How to Access your Downgrades
We've developed this procedure to help you identify contamination sources.

1. **LOGIN TO CUSTOMER WEB PORTAL:**
   a. Log into your Millennium Recycling customer web portal (Please refer to Web Portal instructions for assistance).

2. **RUN A MATERIAL REPORT:**
   a. Click 'Material Report' from the left menu and select the date range you wish to view.
   b. Select Full Details option (Not Summary).
   c. Report details are shown by ticket number and include receiving dates, downgrades, fees, rebate end-values, and truck numbers based on the date range you selected.

3. **VIEW DOWNGRADE DOCUMENTATION PHOTOS:**
   a. Photos are provided by Millennium Recycling via Google Drive for documentation of each downgrade.
   b. Visit your company's unique link to access your custom photo folder.
      – Your link is unique to your company and does not require a username or password.
      – You may share this link with any of your team members.
   c. All downgrade photos taken of your material will be available on-demand in this folder for you to view, download and sort. Each photo will include the following information:
      – Date and time captured
      – Map location tags
      – Truck number watermark
   b. If you have any questions on the downgraded material shown, please contact us.

For help with this procedure or if you need your company link resent, please contact Millennium.