
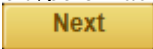



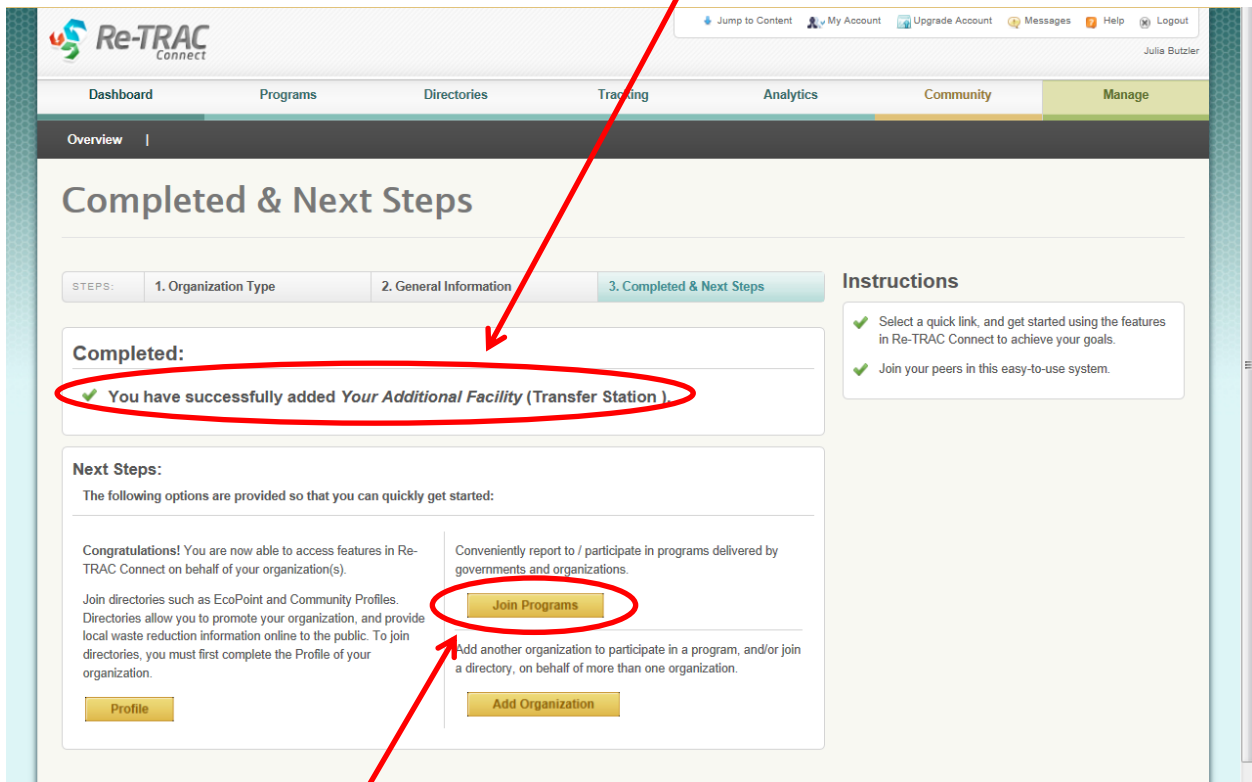
## For Those of You Responsible For Reporting For Multiple Facilities

Additional facilities can be added to the same account, once that account has been 'activated' by you (the account holder).

An account is 'activated' when you have

1. filled out the Registration page; and
2. clicked on the Register button; and
3. clicked on the link provided in the email.

1. Once you – the account holder – signs onto the account, you can add facilities by clicking 
2. Choose the type of facility that you are adding to the account, and click 
3. Fill out Location Details for the additional facility
4. Fill out Contact Information for the physical facility (This information will be provided to the general public for purposes of contacting the facility directly).
5. Click 
6. You should then be directed to a screen informing that you have successfully added [NAME OF FACILITY]:



7. Click on "Join Programs" to choose the reports that are required for this additional facility.

You should be direct to a page that looks like this:

The screenshot shows the Re-TRAC Connect interface. At the top, there's a navigation bar with 'Dashboard', 'Programs', 'Directories', 'Tracking', 'Community', and 'Manage'. Below this, the 'Join Programs' section is active. It features three main program categories:

- KAB Non Affiliate:** Includes 'Keep America Beautiful's Great American Cleanup' with a list of facilities: Center Rutland Recycling, Middlebury Recycling, Northeast Waste Recycling, RCSWMD Rutland MRF, and West Rutland Recycling. Each has a 'Details' button.
- CVP Connect:** Described as a 'FREE education training program'. It lists the same five facilities as the KAB section, each with a 'Details' button.
- Vermont Reports:** Includes 'Vermont Department of Environmental Conservation Reporting'. It lists 'Corinth Recycling Facility' with a 'Details' button that is circled in red.

On the right side, there's a 'What can I do here?' section with bullet points: 'Join and participate in regional and national optional programs delivered by leading sustainability organizations.' and 'Gain knowledge and recognition for my organization.' Below this is an 'Overview' section with a small graphic of a 3D cube with arrows.

Find “Vermont Reports”, and click 

You should be directed to a page that contains this:

The screenshot shows the 'Vermont Reports' page for the Corinth Recycling Facility. At the top, there's a dropdown menu showing 'Corinth Recycling Facility'. Below it is the Vermont logo. The main content area is titled 'VERMONT REPORTS' and 'CORINTH RECYCLING FACILITY'. It contains a section 'Select the reports that you agree to submit:' with four checkboxes:

- Annual Disposal, Recycling and Composting Facility Reports
- Quarterly Disposal, Recycling and Composting Facility Reports
- Annual HHW/CEG Report
- E-Cycles Report

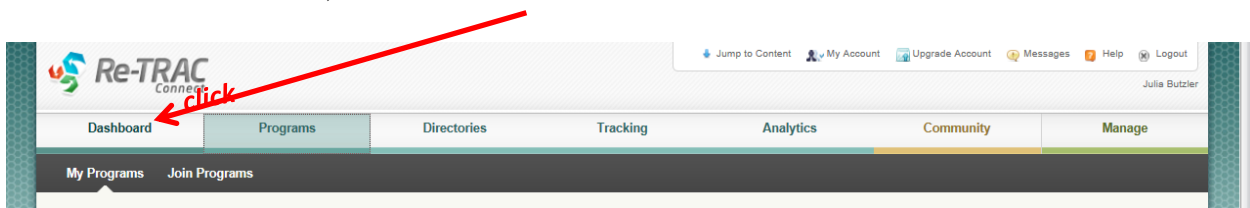
A yellow 'Join' button is located below the checkboxes. The page also shows 'Program Information' and 'Program Description' sections at the bottom.

8. Once you select the reports that you are required to submit and click the “Join” button, you will see the following message:

Approval pending. Your request to join has been submitted to the manager of this program/directory. Once reviewed, you will receive a message confirming whether you have been approved or denied.

At this point, this additional facility will require approval by the State Program Coordinator. This may take up to 24 hours. Once approval for this facility has occurred, you will receive an email telling you that “You have been approved for Vermont Reports access”

To add additional facilities, return to the Dashboard



and repeat from Step 1.

Thank you for your patience and your support,

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