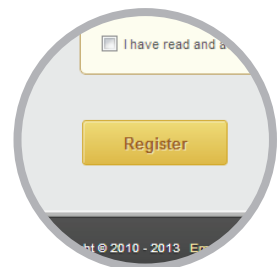
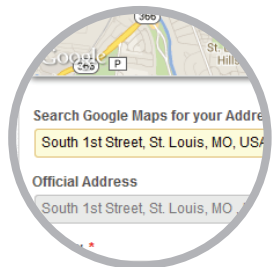
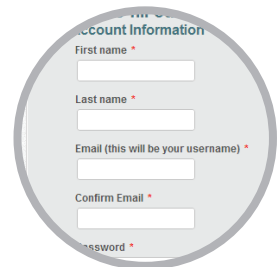


### Create an Account & Complete your Listing

1. Click on '**Add Facility**'  
*You will be directed to the Missouri Department of Natural Resources Directory Registration Page.*
2. Choose your organization type from the options provided.
3. Fill out your Account Information
  - Name
  - Email
  - Password*Remember these details. You will require this information to log in to Re-TRAC Connect, and to edit your listing in the future.*
5. Provide the details for your listing
  - Name
  - Address
  - Hours of operation
  - Materials collected
6. After reviewing for accuracy, click '**Register**' at the bottom of the page.

- **Listing Definition**

*Similar to a Yellow Pages listing, a listing in Re-TRAC Connect contains the organization name, address, hours of operation, and materials collected. Listings will appear after a search in the Missouri Department of Natural Resources Directory.*



## Activate Account

1. You will be directed to a page that reminds you to “Check your email!”. Be sure to check your email for an email sent from ‘Re-TRAC Connect’.
2. Click on the activation link included in the email to finish creating an account with Re-TRAC Connect.
3. Once your listing has been approved by the Directory Managers of *Missouri Department of Natural Resources Directory* you will receive a second email from Re-TRAC Connect as notification of the approval.

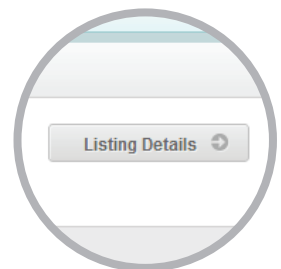
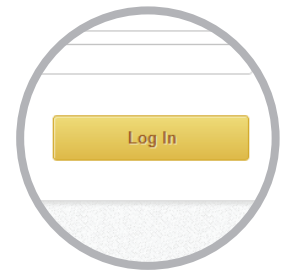
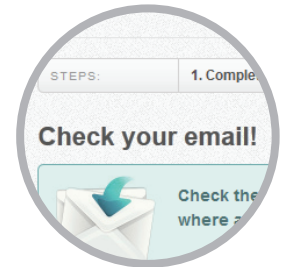
*If your listing is not approved, or you have any questions regarding the approval process, contact the Directory Manager directly.*

### AFTER APPROVAL

## Edit and View Listing

1. Visit <http://connect.re-trac.com> to log in to your account.
2. Your listing will be visible on the Dashboard under ‘**Missouri Department of Natural Resources Directory**’. Click on ‘**Listing Details**’ and you will be directed to the Directory Profile for your listing.
3. You can edit your listing details by clicking on the green checkmark. *Changes are published immediately.*
4. You can view your listing details below, in the ‘**Listing Preview**’.
5. Try searching for your listing on the **Missouri Department of Natural Resources** website.  
<http://www.dnr.mo.gov>

*Click on the red pin on the map to view your listing details.*



## *Add another Listing*

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1. Click '**Add/View Listings**' - this will take you to the '**Directories**' page.
2. Create new by choosing organization.
3. Repeat steps 4 + 5 in '*Create an Account and Complete your Listing*'.
4. Select the Solid Waste Management District you belong to.
5. Click '**Join**'.
6. Click '**Submit History**'.

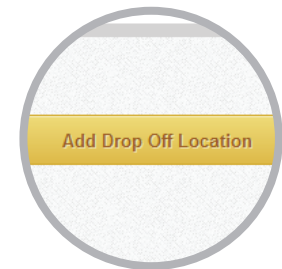
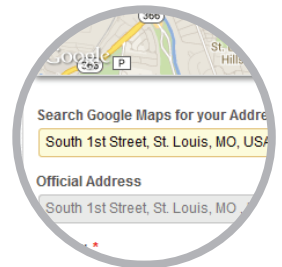
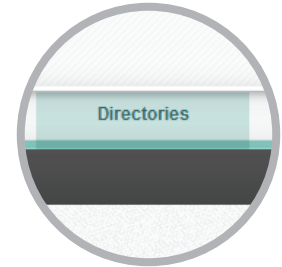
### Enter the Directory & Complete your Listing

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1. Visit <http://connect.re-trac.com> to log in to your account.
2. Click on the **'Directories'** tab.  
*You will be directed to the list of all directories in Re-TRAC Connect.*
3. Locate the **'Missouri Department of Natural Resources Directory'** and click on **'Listing Details'**  
*You will be directed to the Directory Details*
5. To create a new listing for the directory, select your organization type from the list under **'Create New'**.

*If you already have an organization for this directory, you will see it listed under 'My Listings' and can add this organization to the directory.*

6. Provide the details for your listing:
  - Name
  - Address
  - Hours of operation
  - Materials collected
7. After reviewing for accuracy, click the **'Add'** button at the bottom of the page.

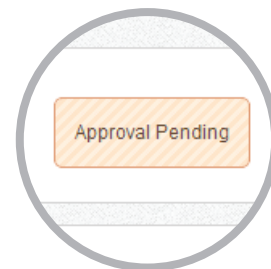


### Listing Approval

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1. Your new listing will be visible on the Directory Details page, and will be marked '**Pending Approval**'. This particular directory requires each listing to be approved before it will be published.
2. Once your listing has been approved by the Directory Managers, you will receive an email from Re-TRAC Connect as notification of the approval.

*If your listing is not approved, or you have any questions regarding the approval process, contact the Directory Manager directly.*



### Edit and View Listing

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1. When your listing has been approved you will notice a "**Listing Detail**" button next to it.
2. Click on '**Listing Details**' and you will be directed to the Directory Profile for your listing.
3. You can edit your listing details by clicking on the green checkmark. *Changes are published immediately.*
4. You can view your listing details below, in the '**Listing Preview**'.
5. Try searching for your listing on the Missouri Department of Natural Resources website.

<http://www.dnr.mo.gov>

*Click on the red pin on the map to view your listing details.*

