

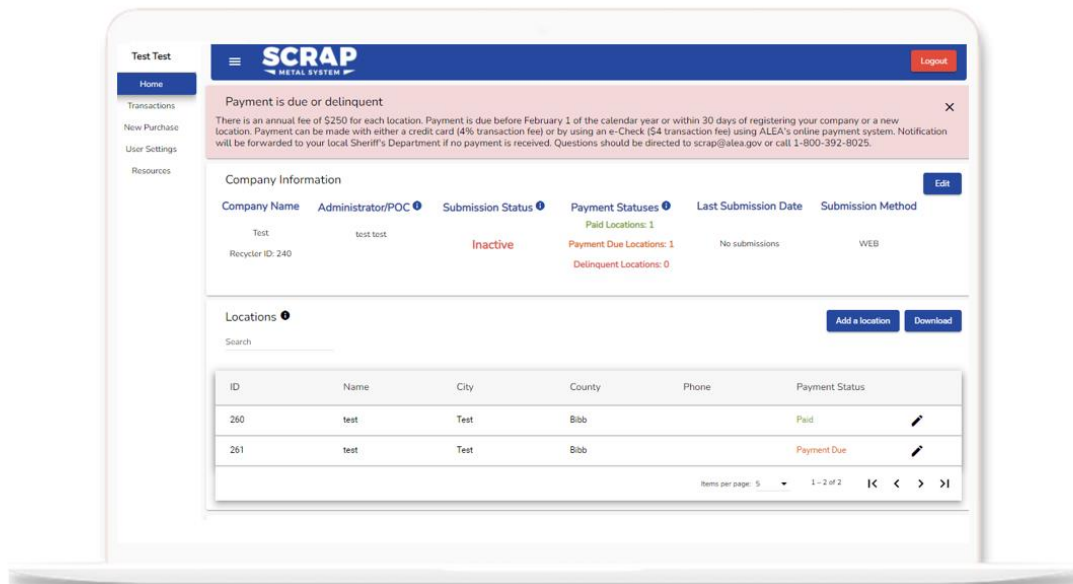
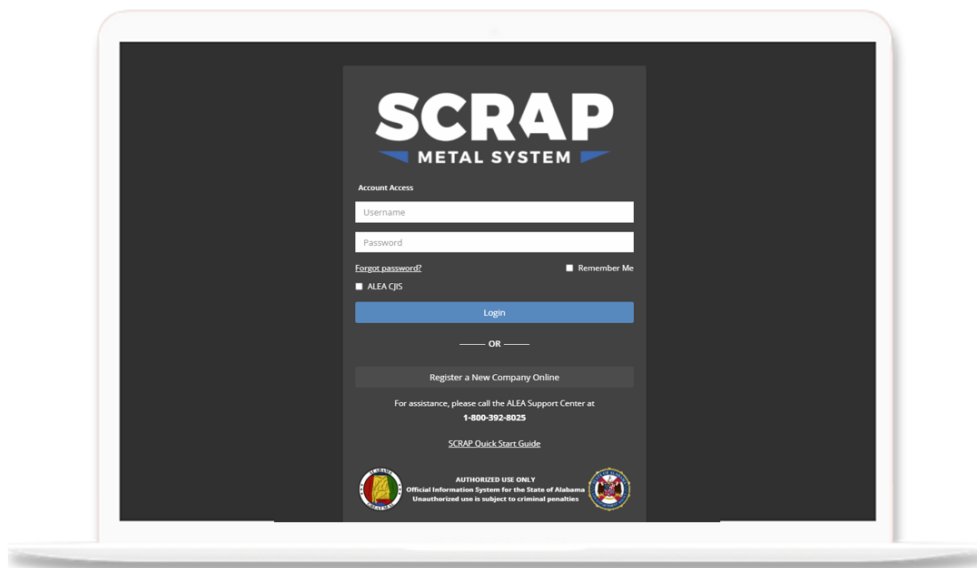


SCRAP Metal Online Portal Quick Start Guide

This document is based on version 2.0.0 deployed on 1/19/2023

This guide is intended to be a quick start guide for all users of the SCRAP Metal Portal. For any questions about this document or the SCRAP Metal Online Portal, please reach out to the ALEA Support Center at 1-800-392-8025.

To access the SCRAP Metal Online Portal, select: <https://scrap.alabama.gov/>



Quick Start Guide for Companies Who Submit Transactions Directly using the SCRAP Metal Online Portal



Register your company on the SCRAP Metal Online Portal Website

(Payment is required annually)



Login to SCRAP Metal Online Portal Website



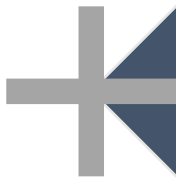
Add locations to company account

(Companies who buy scrap metal material in the state of Alabama are required to register all of their locations.)



Pay for Locations

(Annual payment of \$250 + additional fees - \$4 echeck fee or 4% credit card transaction fee for all registered locations is due before February 1 of current year or within 30 days of company registration.)



Add saved sellers and authorized users to company account

(Adding saved sellers makes recording transactions process easier & authorized user access can be granted to other company members)



Begin recording transactions in SCRAP Metal Online Portal Website

(Companies are required to submit transaction records by 9PM on the date of purchase of metal property)

Quick Start Guide for Companies Who Submit Transactions in Bulk



Register your company on the SCRAP Metal Online Portal Website

(Payment is required annually)



Login to SCRAP Metal Online Portal Website



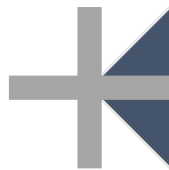
Add locations to company account

(Companies who buy scrap metal material in the state of Alabama are required to register for all of their locations. Take note of your recycler ID and location ID(s) located on the home page of the Portal - this will be needed when submitting transactions in bulk.)



Pay for locations

(Annual payment of \$250 + additional fees - \$4 echeck fee or 4% credit card transaction fee for all registered locations is due before February 1 of current year or within 30 days of company registration)



Add authorized users to company account (if desired)

(authorized user access can be granted to other company members)



Take note of client ID, client secret, and recycler & location ID(s) to use for API submissions

(Client ID & Client secret is sent via email to company administrator during company registration - check spam folder. Recycler ID & Location IDs can be found when logged into the Portal)



Begin recording transactions via API or Transaction Upload method

(Companies are required to submit transaction records by 9PM on the date of purchase of metal property.)