Step 1 – Registering and Creating an Account

Go to www.connect.re-trac.com. The Login ID and Password you’ve used for previous DCA solid waste surveys will not work; you’ll need to register for a free account and create a Login ID and Password.
The process starts with the screen above; select ‘Click here to register’ to create a free account.

Select the appropriate jurisdiction or organization from this page, and…
...continue the registration process. Note that this creates your Community Profile; you haven’t started the DCA Solid Waste Survey yet. Clicking ‘Submit’ results in a confirmation email being sent to your inbox. Clicking on the link in that email will activate your account. After activating your account, go back to www.connect.re-trac.com.
After logging in you will automatically be taken to your home page. The first time you see this screen, you'll click on “Join Programs” (see below) to opt-into the DCA Solid Waste Survey. Every time after that, this home screen will be a portal to all of your survey input screens. You can access your home page at anytime by clicking on the “Home” link located on the top menu bar.

**Step 2 – Auto-fill option.** The 2011 survey is much shorter than previous versions. However, if desired, system administrators can fill the 2011 solid waste survey with your responses to the 2010 survey, so that you can review that data and edit as necessary. Because the survey response rate will vary, DCA has given the administrators up to 5 business days to complete this task; in most cases it will not take nearly that long. If you would like to have the 2011 survey filled in with your 2010 responses, please e-mail jonah@emergeknowledge.com requesting the data transfer. Be sure to include ‘2011 DCA Solid Waste Survey’ in the subject line.

Log out from the system, and you'll receive an e-mail from Emerge Knowledge programmers when your 2011 survey has been filled with your 2010 responses. If you have not received an e-mail with instructions within 5 business days, contact DCA Office of Planning and Environmental Management at 404-679-5279.

If you prefer to complete the 2013 survey immediately, click ‘Join Programs’ to begin the survey.
You'll see this Home page every time you log in. The first time you log in, you'll click the 'Join Program' button to opt-into the DCA Solid Waste Survey. In time, there may be other solid waste surveys from other organizations (i.e. - Keep America Beautiful) you can fill out in Re-TRAC Connect. For now, there is only the DCA solid waste survey.

Selecting 'Georgia DCA' will highlight all 11 sections of the solid waste survey. Click 'Submit.'
Select ‘Home’ at the top of the screen...

And then ‘Georgia DCA’ under Your Programs.
Step 3: Accessing the Survey
Step 4 - Entering Data
To input information in a survey, click on the survey desired and the survey will be displayed. It is important after filling out a survey screen to click on the submit button or, if edits have been made, click the ‘update’ button. Failing to do this will result in lost data.

Additional questions will be displayed on the screen based on a specific response to a question. An example is shown below.
Additional questions are displayed after selecting “yes” to question the first question, above.

There are questions throughout the different survey sections that require you to add multiple facilities; an example of this is shown below. After you add a new facility, you will see a screen similar to the one seen below, note the ability to add multiple facilities.
Once you have completed a survey and successfully submitted it you will see a screen similar to the one below. Repeat the above steps for all 11 surveys to successfully complete the Georgia solid waste survey. Because the solid waste survey is no longer mandatory, there is no longer a need to 'lock' the data or sign off on the surveys.