

# Food Recovery Challenge Login & Annual Data/Goal Information

The Food Recovery Challenge (FRC) asks participants to reduce as much of their food waste as possible.

[Re-TRAC Connect](#)™ gives FRC participants and endorsers the ability to track data and measure their progress. This guide offers general instructions on how to navigate the system and enter annual data and goals.

## Step 1: Login

Go to <http://connect.re-trac.com>. Enter your email address and existing Re-TRAC Connect password and click on the **Log In** button.

**LOG IN**

Email

Password

Remember Me

By clicking Log In and using Re-TRAC Connect, I agree to the [Terms of Use](#) and [Privacy Policy](#), (Updated June 29, 2015.)

**LOG IN**

[Forgot password?](#) [Support](#)

**New to Re-TRAC Connect?**

**CREATE FREE ACCOUNT**

Trusted by over 34,000 organizations

If you have forgotten your password, you can create a new one by using the **Forgot your password?** function on the login page.

**LOG IN**

Email

Password

Remember Me

By clicking Log In and using Re-TRAC Connect, I agree to the [Terms of Use](#) and [Privacy Policy](#), (Updated June 29, 2015.)

**LOG IN**

[Forgot password?](#) [Support](#)

**New to Re-TRAC Connect?**

**CREATE FREE ACCOUNT**

Trusted by over 34,000 organizations

## Step 2: Access Forms for FRC

After EPA approves your organization's participation in FRC, you will receive an email from [support@re-trac.com](mailto:support@re-trac.com) with a link to access your forms for FRC.

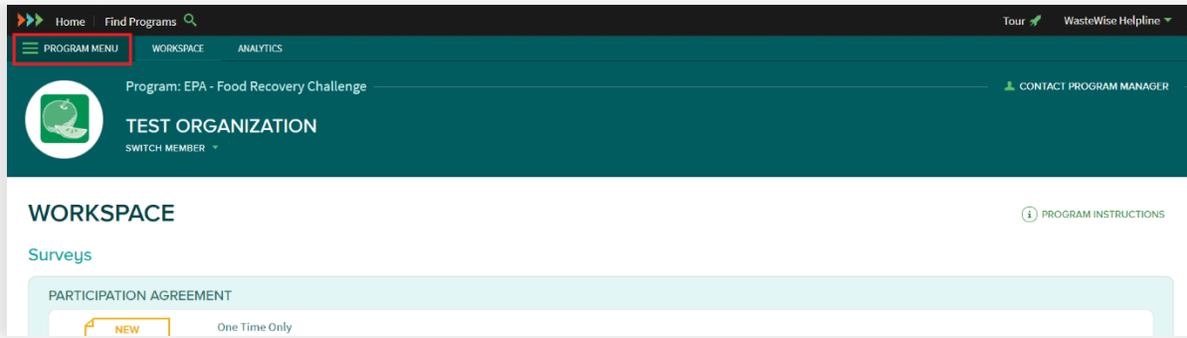
You can also access the FRC forms from your Dashboard screen. To do this, click on the EPA-FRC icon under **Programs I've Joined**.



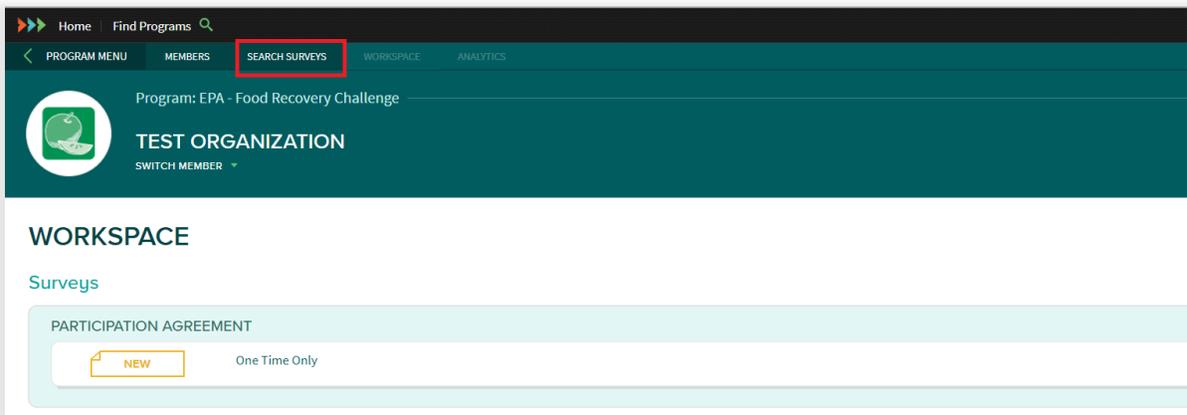
This will take you to your **Workspace** where you'll have access to fill out FRC surveys.



Re-TRAC will automatically take you to surveys for the most recent reporting year. If you'd like to access a survey from a previous year, click on **Program Menu** on the top left-hand corner to expand the menu.



Then click on **Search Surveys**.

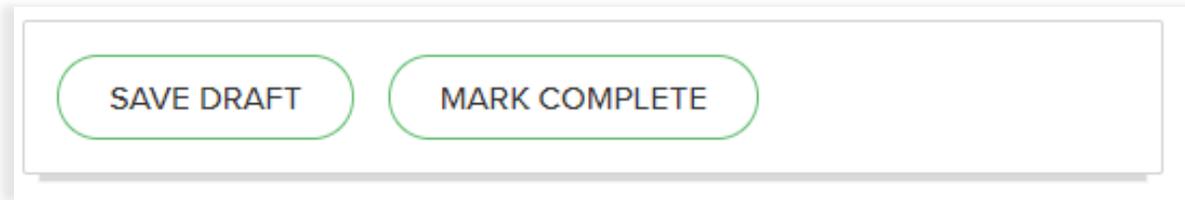


You can now search for different survey types per year in the left-hand menu. If you're reporting annual data in 2018, select "2017" from the **Year** drop-down list on the left-hand side.



### Step 3: Completing FRC Forms

Please note that all forms can be saved in draft form or marked as complete.



To save your data before submitting, click “[Save Draft](#).” EPA will not take any action for a form that is simply “saved.” Your form is not considered complete.

To submit your data to EPA, click “[Mark Complete](#).” This will instantly lock your form and prevent you from making any more changes. EPA will be alerted to review your entries for approval.

**If you need to make changes to your form after its been marked “complete,” please contact your [FRC regional representative](#) to unlock your form.**

### **FRC Participant Forms**

**Participant Annual Data** represent your food waste diversion progress for each year.

**Participant Annual Goals** set your food diversion targets for the upcoming year.

### **FRC Endorser Forms**

**Endorser Annual Data** represent your food waste diversion progress for each year.

**Endorser Annual Goals** set your food diversion targets for the upcoming year.

To access a blank form, go to your Workspace and click on the “New” button under the type of form that you want to fill out.



**Be sure to read all instructions in the form carefully before you begin, as they are detailed and important.**