

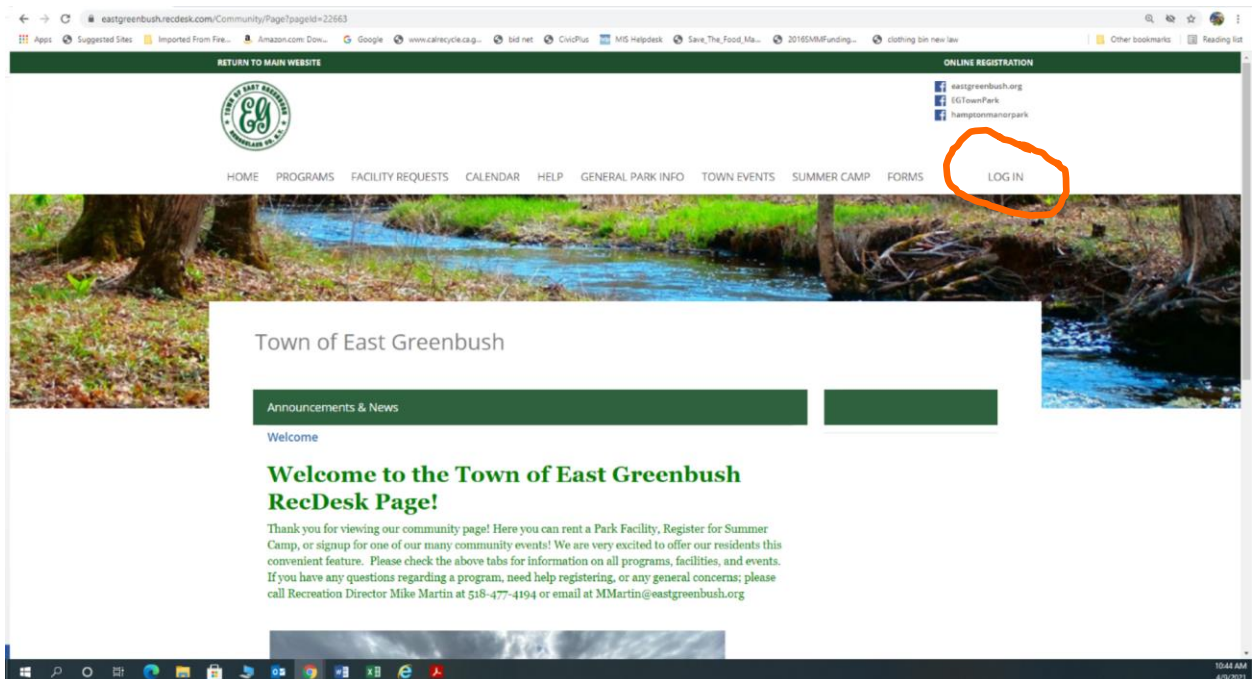
## Completing the HHW On-line Registration Form if you've been moved from the Waiting List

If you have been moved from the waiting list to the active event roster for one of our Household Hazardous Waste collection events, congratulations on getting a space in the event!

However, there now additional required steps for you to please take ASAP.

You must now complete the Event Registration Form on-line.

- 1) Go to <https://eastgreenbush.recdesk.com/> and click on "LOG IN" in the upper right, to log in to your account with East Greenbush's RecDesk system (circled in red in the illustration below).

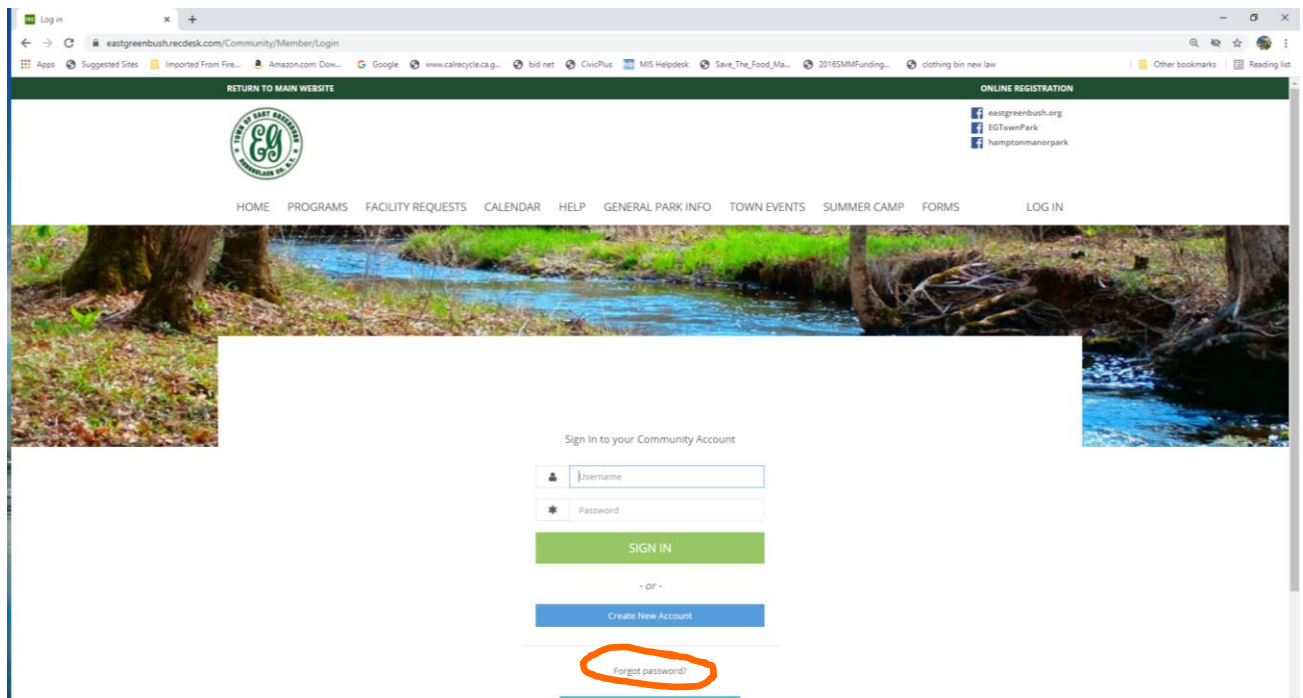


*(Continued on the next page)*

2) **Log in** with your username (usually your email address),

And your password for your RecDesk account in East Greenbush's system.

There is a "Forgot password?" link if you don't recall your password (circled in red in the illustration below).



***(Continued on the next page)***

- 3) Under your Household name on the left side, click on “Forms” (circled in red in the illustration below).

The screenshot shows a user profile page for 'Smith Household' with 1 member. The page includes a navigation menu at the top with links like 'HOME', 'PROGRAMS', 'FACILITY REQUESTS', 'CALENDAR', 'HELP', 'GENERAL PARK INFO', 'TOWN EVENTS', 'SUMMER CAMP', and 'FORMS'. The user's name 'John Smith' is displayed in a green header. Below the name are buttons for 'Profile', 'History', 'Calendar', and 'Join'. The profile details are organized into sections: 'General information' (Name, Date of Birth: 1/1/1935 (86 years), Gender: Male, Head of Household: Yes) and 'Address' (Address Line One, Non-Resident). On the left side, there are links for 'See Household Calendar', 'View Invoices', and 'Forms' (circled in red), along with an 'Add Household Member' button. A 'Household Credit' section shows a balance of \$0.00.

***(Continued on the next page)***

- 4) The required form to be completed will be listed there in the center, “Program: HHW Day Bethlehem Residents 4/17/21” in this example (or whatever municipality and program date you are registering for).

Click on “Submit Response” (circled in red in the illustration below).

RETURN TO MAIN WEBSITE

ONLINE RE

eastgreen  
EGTownP  
hampton

HOME PROGRAMS FACILITY REQUESTS CALENDAR HELP GENERAL PARK INFO TOWN EVENTS SUMMER CAMP FORMS

Smith Household  
1 members

See Household Calendar  
View Invoices  
Forms  
Add Household Member

Household Credit  
\$0.00

Forms

Date Range: Last 30 days  
Display: All (selected) Incomplete Only

Program: HHW Day Bethlehem Residents 4/17/21  
4/17/2021 - 4/17/2021  
Town of Bethlehem Household Hazardous Waste Day 4/17/21  
Submit Response

- 5) Complete the required fields fully (those with a red asterisk are the only required fields).

Your license plate # is required so that we can use it to help with “contactless check-in” at the event.

That should take care of your requirements.