Re-TRAC Connect™
User Guide

Massachusetts Department of Environmental Protection

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New Re-TRAC Connect™ Users

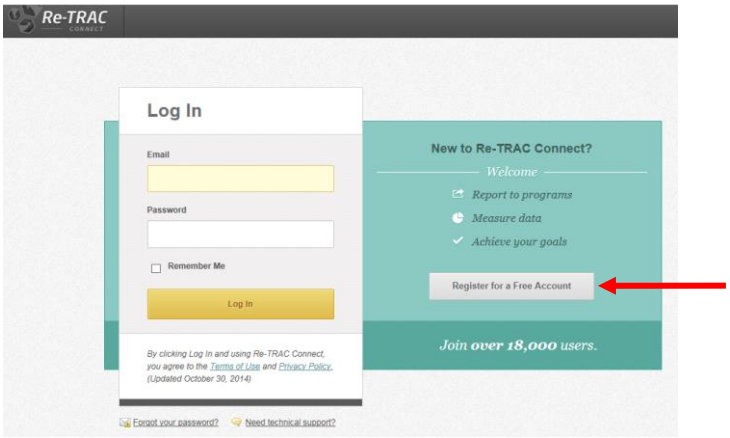
To apply for a MassDEP municipal grant under the Sustainable Materials Recovery Program, you will first need a Re-TRAC Connect™ account. All Massachusetts municipalities are already registered in Re-TRAC Connect™. Contact Janine Delaney (janine.delaney@state.ma.us) if you have questions about an existing municipal account.

Regional Authorities and Non Profit Organizations should check eligibility requirements outlined in the Grant Guidance found on MassDEP's website prior to creating an account.

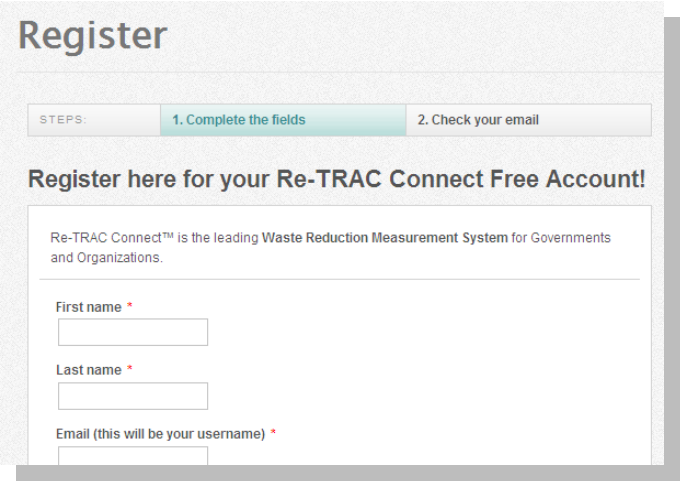
Create a Re-TRAC Connect™ Account

Step 1: Go to https://connect.re-trac.com/

At the log-in screen, select the *Click here to register* button.



Step 2: Complete all required fields, click the *Next* button at the bottom of the Register page.

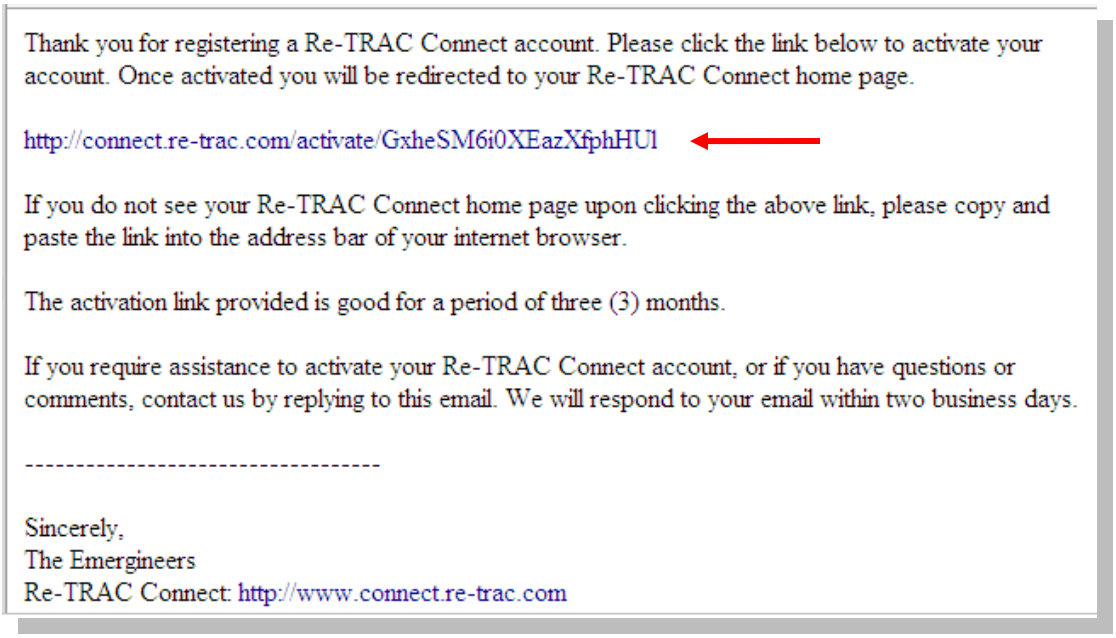


Activate Re-TRAC Connect™ Account

After you create an account, you will receive an email similar to the one shown below.

Step 1: You must click on the link in the email to activate your account.

Note: If you don't see the activation email in your inbox, check your spam or junk mail folder. If you have not received the account activation email please email support@re-trac.com .



Thank you for registering a Re-TRAC Connect account. Please click the link below to activate your account. Once activated you will be redirected to your Re-TRAC Connect home page.

http://connect.re-trac.com/activate/GxheSM6i0XEazXfphHUl

If you do not see your Re-TRAC Connect home page upon clicking the above link, please copy and paste the link into the address bar of your internet browser.

The activation link provided is good for a period of three (3) months.

If you require assistance to activate your Re-TRAC Connect account, or if you have questions or comments, contact us by replying to this email. We will respond to your email within two business days.

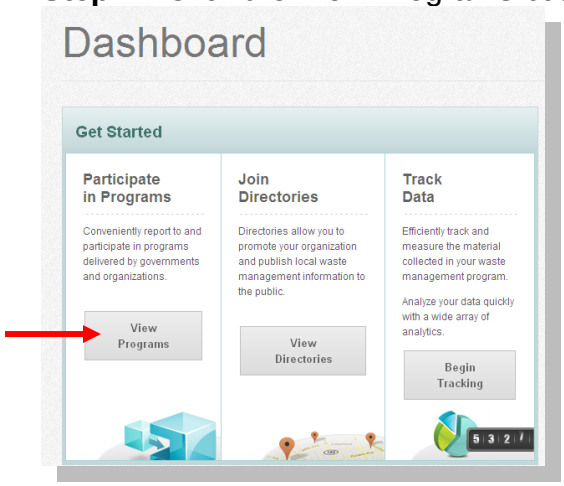
Sincerely,
The Emergineers
Re-TRAC Connect: http://www.connect.re-trac.com

Step 2: You will be directed to the Re-TRAC Connect™ login page or to the Dashboard of your account after clicking the activation link.

Program Approval Notification (must be completed no later than two weeks prior to the grant deadline)

A MassDEP administrator must approve your organization into the Municipal Recycling Program before you can access the Sustainable Material Recovery Program Municipal grant application.

Step 1: Click the View Programs button



Step 2: Select Massachusetts from the drop-down menu and click the Filter button. Then click the Details button for the MassDEP program when the following screen is displayed.

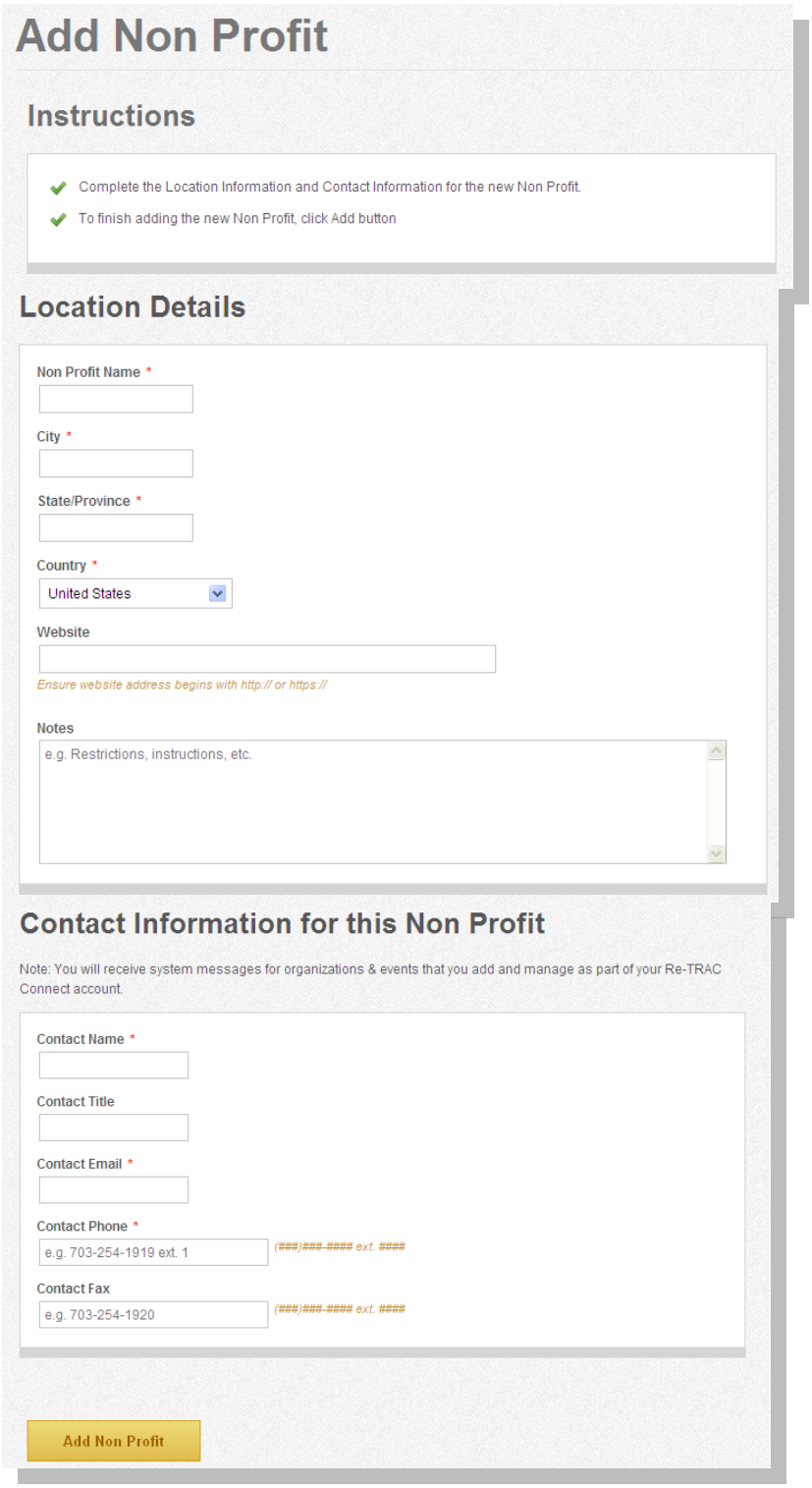
Step 3: Add your organization by selecting the appropriate organization type from the list on the right side of the page. The MassDEP Municipal Recycling Programs use only the following organization types: Non Profit, Regional Authority, and Municipality (although ALL municipalities are already part of the program).

Notes:
Regional Authorities must be a regional entity such as a solid waste management district, solid waste/recycling cooperative, or regional planning authority recognized as a governmental body under Mass General Law.

Non Profit organizations must be recognized under Section501(c) (3) of the Internal Revenue Code and registered with the Massachusetts Attorney General, Non-Profit/Public Charities Division. Certain restrictions on the use of grant funds apply to non-profits. Be sure to read the Grant Guidance for more information.

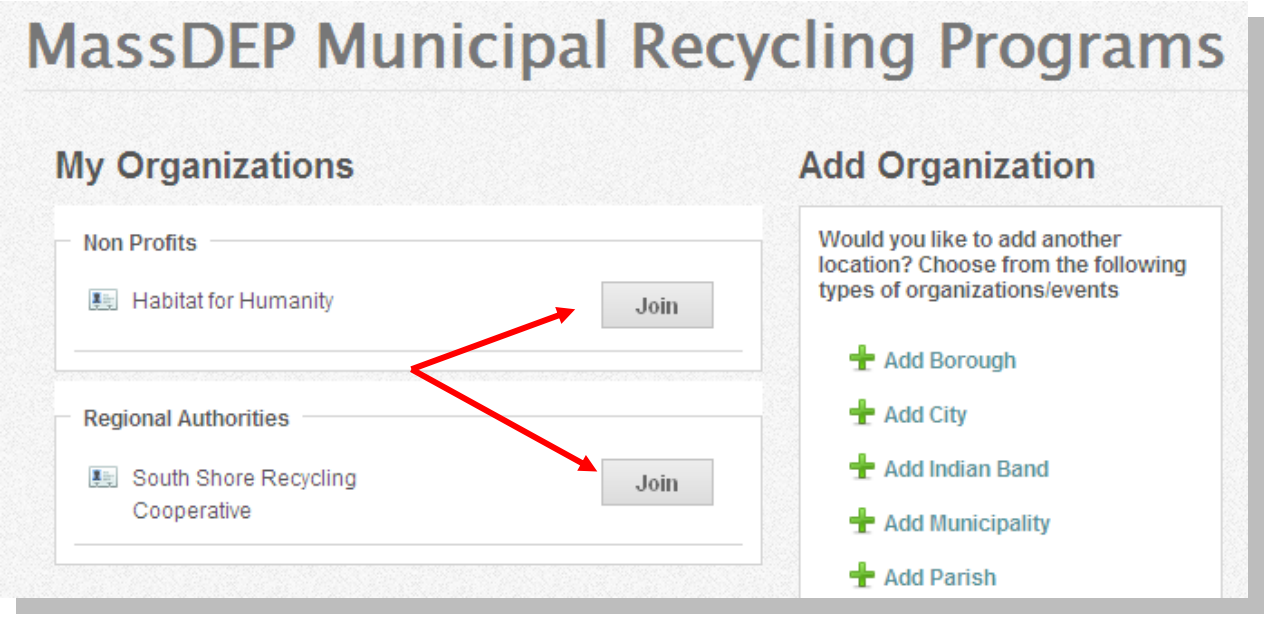
Municipality: All municipal accounts have been created. If you know your username but have forgotten your password, click the "forgot password" button on the log-in screen and your password will be reset. If you have forgotten your log-in information, contact Janine Delaney at 617-348-4004 or janine.delaney@state.ma.us.

Complete the form and click the Add button at the bottom



Step 4: After you add your Organization, you will be on the Join Programs screen shown below. In this example there are two sample organizations, a Non Profit, and a Regional Authority.

Click the Join button next to your organization name.

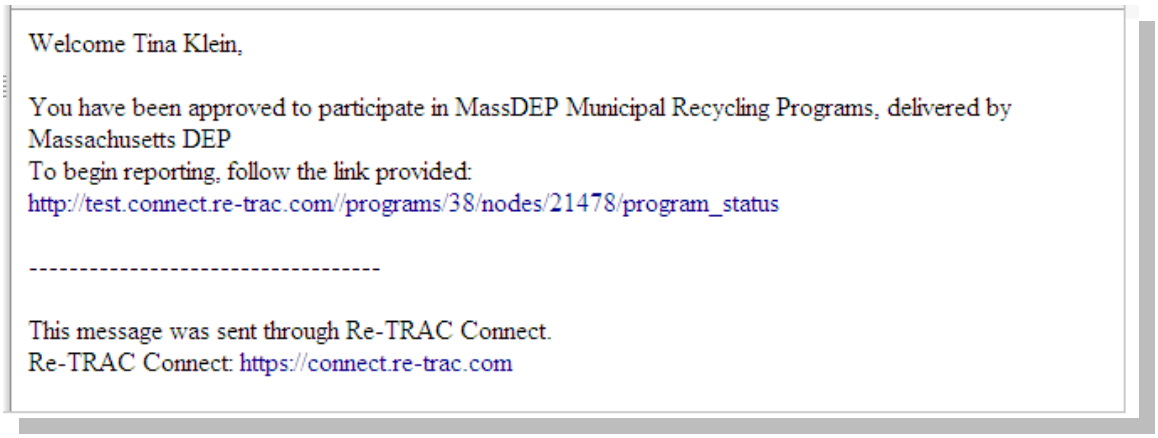


Non-Profit organizations are eligible to apply only in the Waste Reduction and Organics Capacity Projects category, so it is the only grant item listed. The 'Overview and Certification of Minimum Eligibility Criteria' form is required by all applicants. Click Join.

Regional Authorities are eligible to apply to in two grant categories; both are shown. The 'Overview and Certification of Minimum Eligibility Criteria' form is required by all applicants. Click Join.

Step 5: MassDEP's Grant Manager for the Sustainable Materials Recovery Program, Tina Klein, must approve your organization into the MassDEP Municipal Recycling Programs before any forms can be filled out.

You will receive an email notification indicating you have been approved into the MassDEP Municipal Recycling Programs.



Welcome Tina Klein,

You have been approved to participate in MassDEP Municipal Recycling Programs, delivered by Massachusetts DEP
To begin reporting, follow the link provided:
http://test.connect.re-trac.com//programs/38/nodes/21478/program_status

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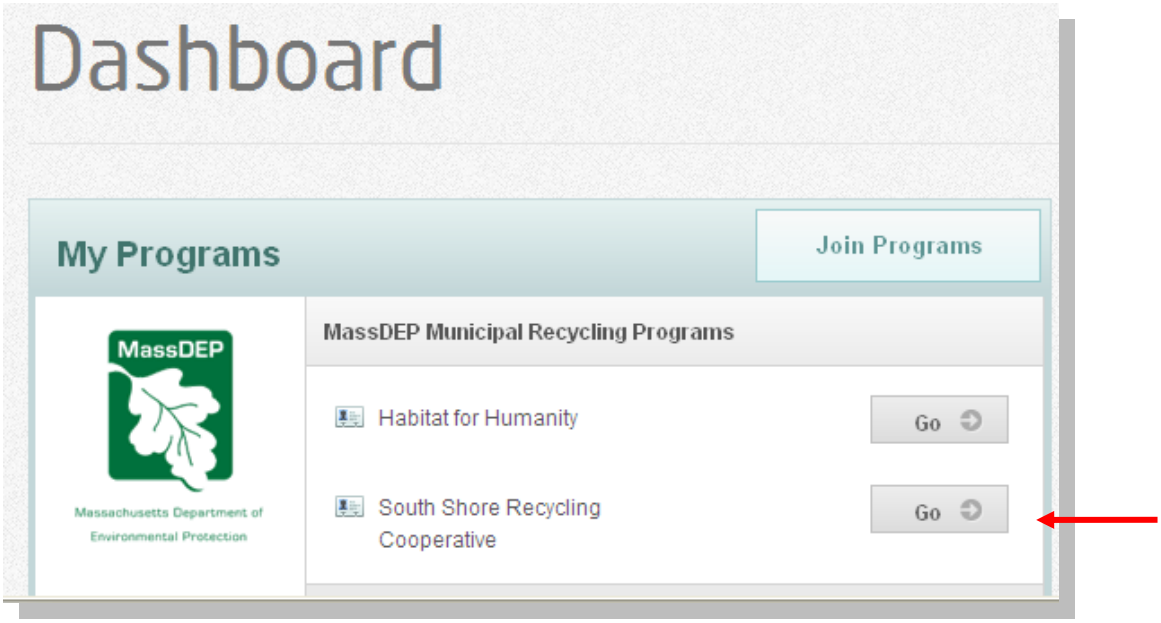
This message was sent through Re-TRAC Connect.
Re-TRAC Connect: https://connect.re-trac.com

Complete Sustainable Materials Recovery Program – Municipal Grant Application

From the Dashboard, click the "**Go**" button.

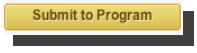


Click on the plus "**+**" icon to access a component of the grant application. Forms can be view and saved in any sequence. However, the 'Overview and Certification of Minimum Eligibility Criteria' must be submitted first.

Complete all required fields on each form.

You can "**Save**" the form which will allow you to come back at anytime to modify any information you have entered.

You can "**Submit**" the form when you are satisfied with all information. This will lock the form and MassDEP administrators will consider your information complete.

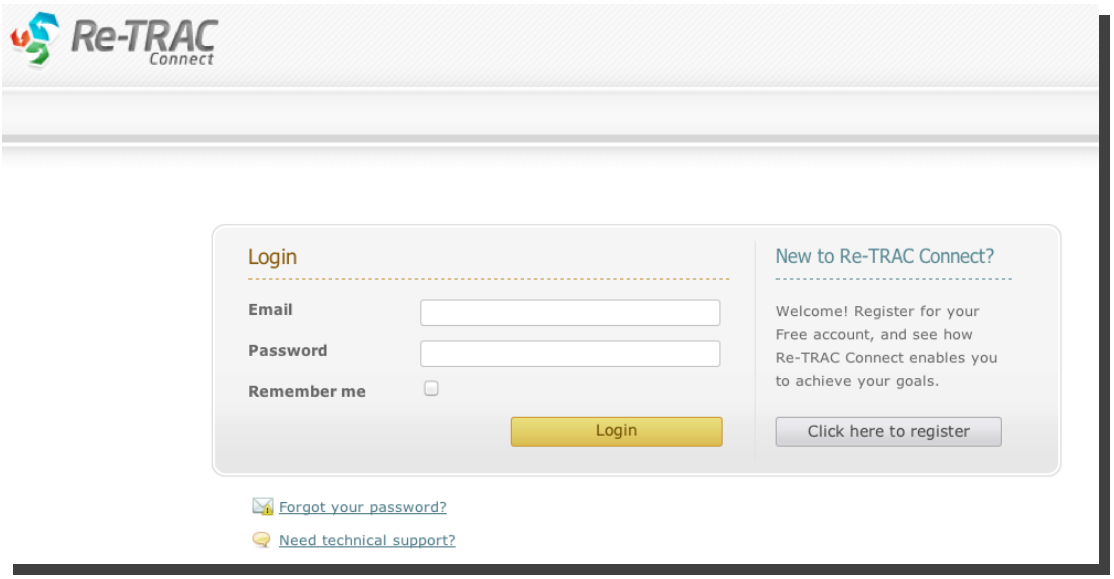


Existing Re-TRAC Connect™ Users

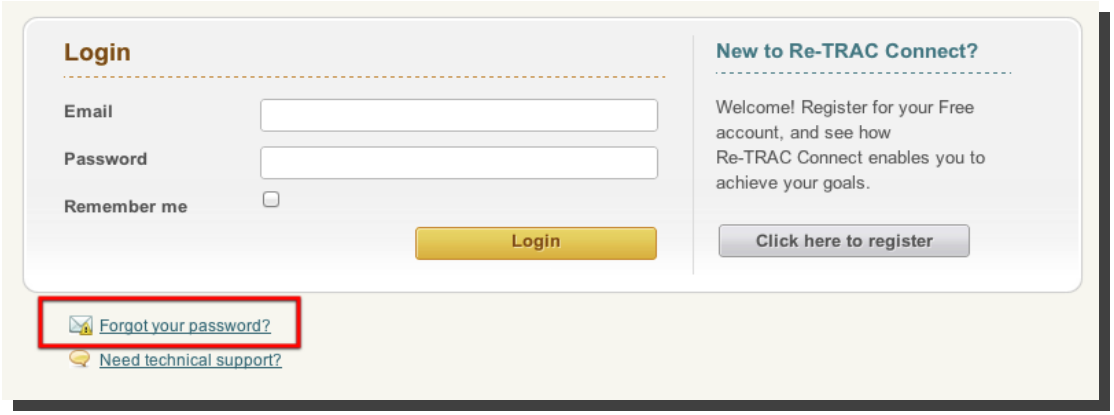
Login

If you have an existing Re-TRAC Connect™ account go to: http://connect.re-trac.com.

Enter your email address and password and click on the "**Login**" button.



Note: If you have forgotten your password you can create a new one by using the "**Forgot your password**" functionality found on the login page.



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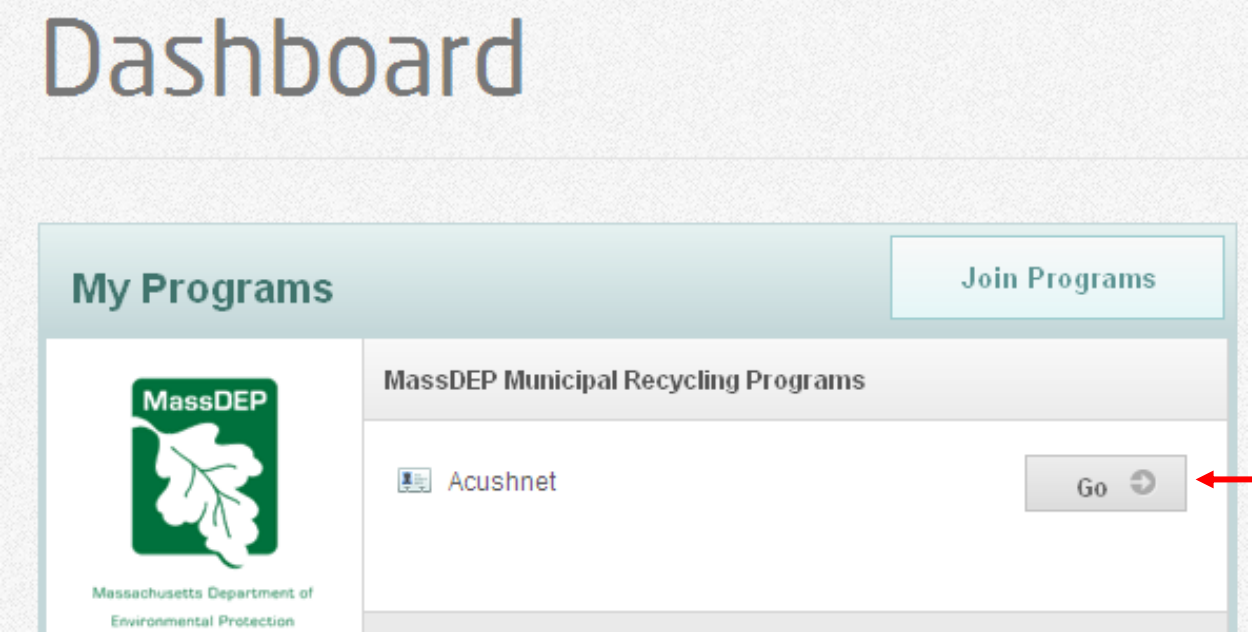

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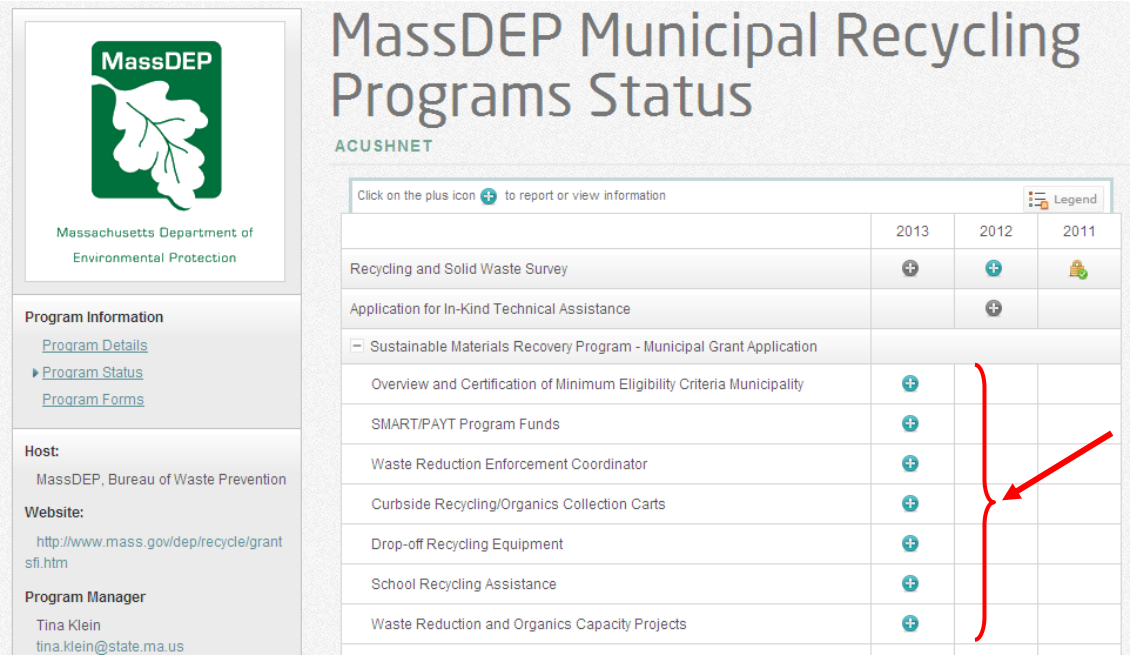

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