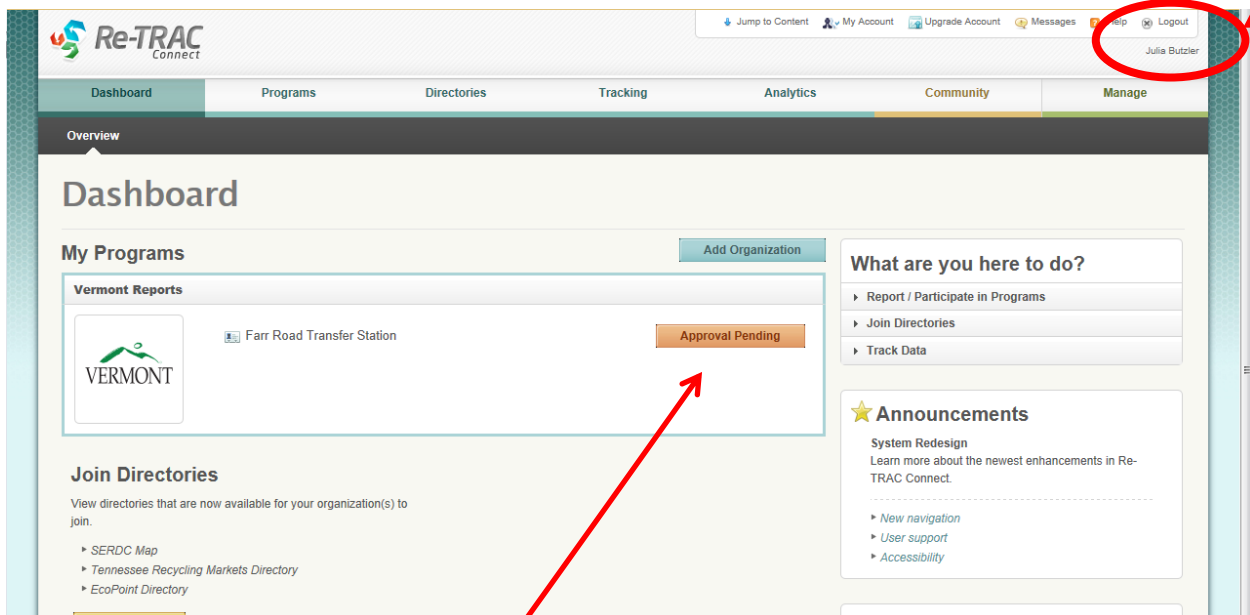


Instructions for Registering in ReTRAC

1. Go to: <https://connect.re-trac.com/register/vermont>
2. Click on the type of facility for which you are reporting. This will take you to the Registration page (IF YOU ARE RESPONSIBLE FOR REPORTING FOR MORE THAN ONE FACILITY: you will have the opportunity to add facilities later in the registration process).
 - a) Click the box(es) for which type of report(s) you are required to return to the state (this may result in several boxes being checked . . . e.g., *Quarterly Disposal, Recycling and Composting Facility Report AND Annual HHW/CEG Report*).
 - b) Fill out **Account Information**. Please use the name and information of the person who will be the ReTRAC administrator; this is the person who is responsible for using ReTRAC to submit the reports.
 - c) Fill out Location Details for the facility. (REMEMBER, IF YOU ARE RESPONSIBLE FOR REPORTING FOR MORE THAN ONE FACILITY: you will have the opportunity to add facilities later in the registration process).
 - d) Fill out Contact Information for the physical facility. This information will be provided to the general public for purposes of contacting the facility directly.
 - e) Accept the **Terms of Use** and click **Register**.
3. AN EMAIL WILL BE SENT TO THE ADDRESS THAT YOU PROVIDED. Please click on the link to activate your account. A new tab will open up to the ReTRAC Connect home page,

and you are already logged in:



4. At this point, you will have to stop and wait for the Program Coordinator (someone of the state's Solid Waste Program) to **approve** your account. This may take up to 24 hours. You will receive an email telling you that "You have been approved for Vermont Reports access"