ADEM Re-TRAC Connect Registration & Data Entry Guide

Registration if you **don't** have a Re-TRAC Connect Account

Go to https://connect.re-trac.com/register/ADEM

Click on the most appropriate organization type and fill out registration details on the page that you are taken to:
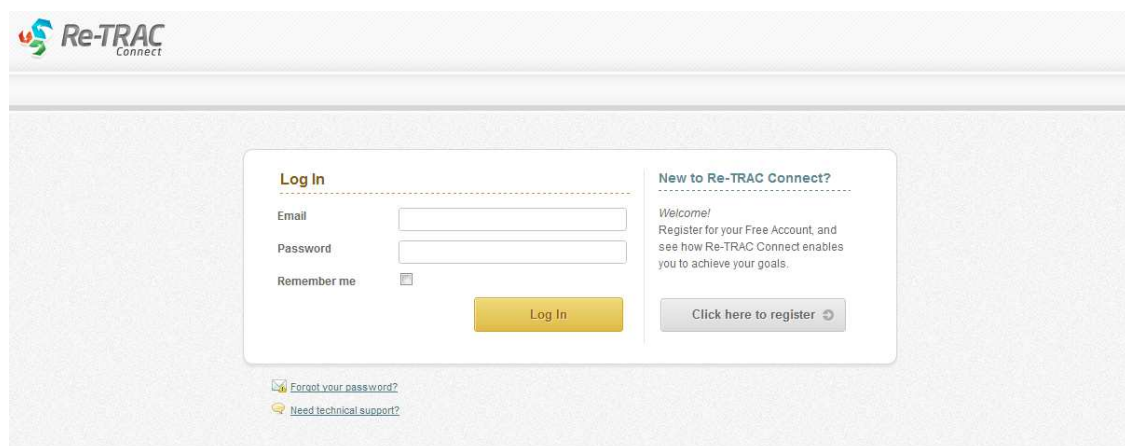
You'll be sent an automated email. Click on the link in that email and you'll be taken to:
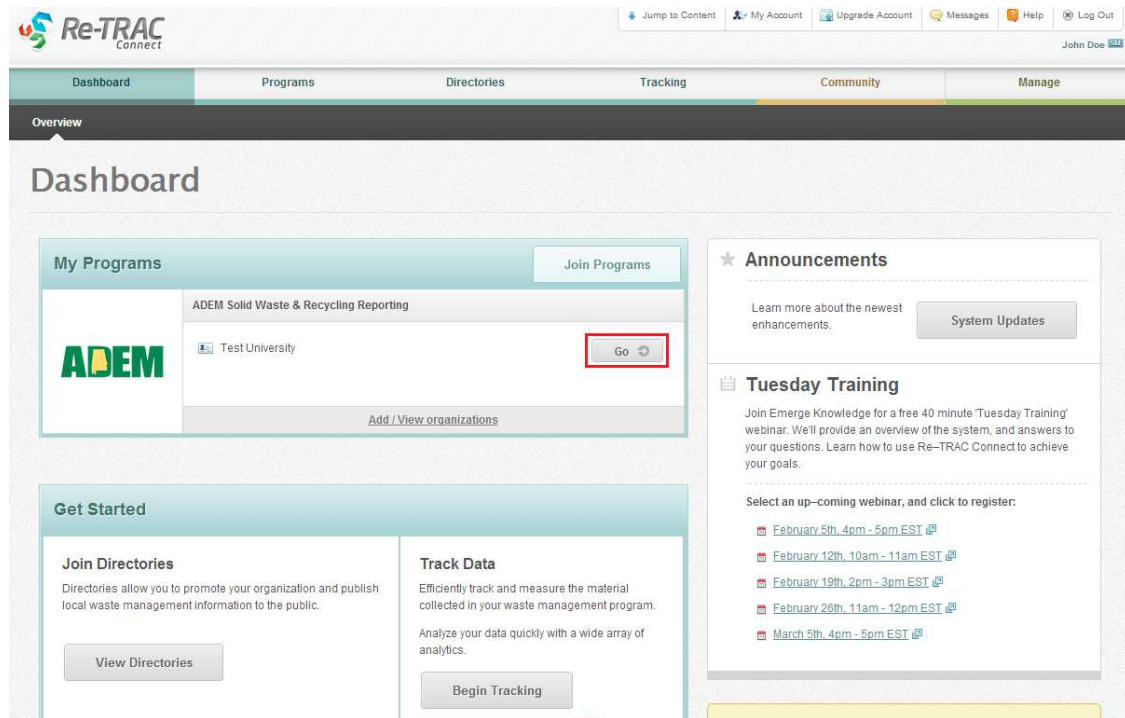
Hit "Go" and you'll be taken to your "Status" page where you can fill out surveys for ADEM

Registration if you **do** have a Re-TRAC Connect Account

Go to https://connect.re-trac.com

Log in to your Re-TRAC Connect account:

Click on the "Join Programs" button

Find the "ADEM Solid Waste & Recycling Reporting" program, click on the "Details" button and follow the instructions to add this program to your dashboard:

Hit "Go" beside your organization name in the ADEM section of your "My Programs" panel and you'll be taken to your "Status" page where you can fill out surveys for ADEM.

Hit one of the blue '+' icons to fill out a survey
(Note, depending on your organization type, you may see additional surveys)

You must fill out the "START HERE – Registration Information" survey to identify whether or not your organization is registered:

If you are a registered organization, provide your registration number and hit the "Submit to Program" button.

ADEM administrators will confirm that your organization is registered and will enable the "Materials Transported & Disposed Survey" once confirmed: