



RECYCLE  
RALLY

# HOW TO REPORT RECYCLING TRANSACTIONS IN YOUR RECYCLE RALLY ACCOUNT

1.

Log in: Visit [PepsiCoRecycling.com/login](https://PepsiCoRecycling.com/login) and log in to your account – use your email address as your username and click forgot password if you are logging in for the first time

2.

Once logged in, use the menu bar on the left side of the page and click 'Report Recycling'

## MY DASHBOARD

### YOUR ACCOUNT

PROFILE & SETUP  
ADD / EDIT SUB-ACCOUNTS  
CHANGE PASSWORD

### HELPFUL RESOURCES

MATERIAL TYPES  
RESOURCE LIBRARY  
LESSONS & ACTIVITIES

### TRACK PROGRESS & EARN POINTS

**REPORT RECYCLING**

RECYCLING HISTORY  
GOALS & IMPACT  
SCHOOL LEADERBOARD

Which types of materials are in your bins / bags?

Mark all that apply.  
Not sure about the materials? [Click here for more information.](#)

#### Eligible materials

☐ ALUMINUM



☐ PLASTIC #1 - PET/PETE



☐ PLASTIC #2 - HDPE



3.

Click on the box(es) that correspond to the types of materials that are in your bin(s) or bag(s)

If you have any questions or encounter any challenges as you prepare to participate in Recycle Rally this year, please don't hesitate to reach out to [support@PepsiCoRecycling.com](mailto:support@PepsiCoRecycling.com) or call (888)-875-6555 (M-F 8am-5pm CST).



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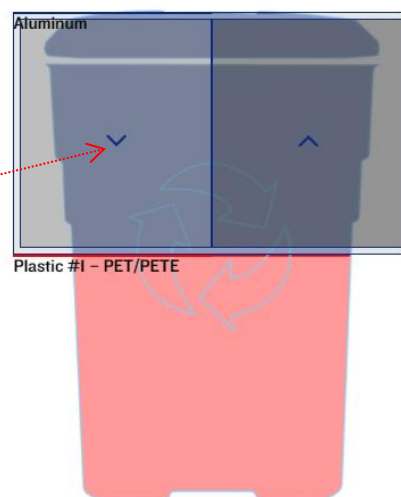
# HOW TO REPORT RECYCLING TRANSACTIONS IN YOUR RECYCLE RALLY ACCOUNT (cont.)

4.

**Optional Step:** If you want to enhance the accuracy of the estimated proportion of materials within your bin(s) or bag(s), then you may adjust the default assumptions by hovering over the image and clicking on the arrows. Once the mix of materials appears to accurately represent the ratio of materials\*, then proceed to the next step.






You may customize the ratio of materials within your bin(s) / bag(s), use the arrows.

When this visual representation approximately matches your best estimate of the proportion of volume each material takes up, then proceed to next step.



5.

Enter the number of bags or bins that you have filled within the row that corresponds to the appropriate size range. You may leave quantities blank for any bin or bag sizes that you are not reporting.

	Small Grocery Bag (3-10 gal.)	<input type="text" value="Quantity"/>
	Medium Kitchen Bag (11-18 gal.)	<input type="text" value="Quantity"/>
	Large Garbage Bag (19-39 gal.)	<input type="text" value="Quantity"/>
	XL Garbage Bag (39-60 gal.)	<input type="text" value="Quantity"/>
	Jumbo	<input type="text" value="Quantity"/>

\*Proportion of materials is intended to be an estimate, based on your quick visual assessment of the approximate proportion of space each material is occupying within your bin(s) or bag(s). Our intention is not to require you to separate the materials or weigh them in order to provide exact measurements – only approximations based on your best visual estimate.



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# HOW TO REPORT RECYCLING TRANSACTIONS IN YOUR RECYCLE RALLY ACCOUNT (cont.)

6.

**Optional Step:** If you want to host a contest within your school, you may assign recycling activity to “sub-accounts” by clicking on the pull-down menu and selecting which classroom, department, building, lunch period, etc. to receive the credit for this transaction. Sub-accounts are easy to set up by simply clicking on ‘Add / Edit Sub-Accounts’ on the menu bar on the left side of the page.

Assign this activity to a group within your school?

This is an option that will allow you to track it on your school leaderboard.

Select sub-account if you would like to assign this activity.  
Click here to add or maintain your sub-accounts

Assign to Sub-Account

Undesignated ▼

Submit

Clear All

7.

Review your data and once you are ready, click the green ‘Submit’ button. Your account will be credited with reward points for each of the eligible materials you reported.

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