



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

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

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 Sites & Facilities](#) (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 payments

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

Who do I contact if I have questions?

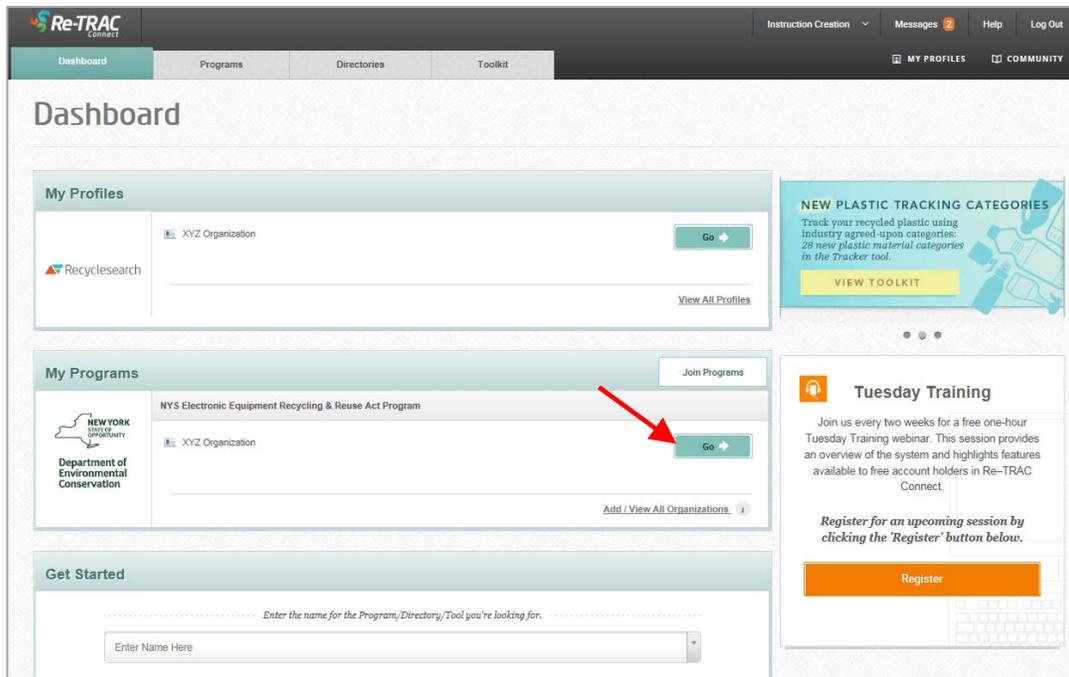
- Technical support questions related to the Re-TRAC Connect online software should be directed to Emerge Knowledge Design Inc. at: support@re-trac.com or (888) 600-3907.
- Questions related to the content of the online registration and reporting forms should be directed to the NYSDEC E-waste Team at: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

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.

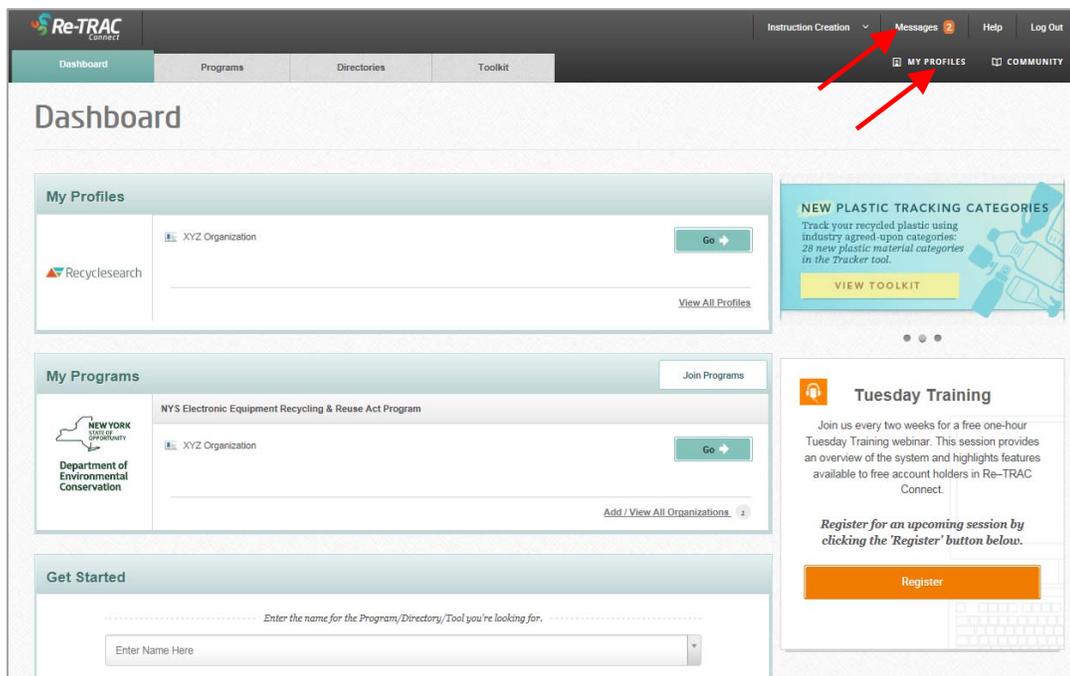
Logging Into and Navigating Re-TRAC Connect

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 are:

- Messages – notifications from the NYSDEC and Re-TRAC Connect. These will also be delivered to the e-mail address associated with your account.
- My Profiles – where you can edit your existing Re-TRAC Connect profile(s) for use in Recyclesearch.com.



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 for Electronic Waste Collection Sites, Consolidation Facilities & Recycling Facilities" form.

The screenshot shows the Re-TRAC Connect interface. At the top, there's a navigation bar with 'Dashboard', 'Programs', 'Directories', and 'Toolkit'. The 'Programs' tab is active. Below the navigation, there's a header for 'NYS Electronic Equipment Recycling & Reuse Act Program' with a 'Status' sub-header and 'Member: XYZ ORGANIZATION'. The main content area contains sections for 'Registration' and 'Reporting'. A table at the bottom lists forms, with a red arrow pointing to a plus sign icon next to the 'Registration for Electronic Waste Collection Sites, Consolidation & Recycling Facilities' form for the year 2015.

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 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 form is titled 'Electronic Waste Site/Facility Information'. It contains the following fields: 'Name of Site or Facility: *', 'Location Address: *' (with a red arrow pointing to it), 'City: *', 'Postal (ZIP) Code: *', 'County: *' (with a dropdown menu), and 'When did this site/facility commence operations (or when does it intend to do so)? *' (with a date picker).

- 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:

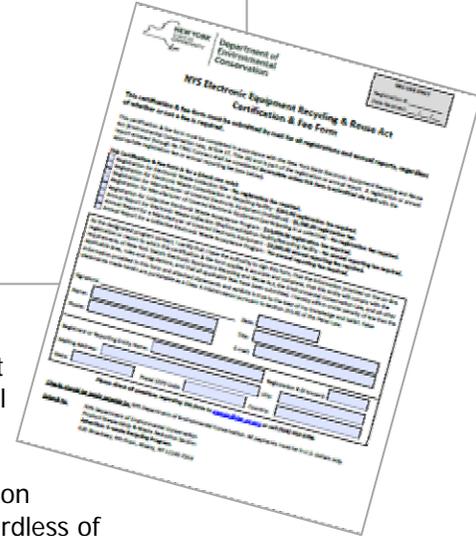
NYS Department of Environmental Conservation
 Product Stewardship & Waste Reduction Section
 Attention: E-waste Recycling Program
 625 Broadway, 9th Floor, Albany, NY 12233-7253



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.



- First-time 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
Electronic Waste Recycling Facility	\$250
Electronic Waste Consolidation Facility	\$250
Electronic Waste Collection Site	No Registration Fee Required.

NOTE: An electronic waste recycling facility that is also operating as an electronic waste consolidation facility, or vice versa, must comply with the requirements of the Act that are applicable to each type of facility; however, only one registration fee and one certification and registration fee form must be submitted for the facility location.

- 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 1st annually for the prior program year's activities. Thank you.