



eCycleRegistration

If you are an electronics manufacturer, this online tool will help you comply with the varying state electronics recycling laws.

Site Instructions:

- 1) Go to <https://www.ecycleregistration.org/>
- 2) Scroll to bottom of page and select "Click Here" to set up a new account.
- 3) This will bring you to the log-in request page. Enter your name, the company name, and an email address. Then select "Submit Request". Within 24 hours you will receive an email from info@ecyclingresource.org. Please make sure you put this address on your company white-list to avoid having the email sent to your spam email folder.
- 4) The email you receive will tell you to go to <https://www.ecycleregistration.org/> and login with an assigned user name and password. Once you log-in using these credentials, you will be redirected to the Company Registration page.
- 5) From the Company Registration page, you will be asked for information about the company you are registering. You will also be asked to register a "User Account". ***The email/user name and password you select for these fields should be written down for future reference, as these will be how you access this manufacturer to make any future changes to address, contact information or brands.***

The image shows a dark-themed registration form. A large red arrow points from the left towards the 'User Account' section. The form is divided into two main sections: 'Manufacturer Information' and 'User Account'.

Manufacturer Information

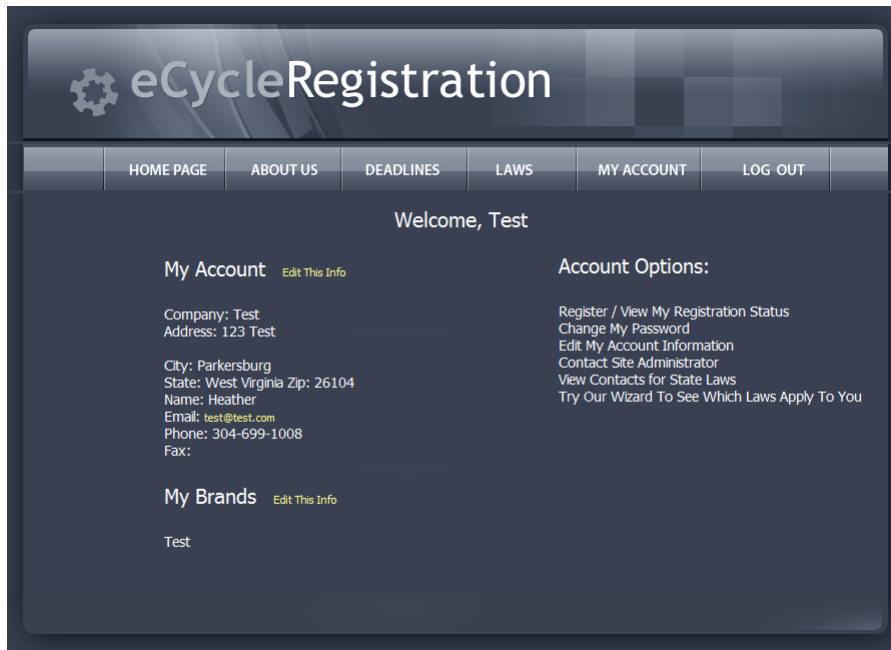
- * Manufacturer Name:
- * Address:
- * City:
- * Country:
- * State:
- * Zip/Postalcode:
- * Phone:
- Website:
- Federal Tax ID:

User Account

- * Email or Username:
- * Password:

- 6) Please note that if you are a company/entity registering multiple manufacturers, you will need to use the log-in credentials originally sent to you from info@ecyclingresource.org in order to access the system and register another manufacturer. This is particularly important for organizations such as MITS or MRM that might be registering multiple manufacturers.
- 7) Once you complete your company address information and contact information, you will "Save and Continue to Brands".
- 8) Add a Brand Name and you will be taken to the Brand Information screen.
- 9) Select your product type, status, dates sold from and to (MM/YYYY or MM/DD/YYYY), and screen sizes sold (diagonally), if applicable. You will have the ability to edit or delete this information if needed.
- 10) If finished adding brands, please select the "Done" button. If not, select "Add a Brand".

11) Once you are “Done”, you will be directed to the Welcome screen.



12) From here, you can register in any available states by selecting “Register/View My Registration Status”. You may also change your password, edit your account information, contact the site administrator, view and communicate with contacts for the state laws, and more. This is the screen you will see every time you log-in from here on out.

13) Please be sure to keep track of the user name and password you have registered to your account.

Questions? Contact us:

jlinnell@electronicsrecycling.org

304-699-1008