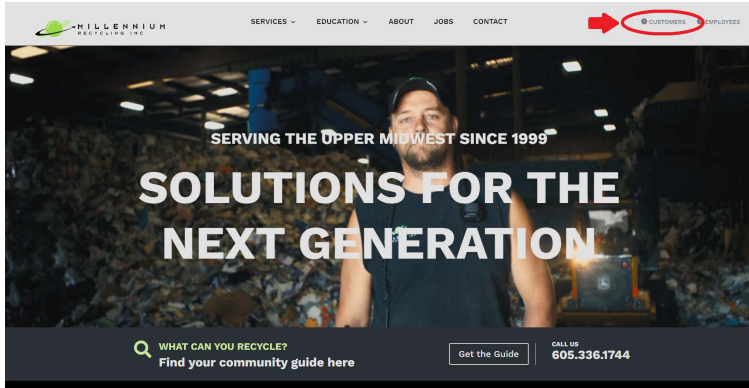


Online Customer Portal INSTRUCTIONS

Millennium's online Customer Web Portal provides you with easy access to detailed information. Please take a moment to review these steps to help you navigate your reports:



1. GO TO WEB PORTAL:

Find the Customers button at the top right of our website: www.millenniumrecycling.com

You can also access the portal directly or bookmark the link: http://208.107.60.86/PCS_WebReports/

2. LOGIN:

You will be brought to the LOGIN page to input your username and password >>>

If you do not know your login information, please contact us.



3. ACCESS REPORTS:

a. Select the Report you wish to access on the left.

AVAILABLE REPORTS:

- MATERIAL REPORT – Shows material grades by load.
- ORIGIN/MATERIAL REPORT – Shows origins tracked by load.
- TICKET REPORT – Shows ticket number by load.
- TRUCK CYCLE REPORT – Shows weight in and weight out times by load (*not available with tare option*).
- CUSTOMER STATEMENT – Statement of activity also used for end of month and check reporting.
- CUSTOMER/MATERIAL REPORT – Spreadsheet view of all material by date.

b. Next, set the Start and End dates, Traffic Type, Material Type and Detail Level to choose the details shown. You may also choose your preferred file type (Adobe PDF, Excel or Word).

c. Hit Preview to View your Report, or Clear to clear your selections.

IMPORTANT NOTES:

- **PRICING ACCURACY**

Prices may change at any time dependent on market conditions and/or load quality.

Prices are updated within the first 10 days of each month following market indicator sheets (i.e. PPI and mill specific). Due to this, pricing is only accurate month to month.

For example: A report for Jan 1-Jan 31 will have accurate pricing but a report for Jan 1-March 31 will not have accurate pricing, although tonnage will be correct. For accurate pricing, monthly reports must be pulled individually. Reports for multiple months will show accurate tonnage, but accurate pricing.

- **MULTIPLE LOCATIONS**

Each location must have their own unique login to view materials separately. Multiple locations may be included in one login, but the total will include tonnages from all locations. You may choose with locations and reports are shown for each login.

- **COMPATIBILITY ISSUES**

Web portal is best viewed in **Internet Explorer**. If your screen looks like the example below, please follow these instructions:

1. Open the portal using Internet Explorer.
2. Select the Tools gear icon in the upper right corner of your screen (or press ALT + X)



3. Open 'Compatibility View' Settings >>>



4. Select 'Add', then 'Close'. Your portal view should now be fixed.

