



RE-TRAC CONNECT:

Registering, Submitting a Trash & Recycling Plan and
Managing Your Account for the Arlington County
Trash & Recycling (ACT&R) Program

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Re-TRAC Connect is Arlington County’s secure platform for uploading mandatory trash and recycling plans for businesses and multi-family properties. This handbook provides instructions for navigating Re-TRAC to submit a trash and recycling plan and viewing the compliance form from your annual Recycling System Inspection. Submission of a trash and recycling plan is a mandatory requirement for recycling compliance to be achieved.

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Create a Re-TRAC Connect account:

Visit <https://connect.re-trac.com/registration/arlington-county> to create a Re-TRAC Connect account or log into your existing account. Your screen will display the Arlington County Department of Environmental Sciences logo and look like *Image A*. If you visit Re-TRAC’s website from elsewhere, your screen will look like *Image B*. If you already have an account, you can log-in on the screen shown in *Image C*.

Image A: Re-TRAC accessed via SWB website

Image B: Re-TRAC accessed via third-party website.

Image C: Re-TRAC log in page for existing account holders.

Join the Arlington County Trash & Recycling (ACT&R) Program:

If your home page displays the Arlington logo like *Image D*, below, you can skip this step to access your Trash and Recycling Plan. If not, follow the directions below to find all relevant Arlington County program forms on Re-TRAC.

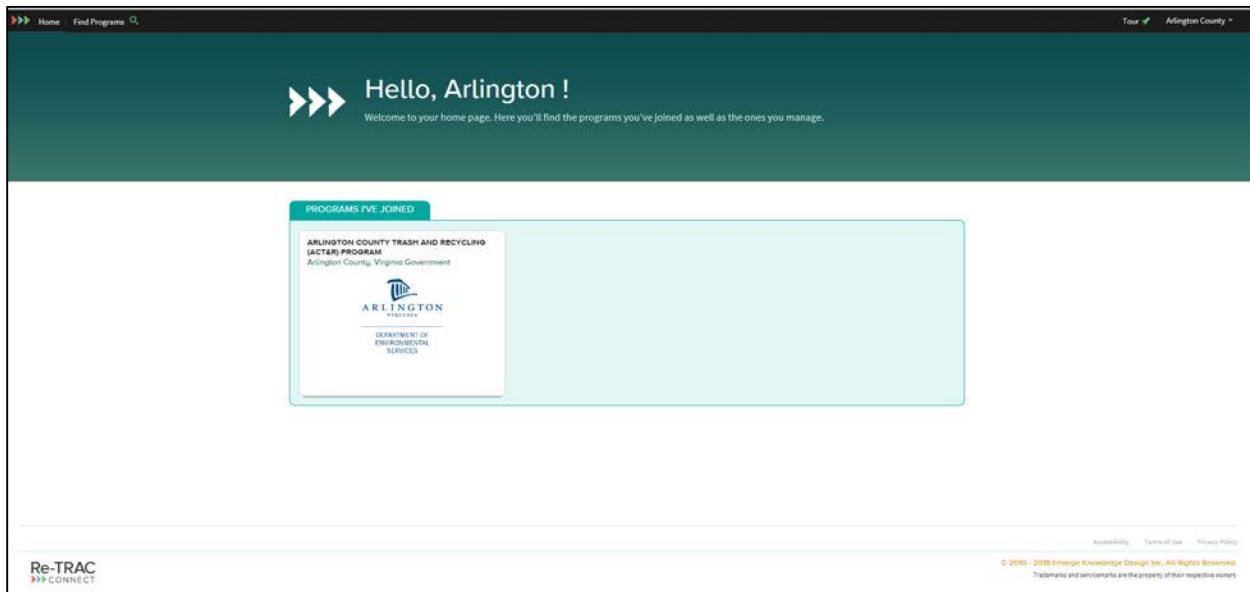


Image D

After joining the Arlington County Trash and Recycling (ACT&R) Program on your Re-TRAC Connect account, your home page will look like *Image D*. From here, you can click the Arlington County logo to access your Workspace. Continue to page 5 to learn more about this.

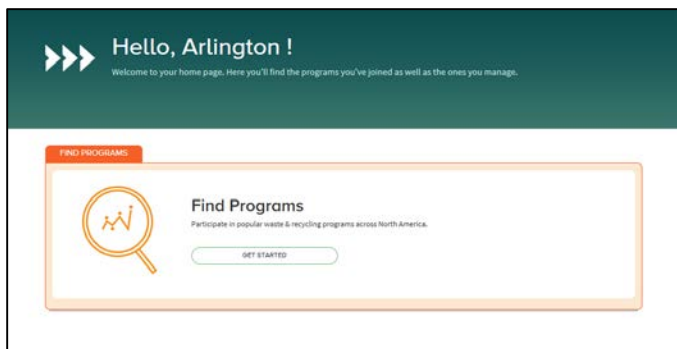


Image E

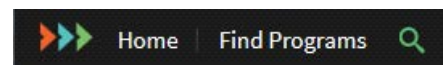


Image F

If you have not joined the County's Re-TRAC program, you can do so by following the instructions below. After creating a Re-TRAC account, you may see the screen in *Image E*. You can also search for programs by clicking "Find Programs" in the top left corner of your home page, as in *Image F*.

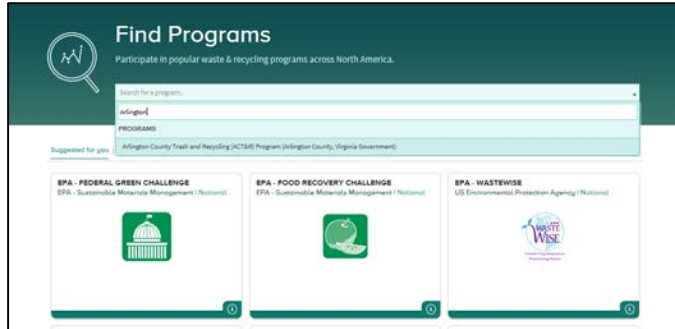


Image G

Image G shows the find programs screen, where you can search for “Arlington” to find the Arlington County Trash and Recycling Program. Click “Join” and then “Create New,” as in Images H and I, to add the program to your account so you can access the Trash and Recycling Plan.

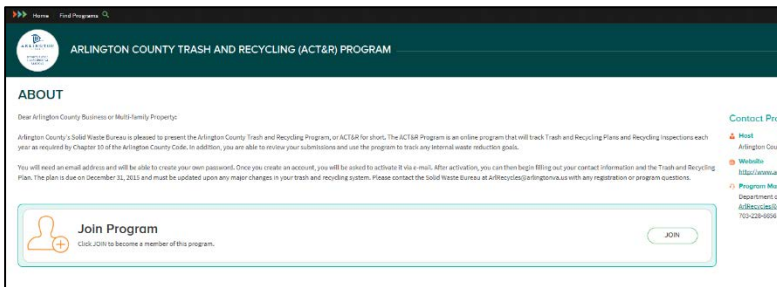


Image H



Image I

From here, you will be prompted to add your business or property to your account.

Add your business or property to your Re-TRAC account:

From your home page, click the Arlington County logo to add a new member to your account as shown in *Image J*.

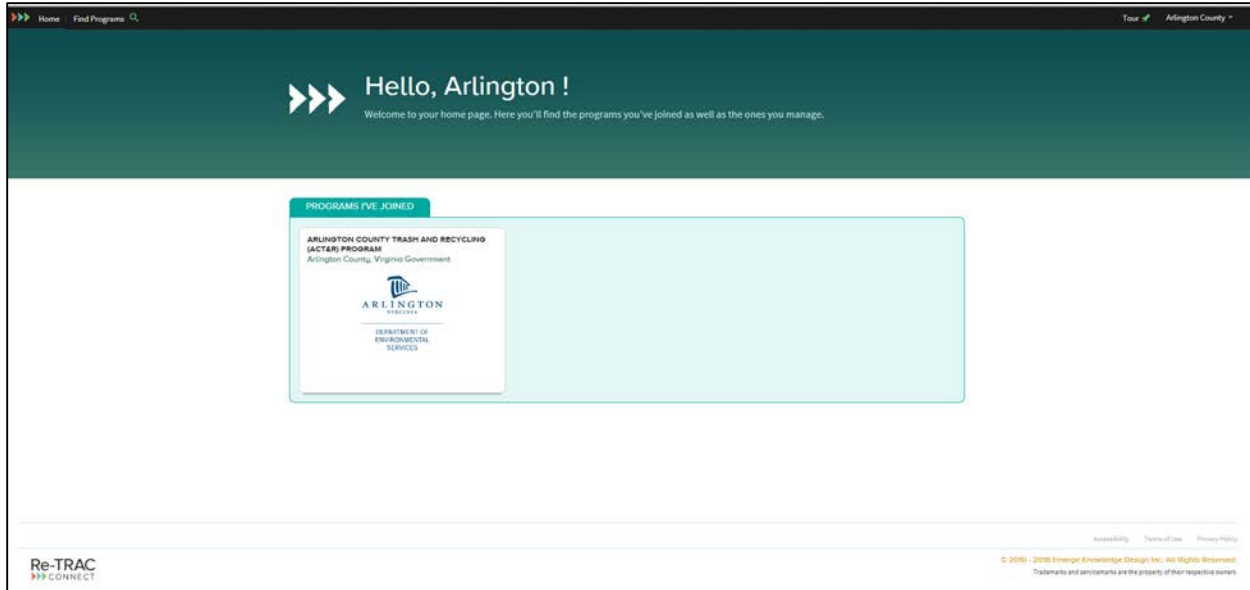


Image J

Next, click on “Add Member” and “Create New” to add your business or property to Re-TRAC, as in *Image K*.

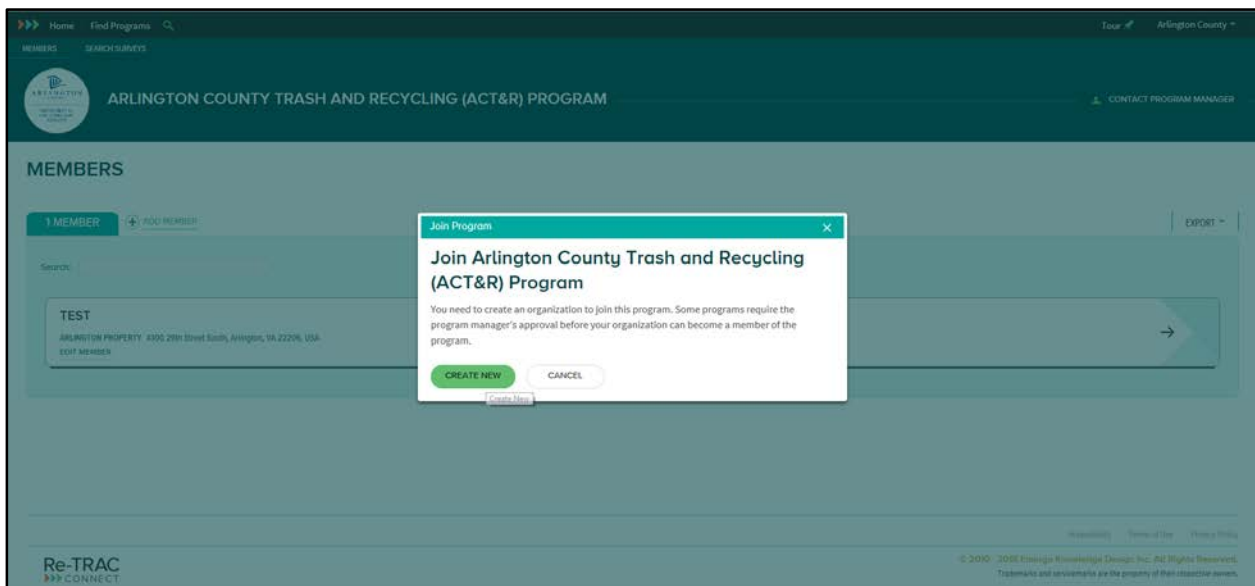


Image K

Access your Workspace (Trash and Recycling Plans, Compliance forms, etc.)

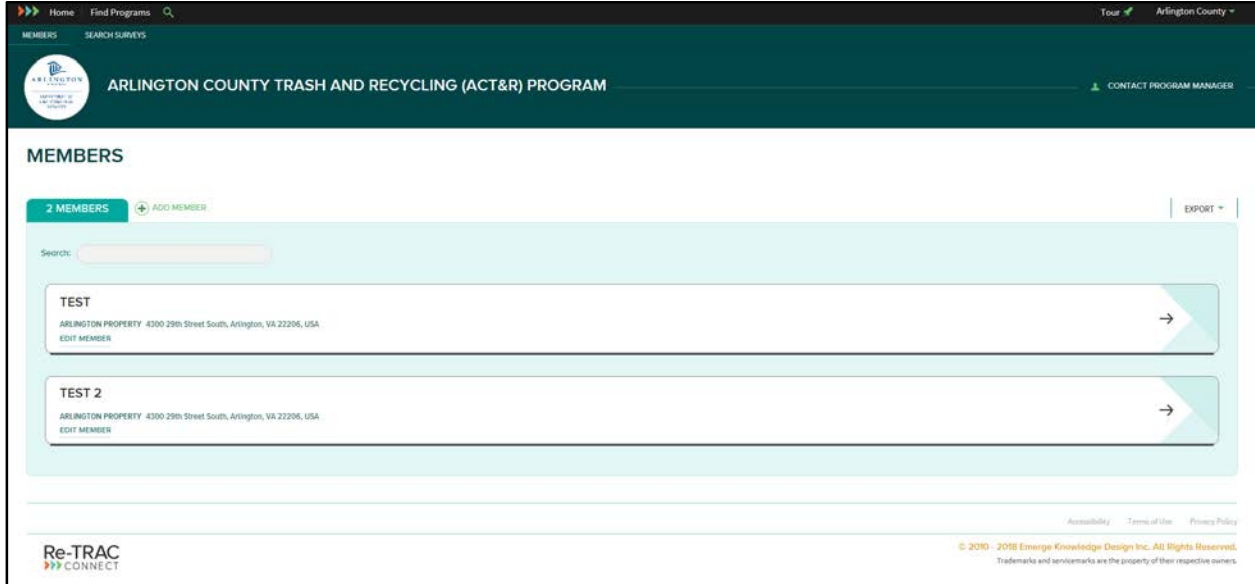


Image L

First, access your Members page by clicking the Arlington County logo on the home page of Re-TRAC Connect. That will lead you to a page that looks like *Image L*, above.

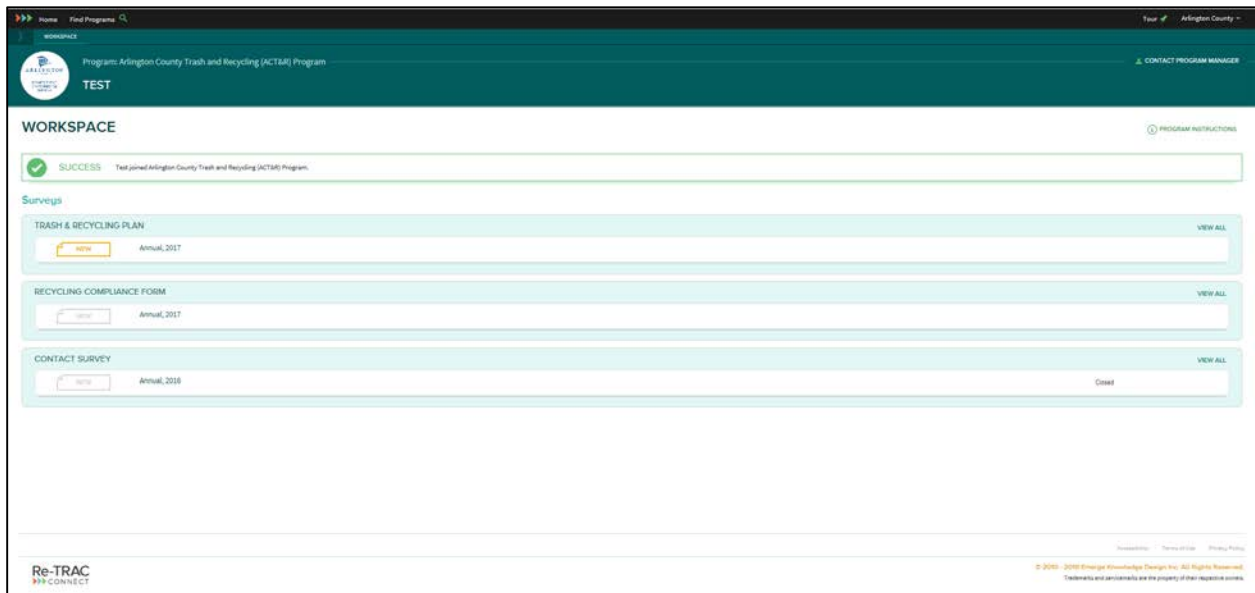


Image M

Click the member profile that you'd like to view or edit data for. This will lead you to the workspace for that business or property, revealing your Trash and Recycling Plan, compliance forms from past inspections, and any historical data under your account, as shown in *Image M*. Inactive surveys are no longer required for submission and are greyed out – they cannot be edited, but they can be viewed. To view or edit an active or necessary form, simply click on the colored button next to it.

Edit member: Address, contact information, etc.

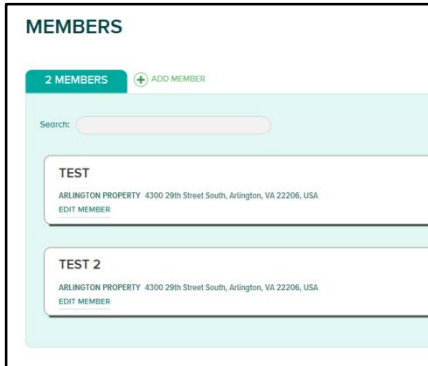


Image N

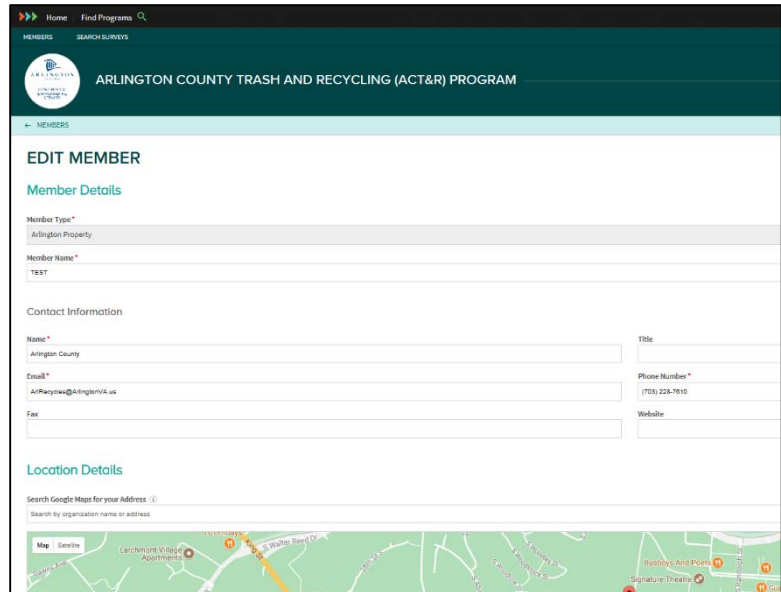


Image O

To edit a member profile (business or property information), go to the members' page and click "edit member," as in *Image N*, underneath the profile you want to update. This will take you to a screen that looks like *Image O*, where you can edit contact information specific to that business/property location, the name, and the address of the member.

Edit User: email address, password, etc.

Click your account name in the top right corner of Re-TRAC's screen and then "Edit User" to manage your account. From here, as seen in *Image P*, you can edit your password and email address/username to login to Re-TRAC Connect.

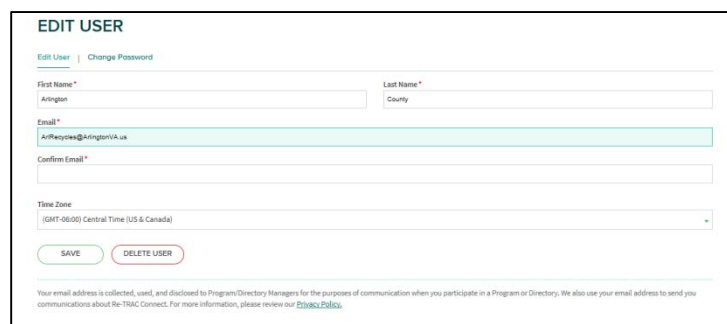


Image P