

Tire producers are required to report their tire supply information to the Registry by May 31 of every year, even if they have selected a Producer Responsibility Organization (PRO) to report on their collection and management activities.

If you are a tire producer, follow these steps to complete your registration.

### **1. Log into your Registry account**

- The website for the Registry is: <https://registry.rpra.ca/CommunityLogin>
- Your username is the email address you used when you created your account.
- If you are using Internet Explorer, the Registry may not function properly. Try Chrome, Firefox or Safari instead.
- 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 your email each time you attempt to log into your account. Enter the code to access your account.

### **2. Enter your 2017 tire supply data**

- From the dashboard, find the report called “2017 Tire Supply Data Report” and click “Start”.
- Enter the number of units and weight of tires supplied to the market in 2017.
- If you were a Steward under the old system operated by Ontario Tire Stewardship (OTS), you would have received a letter from OTS last year detailing the 2014, 2015, 2016, and 2017 supply data you reported to them. If you don’t have this letter, you can contact OTS by email at [info@rethinktires.ca](mailto:info@rethinktires.ca) with your company name and OTS Registration # to get your 2017 data.
- If you are submitting your 2017 OTS data using the 18 tire categories, you can use the conversion tool by clicking “Open” on the data entry screen.
- You do not have to submit an audit report for data you have already submitted to OTS.
- If you were not a Steward under the old system, you must submit an [audit report](#) for any 2017 supply data you report to RPRA. For more information on what tire supply data you need to report, review [Compliance Bulletin No. 2 – What Tires Have to be Reported?](#)
- Remember to save your data before selecting “Continue” to return to the report summary screen.

### **3. Review your 2020 collection targets**

- Your 2020 collection targets are calculated based on your tire supply data for the year 2017 along with the supply data for the years 2015 and 2016 that you reported when you registered with RPRA last year.

#### 4. Upload your signed Executive Attestation

- Download a blank copy of the executive attestation form from the report summary screen
- Print and sign the form.
- Either scan or take a photo of the signed form and save the file to your computer.
- Upload the file to your report (we accept .pdf and .jpeg file formats).

#### 5. Upload your audit report (if applicable)

- This report is only necessary if you are not using supply data that was previously submitted to OTS.
- Ensure the audit report is in compliance with [Compliance Bulletin No. 3 – Supply Data Audits](#).
- Upload the report (.pdf file format is preferred).

#### 6. Pay your registration fee

- Your fee is calculated based on the tire supply data you submitted, according to the [2019 Registry Fees](#).
- Select “Add Payment Method” on the report summary screen and follow the instructions provided.
- We accept payment by pre-authorized debit, credit card (a 1.5% transaction fee will be added), Electronic data interchange (EDI) and cheque.

#### 7. Submit your report

- Double-check the accuracy of the 2017 tire supply data you entered.
- Ensure you have uploaded your audit report (if required).
- Make sure you have uploaded the executive attestation and submitted your fee payment.
- You will not be able to edit this information once you submit your report.
- Click “Submit Report”.
- You can review your registration status at any time from your main dashboard.

#### 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](mailto:registry@rpra.ca) or call 647-496-0530 or toll-free at 1-833-600-0530 and one of our Compliance Officers will respond within 1 business day.