

CONSTRUCTION AND DEMOLITION (C&D) ONLINE SYSTEM USER GUIDE

Module I – Create Green Halo Account

OVERVIEW

➤ Create Online Account

Public Works

Recycling and Solid Waste Division

Phone Number: 949-464-6677

E-mail: recycle@lagunabeachcity.net



City of Laguna Beach Recycling Center

Committed to upholding sustainable standards.

Log In

Create A Waste Management Plan



Create a New Green Halo Account

Introduction

You are a contractor and you want to create a waste management plan online at the City of Laguna Beach.

GO TO GREEN HALO

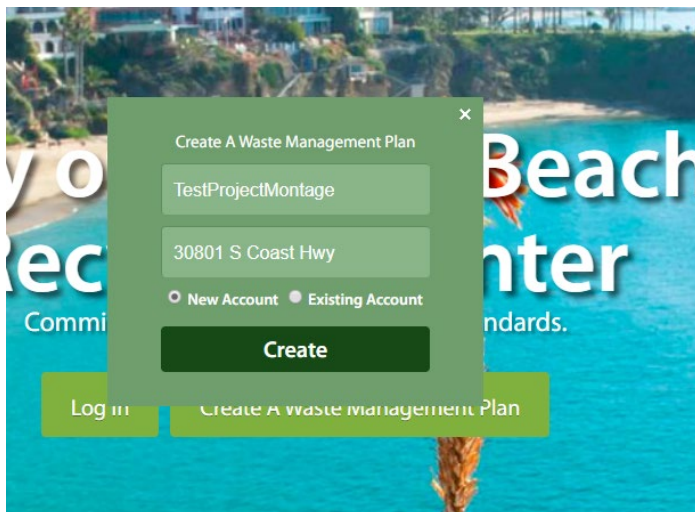
<http://lagunabeach.wastetracking.com/#>

Step 1: Click on Create A Waste Management Plan.



Step 2: You will be prompted to write Project Name (TestProjectMontage) and Project Street Address (30801 S Coast Hwy).

Step 3: Select New Account and click Create.



Step 4: Enter your email address and create a password.

You will be asked to select your plan. Select **FREE** and click Next Step.

Create Your Account

1 SELECT PLAN
2 ENTER COMPANY INFO
3 ENTER PAYMENT INFO
4 CONFIRM & SUBMIT

← BACK
NEXT STEP →

Please select your plan
4 Month Minimum Subscription

Features

	1	3	5	Unlimited
Number of Users	1	3	5	Unlimited
Green Halo Scan and Ticket Upload Service	\$5 per ticket, \$20 min. \$5 add'l ticket	10 free tickets/mo. \$3 add'l ticket	40 free tickets/mo. \$3 add'l ticket	100 free tickets/mo. \$3 add'l ticket
Create Waste Management Plan	✓	✓	✓	✓
Upload Waste and Recycling Receipts	✓	✓	✓	✓
Realtime Project Statistics	✓	✓	✓	✓
Anywhere Anytime Access from Mobile Devices	✓	✓	✓	✓
Project Data Storage	✓	✓	✓	✓
Live Chat Support	✓	✓	✓	✓
Submit Plans Directly to Participating Cities	✓	✓	✓	✓
Live Phone Support	✓	✓	✓	✓
Share Project Data		✓	✓	✓
Convert Plans to PDF		✓	✓	✓
Multiple Ticket Upload		✓	✓	✓
Ticket Upload Access for Subcontractors		✓	✓	✓
Opt In/Opt out Promotional Offers		✓	✓	✓
Add Company Logo to Reports		✓	✓	✓
View Overall Company Recycling Profile		✓	✓	✓
Export Data to Excel		✓	✓	✓
Convert Plans to LEED Forms		✓	✓	✓
View Company and Project Carbon Footprint		✓	✓	✓

	FREE	PREMIUM \$29	PRO \$129	ENTERPRISE \$329
	+ \$0 for each active project	+ \$24 for each active project	+ \$19 for each active project	+ \$15 for each active project
	PER MONTH	PER MONTH	PER MONTH	PER MONTH
	PROJECT TRACKER	PROJECT TRACKER PREMIUM	PROJECT TRACKER PROFESSIONAL	PROJECT TRACKER ENTERPRISE

Step 5: Fill in the required fields for your company info (noted with an asterisk):

- Email
- Password
- First Name
- Last Name
- Position
- Company Name
- Company Website
- Address
- ZIP
- Phone
- How did you hear about us?

Create Your Account

1 SELECT PLAN 2 ENTER COMPANY INFO 3 ENTER PAYMENT INFO 4 CONFIRM & SUBMIT

BACK NEXT STEP

Please complete the following information to create your account.

Log In Profile

Email*

Confirm Email*

Password*

Confirm Password*

User Profile

First Name*

Last Name*

Position*

Company Name*

Company Website*
 I do not have a website

Address Line 1*

Address Line 2

Zip*

Phone* - - ext

How you heard about us*

Step 6: Click Next Step and the below page will appear. You should not have to enter any payment information because you have a free account. PLEASE MAKE SURE YOUR PLAN IS FREE.

NOTE: Each contractor should only have one Green Halo account. There should not be duplicate Green Halo accounts.

Create Your Account

1 SELECT PLAN 2 ENTER COMPANY INFO 3 ENTER PAYMENT INFO 4 CONFIRM & SUBMIT


BACK Complete Registration CONFIRM

Company Name	<i>LB Contractor Test</i>
Web Site	
First Name	<i>Bob</i>
Last Name	<i>Builder</i>
Position	<i>contractor</i>
Email	<i>lagunabeachcontractortest@gmail.com</i>
Phone Number	<i>949-497-3311</i>
Address	<i>505 Forest Avenue</i>
Zipcode	<i>92651</i>
How you heard about us	<i>City,County-or-State</i>

Log In Profile

User Name *lagunabeachcontractortest@gmail.com*
Password [view](#)

BACK CONFIRM



Step 7: Click CONFIRM. You have created your Green Halo account.

Welcome to Green Halo!



Thank you for creating your Green Halo Account!

To start using your Account, you must verify your Email Address. You should receive an Email from Green Halo within the next 10 minutes. Simply click on the link in the e-mail to activate your Account and start using Green Halo.

If you do not receive the Email within 10 minutes, [please click here](#) to send the e-mail again, or [contact Green Halo](#).