

Blue Box Processor Registry Portal Guide



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Introduction

Blue Box Processor registration

A processor is a person who processes Blue Box material that was supplied to a consumer in Ontario for the purposes of resource recovery. Types of processors include material recovery facilities (MRFs) and secondary or downstream processors.

Under the Blue Box Regulation, processors work with producers (or producer responsibility organizations (PROs) operating on their behalf), who are required to establish and operate a collection and management system for Blue Box materials.

For the purposes of resource recovery, processing includes but is not limited to:

- Sorting
- Bailing paper and cardboard shredding
- Plastic reprocessing including grinding, washing, pelletizing, compounding, etc.
- Crushed glass reprocessing
- Aluminum and steel reprocessing

Processors who wish to participate in the producer-run Blue Box System must register with RPRA. Producers and PROs can only work with registered processors.

What information is required to register

If you are a processor of Blue Box materials, you are required to provide the following upon registration:

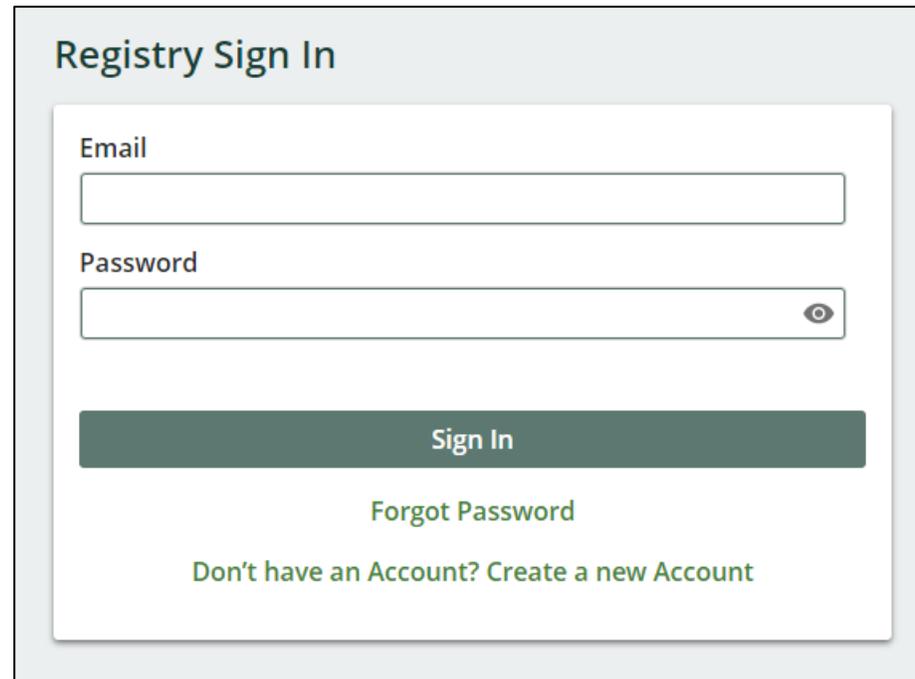
- CRA Business Number (BN)
- Legal Business Name
- Business address and phone number
- Address of where you work (if different from the main office)

How to log into the Registry as an account admin

Access the Registry here: registry.rpra.ca

Tips for logging into the Registry for the first time:

- If you are registering for the first time, click “Don’t have an Account? Create a new Account”
- The Registry **will not work** with the Internet Explorer web browser. The recommended web browser is Google Chrome.



The image shows a screenshot of the 'Registry Sign In' form. The form is titled 'Registry Sign In' and contains the following elements:

- An 'Email' input field.
- A 'Password' input field with a toggle icon (an eye) on the right side.
- A dark green 'Sign In' button.
- A link for 'Forgot Password'.
- A link for 'Don't have an Account? Create a new Account'.

Creating an Account

1. Enter the information required on each page. Click **Next Step** to reach the next page.
2. Once you reach the **Review** page, click **Create Account**.

1

Create Account

Business Address Individual Review

Business number and name

If your business does not have a CRA Business Number, please contact us.

CRA Business Number (BN)

Legal Business Name

Business Operating Name Copy Legal Name

Next Step >

Create Account

Business Address Individual Review

Business address and phone number

My Business has a Canadian address

Street

City Province

Postal Code Country

Main Phone Number

< Previous Step Next Step >

Create Account

Business Address Individual Review

Your profile and contact information

Enter the name and contact information of the Registry's primary user for your business.

First Name Last Name

Email (this will be your username)
A link will be sent to the email you provide to complete your account registration

Confirm Email

Job Title

I have a Canadian Address

Street Copy Business Address

City Province

Postal Code Country

Business Phone Number Phone Extension

Mobile Phone Number Same as Business Phone Number

< Previous Step Next Step >

Create Account

Business Address Individual Review

Business number and name Edit

CRA Business Number (BN) 654345768

Legal Business Name Blue Box Processor

Business Operating Name Blue Box Processor

Business address and phone number Edit

Address 10 North Street Peel Ontario h6f4g6 Canada

Main Phone Number 7652343456

Your profile and contact information Edit

Name Processor Guide

Email processor@yopmail.com

Job Title Processor

Office Address 10 North Street Peel Ontario h6f4g6 Canada

Business Phone Number 7653450989

Phone Extension

Mobile Phone Number 7653450989

I agree to The Registry Terms of Use

< Previous Step Create Account

2

Creating an Account

1. An email will be sent to the email address you entered with a link to activate the account and set up a password.
2. Clicking on the link in the email will bring you to the **Create Password** page.
3. Create a password that fulfills the password requirements and click **Set Password**.

1

Account Created

We've sent you an email to activate your account



Click on the link in the email sent to the following address to activate your account. The link to activate your account will expire in 24 hours.

processor@yopmail.com

[Didn't receive the email?](#) ▾

2

Create Password

Set your password

Your password must:

- be at least 8 characters long
- contain at least one upper case
- contain at least one lower case
- contain at least one number
- contain at least one special character (e.g. !,\$,_,%)

New Password

Confirm Password

[Cancel](#)

[Set Password](#)

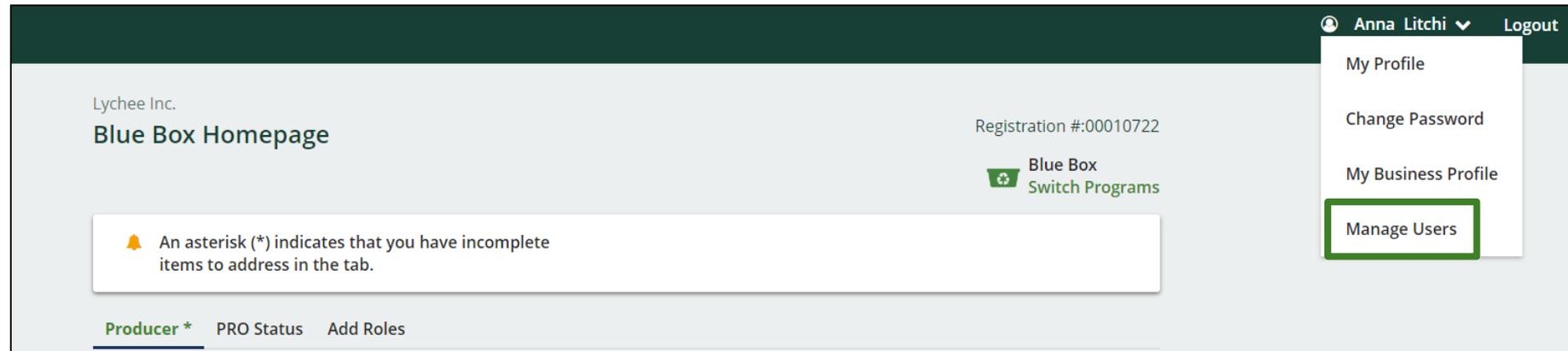
3

How to manage contacts on your Registry account

If Primary Contacts will be submitting performance reports in the future, Account Admins must add any new, or manage existing, Primary Contacts under the program they wish to give them access to (e.g., permissions to view and complete reports).

To manage contacts on your Registry account, please see the following steps:

1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.



How to manage contacts on your Registry account

Under Actions, click **Manage** to update preferences of existing users.

1. Click **Add New User** to add an additional user to your account.

The screenshot shows the 'Manage Users' interface. At the top left, there is a link '< Back to Dashboard'. Below it, the title 'Manage Users' is displayed. A green box icon with a recycling symbol is next to the text 'Blue Box' and 'Primary User: Anna Litchi'. Below this is a table titled 'Active Users' with columns for 'User', 'Email', 'Program', 'Last Login', and 'Action'. The table is currently empty, showing 'No Results'. At the bottom right of the table, there is a button labeled '+ Add New User' which is highlighted with a green box and a circled '1'.

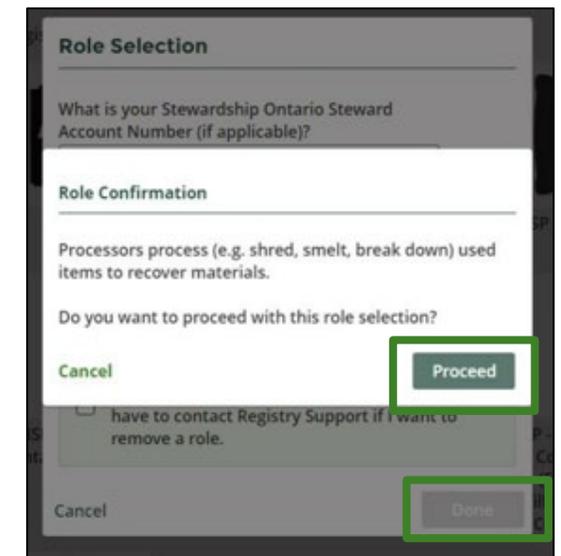
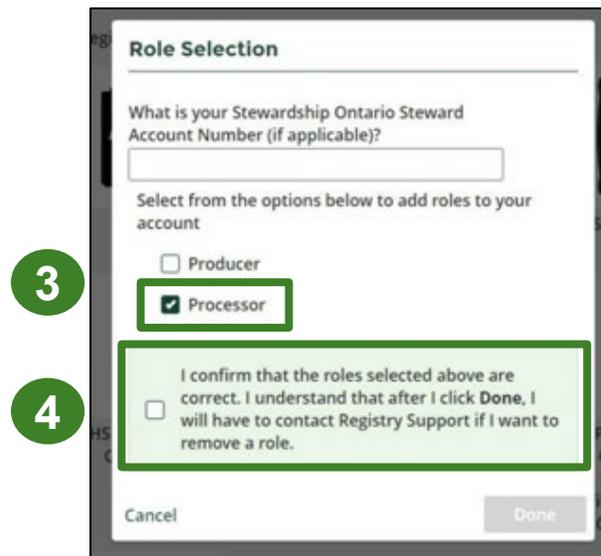
2. Enter the user's email address in the **Search for User** window.
3. Complete the rest of the user profile and click the **User Access Level** you wish for them to have.
4. Click the checkbox to confirm that the individual is authorized to create/modify data.
5. Click **Save**.

The screenshot shows the 'Search for User' window. It has a title bar 'Search for User' and a subtitle 'To get started, enter the user's email'. Below this is an 'Email' input field containing 'accounts@fruitpro.com'. To the right of the input field is a green circle with the number '2'. Below the input field are two buttons: 'Cancel' and 'Continue'. The 'Continue' button is highlighted with a green box.

The screenshot shows the 'Manage Users' form. It has a title bar 'Manage Users' and a subtitle 'Email accounts@fruitpro.com'. Below this are several input fields: 'First Name' (Sonja), 'Last Name' (Smith), 'Job Title' (AP Manager), 'Business Phone Number' (5196234785), and 'Phone Extension'. There is also a 'Mobile Phone Number' field (5196234785) with a checked checkbox 'Same as Business Phone Number'. Below these are 'Program' (Blue Box) and 'User Access Level' (Primary/Secondary) options. At the bottom, there is a button '+ Add Another Program' highlighted with a green box and a circled '3'. Below that is a checkbox 'I hereby authorize this user to create/modify data.' which is checked. At the bottom right, there is a 'Save' button highlighted with a green box and a circled '5'.

How to enroll in the Blue Box program as a new registrant

1. After you log into the Blue Box Registry, you will land on the **Programs** screen. This screen will show all programs available to register in.
2. Click the **Blue Box icon**.
3. Select the Processor Role.
4. Confirm **the role you have selected is correct**.
5. Click the **Proceed** button to proceed with the Processor role selection.
6. Click **Done**.

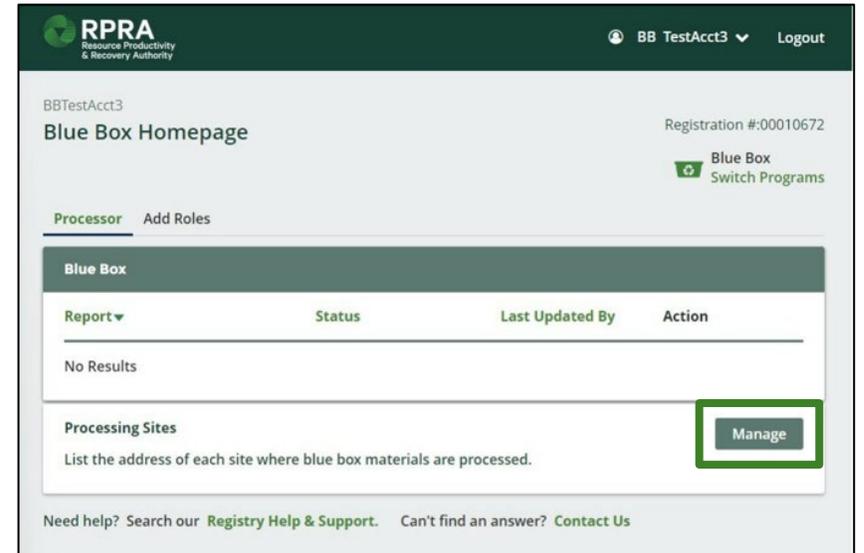


Adding Processing Sites



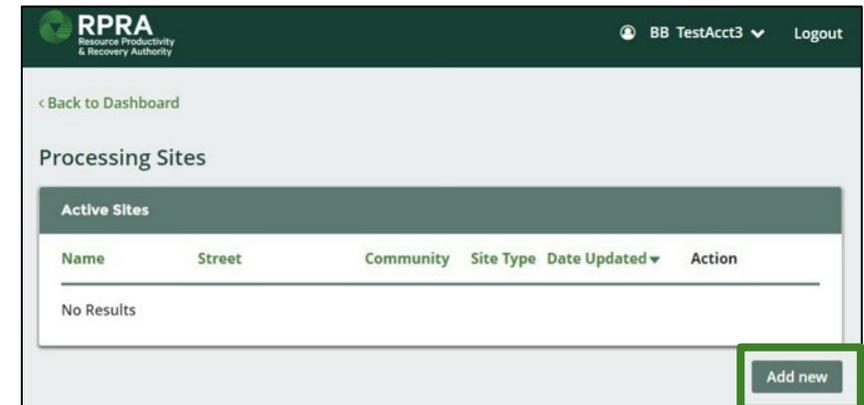
Adding Processing Sites

1. On your **Blue Box Homepage**, under the Processing Sites section, click the **Manage** button.
2. Click the **Add New** button.



The screenshot shows the 'Blue Box Homepage' interface. At the top, there is a dark green header with the RPRA logo and the text 'Resource Productivity & Recovery Authority'. On the right side of the header, it says 'BB TestAcct3' and 'Logout'. Below the header, the page title is 'Blue Box Homepage' with 'Registration #:00010672' on the right. There is a 'Blue Box Switch Programs' button. The main content area has a 'Processor' tab and an 'Add Roles' link. Below this is a 'Blue Box' section with a table that has columns for 'Report', 'Status', 'Last Updated By', and 'Action'. The table is currently empty with 'No Results' displayed. Below the table is a 'Processing Sites' section with a description: 'List the address of each site where blue box materials are processed.' A 'Manage' button is highlighted with a green box. At the bottom, there is a footer with the text 'Need help? Search our Registry Help & Support. Can't find an answer? Contact Us'.

1



The screenshot shows the 'Processing Sites' page. At the top, there is a dark green header with the RPRA logo and the text 'Resource Productivity & Recovery Authority'. On the right side of the header, it says 'BB TestAcct3' and 'Logout'. Below the header, there is a 'Back to Dashboard' link. The page title is 'Processing Sites'. Below this is an 'Active Sites' section with a table that has columns for 'Name', 'Street', 'Community', 'Site Type', 'Date Updated', and 'Action'. The table is currently empty with 'No Results' displayed. An 'Add new' button is highlighted with a green box. At the bottom, there is a footer with the text 'Need help? Search our Registry Help & Support. Can't find an answer? Contact Us'.

2

Adding Processing Sites

1. Check the **My site has a Canadian address** box and complete the address information fields.
2. Select the Blue Box material categories that are handled at this site by checking the appropriate boxes.
3. Identify the materials you recover or process at the site by checking the appropriate boxes.
4. Click **Done**.

1

Add Processing Site

My site has a Canadian address

Site Name (eg., Store Name #123)
Store Name #123

Street
301 Charles Street East

Province
Ontario

Postal Code
N2G2P8

Business Phone Number
5195788330

2

Please select all Blue Box material categories handled at this site:

Beverage Container Rigid Plastic
 Glass Metal
 Flexible Plastic Paper
 Compostable Products and Packaging

Please identify the materials you recover or process at this site:

Aluminum Crushed Glass
 Paper Cardboard
 Steel Plastic
 Others

3

Cancel **Done**

4

FAQs



Frequently Asked Questions

1. What is the difference between an account admin, a primary and a secondary user in the Registry?
 - **Account admins** have access to all information within a registrant's account. They can create and assign primary and secondary users' access to the account by program, edit and submit reports. Account admins can view all activities users undertake and can assign PROs to their account by program. They will also be the recipient of emails from the Registry portal.
 - **Primary users** can only assign secondary user access to the account, edit and submit reports.
 - **Secondary users** can only edit and submit reports.
2. What are my future obligations as a Blue Box processor?
 - Beginning in 2024, processors are required to complete an annual performance report to provide information about their recovery and management activities in the previous calendar year.
 - Processors will need to log into their Registry account annually and report the following information:
 - Weight of Blue Box materials received
 - Identify the processing method used
 - Weight of processed materials data
 - Weight of Blue Box materials received and not processed
 - Weight of processed material outputs
 - Processed material disposed data
 - Details about products and packaging made from materials
 - Detailed reporting information and guidance documents will be made available closer to 2024.

If you have further questions that are not answered in this guide, please contact the Compliance and Registry Team at registry@rpra.ca or call 647-496-0530 or toll-free at 1-833-600-0530.