

Tire producers are required to report their 2019 tire supply information to the Registry by **June 30, 2021**, even if they have selected a Producer Responsibility Organization (PRO) to report on their collection and management activities.

Follow these steps to complete your reporting.

Understand what tires have to be reported

- Prior to starting your report, review the Compliance Bulletin [What Tires Have to be Reported](#) to understand the common categories of tires that must be reported, collected and managed under the Tires Regulation.

Access your 2019 Tire Supply Data report

- The website for the Registry is: <https://registry.rpra.ca/CommunityLogin>
- Google Chrome, Mozilla Firefox, Microsoft Edge and Apple Safari are the preferred browsers to use the Registry. If you are using one of these browsers and you are having trouble with the Registry, update to the latest version of the browser. If you are using a different browser, the Registry will not function.
- If you cannot remember your password, click the “Forgot Password” link and follow the instructions.
- The verification code is a one-time use number sent to you via email, phone call or text (based on your selected preference) each time you attempt to log into your account. Enter the code to access your account.
- From the dashboard, find the report called “2019 Tire Supply Data Report” and click “Start”.

Enter your 2019 data

- Enter the number of units and weight of tires supplied to the market in 2019.
- You can choose to report actual tire weights or use the weight conversion tool to determine the weight of tires by clicking “Open” on the data entry screen.
- You will be required to provide an audit or verification if you meet the definition of a medium or large producer. Please refer to the [Registry Procedure – Tire Supply Audit Procedure](#) for more information.
- Small producers will not be required to submit an audit report, however a percentage of small producers selected annually by the Registrar will be subject to an inspection procedure. Please refer to the [Registry Procedure – Tire Supply Audit Procedure](#) for more information.

Review your 2022 collection target

- Your 2022 collection target is calculated based on your tire supply data for the year 2019 along with the supply data for the years 2018 and 2017 that you reported to the Authority in previous reporting years.
- If you have contracted with a PRO to meet your requirements, consider sharing your collection target with them.

Pay your registration fee

- Your fee is calculated based on the tire supply data you submitted, according to the [2021 Registry Fee Schedule](#).
- Select “Add Payment Method” on the report summary screen and follow the instructions provided.
- We accept payment by pre-authorized debit (bank withdrawal), credit card electronic data interchange (EDI), electronic bill and cheque.

Submit your report

- Double-check the accuracy of the 2019 tire supply data you entered. You will not be able to edit this information once you select your payment method. If you need to edit this information later, you will have to contact the Compliance Team.
- Make sure you have selected your payment method.
- The report will be automatically submitted once your payment method is completed.
- You can review your reporting status and the information you submitted at any time from your main dashboard. If you have contracted with a PRO to meet your requirements, consider sharing your collection target with them.

Visible Resource Recovery Fee Verification

- Producers who charge resource recovery fees to recover their costs for meeting obligations under the Tires Regulation are required to submit an annual report to the Authority with respect to the fees they collected.
- Please refer to the [Registry Procedure: Visible Resource Recovery Fee Verification for Producers](#) for more information.
- The annual report for visible resource recovery verification must be submitted by email to registry@rpra.ca by June 30, 2021. This report must verify resource recovery fees collected in 2019.

Have a question?

Our [tire producers webpage](#) has additional information, including procedures, compliance bulletins and FAQs.

If you can't find the answer you're looking for, send us an email at registry@rpra.ca or call 647-496-0530 or toll-free at 1-833-600-0530.