

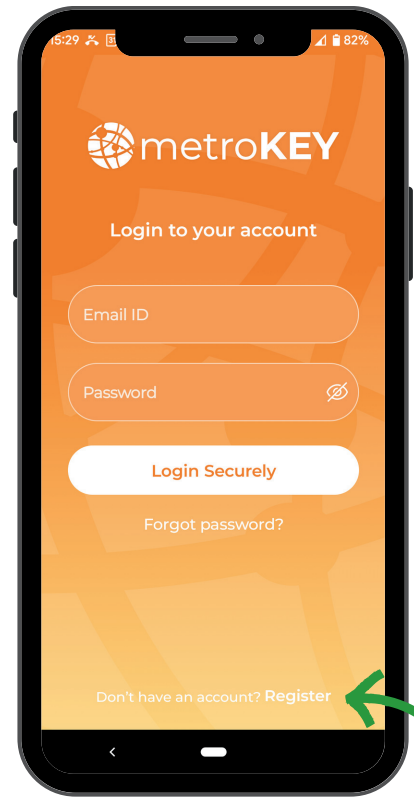


Creating an Account through metroKEY

Step-By-Step Instructions



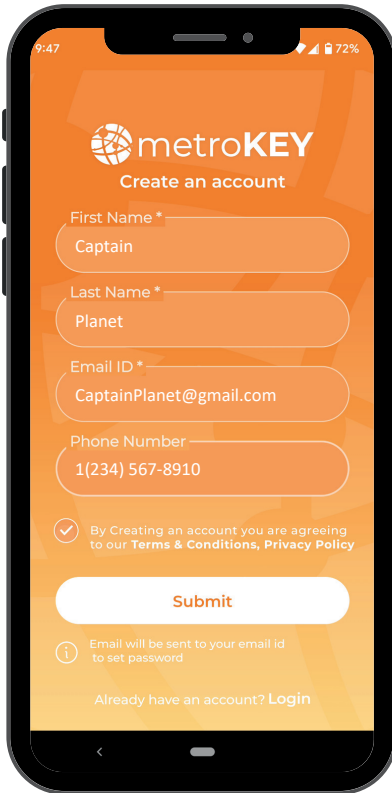
1 Open the app on your cell phone



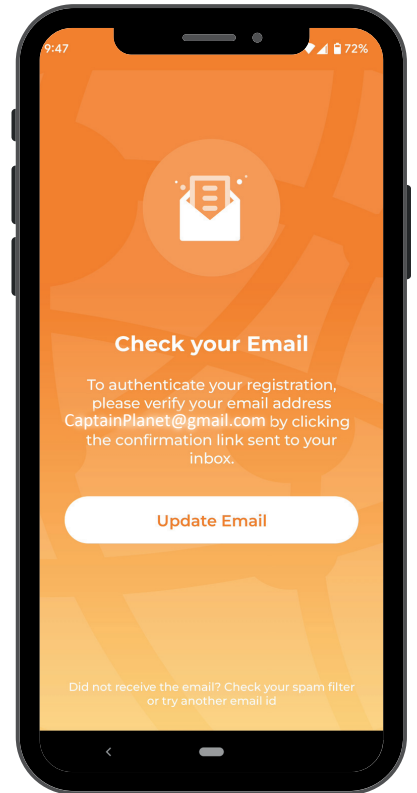
2 Select "Register" at the bottom of the screen



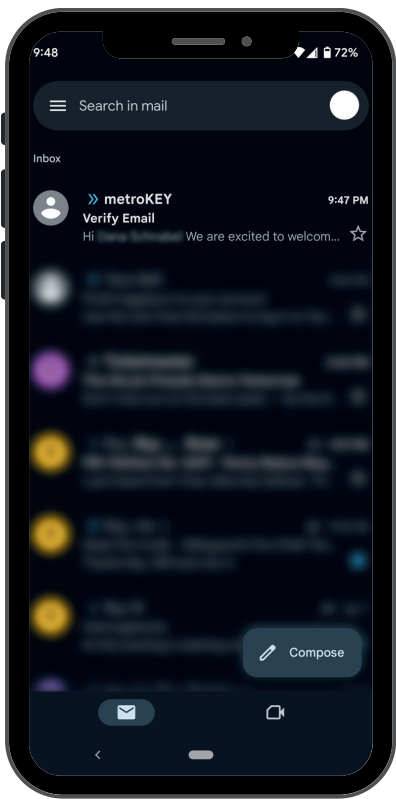
3 Fill out your name and an email that is accessibly by your cell phone



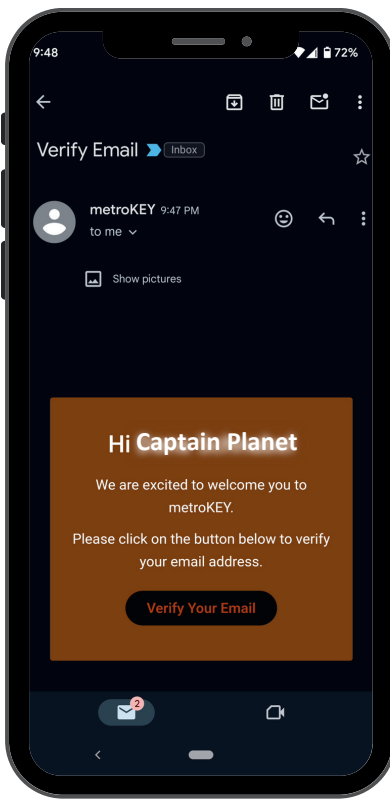
4 You will need to confirm that you agree with the Terms & Conditions and Privacy Policy in order to use this app



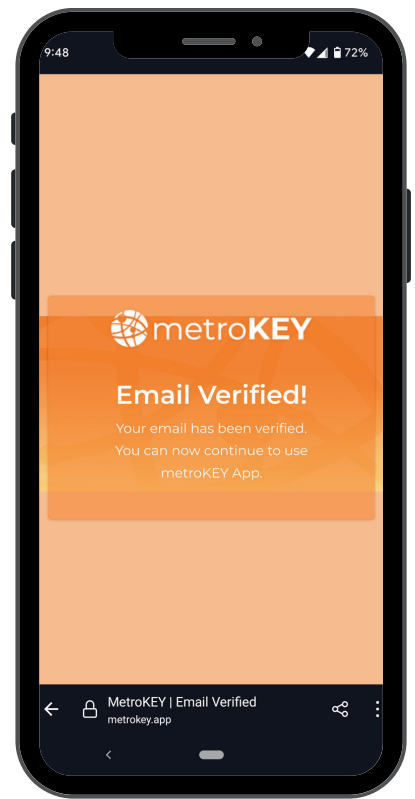
5 Check your inbox for a verification email from metroKEY



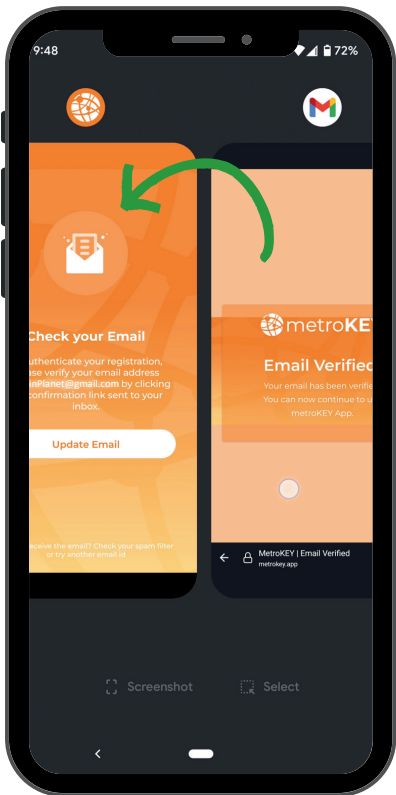
6 Open the email. (If you don't see the email, check your Spam folder)



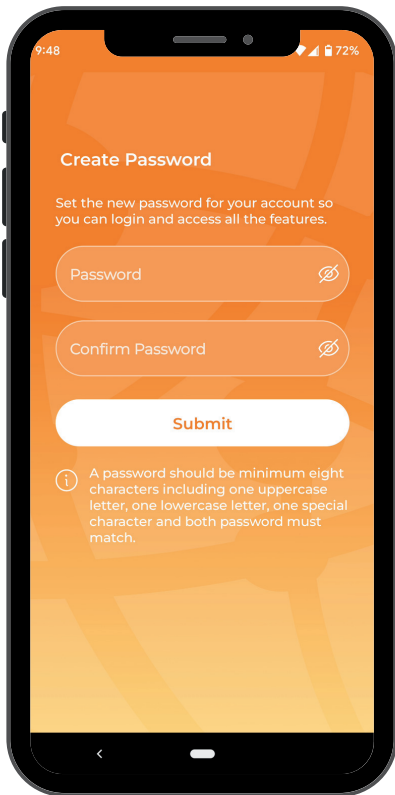
7 Select "Verify Your Email"



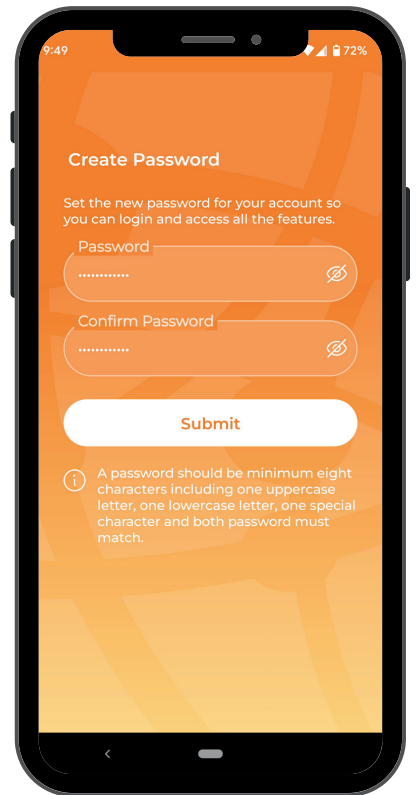
8 You should see this screen after verifying your email



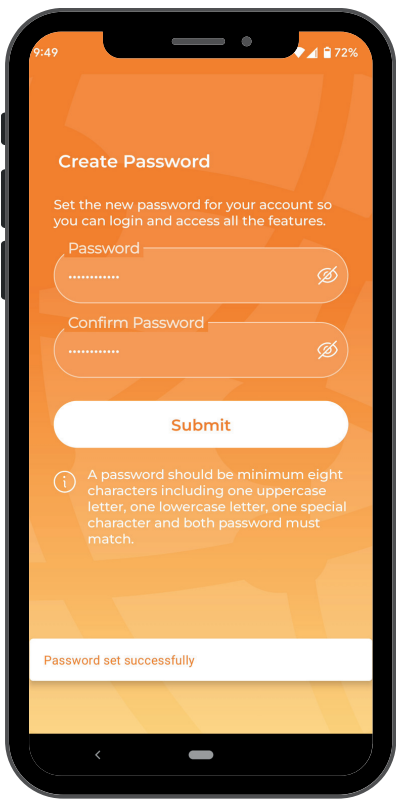
9 Now go back to the metroKEY app



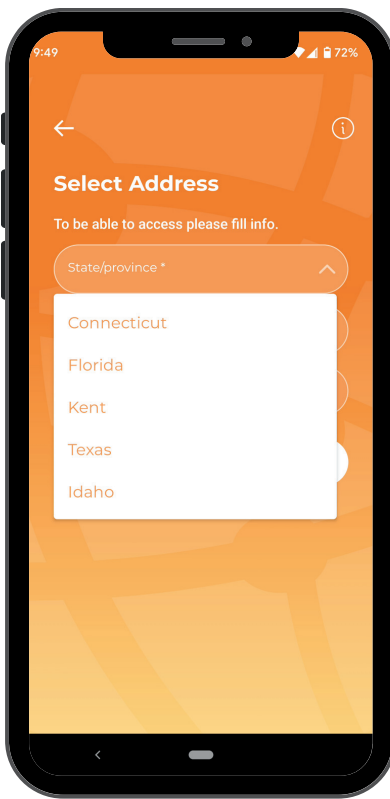
10 The app will update and prompt you for a password



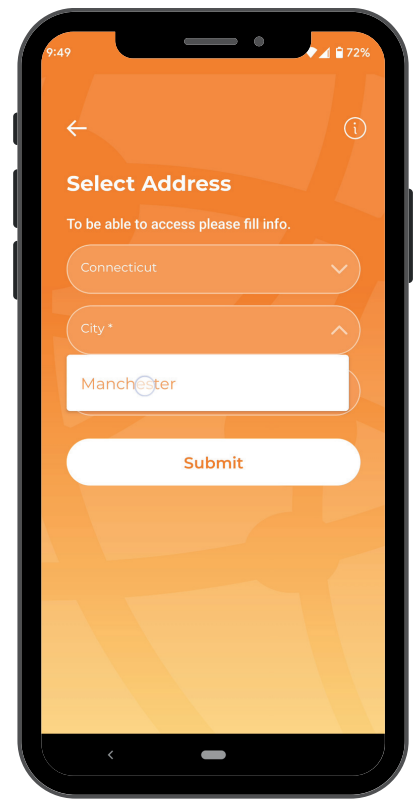
11 Follow the instructions for creating a password and select "Submit"



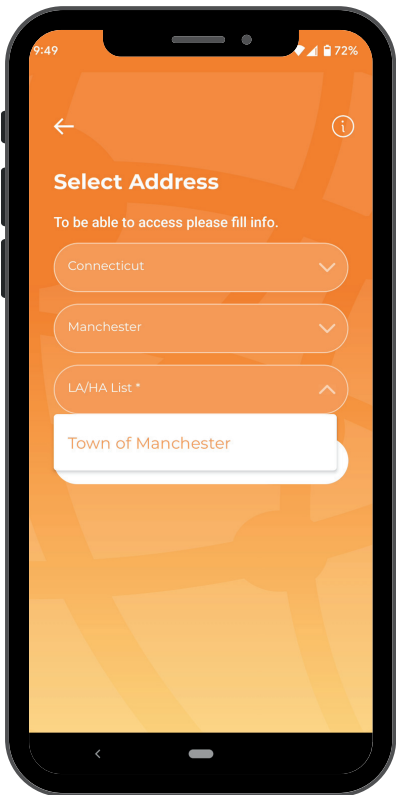
12 If done correctly, you should see "Password set successfully" at the bottom of the screen



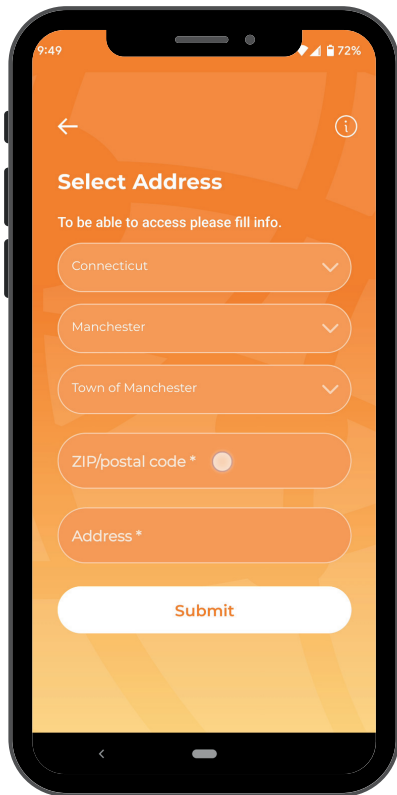
13 For "State/province", select "Connecticut" from the drop-down



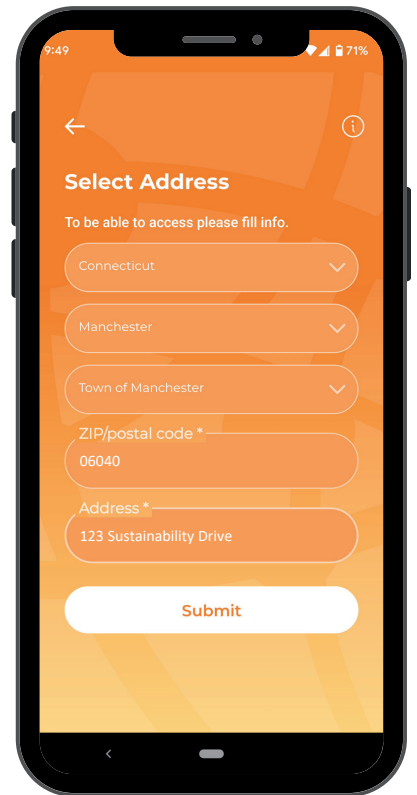
14 For "City", select "Manchester" from the drop-down



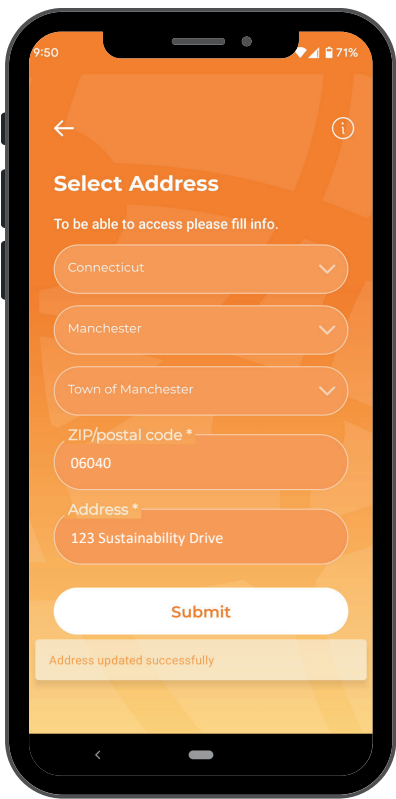
15 For "LA/HA List", select "Town of Manchester" from the drop-down



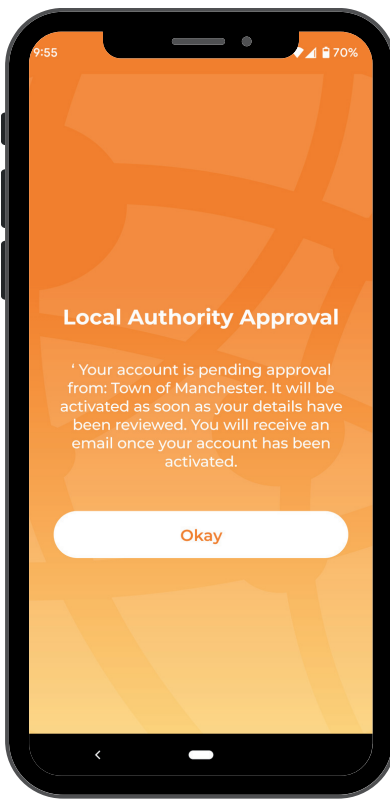
16 Add your zip code and address



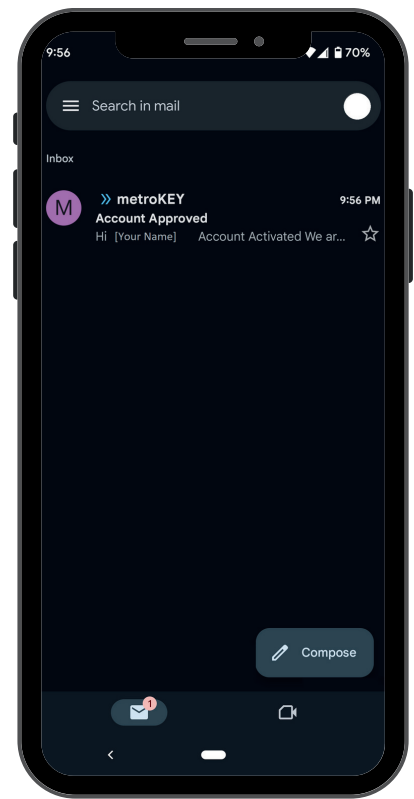
17 Select "Submit"



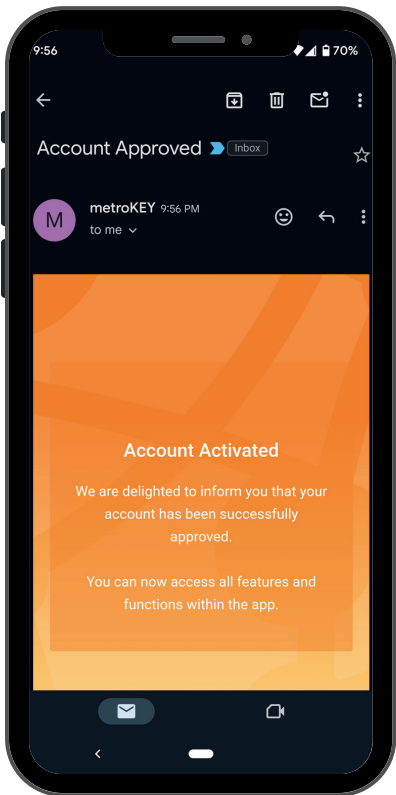
18 If done correctly, you should see "Address updated successfully" at the bottom of the screen



19 The Recycling Coordinator will authorize your access if you hold a current Recycling Permit



20 Once authorized, you will receive a notification email



21 This is what the email will look like



22 Now you're ready to use the metroKEY app!