Re-TRAC Connect Manufacturer Reporting Guidance for the Minnesota E-waste Program

Creating an Account

Re-TRAC Connect Log In: https://connect.re-trac.com/login

Steps if you already have an account:

Use existing login credentials. A new account is not necessary and the system will deny it if you use the same email address.

Skip down to Registration on Participation Form if you have reported for e-waste before.

Skip down to Creating an Organization if you have reported for solid waste, for example, but need to create an organization for e-waste reporting.

Steps for new account:

Enter the e-mail address you wish to use for the account on the Log In page and you will be directed to an account creation page. Fill in the fields and select "Create Account". You will be directed to a page asking to check your email to activate the new account. Select the "Activate" link in your email and you will be sent to the Re-TRAC Dashboard.

Please check junk and spam folders if you don't see the activation email. Please contact the Re-TRAC support line if needed for creating an account by selecting "Need technical support?" on the Log In page.

Skip down to Creating an Organization.

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

Track your organization's waste diversion progress, contribute to recycling directories, and participate in programs delivered by leading organizations across North America.

Enter your email to get started

NEXT

Creating an Organization

Steps to create an organization (Same steps for new account and those who already have an account, if you have never reported for e-waste before. If you have already joined one reporting organization and need to add another, skip down to *"Steps to Add an Organization"*):
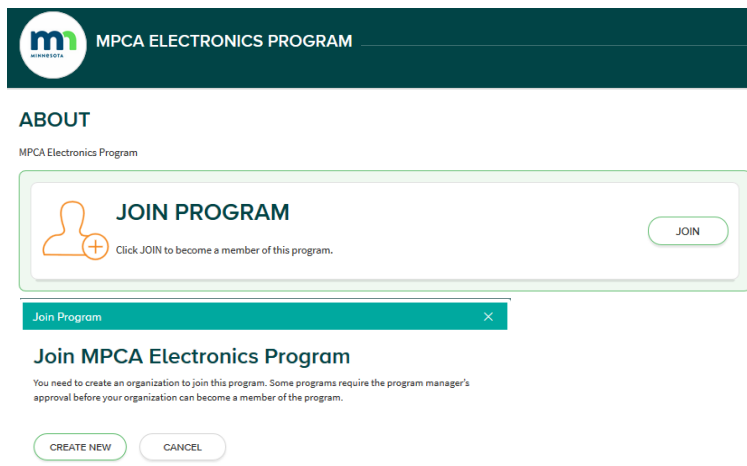
On the Re-TRAC homepage, click on "Get Started" beneath the "Find Programs" header.
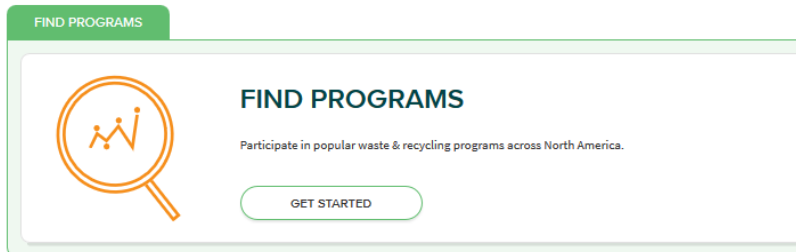
Start typing in "MPCA Electronics Program" and click on that program. This will direct you to the program page with a description of the MPCA program:
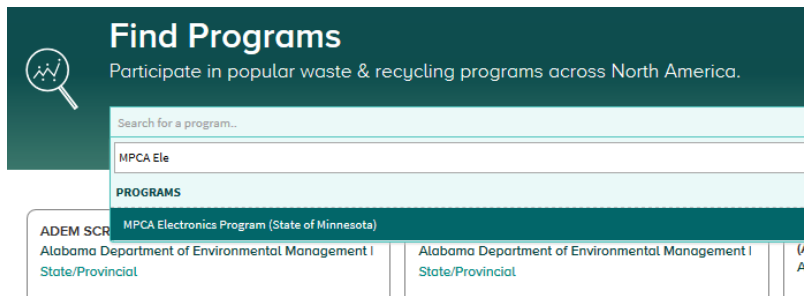
If new, click on the "Join" and then "Create New" buttons. If you already have an account through another program, click on the "Add another" button.

Steps to Add a New Program:

1. Select "Member Type" and select "Electronic Waste Manufacturer Program" from the drop-down menu.
2. Complete Member Details form, including member name, contact information, and location details.
3. Once all required information has been entered, select "Join" on bottom of page.
4. The MCPA program manager will review the account, and upon approval an e-mail verification will be sent.

MPCA SOLID WASTE & RECYCLING REPORTING

JOIN PROGRAM

Member Details

Member Type*

Electronic Waste Manufacturer Program

Member Name*

CONTACT INFORMATION

Name*   Title

Email*   Phone Number*

Fax   Website

Location Details

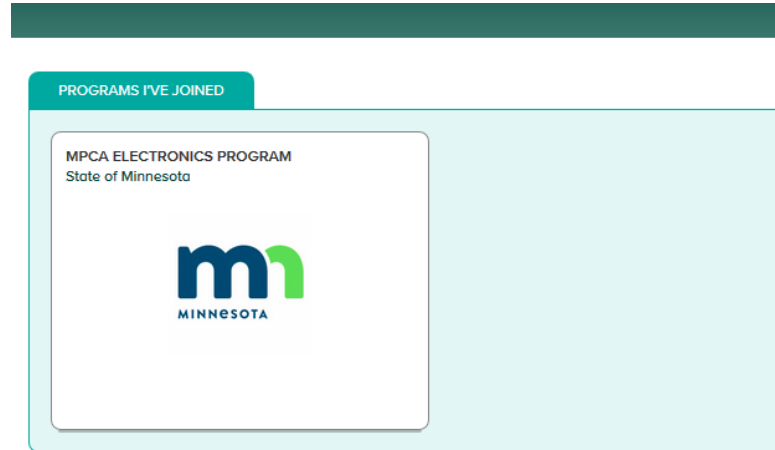Confirm your location details

Country*

Select Country
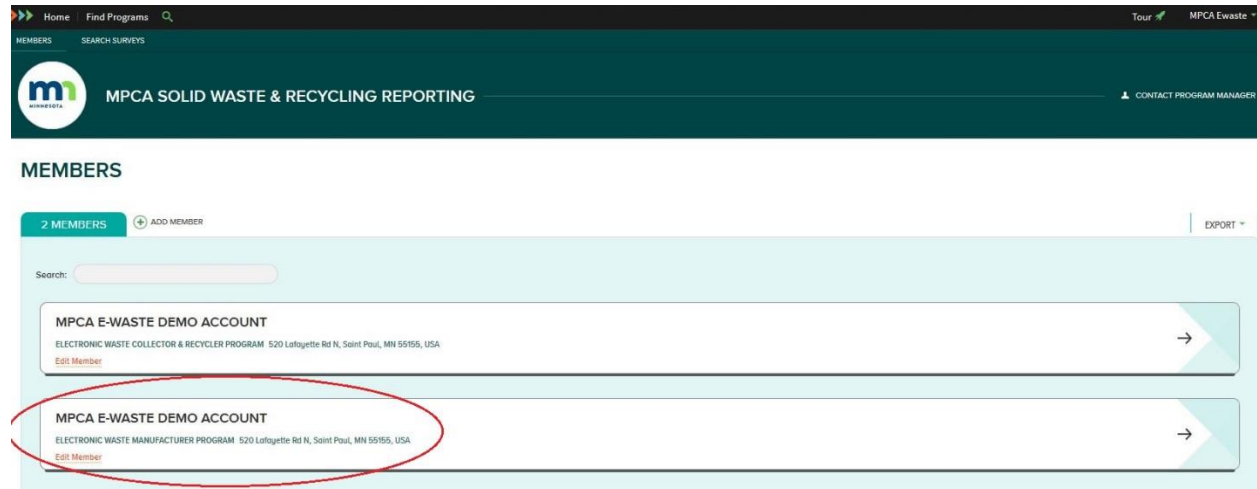
City*

Address*

🚫 CLEAR ADDRESS

(JOIN)

Entering and Submitting Data

Once my organization is already created, how do I get to reporting from my home page?

On the homepage, under "Programs I've Joined" select "MPCA Electronics Program"

Select the member to report for and it will direct you to the Workspace page where all report surveys will be available:

Opening the report:

The Electronics Manufacturing Report will now be visible. This and all forms will state 2023, which represents PY16 (Program Year 16: July 1, 2022– June 30, 2023).

Select the orange box labeled "draft" to open the Electronics Manufacturing Report. MPCA staff will have already entered the carryover credits, recycling obligation, and registration fee.

Notes:

- When entering data, **either tab or click to get to the next cell**. *Hitting the enter key will submit the form and MPCA Program Staff will need to be contacted to unlock the form.*

- If the form has missing fields as data is being entered or upon attempted submission, the system will flag with an error message to ensure all required fields are completed.

- "Save Draft" saves information entered on the page but does not submit the form and allows for future changes to be made.

- "Mark Complete" saves information entered on the page and *also locks the page*. Should this occur, MPCA program staff must be contacted to unlock the form.

Reporting Steps

1) **Schedule B1:** Covered Electronic Device Pounds from 11-County Metropolitan Area

   Complete Schedule B1 to report pounds of CEDs purchased and sold in the 11-county metropolitan area (Anoka, Carver, Chisago, Dakota, Hennepin, Isanti, Ramsey, Scott, Sherburne, Washington and Wright counties) for the period July 1, 2022, through June 30, 2023.

2) **Schedule B2:** Covered Electronic Device Pounds from **outside** the 11-County Metropolitan Area

   Complete Schedule B2 to report pounds of CEDs purchased and sold **outside** the 11-County Metropolitan Area for the period July 1, 2022, through June 30, 2023.

3) Schedule C: Manufacturer recycling credits

Complete Schedule C to determine the maximum covered electronic devices (CED) pounds that can be used this year. A maximum of 25% of obligation may be met with credits.

4) Summary and Balance

Assigned Program Year 16 recycling obligation and carryover credits available. Credit Max is 25% of recycling obligation and is the maximum number of credits that can be used to meet assigned obligation.

Then looking at the balance data, enter the amount of 11-county metro, non-metro and credits being applied to meet obligation. The recycling fee is based upon remaining balance.

5) **Apply:** Apply pounds and credits to meet assigned PY16 recycling obligation. The form will also display any new recycling credits generated in PY16 and add to your overall credit balance going forward.

A scaled recycling fee applies to obligation not met with pounds or credits, and the registration fee is based upon the Calendar Year 2022 Sales Report that was submitted to MPCA.

Invoice total is recycling fee plus the registration fee. This is the final amount that must be paid to the Minnesota Department of Revenue *after* submitting with "mark complete" button.

Apply

Enter the amount of 11-county metro, non-metro and credits being applied to meet obligation.

Pounds Metro (can't exceed B1):	
Pounds Non-Metro (can't exceed B2):	
Credits (can't exceed Credit Max):	
New Field (1.5 x Pounds Non-Metro (can't exceed B2):)	
Subtotal:	
Remaining Balance:	
Share of Obligation Met:	%
Recycling fee: less than 50% ($0.50/pound):	

✎ **MANAGE ONLY**

Registration Fee:	

New credits available going forward:	
Invoice = Recycling Fee + Registration Fee:	

6) **Submit:**

When the form is completed, submit by selecting the "Mark Complete" button and a prompt will ask for confirmation. After submitting it will return to the Workspace page and the Electronics Manufacturing Report form will now be marked "Completed"
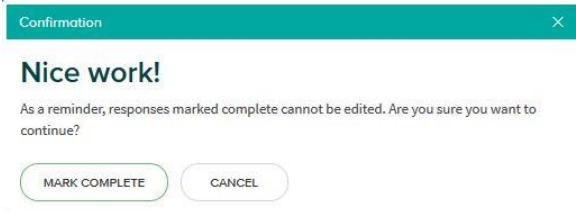
7) **Payment**

As determined by the final box in the "Apply" section in step (5), if payment is required it can be made to the Minnesota Department of Revenue at the following link. If you do not have an e-services account you will first have to create one:
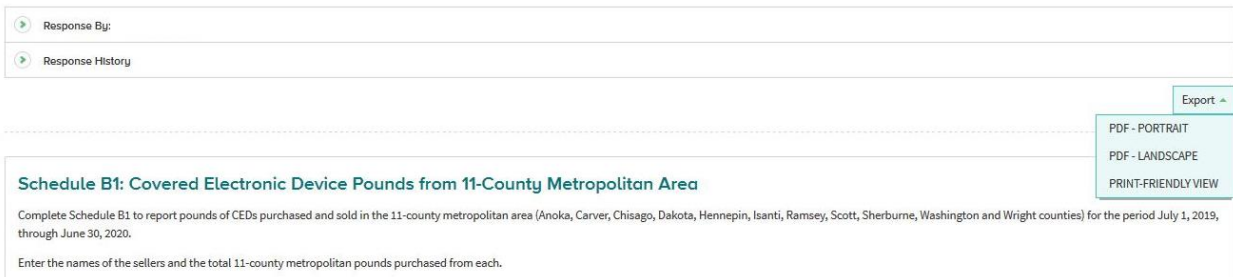
- Pay Invoice to MN Department of Revenue

8) **Printing an invoice**

Once the report has been completed and saved, a version may be saved or printed by selecting the "Export" option available on the top right of the report.

Contacts:

Please contact Amanda Cotton or Matthew Webb instead with questions: amanda.cotton@state.mn.us or 651-757-2211 or matthew.webb@state.mn.us or 651-757-2811, or also email the general e-waste mailbox at electronics.pca@state.mn.us

Frequently Asked Questions:

What if I forget my password?

Select the "Forgot your password?" link available on the Log In page to create a new password using your email address.

What if I have a new email address or name change, or wish to change the account password?

At the top-right of the Re-TRAC Dashboard, select the account name and select "Edit User." The menu that opens will allow the user to change their name, e-mail address, password, and time zone.

What if I am no longer responsible for reporting?

Please ensure that the new person responsible for reporting has your existing log in credentials. Any account name, e-mail or password changes required may be made through the "Edit User" option outlined above.

How do I edit member details?

On the Members page select "Edit Member," which appears below "Electronic Waste Manufacturer Program" on your member list. There you can edit all member details such as contact information and location information.

Will an invoice be sent after the report is complete?

No – the summary on the report states what is owed and the Minnesota Department of Revenue receives a copy, but will not be sending an invoice. Manufacturers may export and save the report as a PDF for their own records.