



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.

