



STEP ONE: Creating a Re-TRAC Connect Account & Joining the NYSDEC E-waste Online Registration & Reporting System

(Instructions for Manufacturers & Collectives)

New and existing covered electronic equipment manufacturers and collective electronic waste acceptance programs regulated under the NYS Electronic Equipment Recycling & Reuse Act (Act) **must** create a Re-TRAC Connect account to gain access to the NYSDEC E-waste Online Registration & Reporting System. The online system will be the **only** method regulated entities may use to submit their registration and annual reporting forms required under the Act.

What other guidance is available for using Re-TRAC Connect?

- Re-TRAC Connect General User Support: <http://re-trac.com/help>.
- Tuesday Training hosted by Emerge Knowledge – join them every two weeks for a free one-hour webinar. The session provides an overview of the system and highlights available features. Register here: <https://attendee.gotowebinar.com/rt/2697460826506056450>.
- [STEP TWO: Completing and Submitting Registration Forms and Applicable Fee Payments: Guidance for Manufacturers/Collectives](#) (PDF)
- [STEP THREE: Completing and Submitting Annual Reporting Forms and Applicable Fee Payments: Guidance for Manufacturers/Collectives](#) (PDF)

Who do I contact if I have questions?

- Technical support questions related to the Re-TRAC Connect online software should be directed to Emerge Knowledge Design, Inc. at: support@re-trac.com or (888) 600-3907.
- Questions related to the content of the online registration and reporting forms should be directed to the NYSDEC E-waste Team at: ReTRAC.Ewaste@dec.ny.gov or (518) 402-8706.

Re-TRAC Account Creation

1. Visit <https://connect.re-trac.com/registration/nys-dec-program>, and click on the “Create My Account” button after entering the required new account information.

Helpful Tips:

- Accounts should be created **for an organization** and not for a specific person within that organization. That way, if the account creator leaves, others in the organization will know the log-in credentials and be able to pick up where the account creator left off.
- Ideally, the person who will physically complete the online registration and subsequent years’ annual reports should create the account. A different person may still be listed as the primary program contact when filling out the online forms.
- If you already have a Re-TRAC Connect account, you may use your existing log-in credentials to join NYSDEC’s E-waste Online Registration & Reporting System. You will simply need to search for the program to join after logging in.

[Log In](#) if you already have a Re-TRAC Connect account.

Create Your Account

First Name * Last Name *

Email * (Use this to Log In)

Confirm Email *

Password * Confirm Password *

By clicking Create My Account, I agree to the [Terms of Use](#) and [Privacy Policy](#) (Updated June 29, 2015)

Create My Account

If you require technical assistance, [Click Here](#)

Department of Environmental Conservation

Questions?

NYSDEC E-waste Team (518) 402-8706
ReTRAC.Ewaste@dec.ny.gov

Available In

✓ Everywhere

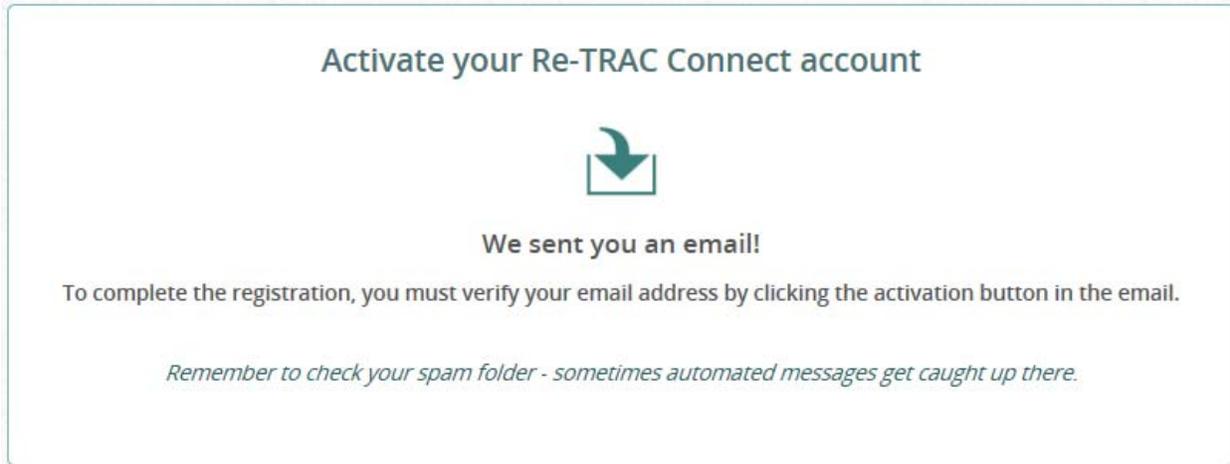
NYS Electronic Equipment Recycling & Reuse Act Program

The NYS Electronic Equipment Recycling and Reuse Act (Act) went into effect January 1, 2011. The Act ensures that every New Yorker has the opportunity to recycle their electronic waste in an environmentally responsible manner. The Act requires manufacturers of covered electronic equipment to provide free and convenient recycling of electronic waste to most consumers in the state, using a variety of acceptance methods. Electronic waste recycling facilities, consolidation facilities, collection sites (e.g. retail and municipal locations) and collection events are all major components of the state's electronic waste recycling infrastructure. In order to properly track the flow of material and evaluate the effectiveness of the Act, the NYS Department of Environmental Conservation (Department) must obtain complete and accurate registration and annual reporting data from all regulated entities.

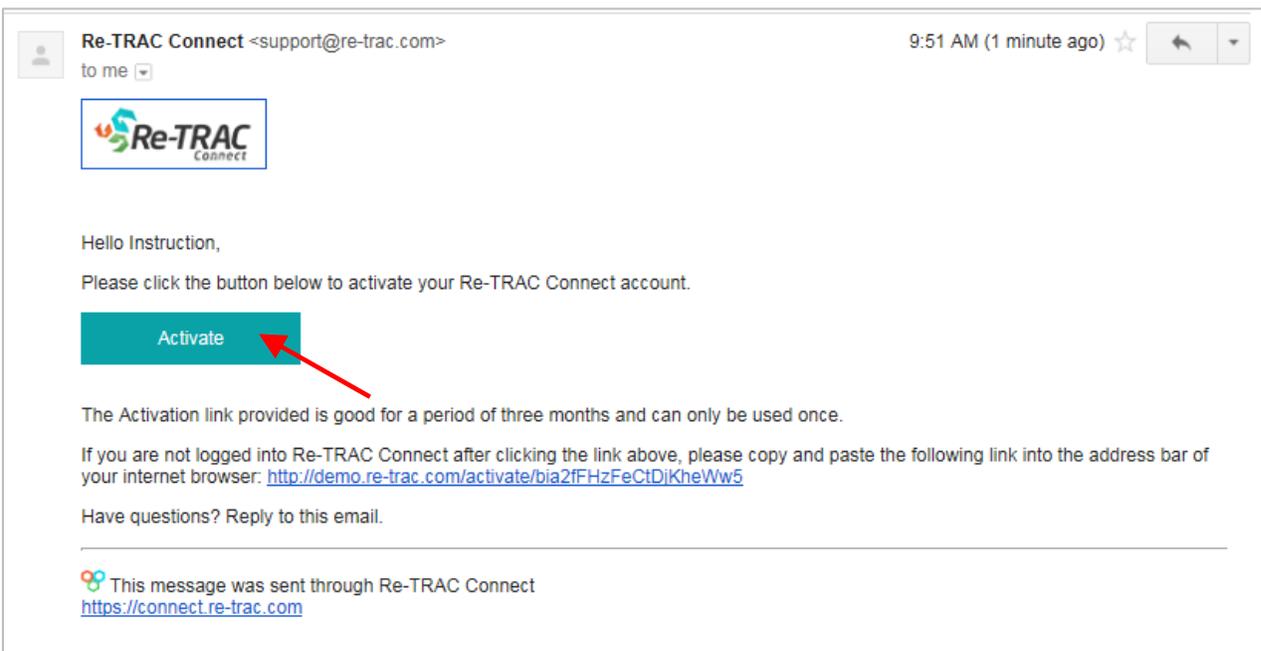
Re-TRAC Connect serves as the Department's online registration and annual reporting system for the Act. Manufacturers of covered electronic equipment, collective electronic waste acceptance programs, electronic waste collection sites, consolidation facilities and recycling facilities, are required to use this system for their registration and annual reporting purposes.

Before proceeding with the account creation process, users should familiarize themselves with the details of the program by visiting the Department's website. In Step 2 of the account creation process, the user will need to select the type of organization they are registering as (i.e. manufacturer, collective, electronic waste collection site, etc.). If you are registering as an electronic waste collection site, electronic waste consolidation facility or electronic waste recycling facility, a combination of those facilities may apply.

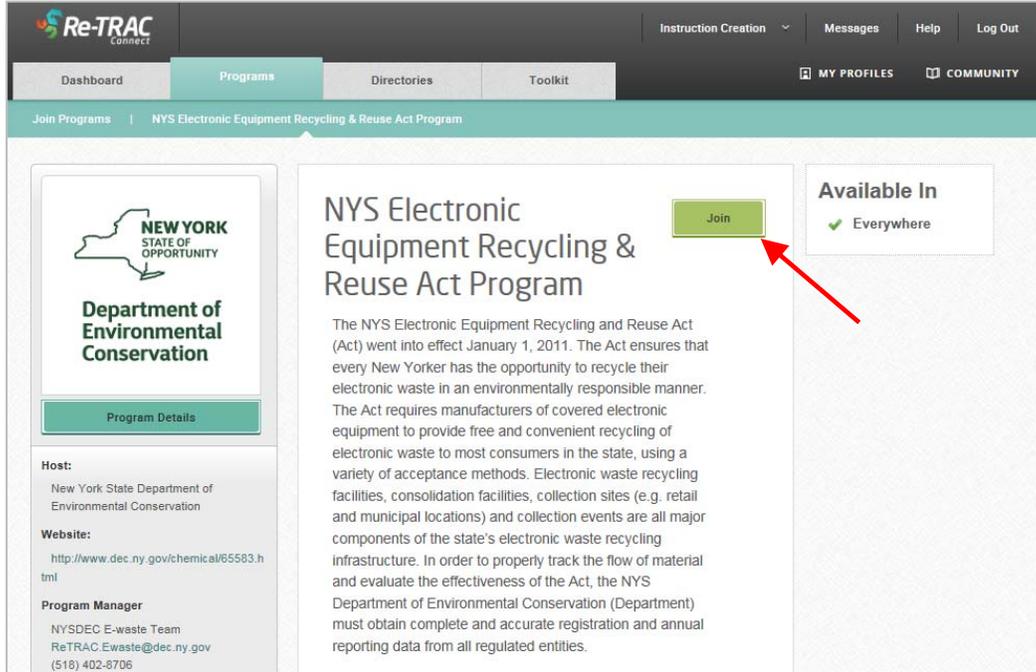
2. After clicking "Create My Account", you will receive the following message to check your e-mail for an activation link:



3. Click the activation link in your e-mail.

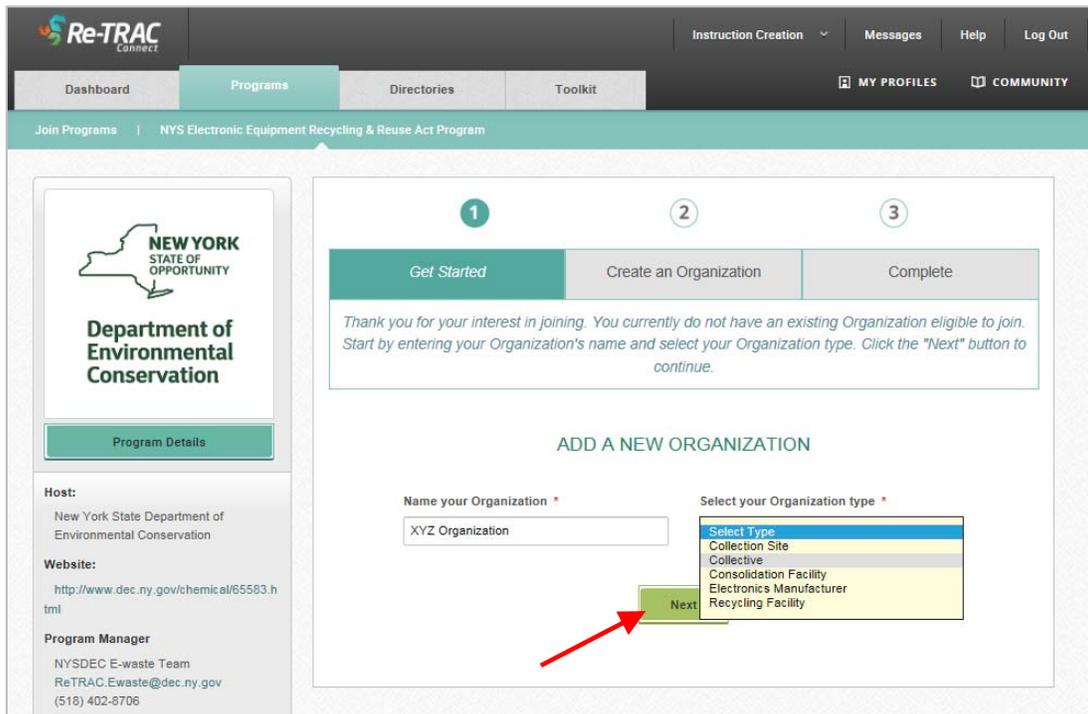


4. The activation link will direct you to join the NYSDEC's E-waste Online Registration & Reporting System. Click the "Join" button.



5. You will now need to provide the name and organization type (manufacturer or collective) you are representing, and then click the "Next" button. The name you provide in this step will be your identifier to the NYSDEC and throughout the online system.

NOTE: If you are already registered with the NYSDEC, you should provide the **same** name as you did on your original paper registration form.



6. Location details and contact information are entered in this next step. Once complete, click the "Save" button.

NOTE: If you represent an electronic equipment manufacturer based in a country outside of the United States, without a United States headquarters, and the country is not available in the drop-down menu, please contact the NYSDEC E-waste Team for assistance.

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Get StartedCreate an OrganizationComplete

Make sure all required information on this form is complete and accurate. Click "Save" to proceed to the next Step

Location Details

Collection Site Name *

Map Satellite



Search Google Maps for your Address

Official Address

Country *

State/Province *

City *

Zip/Postal Code *

Street Address *

[Clear Address](#)

Web site

Notes
e.g. Restrictions, instructions, etc.

Note: To find your location, type your address into the Search Google Maps for your Address box or navigate in the Google Map and click on your location. If the address generated from the geocoding service is incorrect, you can modify the information directly in the address fields provided below.
If you require assistance, [please let us know](#).

Available In

Everywhere

Contact Information

Contact Name *

Contact Email *

Phone Number *

Contact Title

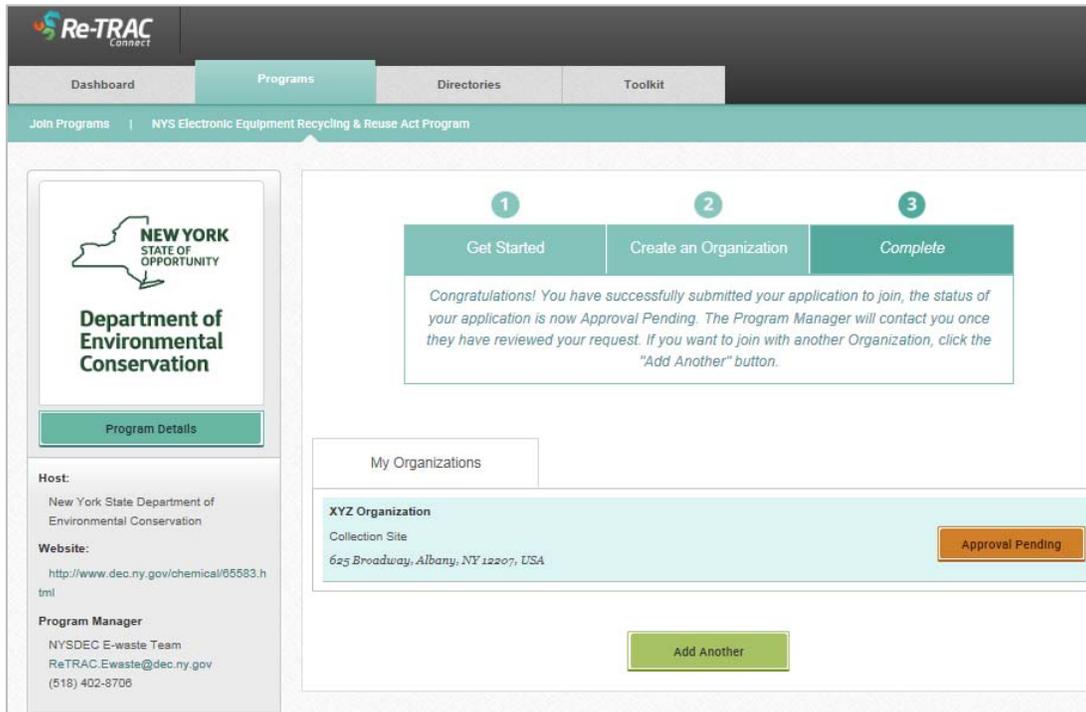
Contact Fax

Note: System messages will be sent to the email address (username) you used to sign-in to Re-TRAC Connnet. This contact information is only for program information purposes.

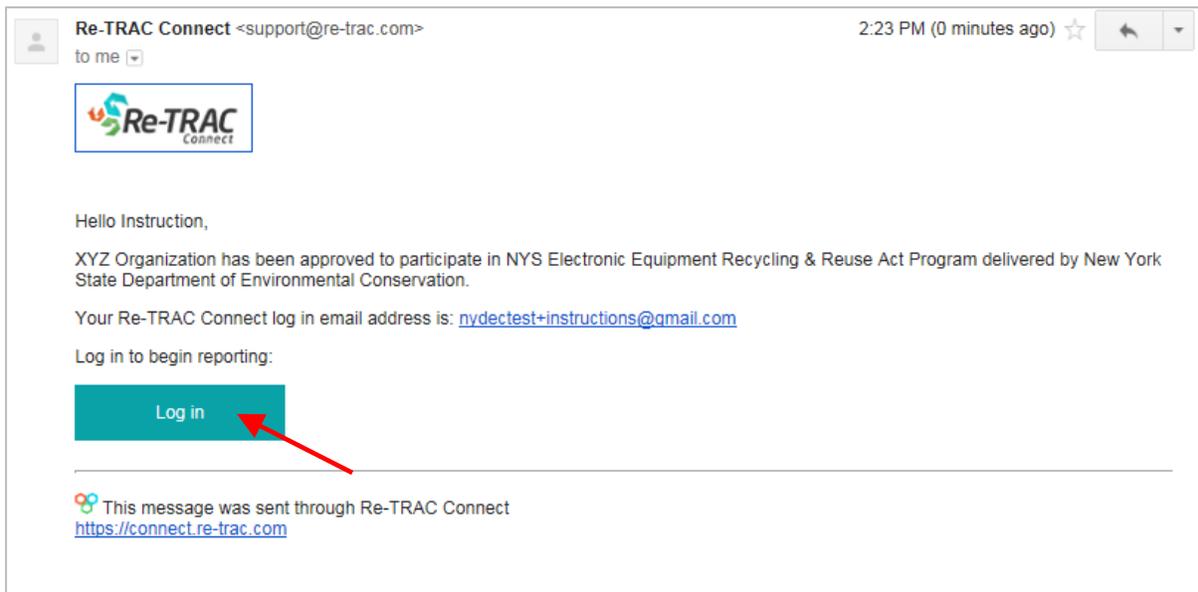
Save

7. A NYSDEC E-waste Team Program Manager will then review and approve your request to join. We will do our best to respond within one business day. You may now exit the system while you await approval.

NOTE: Should you be denied access to the NYSDEC E-waste Online Registration & Reporting System, you will be notified via e-mail and will have an opportunity to try and re-join.



8. Once approved, you will receive an e-mail notification and be able to Log in to the online system. Click the "Log in" button.



9. Once you've logged-in to the online system, you will be brought to your organization's Dashboard. From here, you must click the "Go" button to access any applicable registration or annual reporting forms available to you.

The screenshot displays the Re-TRAC Connect user interface. At the top, the navigation bar includes the Re-TRAC Connect logo, a dropdown menu for 'Instruction Creation', a 'Messages' notification with a red badge showing '1', and links for 'Help' and 'Log Out'. Below this is a secondary navigation bar with tabs for 'Dashboard', 'Programs', 'Directories', and 'Toolkit'. The main content area is titled 'Dashboard' and is divided into several sections. The 'My Programs' section features a 'Join Programs' button and a list of programs, including the 'NYS Electronic Equipment Recycling & Reuse Act Program'. Under this program, there is a search bar containing 'XYZ Organization' and a 'Go' button, which is pointed to by a red arrow. Below the search bar is a link for 'Add / View All Organizations'. To the right of the 'My Programs' section is a teal banner with the text 'Does Better Communication provide Better Understanding, which leads to Better Recycling?' and a sub-section titled 'WITHOUT QUESTION!' with a link for 'NEW Plastic Recycling Outreach Terms'. Below the banner is a 'Tuesday Training' section with a 'Register' button. At the bottom of the dashboard is a 'Get Started' section with a search bar and three main categories: 'Join Directories', 'Build your Toolkit', and 'Access Resources', each with a corresponding button.

You have now completed the Re-TRAC Connect account creation process, and have successfully joined the NYSDEC E-waste Online Registration & Reporting System. You may now begin STEP TWO, entering data into the available registration form. Thank you.