

# How to Make an Appointment For the ReUse Shelves in North Branch With Your Cell Phone

1. Launch the Chisago County website: [www.chisagocounty.us](http://www.chisagocounty.us)
2. Scroll down until you see ReUse Shelves Open By Appointment:

**ReUse Shelves Open By Appointment**  
Due to the COVID-19 pandemic, the Chisago County Household Hazardous Waste Facility (HHWF) ReUse Shelves will be open by appointment only for the foreseeable future. For complete details visit our [Household Hazardous Waste Page](#) and/or [Schedule an appointment now.](#)

3. **CLICK** the link [highlighted in yellow](#) above.
4. When the page loads, scroll to the bottom.
5. Check the [*Only Include Sessions Available for Online Registration*] box, and then **CLICK** [Search].
6. Appointments for the ReUse Shelves are only published one week at a time. Your phone should display the current date that is available for appointments and list '*Multiple Sessions Available*' with an **arrow** to the right. **CLICK** the **arrow** and when the page loads, scroll down to view the Open Sessions.
7. Once you've decided the specific time/session you'd like to register, **CLICK** the green [**Register**] button.

8. A pop-up box will display asking you to sign in/create an account or proceed as a guest? You can choose either option to proceed.
9. You will then be prompted to enter the following to complete your registration:
  - First Name
  - Last Name
  - Email Address
  - Phone Number
10. Check the [Yes] box if the Participant is the same as the name you just entered. If not, please enter the following:
  - Participant First Name
  - Participant Last Name
11. READ the disclaimer language and if you'd like to complete the registration enter your first and last name as acceptance and that you are at least 18 years of age and **CLICK** the green [Submit] button.
12. You will get the following message:

**Your Form Has Been Submitted Successfully**

Thank you for your registration. A copy of your submitted form will be sent to the email address specified. Please contact us if you have any questions, concerns, or need to make changes to your registration.
13. You have the following options:
  - View Submission
  - Add to Calendar
  - Done
14. If you **CLICK** [Done] you are returned to the Open Sessions Registration Page and can **CLICK** the X in the top left corner of your screen to Exit.