.

Lists where you can choose only one option:

A Health and Safety plan specific to the project is attached
Will be developed and submitted as a Milestone 1 deliverable

## Section 3: Frequently asked Questions (FAQs)

### Who do I contact for help?

For assistance with the MfE Territorial Authority Waste Levy Spend Reporting process, clarifications on what is required, or questions about your TA Levy Spend report, please email the Ministry at.

Description	Contact Details
Waste Operations	<a href="mailto:waste.TA@mfe.govt.nz">waste.TA@mfe.govt.nz</a>

For technical assistance with the TA Portal, contact **Enquire Support** at:

[support@enquire.cloud](mailto:support@enquire.cloud)

### What if I forget my username or password?

To reset your password, go to the **Login** tab and select **Forgotten Your Username or Password?** This will redirect you to the RealMe service where you will follow the RealMe process for resetting your password.

The screenshot shows two side-by-side panels. The left panel is titled "Login with RealMe" and contains the text "You've been redirected here so you can log in with RealMe". It features two input fields: "Username" and "Password". Below these fields is a link "Forgot Username or Forgot Password?" and a blue "LOGIN" button. The right panel is titled "Create a RealMe login" and contains the text "To access this service you need a RealMe login." followed by "You'll be able to access a range of services with a single username and password. RealMe is designed to protect your privacy and security." and a button labeled "CREATE YOUR REALME LOGIN".

## If I update my contact details in RealMe, will they update in the TAWLES?

RealMe does not pass any of your personal details to the TAWLES. If your phone number, email address or other contact information changes, you will need to update your user profile in TAWLES to ensure the Ministry has the correct contact details on file for contacting you. For more details, see Error! Reference source not found.

Managing your organisation's account

## How do I confirm the Internet browser and version I am using?

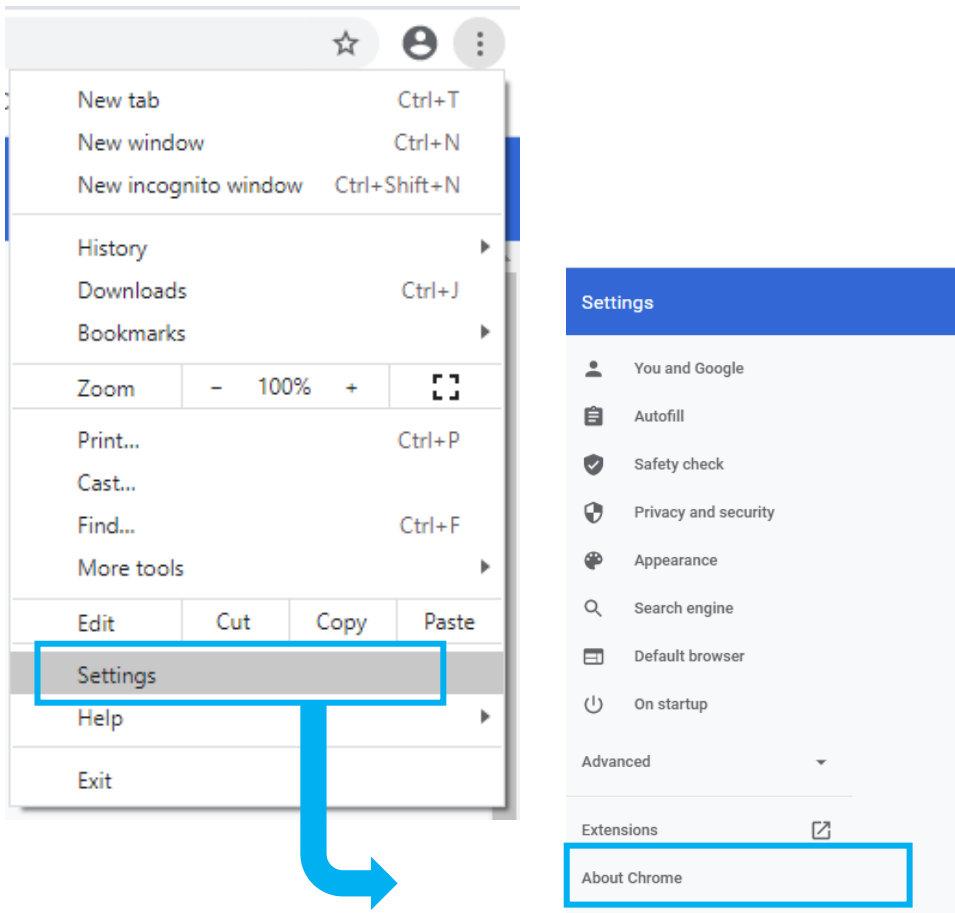
To assist with any queries and to diagnose problems, it may be necessary to confirm what internet browser is being used and its version number. TAWLES supports the latest browser version of Chrome, Firefox & Microsoft Edge.

### Google Chrome

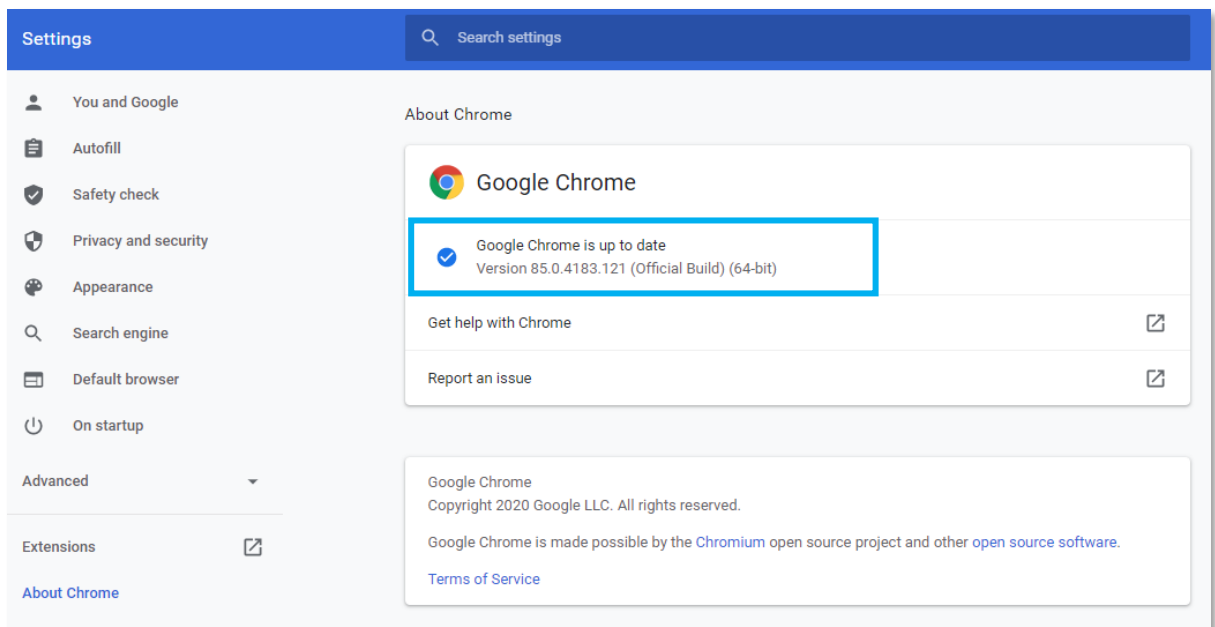
Select the more menu.



Select **Settings**, then select **About Chrome**

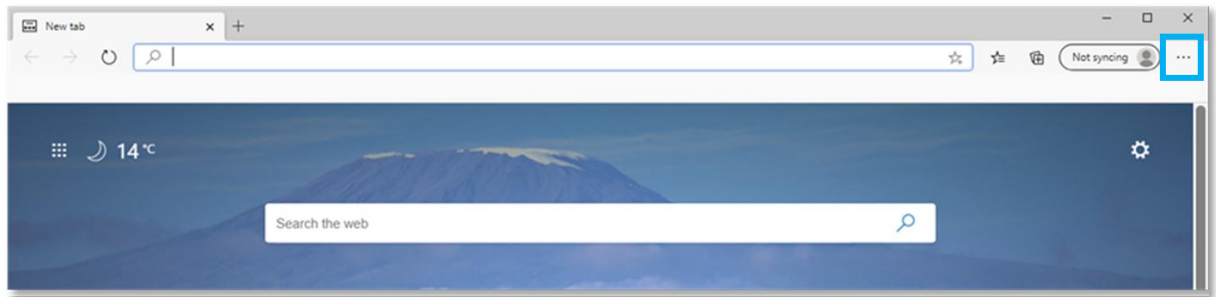


Chrome will now display the version number

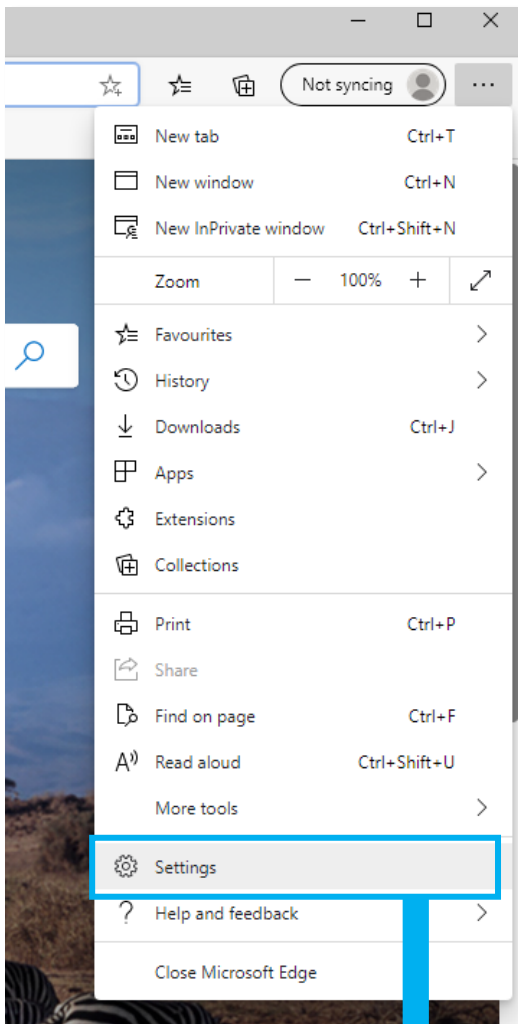


## Microsoft Edge

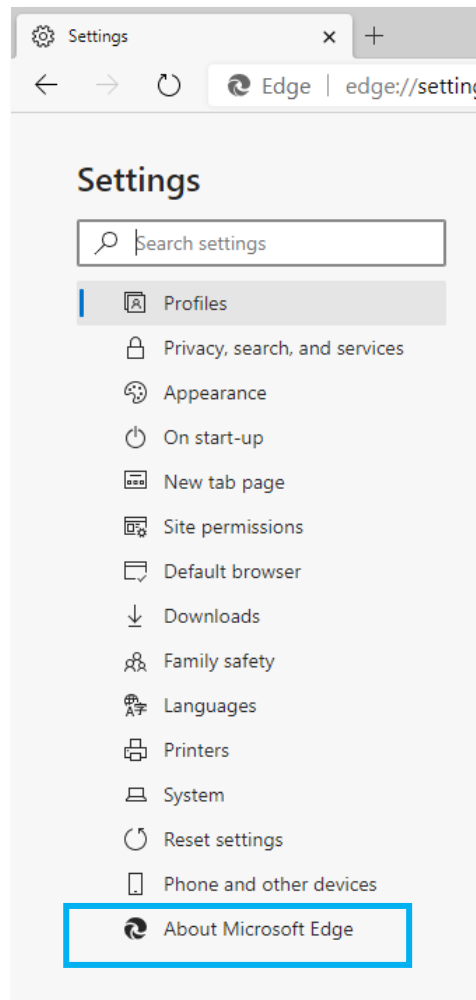
Open Microsoft Edge and select the more menu in the top right corner.



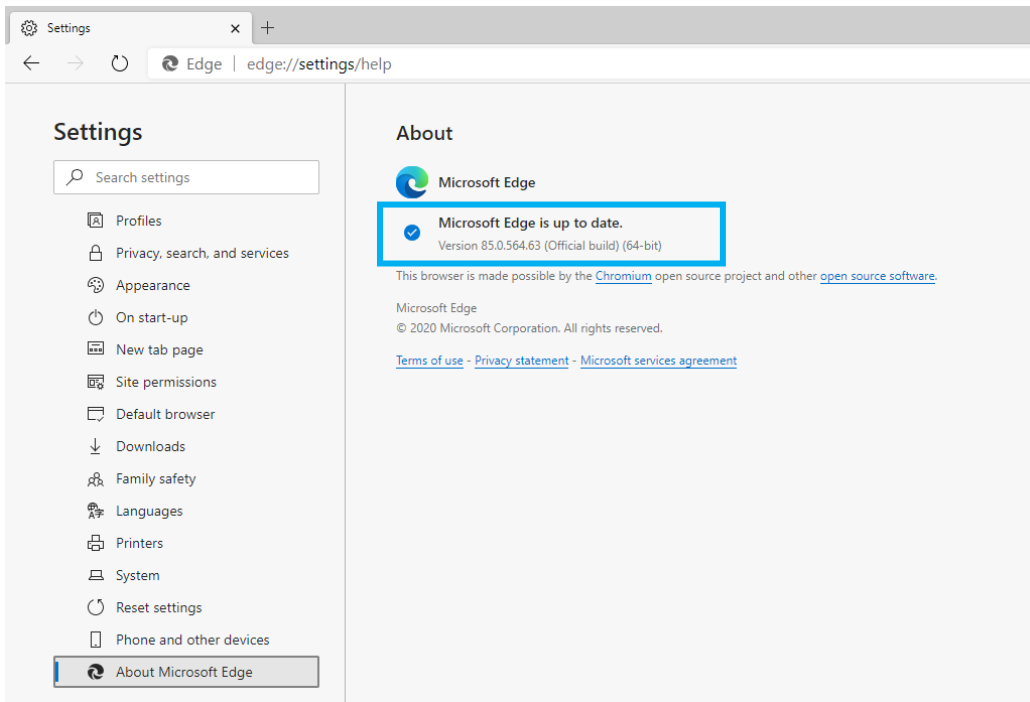
Select **Settings**.



Select **About Microsoft Edge**



Edge will now display the version number

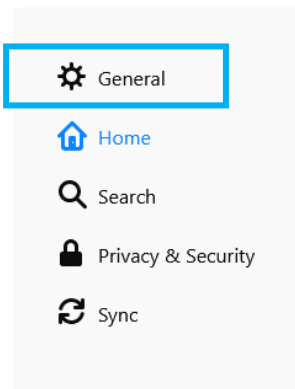


## Firefox Browser

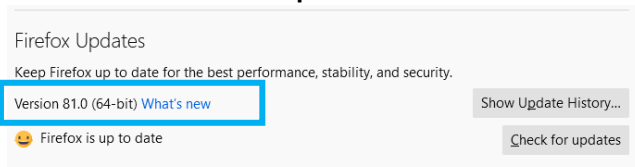
Select the cog on the right hand of the screen



Select General



Scroll down to **Firefox Updates** to view the version number



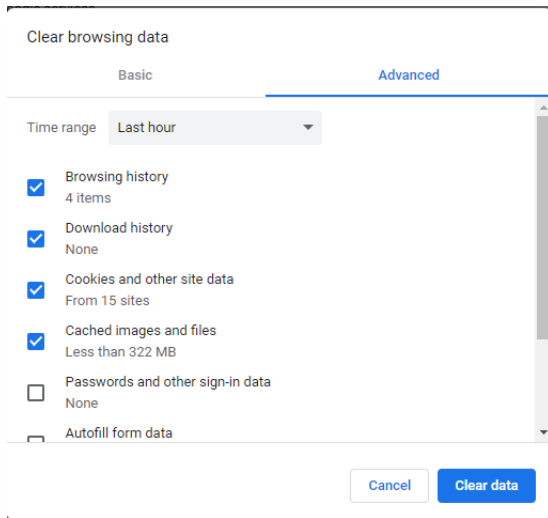
## How do I clear my browser cache?

You may need to clear your browser's cache to resolve any unexpected issues on the TA Portal. Please ensure any work is saved before proceeding with the steps below as you will need to close the browser down to finish the process.

### Google Chrome

Bring up the **Clear Browsing Data** window.

Use the **Ctrl+Shift+Delete** shortcut to bring up the Clear Browsing Data window. Or at the top right of your Chrome select **More tools**, then **Clear browsing data**.



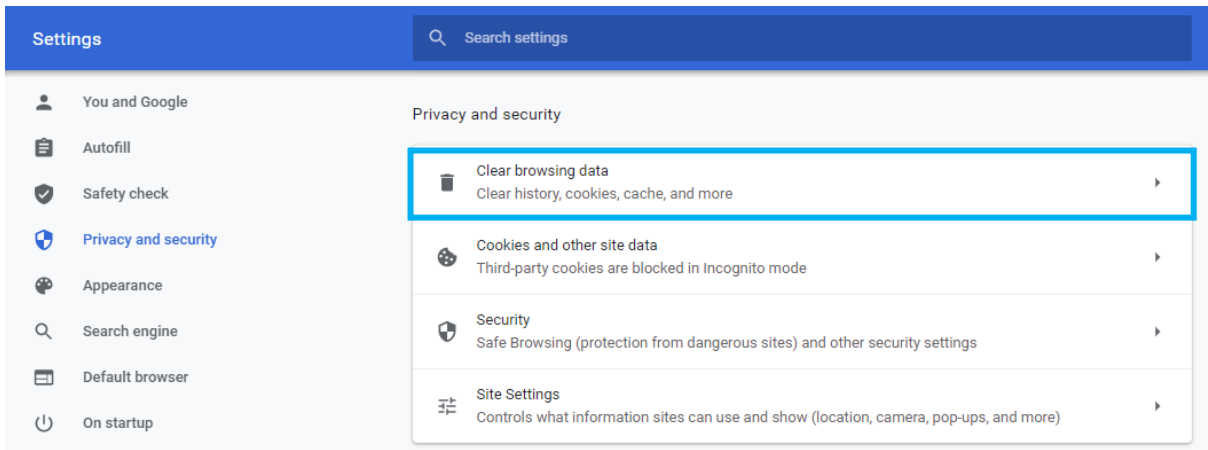
2. On the **Advanced** tab from the Time range drop down menu, select **All time**.

3. Check that the following options have been selected.

- Browsing history
- Download history
- Cookies and other site and plug-in data
- Cached images and files

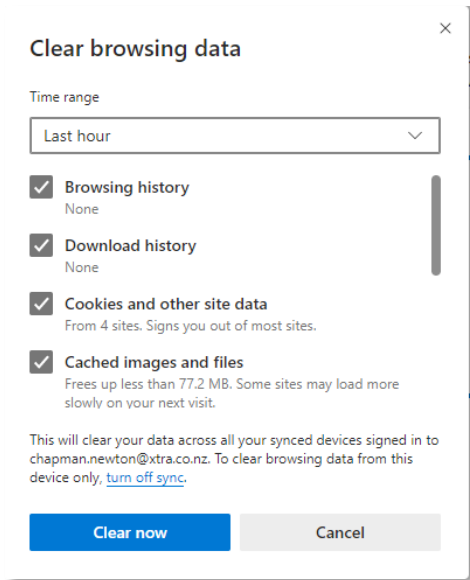
Select **Clear Data**. Now close all Chrome browser windows to complete the clear cache process.

Alternatively, go to **Settings** and select **Privacy and Security**. Then select **Clear browsing history**.



## Microsoft Edge

Open the **Delete Browsing History** window by selecting **Ctrl+Shift+Delete** shortcut.

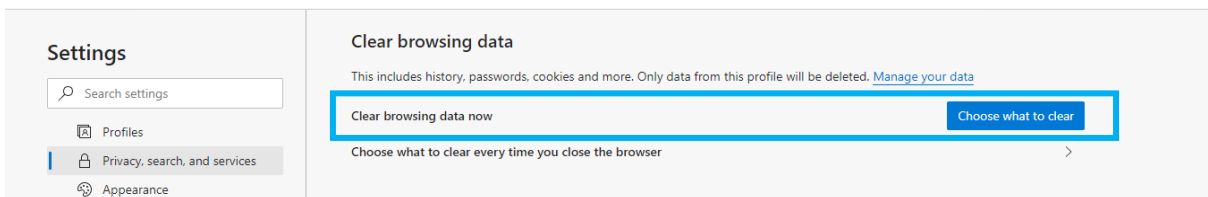


Check that the following options have been selected:

- Browsing history
- Download history
- Cookies and other site and plug-in data
- Cached images and files

Select **Clear Now**. Now close all Edge browser windows to complete the clear cache process.

Alternatively, go to **Settings**, select **Privacy, search, and services**. Then select **Choose what to clear**.

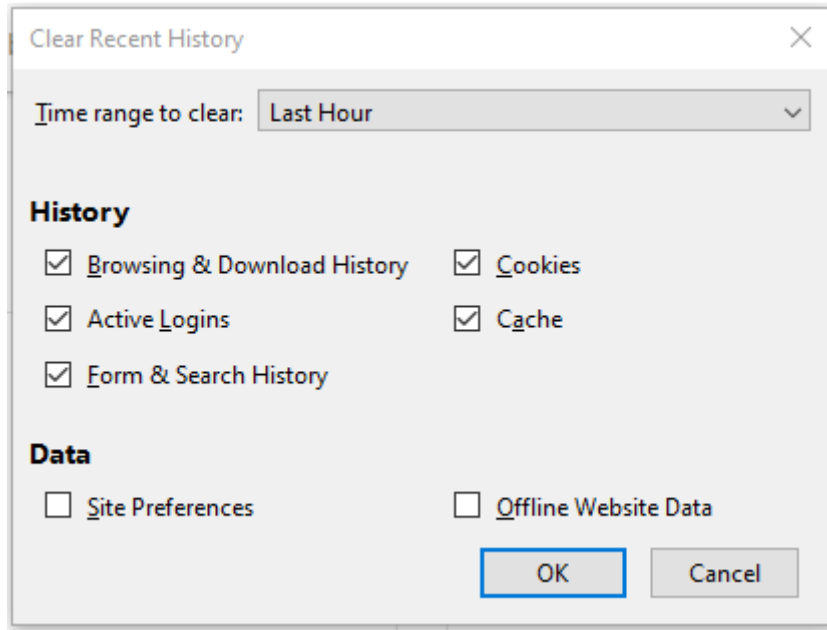






## Firefox Browser

Open the **Clear Recent History** window by selecting **Ctrl+Shift+Delete** shortcut.

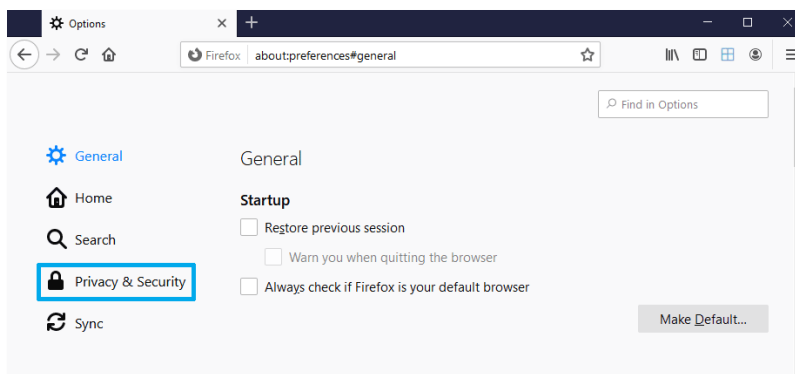


Check that the following options have been selected:

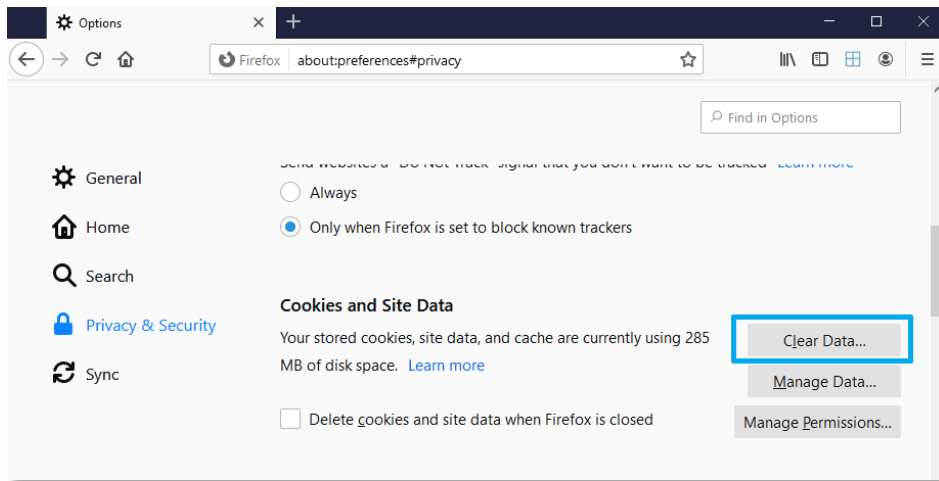
- Browsing & Download History
- Active Logins
- Form & Search History
- Cookies
- Cache

Select **OK**. Now close all Edge browser windows to complete the clear cache process.

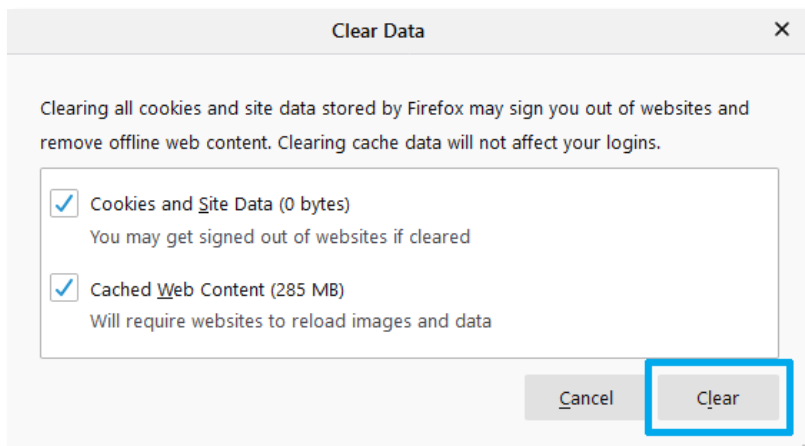
Alternatively, go to **Settings**, select the **Privacy & Security**.



In the Cookies and Site Data section, select the **Clear Data** button.



Select **Clear**.



Now close all Firefox browser windows to complete the clear cache process.