

A Guide to Using Re-TRAC Connect

Re-TRAC Connect is an online software system used to report annual recycling and buying recycled data to DHEC's Office of Solid Waste Reduction and Recycling (Office). Use the guidelines below to learn how to set up an account and enter your data.

STEP 1: Log on to connect.re-trac.com.

STEP 2: Click "Register for a Free Account."

You will be asked to provide your name, e-mail address, a password and to accept the Terms of Use.

STEP 3: Check your email. An e-mail will be sent to the address you provided in Step 2. Check your e-mail for a message from support@re-trac.com. (Automated e-mail messages are sometimes filtered to the spam/junk folder.)

STEP 4: Activate your account. Follow the instructions within the Re-TRAC Connect activation e-mail to activate your account.



Printed on RECYCLED Paper
CR-011158-E 6/15

**ALL REPORTING SURVEYS
ARE DUE BY SEPTEMBER 15
EACH YEAR.**

Questions? Please call
1-800-768-7348 or visit
www.scdhec.gov/recycle.



STEP 5: Log in to your account.

STEP 6: Join program.

Use the drop-down box labeled "Select State/Province" to filter for South Carolina results. Find the "S.C. Colleges and Universities – Recycling & Buy Recycled Annual Report" and join this program.

STEP 7: Click the appropriate fiscal year to open the survey.

STEP 8: Complete the entire survey through "Part D." If you need to save your responses and complete the survey later, click "Save." If you have completed the survey and are ready to submit it to the Office, click "Submit."

IMPORTANT NOTES: After submitting the survey you will be locked out and no longer able to make edits. (You can, however, view and print your report.) Contact the Office if you need to make changes after submitting the survey. Note that the Office *cannot* reset your password. If you have forgotten it, use the option on the login screen to reset your password.