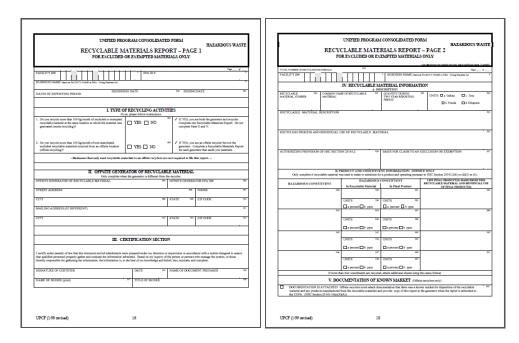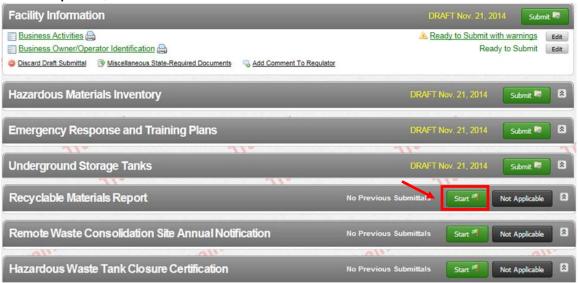# Recyclable Materials Report Guide

You are <u>required</u> to submit a Recyclable Materials Report for each recyclable material if you answered "YES" to Excluded and/or Exempted Materials on the Business Activities page.

1. Fill out the [Recyclable Materials Report](#)

   If you are having trouble filling out the form please refer to the [Instructions for Recyclable Materials Report](#)

2. Once you have completed your forms and saved them to your computer, click "**Start**".

3. CERS will take you to the next screen to upload your document.
   a. Select **"Upload Document"** in the "**Document Options"** box
   b. Click **"Browse"** (or "**Choose File**") and select the desired file).
      The Document Title is automatically entered.
   c. Click **"Save & Finish"**