

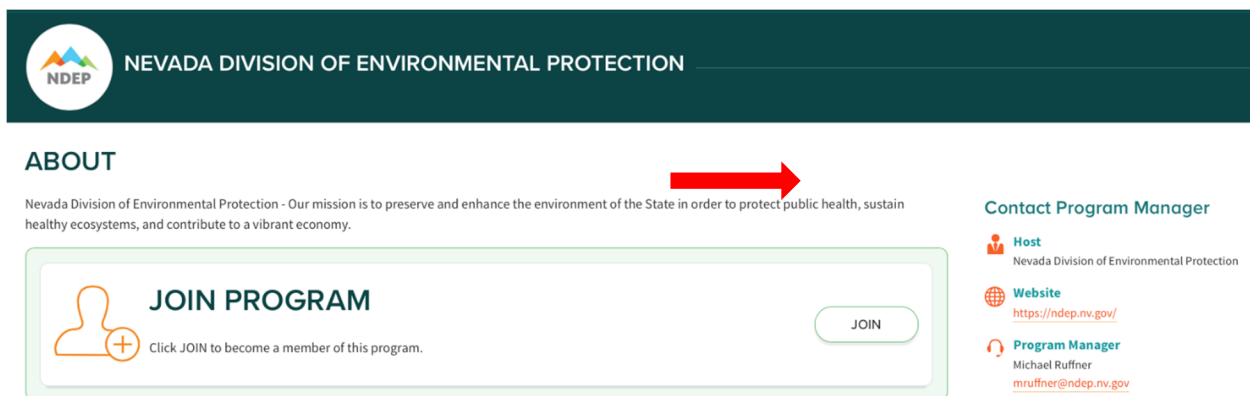
Re-TRAC Connect™ Registration Guide

Using Re-TRAC Connect™ for online reporting to the Nevada Division of Environmental Protection's Recycling Rate Survey

Re-TRAC Connect™ is an online survey system that the Nevada Division of Environmental Protection (NDEP) uses to collect data from public and private businesses, state agencies, and waste haulers on recycling activities throughout Nevada. This document provides a step-by-step guide to many of the basic functions of the system; however, please feel free to contact Kayla Alm (kalm@ndep.nv.gov) if you can't find a solution to your question here.

Step 1:

- **If you already have a Re-TRAC account**, sign into your account and search for the *Nevada Division of Environmental Protection* in the program search bar. Click on the Recycling Rate Survey program, then click the *JOIN* button to become a member of the program. Continue to Step 6.



- If you do not have a Re-TRAC account, go to <https://connect.re-trac.com/registration/nevada-state-program> Enter the email address you wish to be associated with your account and click the *NEXT* button at the bottom of the page.



NEVADA DIVISION OF ENVIRONMENTAL PROTECTION

Re-TRAC Connect is the web-based software that transforms the way organizations manage and measure their waste and recycling programs.

Nevada Division of Environmental Protection uses Re-TRAC to collect data for Nevada Division of Environmental Protection.

Enter your email to get started

NEXT

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Step 2: Complete all required fields and click *Create Account*.

NEVADA DIVISION OF ENVIRONMENTAL PROTECTION

Re-TRAC Connect is the web-based software that transforms the way organizations manage and measure their waste and recycling programs.

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You are registering a new account with username:

dantest123@emergetest.ca

First Name *

Last Name *

Create Password * 

Stay connected!

☐

Sign me up to receive Re-TRAC Connect's Monthly Update email.

You can unsubscribe from the monthly update email at any time using the "Unsubscribe from this list" link, found at the bottom of every email.

By clicking "Create Account" and using Re-TRAC Connect™, I agree to the [User Terms of Service](#) and [Privacy Policy](#).



CREATE ACCOUNT

Step 3: After you create an account, you will receive an activation email. You must click on the link in your email to activate your account. Remember to check your spam folder.

ACTIVATION EMAIL SENT >>>

We sent an email to dantest123@emergetest.ca to activate your account. Simply click the button in the email to finish creating your account. Remember to check your spam folder - sometimes automated messages get caught up there.

Hello Dan,

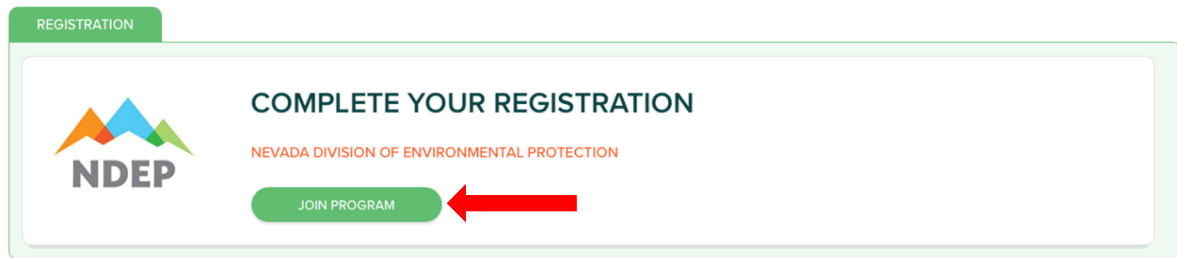
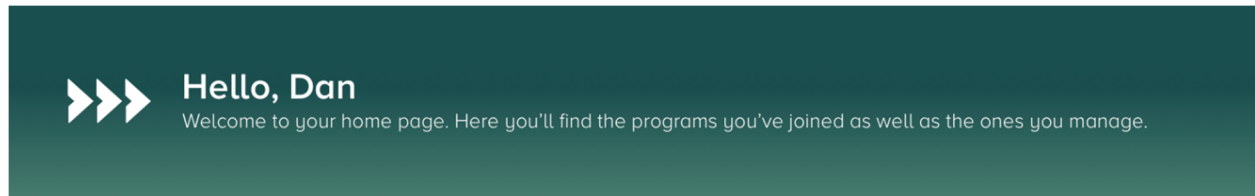
Activate your Re-TRAC Connect account by clicking the button below.

Activate


If you are not logged into Re-TRAC Connect after clicking the button above, please copy and paste the following link into the address bar of your internet browser: <https://dan.re-trac.com/activate/6C0FRC4zXM7Z85lQC7GU>

Have questions? Reply to this email.

Step 4: Once your account is activated, you will be directed to the dashboard of your Re-TRAC account. *JOIN PROGRAM* to continue your registration.



Step 5: Complete all required fields.

NEVADA DIVISION OF ENVIRONMENTAL PROTECTION

JOIN PROGRAM

Member Details

Member Type *

Select Type

Member Name *

Contact Information


<div>Name *</div> <div></div>	<div>Job Title</div> <div></div>
<div>Email *</div> <div></div>	<div>Phone Number</div> <div></div>
<div>Fax</div> <div></div>	<div>Website</div> <div></div>

Location Details


Search Google Maps for your Address ⓘ

Search by organization name or address

Step 6: A NDEP account manager must approve your organization into the system before you can access the Nevada Recycling Rate Survey. Your account will be verified within 24 hours during normal business hours. Once approved, you will receive an email informing you that your account is available to submit reports.


 NEVADA DIVISION OF ENVIRONMENTAL PROTECTION


MEMBERS

 **SUCCESS**

Your request to join Nevada Division of Environmental Protection has been submitted to Nevada Division of Environmental Protection.

1 MEMBER

 ADD MEMBER

123 BUSINESS  PENDING APPROVAL

BUSINESS 4408 Springdale Avenue, Las Vegas, NV 89121, USA

[Edit Member](#)

Hello Dan,

123 Business has been approved to participate in Nevada Division of Environmental Protection delivered by Nevada Division of Environmental Protection.

Your Re-TRAC Connect log in email address is: dantest123@emergetest.ca

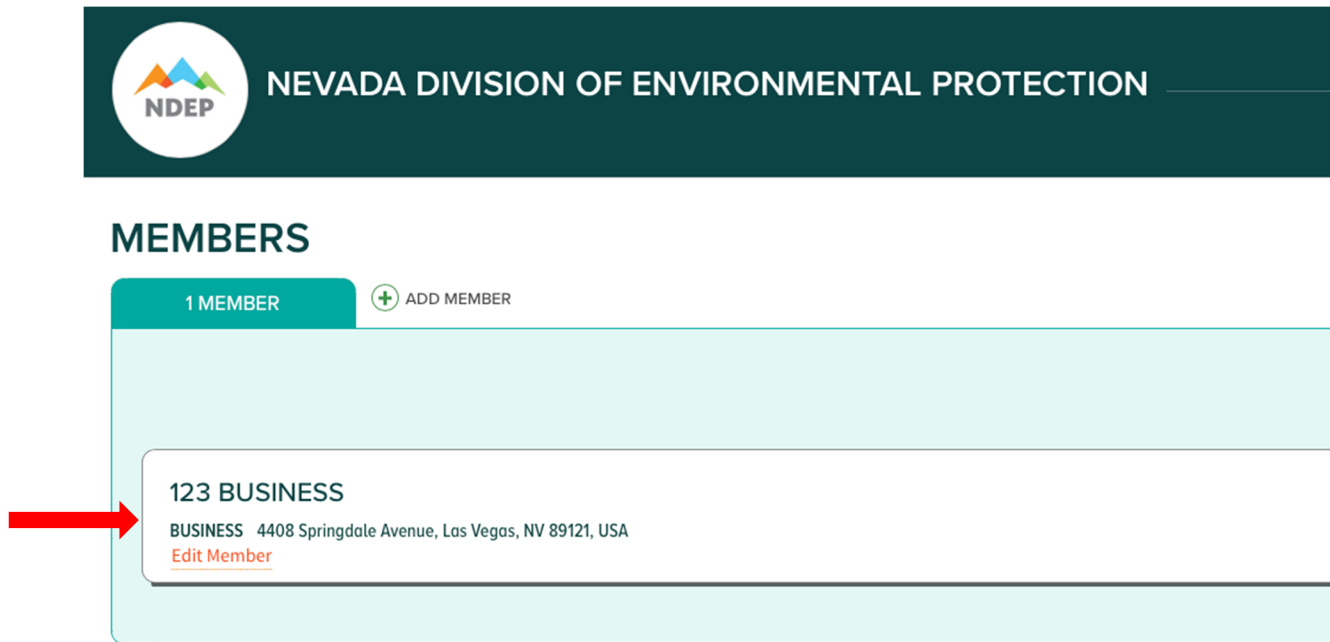
Log in to begin reporting:

[Log In](#)




This message was sent through Re-TRAC Connect
<https://dan.re-trac.com>

Step 7: Click on your member account to access the Nevada Recycling Rate Survey.



The screenshot shows the NDEP (Nevada Division of Environmental Protection) website. At the top, there is a dark teal header with the NDEP logo on the left and the text "NEVADA DIVISION OF ENVIRONMENTAL PROTECTION" on the right. Below the header, the word "MEMBERS" is displayed in a large, bold, dark teal font. Underneath "MEMBERS", there is a teal button labeled "1 MEMBER" and a green circular icon with a plus sign followed by the text "ADD MEMBER". Below these, a light blue rectangular area contains a white card for a member named "123 BUSINESS". The card displays the text "BUSINESS 4408 Springdale Avenue, Las Vegas, NV 89121, USA" and a red link labeled "Edit Member". A red arrow points to the "123 BUSINESS" member card.


Step 8: Click on the *NEW* button to access the Recycling Rate Survey.



The screenshot shows the NDEP website's "WORKSPACE" section. At the top, there is a dark teal header with the NDEP logo on the left and the text "Program: Nevada Division of Environmental Protection" on the right. Below the header, the word "123 BUSINESS" is displayed in a large, bold, white font. Below the header, the word "WORKSPACE" is displayed in a large, bold, dark teal font. Underneath "WORKSPACE", the word "Surveys" is displayed in a smaller, dark teal font. Below "Surveys", a light blue rectangular area contains a white card for the "Nevada Recycling Rate Survey". The card displays a yellow button labeled "NEW" and the text "Annual , 2020". A red arrow points to the "NEW" button.

Step 9: Fill out the required fields to enter your recycling data from January 1, 2019 to December 31, 2019. Click on the submit button to complete your survey.

Annual | 2020

 **NOTICE** You are starting a new response. Remember to click 'Save'!

Recycled Materials

Facility Name: *




Phone #: *

County: *

- Select -

Is your business a private hauler or a large generator? *

☐ Private Hauler

 Home |  Find Programs 

If you have any further questions, please contact:

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