

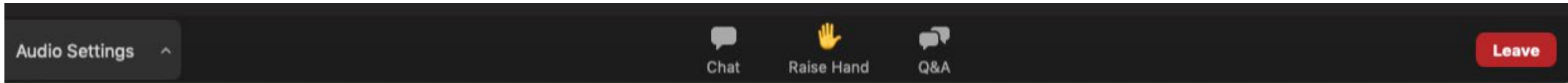
Blue Box Online Portal Walkthrough

Michelle Axbey, Acting Blue Box Coordinator

October 20, 2022



How to ask a question



To ask a question at any time during the presentation or for technical assistance, click on the Q&A tab, type your question in the text box and click “send”.

Agenda

1. Introduction
2. Registry Login and Registration (slide deck)
3. Supply Reporting (live demo)
4. How to select and Manage a PRO (live demo)



Introduction



Discussion Topics

What this walkthrough will discuss:

- How to log into the online registry
- How to access the Blue Box portal if you are a new producer
- How to access the Blue Box portal if you are already registered and submitted your 2021 supply data report
- How to access your 2021 supply data report in the Blue Box portal
- How to submit your 2022 supply data report
- How to indicate your PRO choice
- How to add users to your account

What this walkthrough will not discuss:

- Other program areas and requirements
- Blue Box accounts that could not be migrated to the new Registry
- Detailed questions about performance reporting
- Detailed questions about your specific obligations
 - Please reach out to registry@rpra.ca to discuss these topics

*Note that this walkthrough only discusses 2021 and 2022 supply data reporting. The fees and management requirements discussed relate to those years only and they may change in future reporting years.

What is Blue Box supply data reporting?

What do I need to report?

Blue Box supply data is an annual report that producers with obligations under the [Blue Box Regulation](#) complete to report on the weight of Blue Box materials supplied into Ontario during the previous calendar year.

Submitting supply data determines a producer's management requirements for the following year.

If you are a producer of **Blue Box materials**, you are required to report:

- Whether revenue is above or below the \$2 million threshold.
- The weight of Blue Box materials supplied in the previous calendar year (e.g. for the supply report due in 2022, you are required to report 2021 weights).
- If applicable, the weight of Blue Box materials to be deducted.
- For newspaper producers, what percentage their newspaper supply counts towards their total Blue Box materials supplied.
- A list of the brands that make up the previous year's supply data.

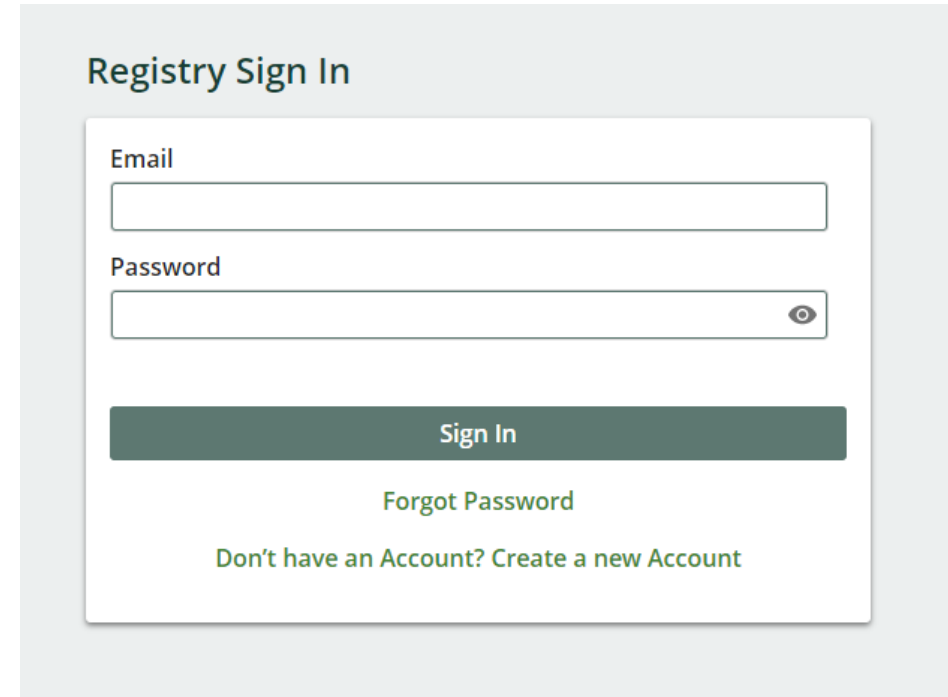
Registry Login and Registration



How to log into the Registry as an account admin

You can access your Registry account at: registry.rpra.ca

- If you registered with RPRA and reported 2020 supply data using the manual registration form you should have received an email with your username, prompting you to create a password to access the Registry.
- The Registry will not work with Internet Explorer, Google Chrome is recommended.
- If you already have an existing Registry account for other RPRA programs, you do not need to create a new one. Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
 - If you have forgotten your password, click “Forgot Password” on the login screen and follow the instructions provided.

A screenshot of the 'Registry Sign In' web form. The form is titled 'Registry Sign In' in a teal font. It contains two input fields: 'Email' and 'Password'. The 'Email' field is a simple text box. The 'Password' field is a text box with a small eye icon on the right side to toggle visibility. Below the password field is a dark teal button labeled 'Sign In'. Underneath the button are two links: 'Forgot Password' and 'Don't have an Account? Create a new Account', both in a teal font.

New Registrants - Creating an Account – Business number and name

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 >

All three fields are mandatory, if your entity does not have a different business operating name, choose “copy legal name”

New Registrants - Creating an Account – Business address and phone number

The screenshot shows a web form titled 'Create Account' with four steps: Business, Address, Individual, and Review. The 'Address' step is active. It contains a section 'Business address and phone number' with a checked checkbox 'My Business has a Canadian address'. Below this are input fields for 'Street' (10 North Street), 'City' (Peel), 'Province' (Ontario), 'Postal Code' (h6f4g6), 'Country' (Canada), and 'Main Phone Number' (7652343456). At the bottom are buttons for '< Previous Step' and 'Next Step >', with the latter highlighted by a green box.

Create Account

Business Address Individual Review

Business address and phone number

☒ My Business has a Canadian address ⓘ

Street
10 North Street

City Province
Peel Ontario

Postal Code Country
h6f4g6 Canada

Main Phone Number
7652343456

< Previous Step Next Step >

This is the main business/head office address. Not necessarily the location that you operate out of.

Phone number should be the business main phone number, not your direct line or mobile number.

All fields are mandatory.

New Registrants - Creating an Account

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

Charlie

Davidson

Email (this will be your username)

A link will be sent to the email you provide to complete your account registration

miningincorporation@yopmail.com

Confirm Email

miningincorporation@yopmail.com

Job Title

Producer

☒ I have a Canadian Address

Street

Copy Business Address

123 Queen ST W

City

Province

Toronto

Ontario

Postal Code

Country

M3J 1K0

Canada

Business Phone Number

Phone Extension

4165259052

Mobile Phone Number

☒ Same as Business Phone Number

4165259052

< Previous Step

Cancel

Next Step >

This widget is the account admin's contact information. All fields are mandatory.

To finalize your information, you must agree to The Registry Terms of Use and click Create Account

Create Account

Business

Address

Individual

Review

Business number and name

Edit

CRA Business Number (BN)

788572245

Legal Business Name

Mining Incorporation

Business Operating Name

Mining Incorporation

Business address and phone number

Edit

Address

123 Queen ST W Toronto Ontario M3J 1K0 Canada

Main Phone Number

7782529052

Your profile and contact information

Edit

Name

Charlie Davidson

Email

miningincorporation@yopmail.com

Job Title

Producer

Office Address

123 Queen ST W Toronto Ontario M3J 1K0 Canada

Business Phone Number

4165259052

Phone Extension

Mobile Phone Number

4165259052

☒ I agree to The Registry Terms of Use

< Previous Step

Create Account

New Registrants - Creating an Account – Username and Password

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?](#) ▾

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. !, \$, %, _)

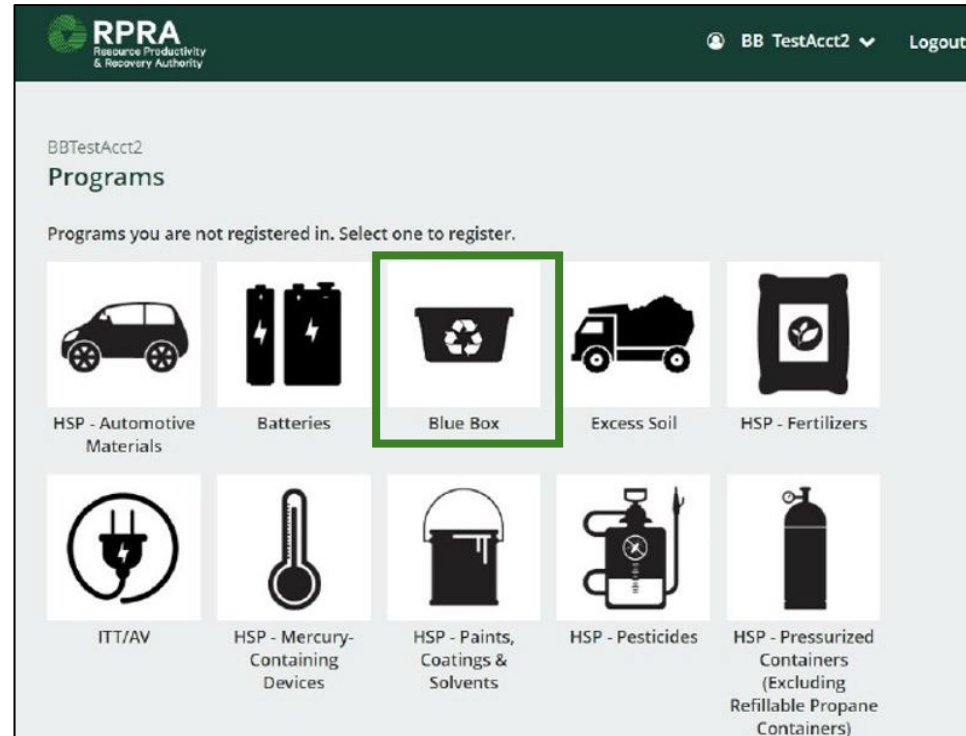
New Password

Confirm Password

[Cancel](#)

The Compliance Team does not have access to your password. If you forget it, please reach out to registry@rpra.ca for an officer to send you a reset.

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



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

The screenshot shows a web form titled "Role Selection". It contains the following elements:

- A text input field for "What is your Stewardship Ontario Steward Account Number (if applicable)?".
- A section titled "Select from the options below to add roles to your account" containing two radio buttons: "Producer" (which is selected) and "Processor".
- A dropdown menu for the question "* When did you begin supplying Blue Box material into Ontario?", with the selected value being "Jun 3, 2021 to Dec 31, 2021 (or earlier)".
- A confirmation box with a checkbox and the text: "I confirm that the roles selected above are correct. I understand that after I click Done, I will have to contact Registry Support if I want to remove a role.".
- At the bottom, there are "Cancel" and "Done" buttons.

Green rectangular boxes are drawn around the account number field, the "Producer" radio button, the date dropdown, the confirmation box, and the "Done" button.

Providing your SO account number (a 7-digit number beginning with 1) helps RPRA ensure that SO stewards that have obligations under the Blue Box Regulation are accounted for.

Unless you are a net new producer, i.e., just started business in Ontario, or your company just acquired products that include Blue Box materials, you should choose the default.

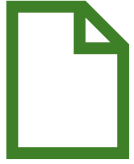
A photograph of a residential yard with recycling bins and cardboard boxes. In the foreground, three blue recycling bins are lined up on a grassy lawn. The first bin on the left contains brown paper bags. The second bin is empty. The third bin is overflowing with flattened cardboard boxes. To the right of the bins, there is a large, neat stack of flattened cardboard boxes. Further to the right, two large black plastic bags are visible. The background shows a house with a porch and some greenery. The word "Questions?" is overlaid in white text with a black outline in the center of the image.

Questions?

A close-up photograph of a person's hands typing on a silver laptop keyboard. The laptop screen is black. A semi-transparent grey rectangular box is overlaid on the screen, containing white text. The background is blurred, showing a window and some greenery.

**Help us improve
our webinars**

Resources to help you complete your reporting



Registry Resources for Blue Box Producers

For detailed guidance on completing registration, submitting supply reports, and reviewing compliance bulletins and registry procedures, see our [webpage on Registry Resources for Blue Box](#).



Learning Series

This webinar is being provided as part of our learning series on the Blue Box Regulation.

For a recording of this webinar and presentation slides, visit our website: <https://rprr.ca/learn/understanding-ontarios-new-blue-box-regulation/>.



Website

Visit our [Blue Box Regulation webpage](#) for an overview of the regulation.

For information specific to producers, visit our [Blue Box webpage for Producers](#).



Compliance and Registry Team for Blue Box

We have a team ready to answer any questions that you may have.

Contact the team at: registry@rprr.ca or 833-600-0530.