



## STEP TWO: Completing and Submitting Registration Forms & Fee Payments using the NYSDEC E-waste Online Registration & Reporting System

(Guidance for Manufacturers & Collective Electronic Waste Acceptance Programs)

If you've not already done so, the first step in submitting your registration under the NYS Electronic Equipment Recycling & Reuse Act (Act) is to create a Re-TRAC Connect Account to gain access to the NYSDEC E-waste Online Registration & Reporting System. Please refer to [STEP ONE: Creating a Re-TRAC Connect Account and Joining NYSDEC's Program: Instructions for Manufacturers & Collectives](#) (PDF).

### What is in this document?

- Instructions for logging into your existing Re-TRAC Connect Account
- Instructions for accessing and completing your online registration form
- Instructions for submitting your online registration form, hard-copy certification, and any applicable registration fee payment

### 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 ONE: Creating a Re-TRAC Connect Account and Joining NYSDEC's Program: Instructions 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?

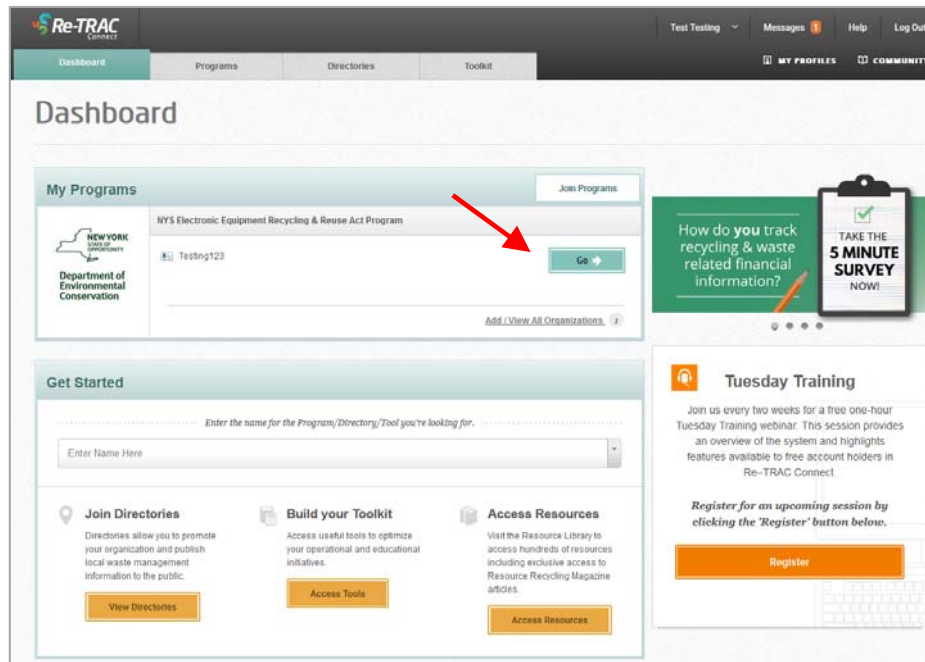
- Technical support questions related to the Re-TRAC Connect online software should be directed to Emerge Knowledge Design Inc. at: [support@re-trac.com](mailto:support@re-trac.com) or (888) 600-3907.
- Questions related to the content of the online registration and reporting forms should be directed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

### Quick Tips

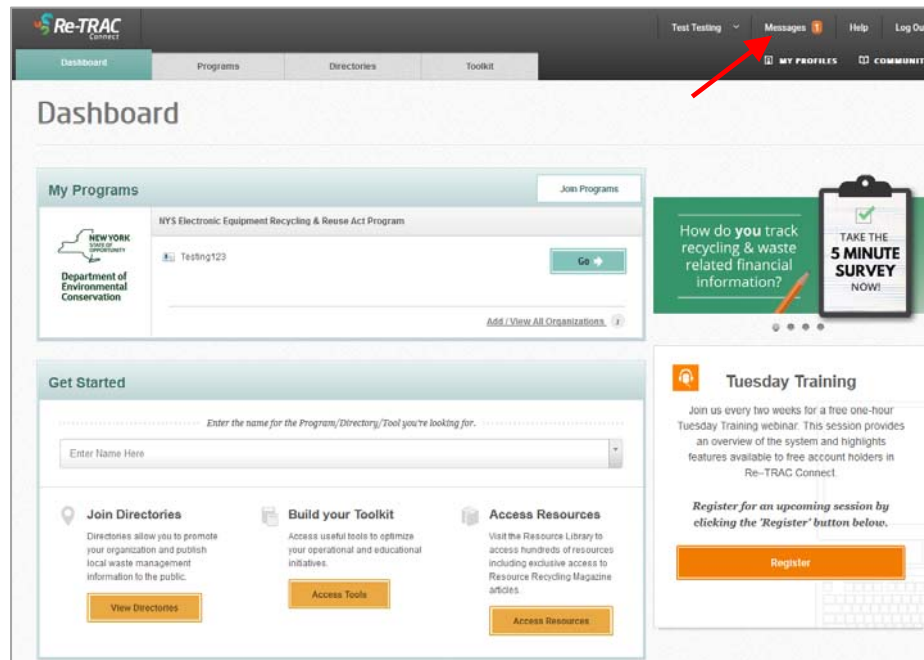
- **Internet Browser Recommendation:** Re-TRAC Connect is accessible in all modern browsers. For the best user experience, we recommend that you update to the newest version of your preferred internet browser. In older versions of some browsers (ex. Internet Explorer 8) users might experience issues in presentation, such as content spacing, alignment of labels, and rounded corners. Internet Explorer 6 and Internet Explorer 7 are outdated and are no longer supported by Re-TRAC Connect due to security concerns and lack of support for modern web standards.
- **Zoom Feature:** Some text within the tables in the registration forms may appear too large/small for your screen. You'll want to adjust the zoom on your browser in either case, which will not affect data entry.

## Logging Into and Navigating Re-TRAC Connect

1. Visit <https://connect.re-trac.com/login>, and enter the log-in credentials submitted during the account creation process to access the online system.
2. Once logged-in, you will be brought to your organization's Dashboard. From here, you must click the "Go" button next to the NYSDEC logo under "My Programs" to access the applicable registration form(s) available to you.



**NOTE:** Also available in your Dashboard is the Messages feature – notifications from the NYSDEC and Re-TRAC Connect. These will also be delivered to the e-mail address associated with your account.



## Accessing and Completing the Online Registration Form

After clicking the "Go" button next to the NYSDEC logo under "My Programs" on your Dashboard (as described in Step 2 of the previous section), you are brought to the Program Status page. Here is where you will find the current online forms available to you. Click on the + icon to the right of the Registration form.

The screenshot shows the Re-TRAC Connect interface. The top navigation bar includes 'Dashboard', 'Programs', 'Directories', and 'Toolkit'. The main header reads 'NYS Electronic Equipment Recycling & Reuse Act Program Status' with a member ID of 'TESTING123'. The left sidebar contains the 'Department of Environmental Conservation' logo and 'Program Details'. The main content area provides instructions for registration and reporting. A table at the bottom lists years from 2015 to 2012, with plus icons indicating available forms. A red arrow points to the plus icon for the 2015 registration form.

The registration form itself is fairly self-explanatory, with instructional and hover-over text to assist you along the way. Nevertheless, should you have any questions regarding the content of the form, please contact the NYSDEC E-waste Team at [ReTRAC.Ewaste@dec.ny.gov](mailto:ReTRAC.Ewaste@dec.ny.gov) or (518) 402-8706 and a team member will be happy to assist you in filling out the form.

### Helpful Tips:

- As you begin filling out your organization's registration form, you'll notice fields that have a \* beside them. These are required fields which must be completed before submittal.

The screenshot shows a registration form with the following fields: 'Mailing Address: \*', 'City: \*', 'State: \*' (with a dropdown menu showing '- N/A -'), 'Country: \*', and 'Postal (ZIP) Code: \*'. A red arrow points to the 'City: \*' field.

- If you do not intend to complete the registration form all in one sitting, you may click the "Save" button at the bottom of the registration form and come back to it at your convenience.



- You may print your online registration form at any time by clicking on the icon at the top of the registration form.


## Certification, Submittal and Fee Payment

- Once you've completed filling out your online registration form, you must then print out the [NYS Electronic Equipment Recycling & Reuse Act Certification & Fee Form](#) (130 KB PDF). The form is available at the very end of the registration form under "Certification".

**Certification**

This online registration shall be considered incomplete unless the registrant prints out and mails a hard copy of the following signed certification and fee form accompanied by any applicable fee, to the Department at:

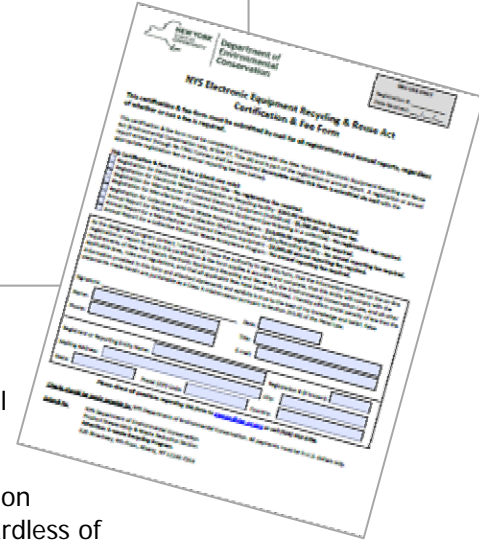
NYS Department of Environmental Conservation  
 Product Stewardship & Waste Reduction Section  
 Attention: E-waste Recycling Program  
 625 Broadway, 9th Floor, Albany, NY 12233-7253



NYS Electronic Equipment Recycling & Reuse Act Certification & Fee Form, [click to download](#) (130 kb PDF)

Check this box to indicate you acknowledge that the certification and fee form is required, regardless of whether or not a registration fee is due. \*

I acknowledge that the certification and fee form is required, regardless of whether or not a registration fee is due.



- New registrants must also submit a registration fee as detailed in the chart below. Checks must be made payable to the NYS Department of Environmental Conservation. All payments must be in U.S. dollars only.

**IMPORTANT:** The NYS Electronic Equipment Recycling & Reuse Act Certification & Fee Form must be completed, signed and submitted for all registrations, regardless of whether or not a fee is required.

**As part of implementing the new E-waste Online Registration & Reporting System, the Department is requiring that all entities who previously registered using paper forms, re-register using the online system. However, no registration fee is due from those who have previously paid.**

Registrant Type	Registration Fee Due
Covered Electronic Equipment Manufacturer (Providing an <b>Individual electronic waste acceptance program</b> )	\$5,000
Covered Electronic Equipment Manufacturer (Participating in a <b>Collective Electronic Waste Acceptance Program</b> )	No Registration Fee Required.
Collective Electronic Waste Acceptance Program	\$10,000

- Mail the hard copy of the certification and fee form with **original** signature, accompanied by any applicable registration fee payment to:

NYS Department of Environmental Conservation  
 Product Stewardship & Waste Reduction Section  
**Attention: E-waste Recycling Program**  
 625 Broadway, 9th Floor, Albany, NY 12233-7253

4. After you have printed out the NYS Electronic Equipment Recycling & Reuse Act Certification & Fee Form, you must check the box on the registration form to acknowledge that the form is required as part of the registration process.

Check this box to indicate you acknowledge that the certification and fee form is required, regardless of whether or not a registration fee is due. \*

I acknowledge that the certification and fee form is required, regardless of whether or not a registration fee is due.



5. To complete the registration process, you must click the "Submit to Program" button at the bottom of the registration form.

**Certification**

This online registration shall be considered incomplete unless the registrant prints out and mails a hard copy of the following signed certification and fee form accompanied by any applicable fee, to the Department at:

NYS Department of Environmental Conservation  
Product Stewardship & Waste Reduction Section  
Attention: E-waste Recycling Program  
625 Broadway, 9th Floor, Albany, NY 12233-7253


NYS Electronic Equipment Recycling & Reuse Act Certification & Fee Form, click to download (130 kb PDF)

Check this box to indicate you acknowledge that the certification and fee form is required, regardless of whether or not a registration fee is due. \*

I acknowledge that the certification and fee form is required, regardless of whether or not a registration fee is due.



**NOTE:** Submitting the registration form will lock the data. If edits are required, you will need to notify the E-waste Team that a change is necessary. You will then be granted access to edit previously submitted information.

6. Back on the Program Status page, you will see that the icon next to your registration form has changed to a lock symbol , meaning your registration is awaiting verification by the E-waste Team. Your registration will be "verified" only when the information submitted has been reviewed and accepted, and the required certification and fee form and registration fee payment (if applicable) has been received. In the meantime, you will be contacted should there be any issues with the information submitted.
7. Once verified by the E-waste Team, you will receive an e-mail notifying you that your registration has been verified.

**You have now completed the registration process as required under the NYS Electronic Equipment Recycling & Reuse Act. STEP THREE will be to submit the registrant's annual report by March 1<sup>st</sup> annually for the prior program year's activities. Thank you.**