



STEP THREE: Completing and Submitting Annual Report Forms using the NYSDEC E-waste Online Registration & Reporting System

(Guidance for Electronic Waste Collection Sites)

If you've not already done so, the first step in submitting your annual report 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. You are also required to submit an online registration form (STEP TWO) prior to submitting an online annual report. Please refer to the guidance documents below if you have not yet created an account or submitted an online registration form.

What is in this document?

- Instructions for logging into your existing Re-TRAC Connect Account
- Instructions for accessing and completing your online annual report form
- Instructions for submitting your online annual report form and hard-copy certification

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 TWO: Completing and Submitting Registration Forms: Guidance for Sites/Facilities](#) (PDF)

Who do I contact if I have questions?

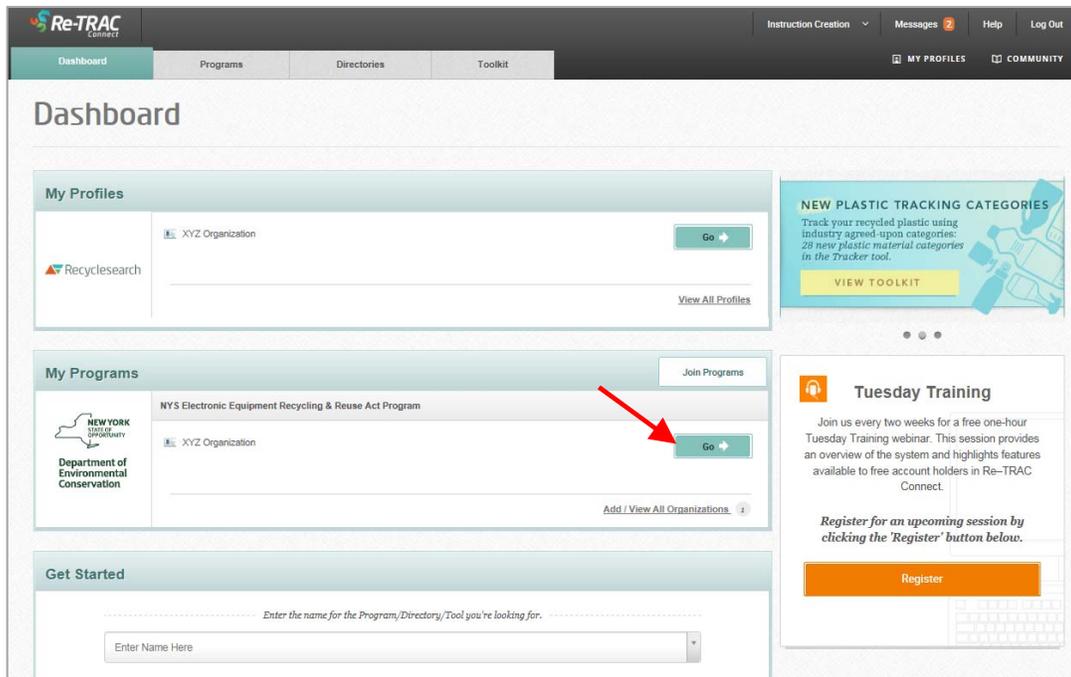
- Technical support questions related to the Re-TRAC Connect online software should be directed to Emerge Knowledge Design Inc. at: support@re-trac.com or (888) 600-3907.
- Questions related to the content of the online registration and reporting forms should be directed to the NYSDEC E-waste Team at: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

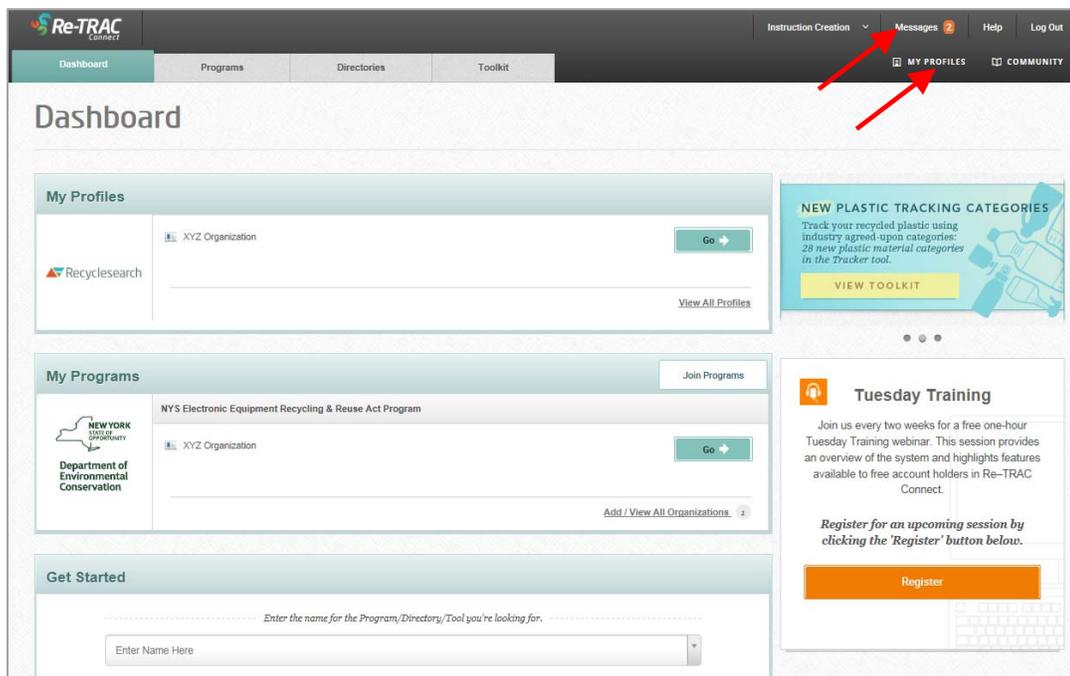
Logging Into and Navigating Re-TRAC Connect

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 annual report 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 Annual Report 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 "Annual Report for Electronic Waste Collection Sites" 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 name 'XYZ ORGANIZATION'. The left sidebar contains 'Program Details', 'Account Information', 'Host', 'Website', and 'Program Manager' information. The main content area provides detailed instructions for registration and reporting. At the bottom, a table lists reporting requirements for 2015, with a red arrow pointing to the '+' icon next to the 'Annual Report for NYS Electronic Waste Collection Sites' row.

The annual report 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 annual report form, you'll notice fields that have a * beside them. These are required fields which must be completed before submittal.

The form titled 'Electronic Waste Site/Facility Information' contains the following fields: 'Name of Site or Facility: *', 'Location Address: *' (with a red arrow pointing to the asterisk), '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 annual report form all in one sitting, you may click the "Save" button at the bottom of the annual report form and come back to it at your convenience.



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

Certification and Submittal

1. Once you've completed filling out your online annual report 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 annual report form under "Electronic Waste Collection Site Certification".

Electronic Waste Collection Site Certification

This online annual report form shall be considered incomplete unless the electronic waste collection site prints out and mails a hard copy of the following signed certification form accompanied by any applicable fee, to the Department at:

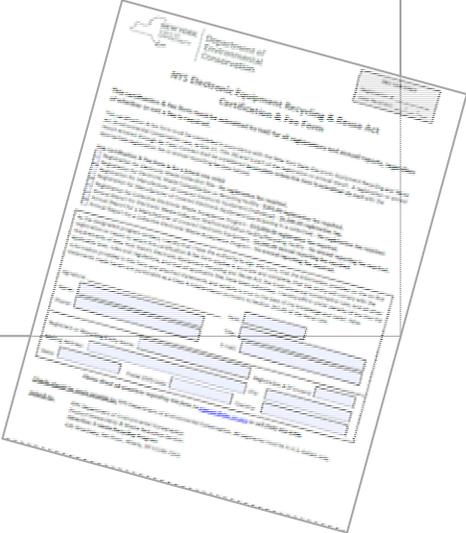
NYS Department of Environmental Conservation
Product Stewardship & Waste Reduction Section
Attention: E-waste Recycling Program
625 Broadway, 9th Floor, Albany, NY 12233-7253

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

The certification and fee form must be received by the Department no later than **March 1, 2016**.

Check this box to indicate you acknowledge that the certification form is required. *

I acknowledge that the certification and fee form is required.



IMPORTANT: The NYS Electronic Equipment Recycling & Reuse Act Certification & Fee Form must be completed, signed and submitted for all annual reports. There is no annual report fee required for collection sites.

2. Mail the hard copy of the certification and fee form with **original** signature to:

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

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

Check this box to indicate you acknowledge that the certification form is required. *

I acknowledge that the certification and fee form is required.

4. To complete the annual reporting process, you must click the "Submit to Program" button at the bottom of the online annual report form.

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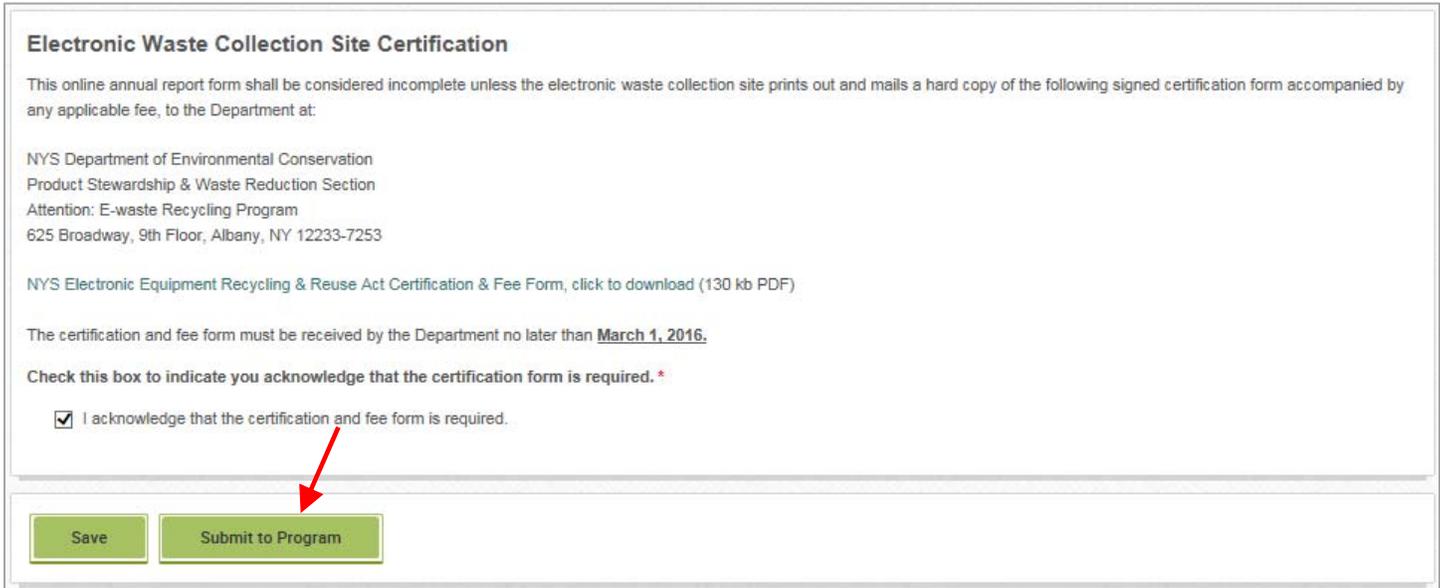
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Save Submit to Program

NOTE: Submitting the annual report 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.

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

You have now completed the annual reporting process as required under the NYS Electronic Equipment Recycling & Reuse Act. Thank you.