



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

(Instructions for Electronic Waste Collection Sites, Consolidation & Recycling Facilities)

New and existing electronic waste recycling facilities, consolidation facilities and collection sites 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 is in this document?

- Re-TRAC account creation instructions
- Re-TRAC profile/ Recyclesearch.com creation instructions

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 Sites/Facilities](#) (PDF)
- [STEP THREE: Completing and Submitting Annual Reporting Forms: Guidance for Facilities](#) (PDF)
- [STEP THREE: Completing and Submitting Annual Reporting Forms: Guidance for Collection Sites](#) (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](#).

NEW YORK STATE OF OPPORTUNITY
Department of Environmental Conservation

Questions?

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

Available In

✓ Everywhere

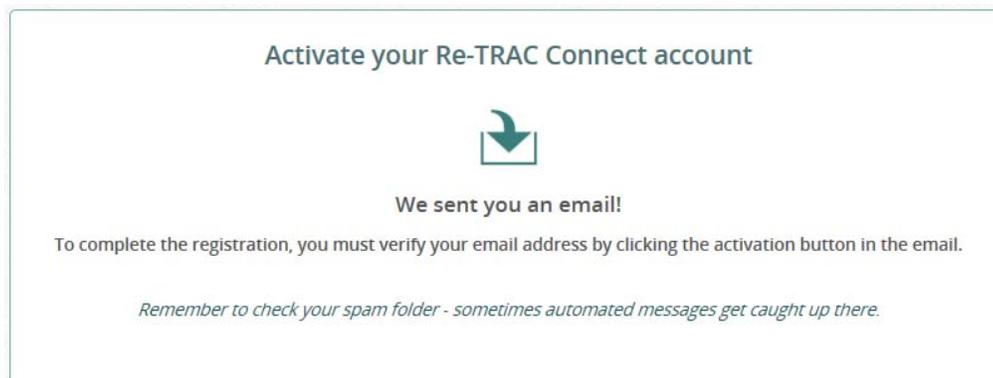
NYS Electronic Equipment Recycling & Reuse Act Program

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.

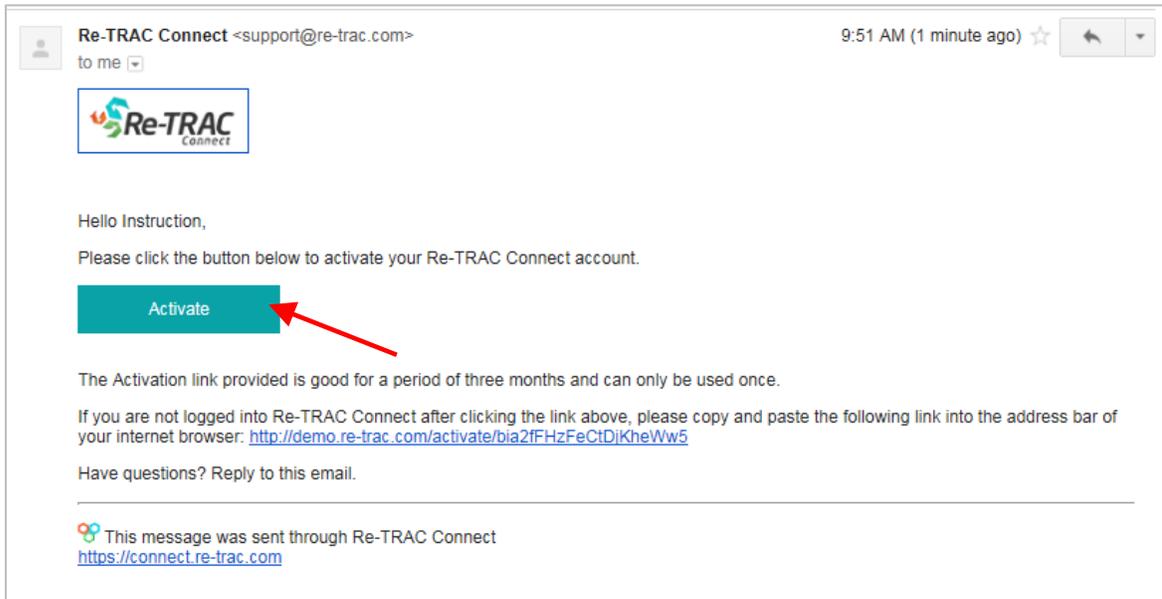
Re-TRAC Connect serves as the Department's online registration and annual reporting system for the Act. Manufacturers of covered electronic equipment, collective electronic waste acceptance programs, electronic waste collection sites, consolidation facilities and recycling facilities, are required to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

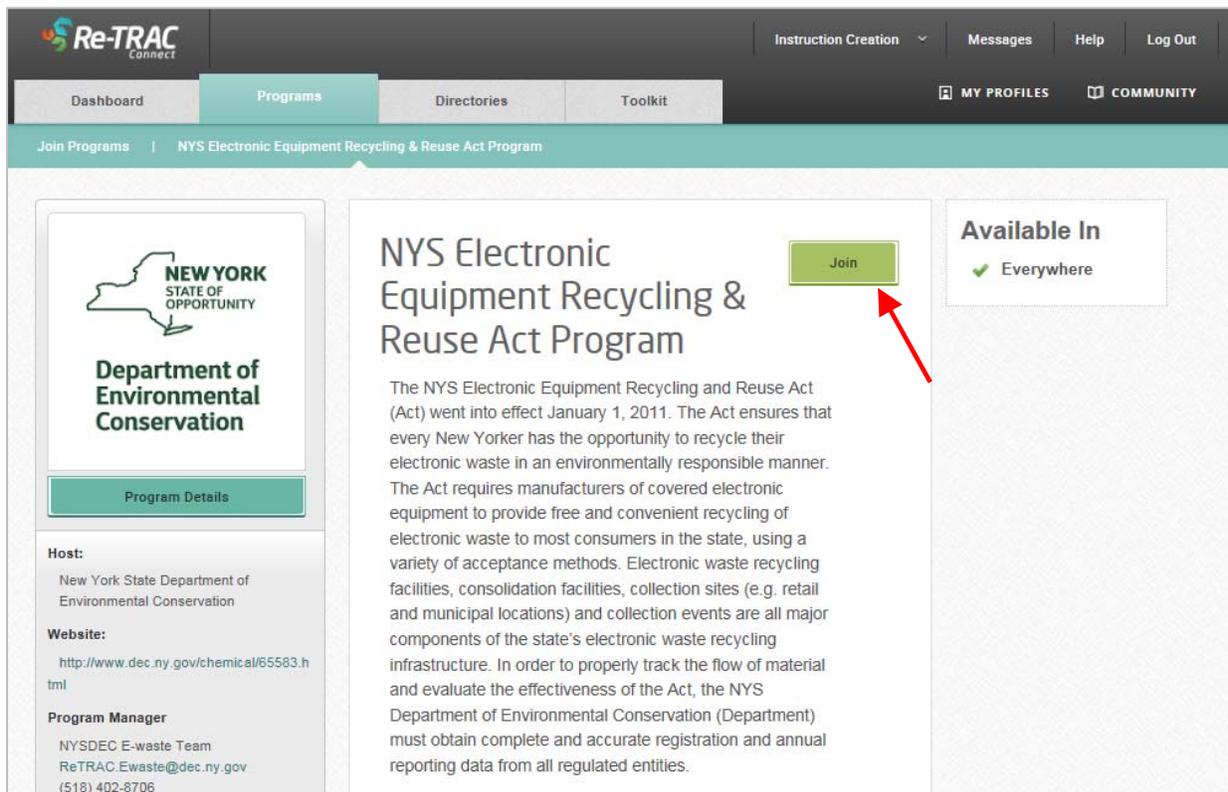
2. After clicking “Create My Account”, you will receive the following message to check your e-mail for an activation link:



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 (electronic waste collection site, consolidation facility, or recycling facility) 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.

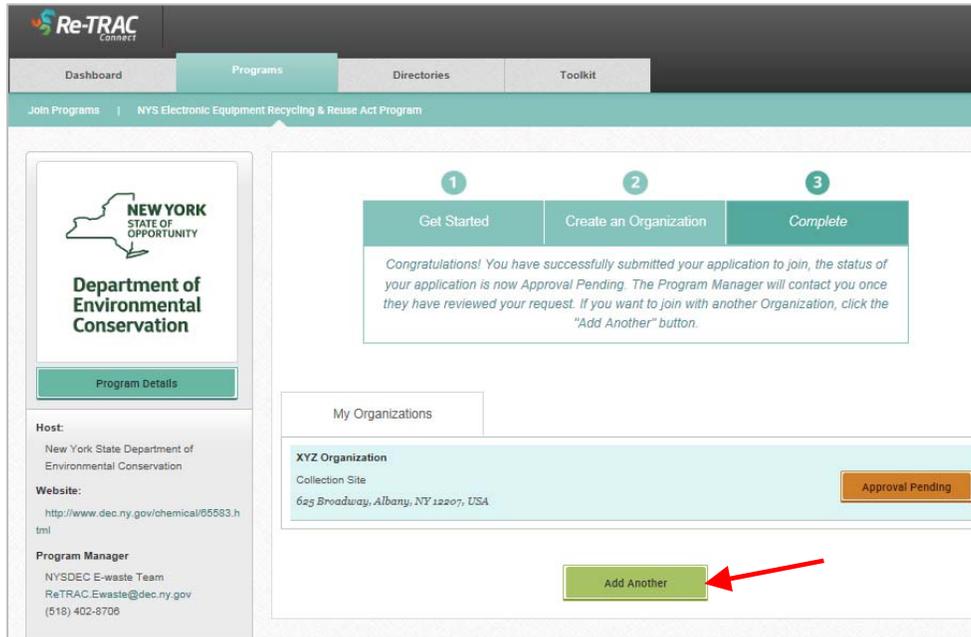
NOTES:

- If you are already registered with the NYSDEC, you should provide the **same** name as you did on your original paper registration form.
- Electronic waste sites and facilities should familiarize themselves with the details of the program by visiting the NYSDEC's website (<http://www.dec.ny.gov/chemical/65583.html>). If you are registering as a combination of an electronic waste collection site, electronic waste consolidation facility and/or electronic waste recycling facility, you should select the highest level of facility operation as your organization type. For example, if you are registering an electronic waste recycling facility that will also operate as an electronic waste collection site, you should select "recycling facility" as your organization type. Once your account is created you will be required to complete a registration form where these additional details of your organization will be noted.

The screenshot shows the Re-TRAC Connect web application interface. At the top, there is a navigation bar with the Re-TRAC Connect logo and links for Instruction Creation, Messages, Help, and Log Out. Below this is a secondary navigation bar with Dashboard, Programs (selected), Directories, and Toolkit. The main content area is titled 'Join Programs | NYS Electronic Equipment Recycling & Reuse Act Program'. On the left, there is a sidebar for the New York State Department of Environmental Conservation, including program details and contact information for the Program Manager. The main content area features a progress indicator with three steps: 1 (Get Started), 2 (Create an Organization), and 3 (Complete). Step 2 is currently active. Below the progress indicator, there is a message: 'Thank you for your interest in joining. You currently do not have an existing Organization eligible to join. Start by entering your Organization's name and select your Organization type. Click the "Next" button to continue.' The 'ADD A NEW ORGANIZATION' section contains two form fields: 'Name your Organization *' with the text 'XYZ Organization' and 'Select your Organization type *' with a dropdown menu. The dropdown menu is open, showing options: 'Select Type', 'Collection Site', 'Collective', 'Consolidation Facility', 'Electronic's Manufacturer', and 'Recycling Facility'. A green 'Next' button is located below the dropdown menu, and a red arrow points to it.

7. If you manage the reporting for separate individual electronic waste sites and/or facilities, you may click the “Add Another” button to enter the name and organization type, and then click “Next” to enter the location details as in Step 6 above. Doing this will give you access to multiple reporting entities under one account log-in.

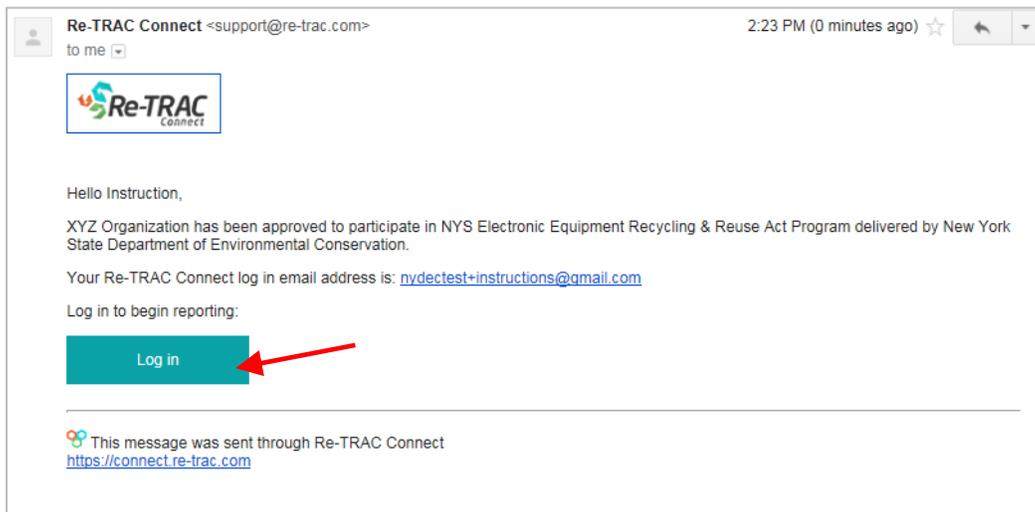
Important: Do not use the “Add Another” feature if you are a retail organization with multiple collection locations but will be reporting under one registration number. Location information for multiple retail collection sites will be addressed later in this document.



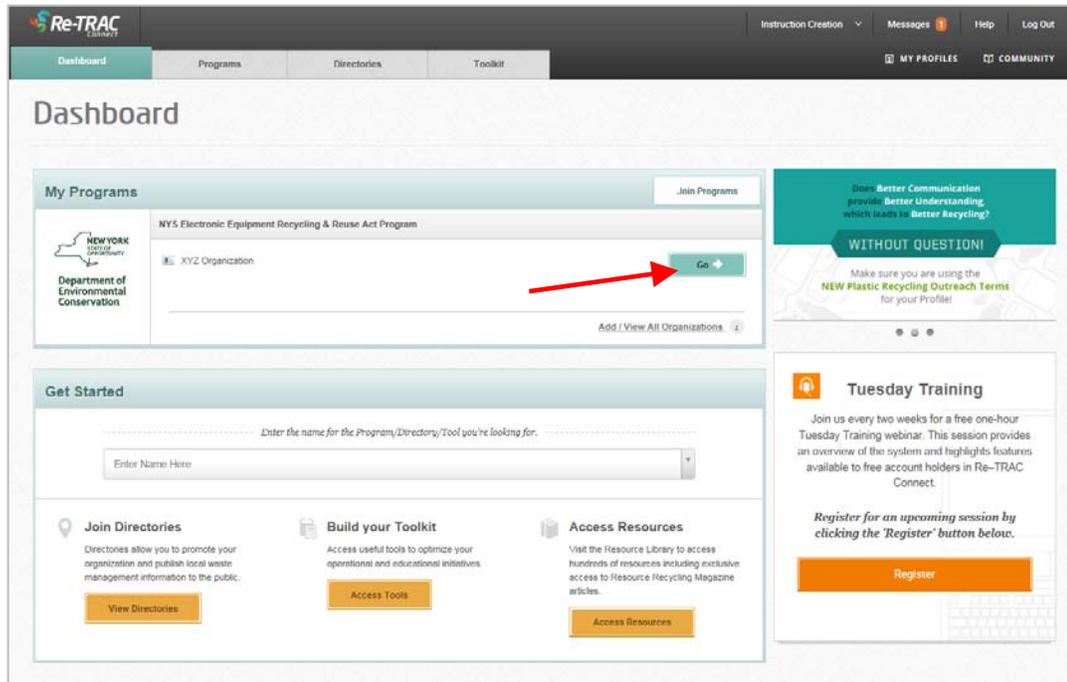
8. A NYSDEC E-waste Team Program Manager will then review and approve your request to join. We will do our best to respond within one business day. You may now exit the system while you wait.

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.

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

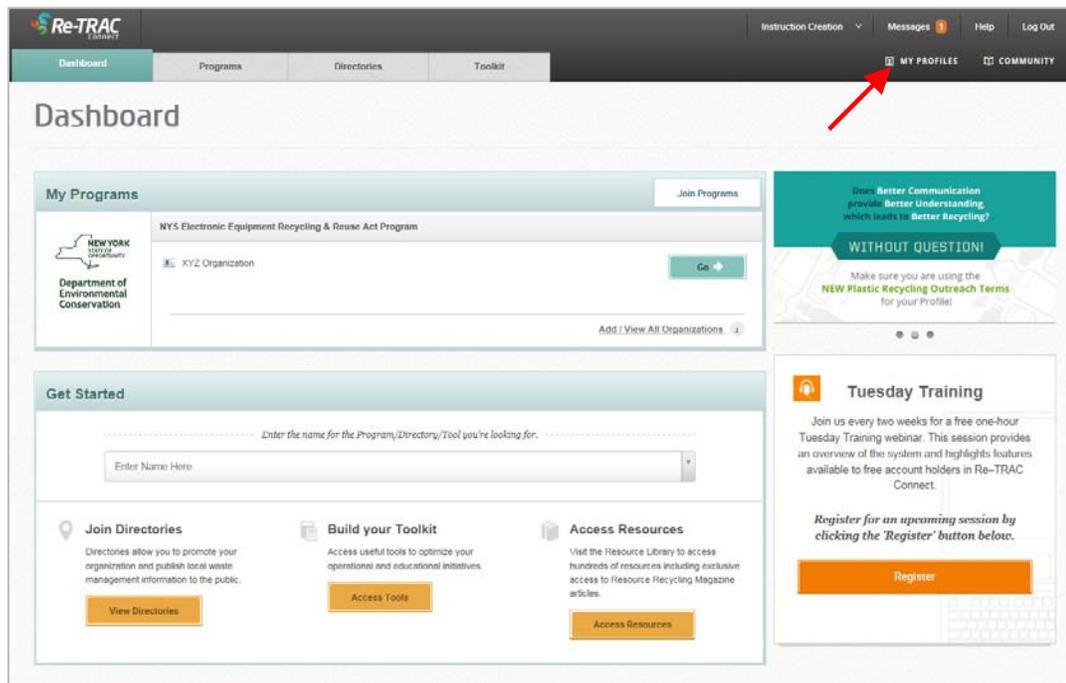


- Once you've logged-in to the online system, you will be brought to your organization's Dashboard. From here, you must click the "Go" button to access any applicable registration or annual reporting forms available to you.

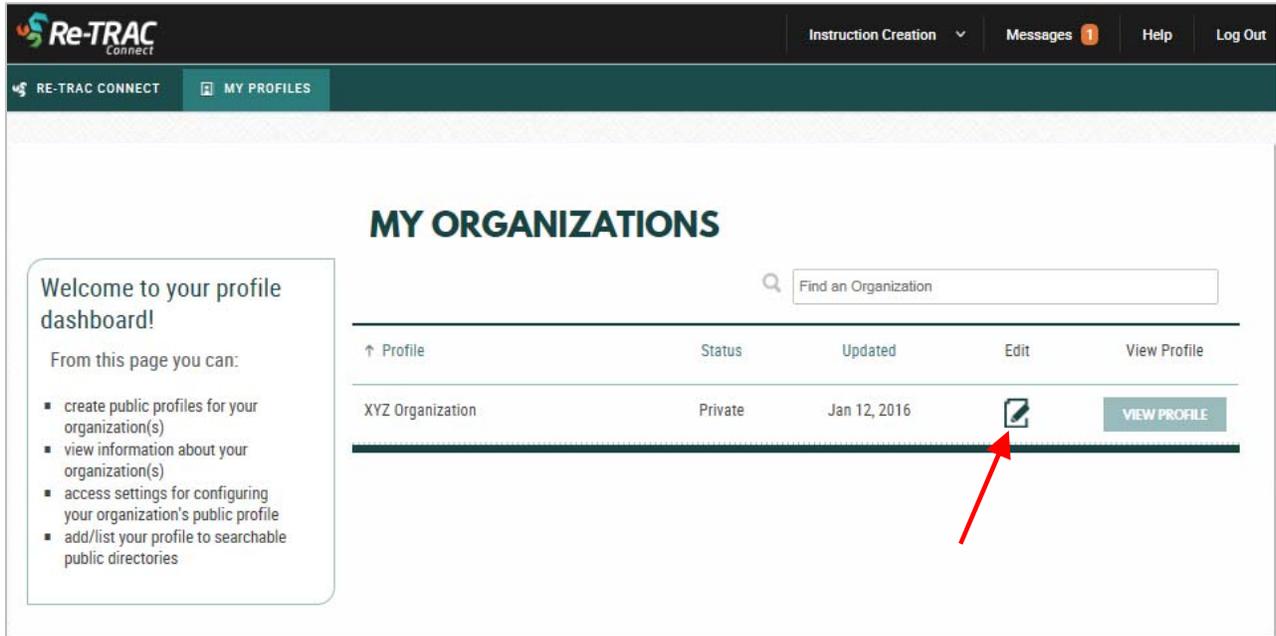


Re-TRAC Profile Creation

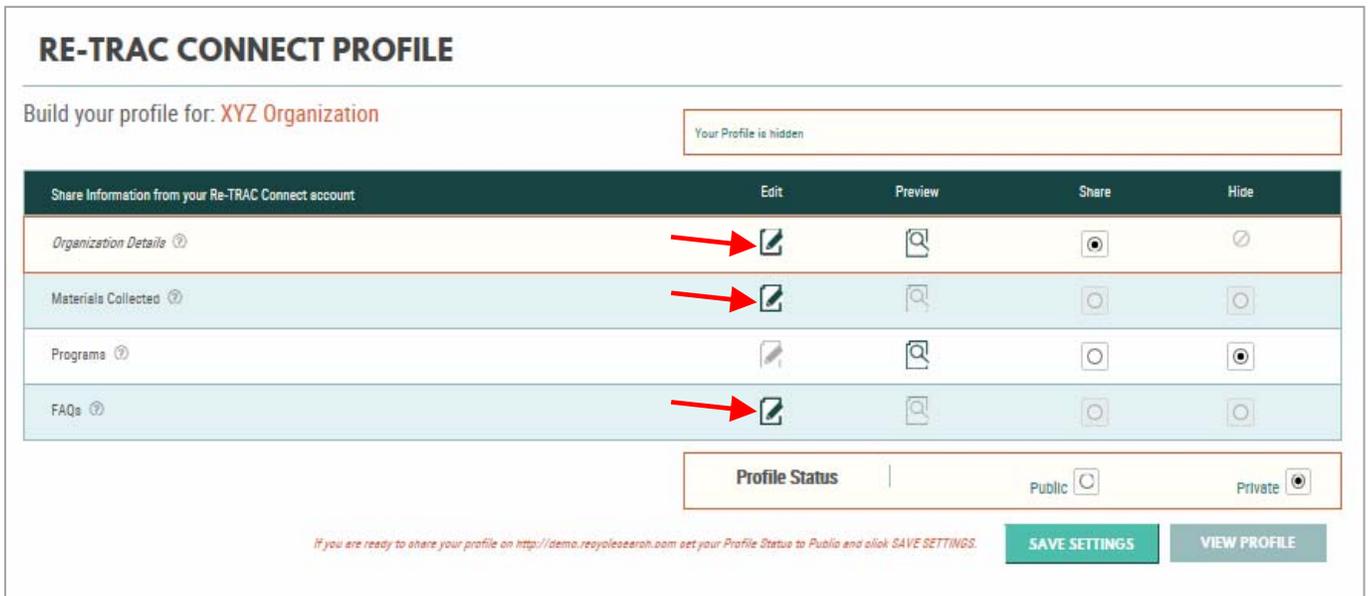
- At this time, we ask that the first thing you do once logged-in to the online system is create your profile. Profiles will appear on Recyclesearch.com, which is a helpful locator tool for those looking to connect with the recycling community. To begin, click on "My Profiles" in the upper right hand corner of your screen.



2. Click on the icon below "Edit".



3. Please fill out your Organization Details, Materials Collected, and FAQs as applicable, paying close attention to the contact details and hours of operation provided in the Organization Details category. You must click on the icons below "Edit" to access the different categories. When you are editing the Organization Details category, make certain you check the Hours of Operation box under Contact Details so that your location's hours are shown in its profile. Make sure to click the "Save" button at the bottom right of the page before exiting each category.



- Once you are satisfied with your profile, please change the Profile Status to "Public," click all buttons under "Share," and then click the "Save Settings" button.

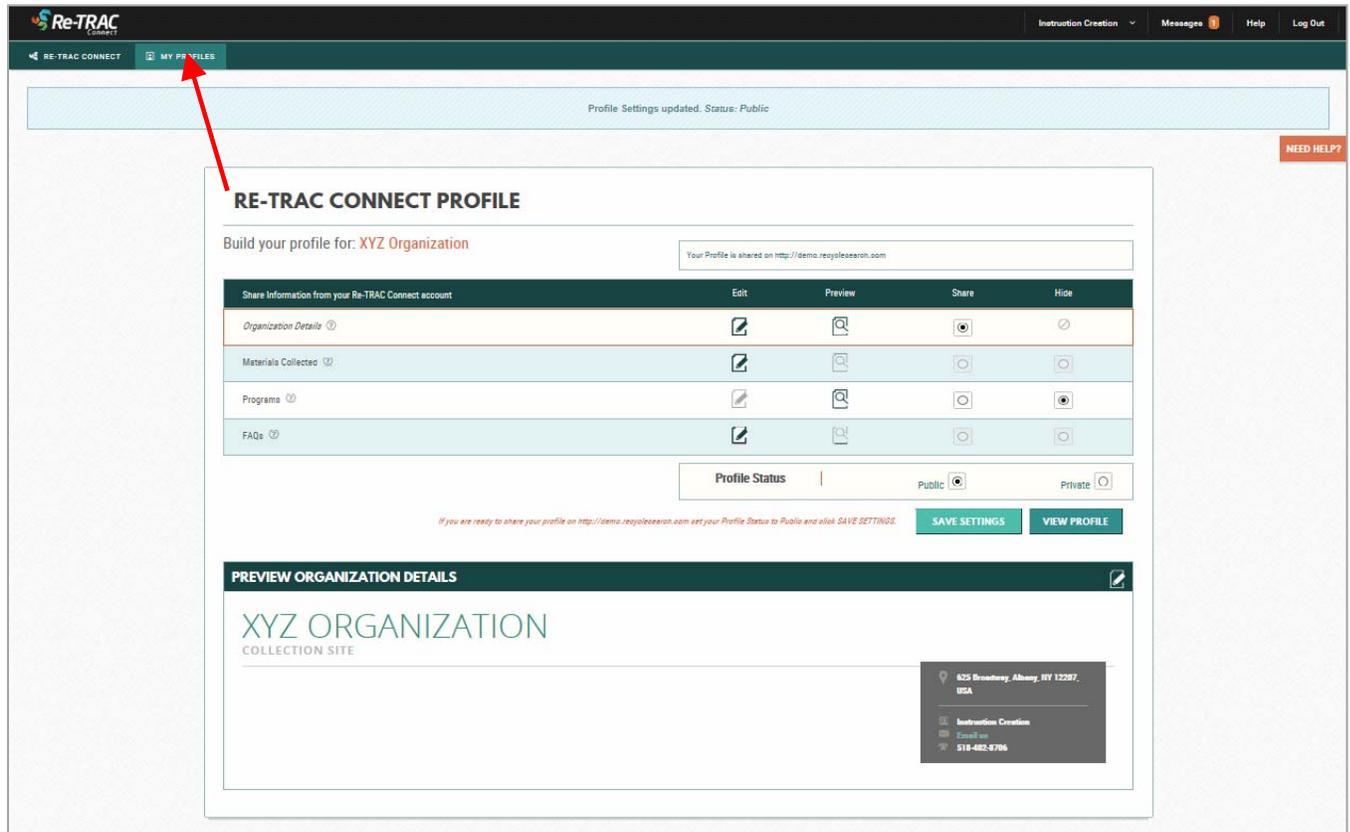
NOTES:

- Any information shared will be viewable by the public via the <http://recyclesearch.com/> website once the profile status is made public.
- If you do not accept from the public, you may wish to leave your profile private.
- If you do not accept from the public or have restrictions on what/from whom you accept, but still wish to have a public profile, make sure to include any such restrictions in your profile.

- If you report for more than one organization and have created multiple organizations as in Step 7 under Re-TRAC Account Creation, you will need to repeat Steps 2 through 4 above for each reporting organization.

6. Once you have completed all your Re-TRAC Connect profiles, you may now click on Re-TRAC Connect to return to your dashboard and begin filling out the online registration and annual reporting forms.

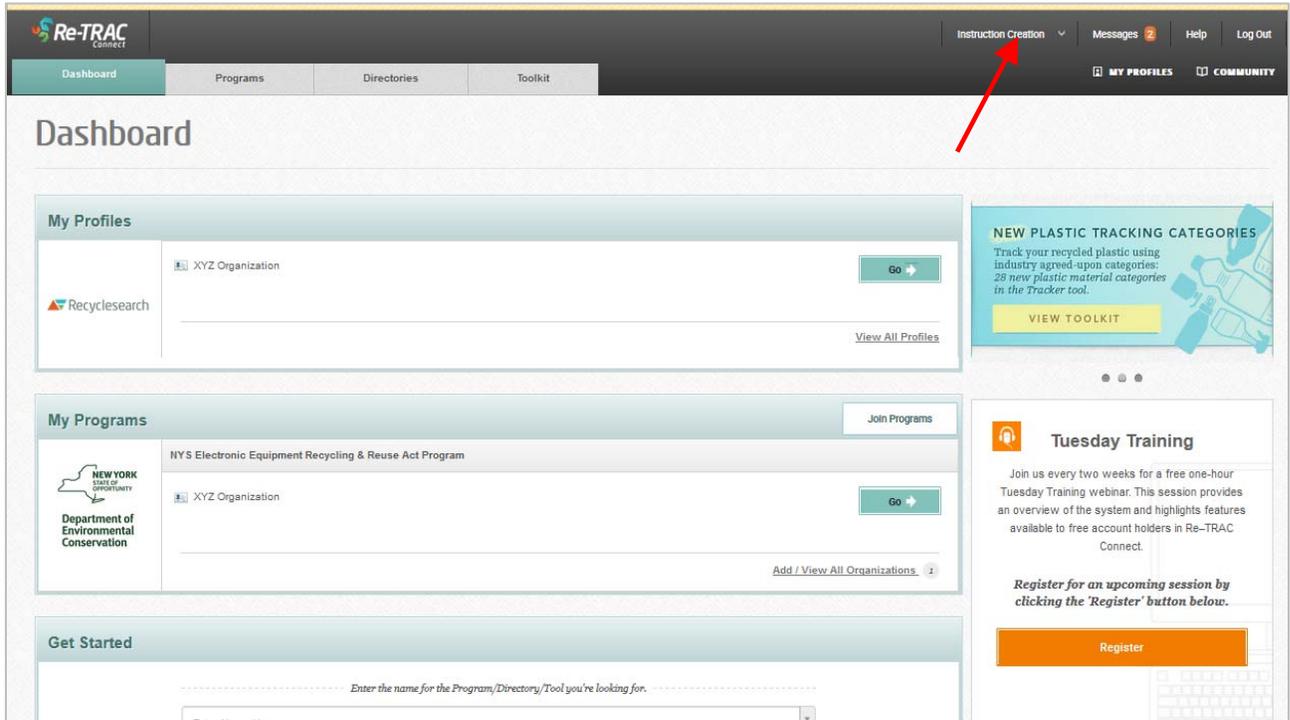
NOTE: Remember to fill out the registration and annual reporting forms for each of the organizations you've created a profile for.



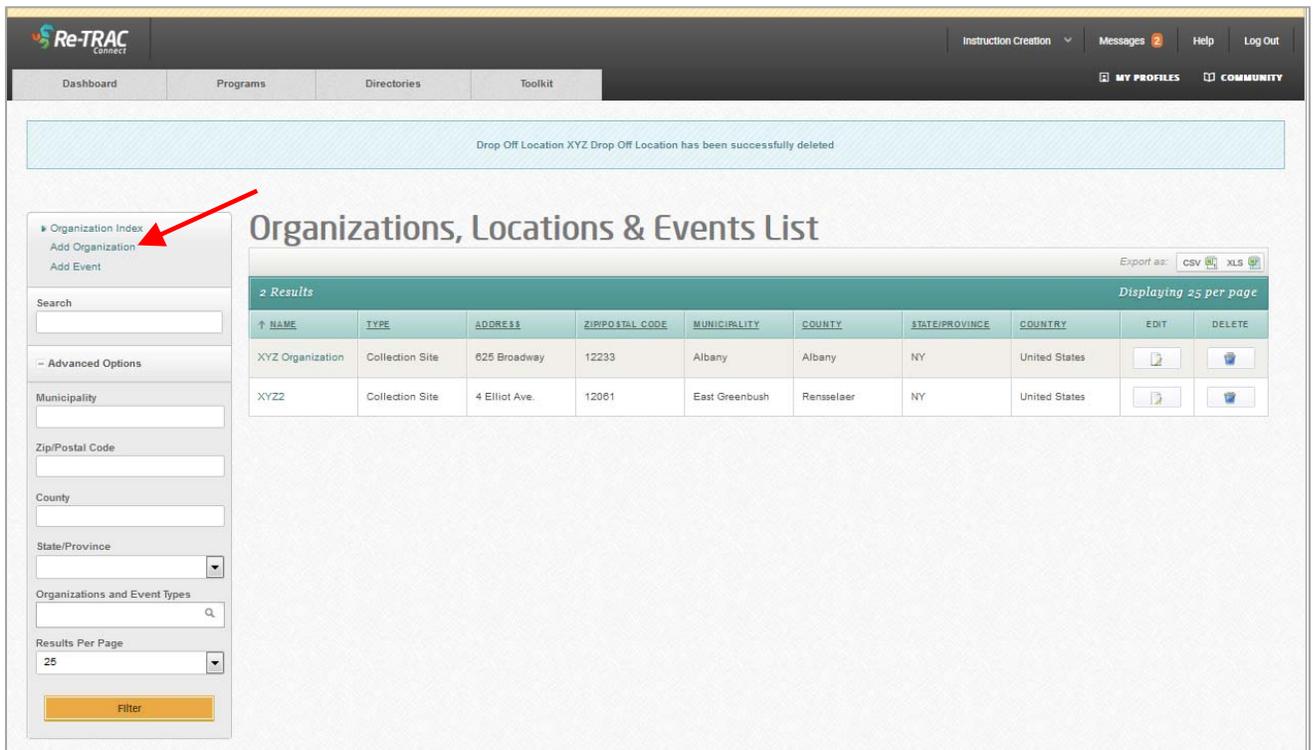
Please continue **ONLY** if you are reporting on behalf of multiple retail collection sites, as additional steps are required.

For all others, you have now completed the Re-TRAC Connect account creation process, have successfully joined the NYSDEC E-waste Online Registration & Reporting System, and have created your organization's profile(s) for Recyclesearch.com. You may now begin STEP TWO, entering data into the available registration form(s).

- For multiple retail collection sites under one registration, you can add profiles under Recyclesearch by clicking on the drop-down menu with your account name in the upper right hand corner and clicking on "My Organizations".



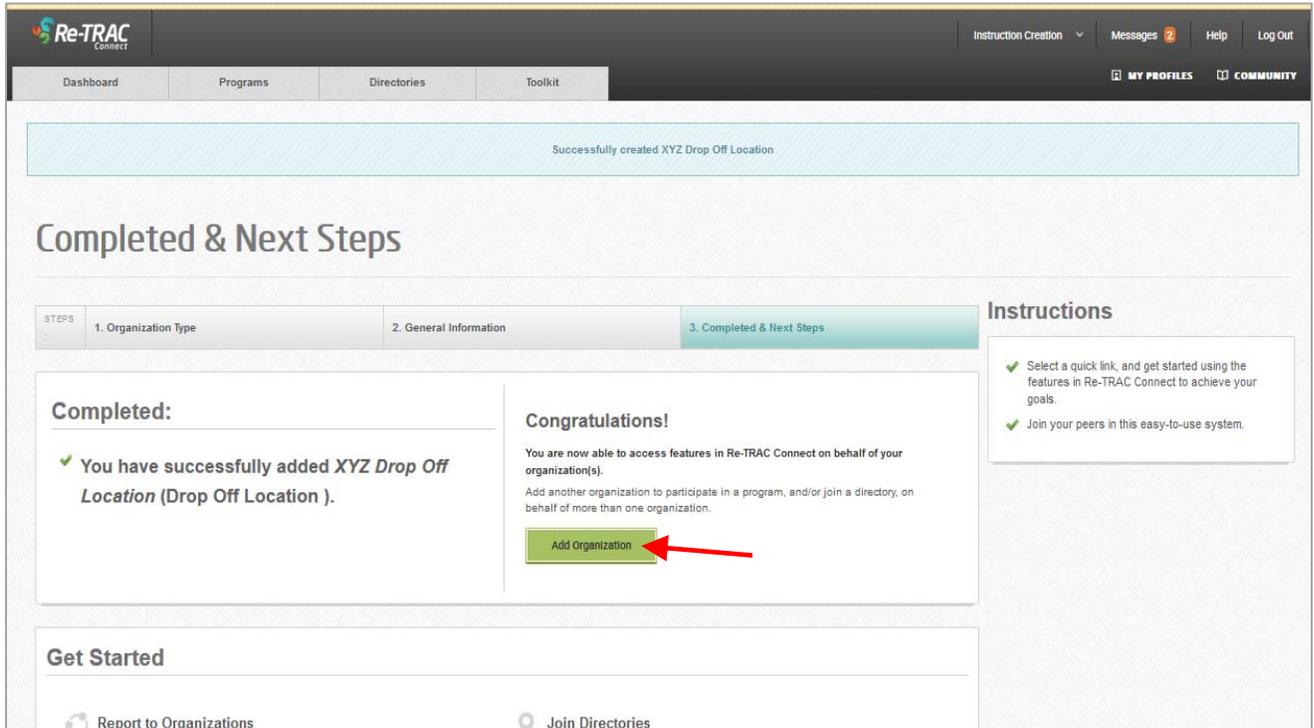
- Click on the "Add Organization" link to choose the type of organization profile to create.



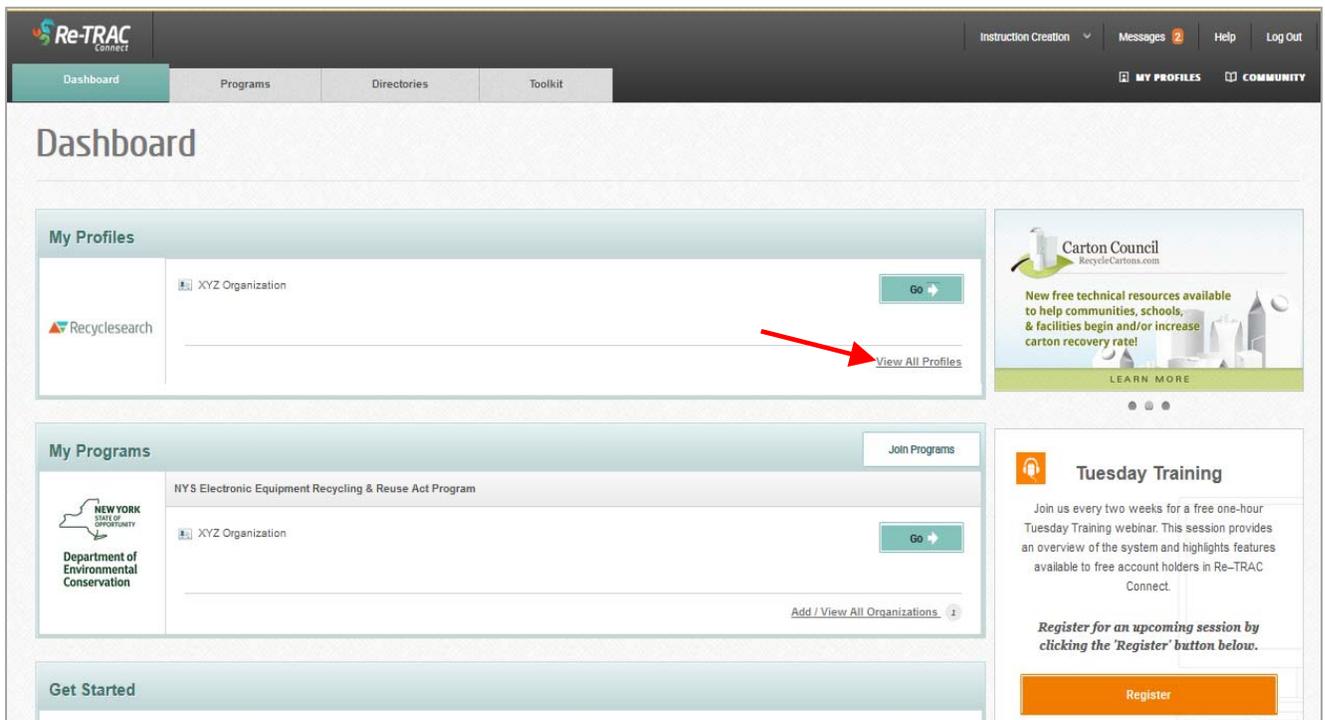
- NYSDEC recommends multiple retail collection sites choose "Drop Off Location" under Drop-off/Depot Locations. Then, click "Next."

- On the General Information tab, please complete the Add Drop Off Location page by filling out the Location Details. The Contact Information for this Drop Off Location and the Drop Off hours for Drop Off Location do not need to be completed at this point. Once complete, you can click "Save" at the bottom of the page.

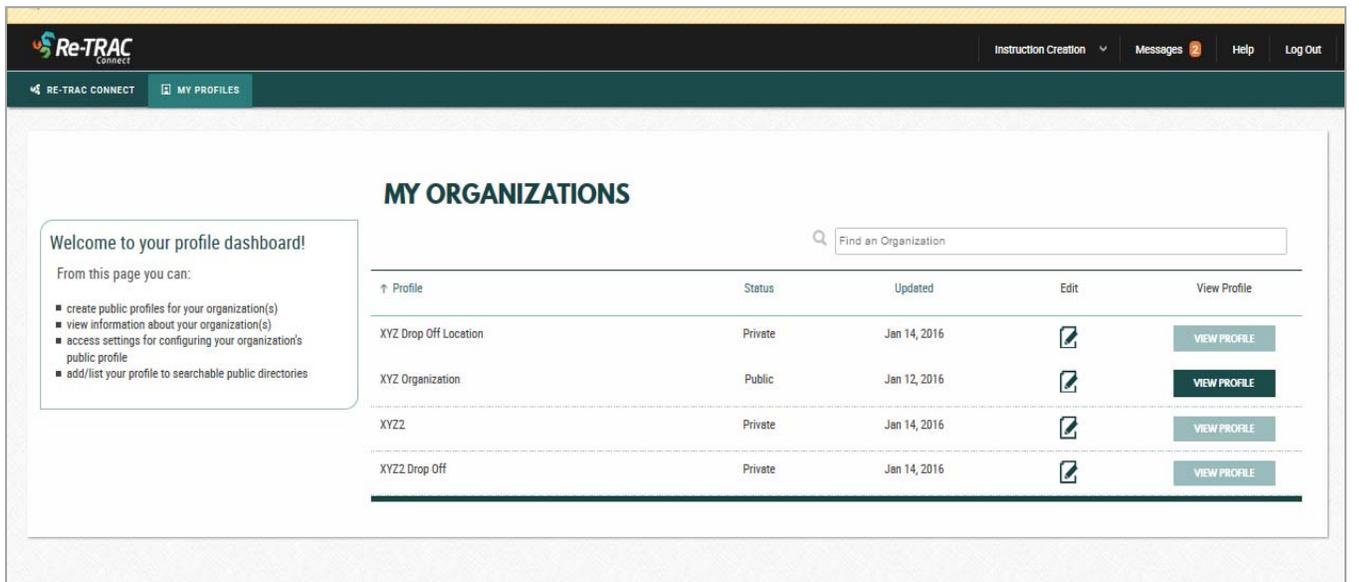
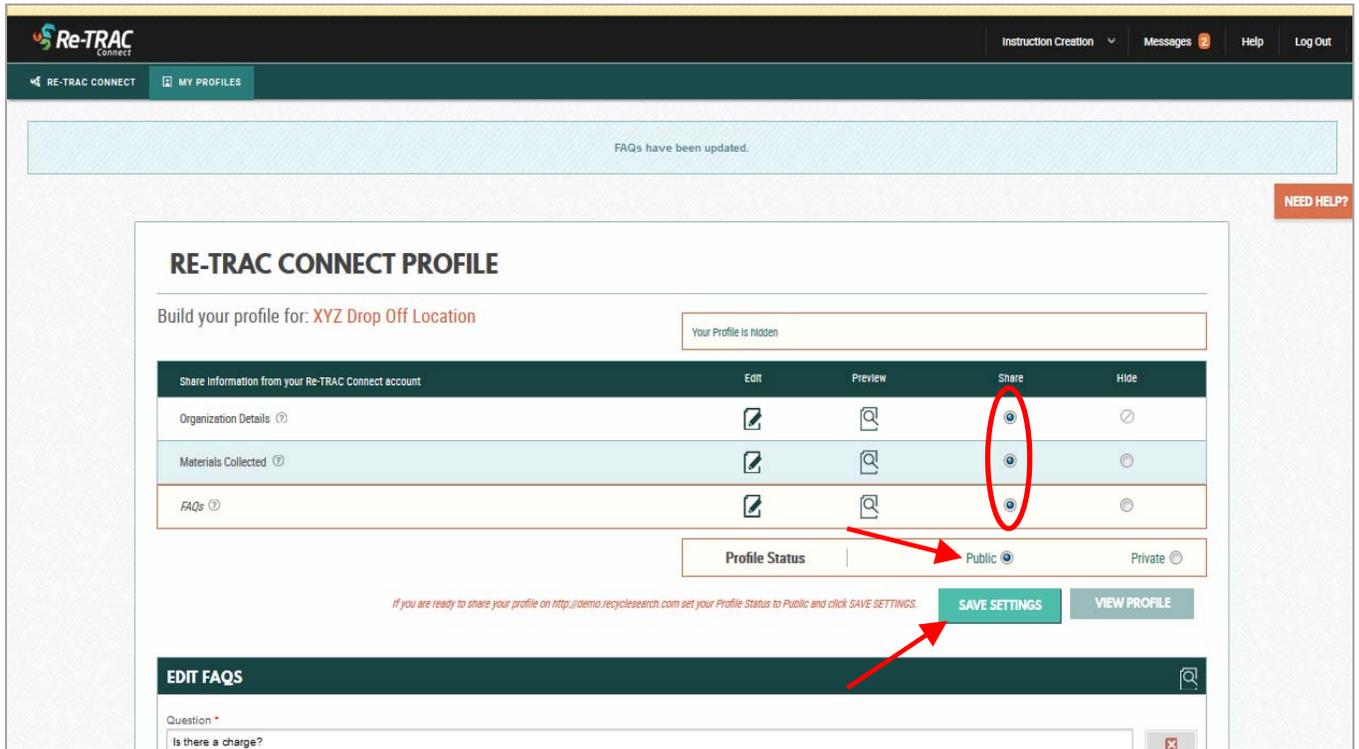
11. You will be brought to the “Completed & Next Steps” screen where you can click on the “Add Organization” button to add another location or click on the “Dashboard” tab to go back to the Dashboard.



12. When you have finished adding all your locations, return to the Dashboard, click on the “View All Profiles” link in the lower right corner of the My Profiles box. There you will see a list of all your added drop-off locations.



13. For each drop-off location, repeat Steps 2, 3 and 4, making sure to mark "Share" for each category, change the Profile Status to "Public," and click on "Save Settings" after each profile is entered. The drop-off locations will now appear on the Recyclesearch website along with the location name, address, hours of collection and materials accepted you specified in each location's profile.



You have now completed the Re-TRAC Connect account creation process, have successfully joined the NYSDEC E-waste Online Registration & Reporting System, and have created your organization's profile(s) for Recyclesearch.com. You may now begin entering data into the available registration form(s). Thank you.