

# Batteries Performance Refurbisher Reporting Guide



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## Performance Reporting

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# Introduction



# What is batteries performance reporting?

Batteries performance reporting is an annual report that refurbishers with obligations under the [Batteries Regulation](#) complete to report on their recovery and management activities in the previous calendar year. Refurbishers must report single-use and rechargeable batteries separately.

This guide will assist Battery refurbishers with understanding what data they need to report and provide step-by-step instructions on how to complete the report in the Registry.

Further information about the Batteries Regulation can be found on the RPRA's website:  
<https://rpra.ca/programs/batteries/>

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

# What data needs to be reported for the performance report?

If you are a **refurbisher of batteries**, you are required to report:

- Weight of single-use and rechargeable batteries received by each hauler
- Weight of single-use and rechargeable batteries that were refurbished
- Weight of single-use and rechargeable batteries sent for processing

# How to log into the Registry as an account admin

The performance report is completed online through the RPRA's Registry.

You can access your Registry account here: [registry.rpra.ca](https://registry.rpra.ca)

## Tips for logging into the Registry for the first time:

- If you don't have an account, click "Don't have an Account? Create a new Account".
- The Registry **will not work** with the Internet Explorer web browser. Google Chrome is the recommended web browser to use.

## Tips for logging into an existing Registry account:

- If you already have an existing Tires account, 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.

# How to manage contacts on your Registry account

Account Admins must add any new, or manage existing, contacts under the program they wish to give them access to (e.g. permissions to view and complete Reports).

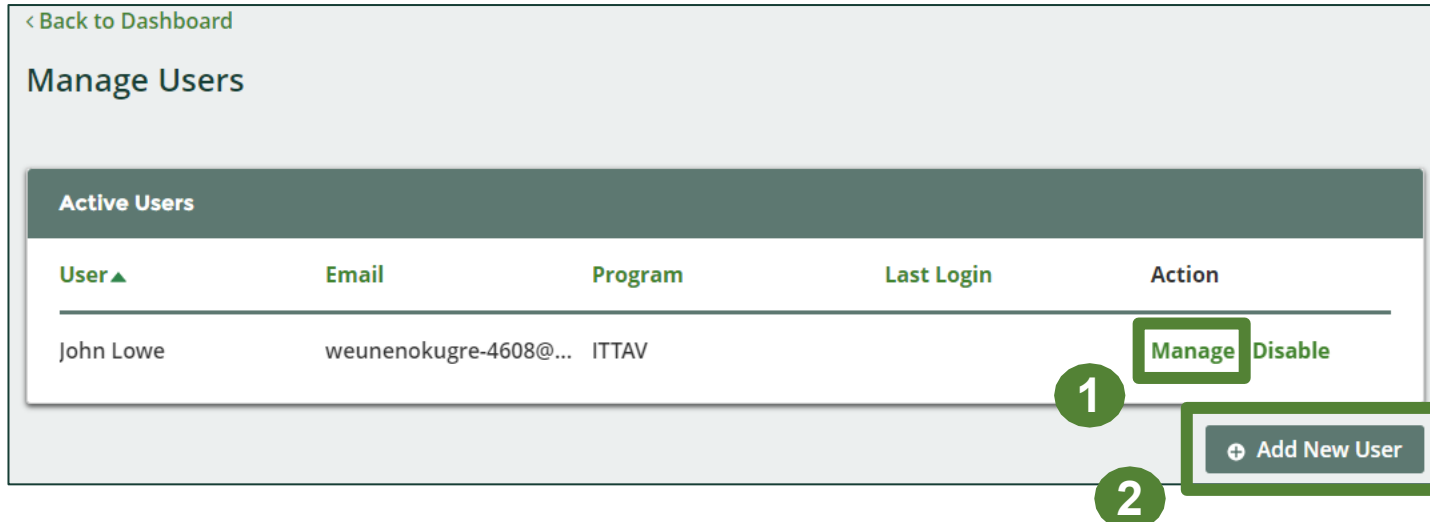
**To manage contacts on your Registry account, please see the following steps:**

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 cont.

1. Under Actions, click **Manage** to update the preferences of existing users.
2. Click **Add New User** to add an additional user to your account.



< Back to Dashboard

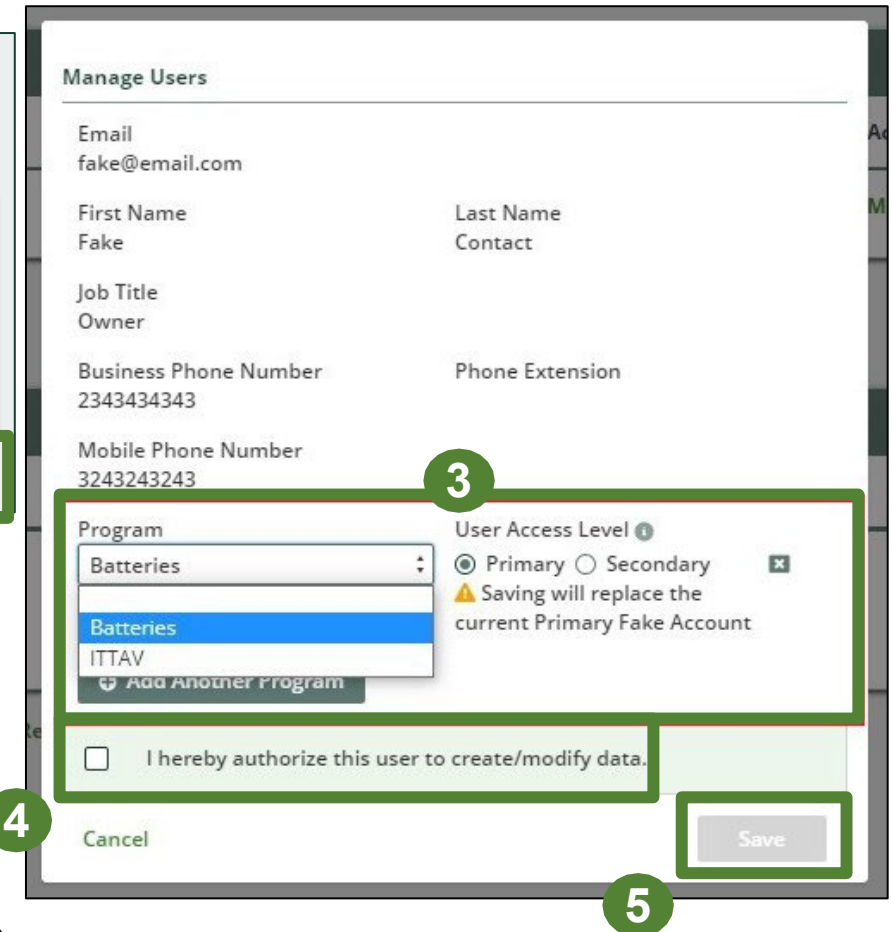
## Manage Users

Active Users				
User ▲	Email	Program	Last Login	Action
John Lowe	weunenokugre-4608@...	ITTAV		<b>Manage</b> Disable

+ Add New User

Annotations: 1 points to the 'Manage' button, 2 points to the 'Add New User' button.

3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to.
4. Check the box to authorize the user.
5. Click **Save**.



## Manage Users

Email  
fake@email.com

First Name  
Fake

Last Name  
Contact

Job Title  
Owner

Business Phone Number  
2343434343

Phone Extension

Mobile Phone Number  
3243243243

Program  
Batteries

User Access Level  
 Primary  Secondary

**⚠ Saving will replace the current Primary Fake Account**

I hereby authorize this user to create/modify data.

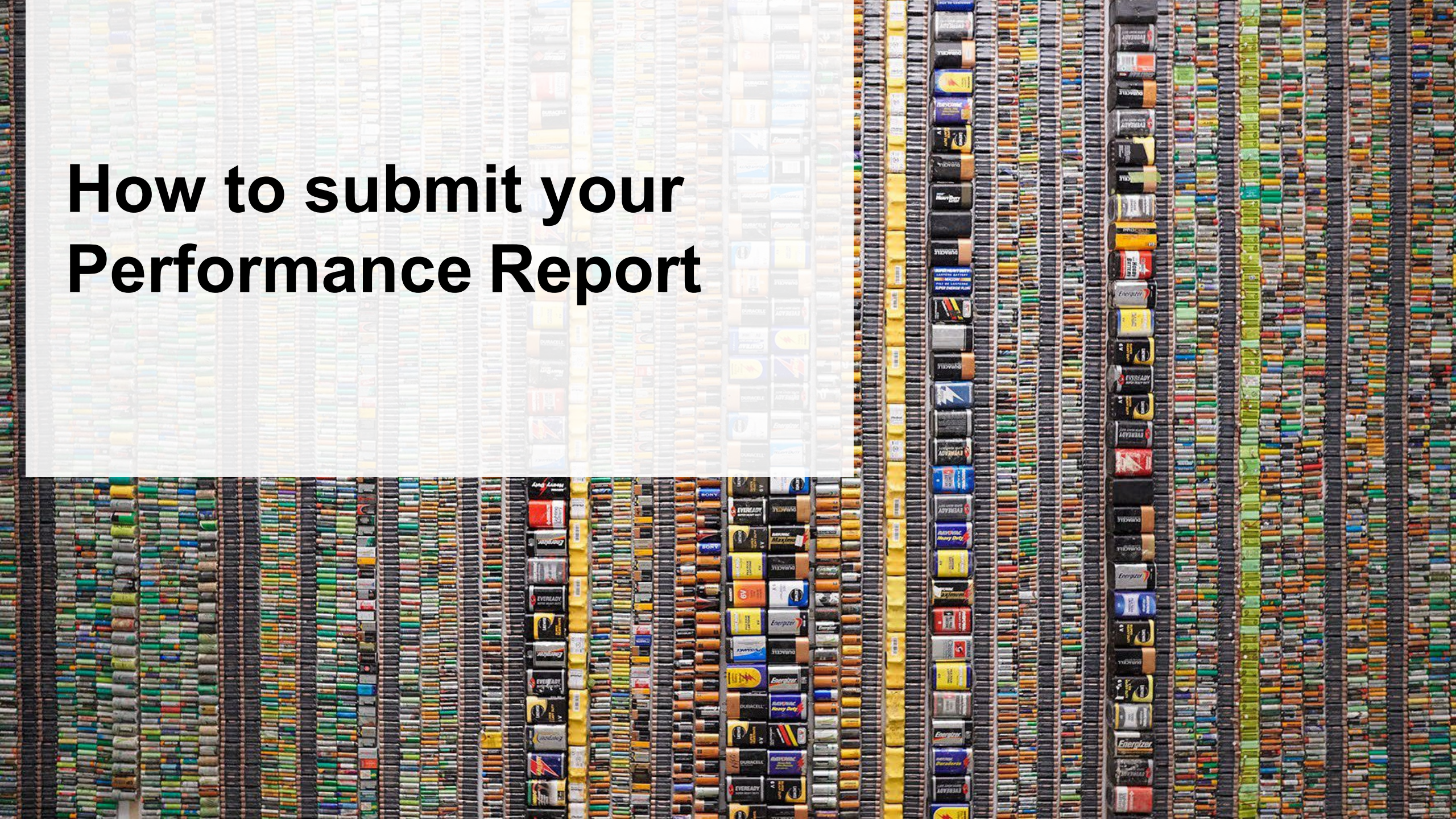
Cancel Save

Annotations: 3 points to the 'Program' dropdown, 4 points to the authorization checkbox, 5 points to the 'Save' button.

Note: a **Primary** contact will be able to add **Secondary** contacts to a specific program.



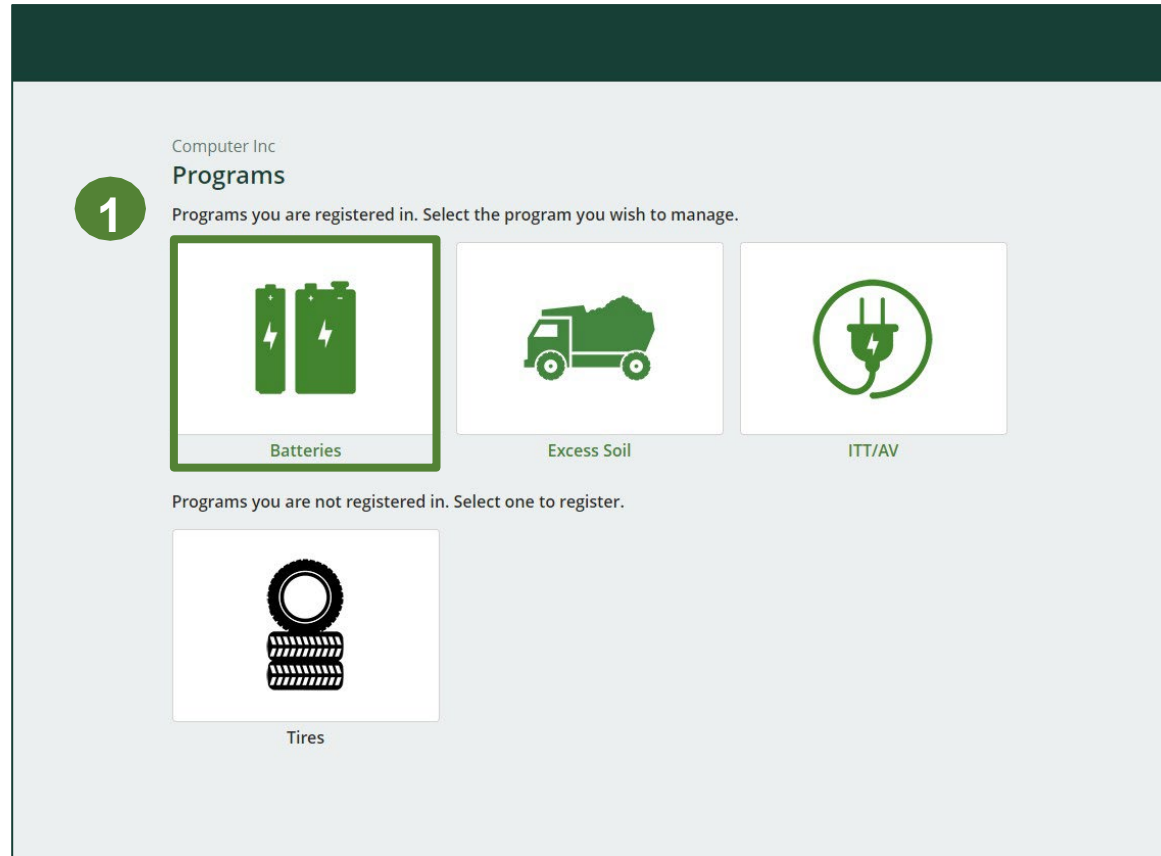
# How to submit your Performance Report



# Performance report

## Accessing your program

1. After logging in, click on the icon for the **Batteries** program on your dashboard.



# Performance report

## Starting your report

1. On the Batteries Homepage, click on the **Refurbisher** tab to navigate to the refurbisher reports.

**Note:** Only the roles you are enrolled in will be clickable (e.g. if you are only a refurbisher, you cannot click into the other role tabs.).

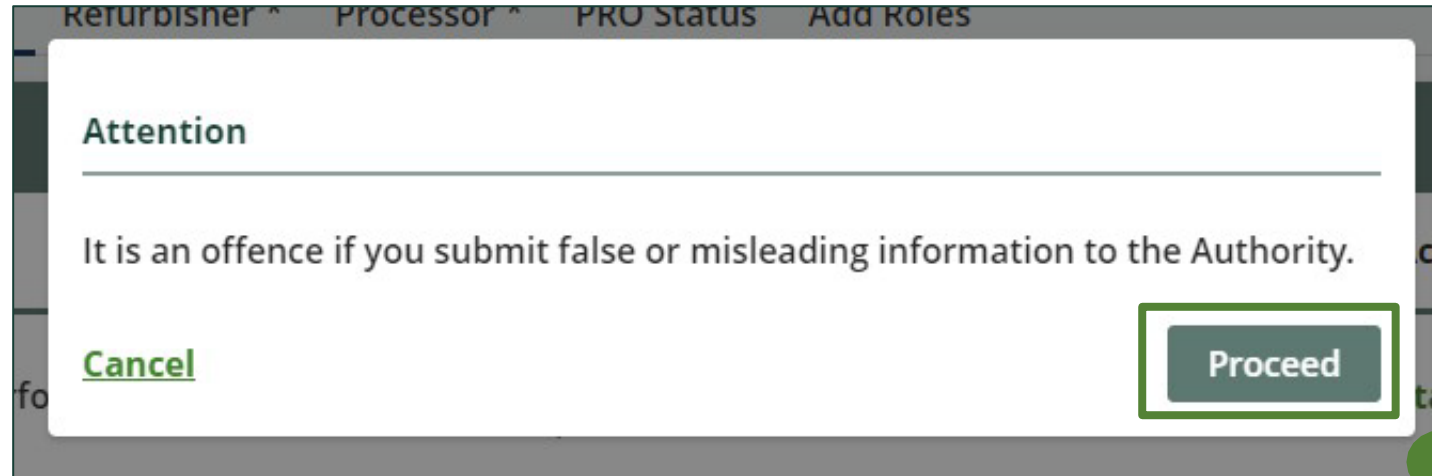
2. Under **Action**, click on **Start** to begin completing the report for Batteries Performance – Refurbisher.

The screenshot shows the 'Batteries' homepage with navigation tabs: Producer \*, Hauler, **Refurbisher \***, Processor \*, PRO Status, and Add Roles. A circled '1' highlights the 'Refurbisher \*' tab. Below the tabs is a table with columns: Report, Status, Last Updated By, and Action. A circled '2' highlights the 'Start' button in the 'Action' column for the '2020/21 Batteries Performance - Refurbis...' report, which has a status of 'Not Started' and a due date of 'Apr 30, 2022'. Below the table are sections for 'Refurbishing sites' and 'Battery Categories', each with a 'Manage' button. At the bottom, there is a help section: 'Need help? Search our [Registry Help & Support](#). Can't find an answer? [Contact Us](#)'.

# Performance report

## Starting your report

1. After clicking **Start**, the notice below will appear. After reading the notice, click **Proceed**.



# Performance report

## Begin batteries received from hauler section

Before entering any information, your report status will be listed as **Not Started**, and 'Submit Report' will be disabled until the report is complete.

1. Under **Received from Hauler**, click **Start** to report the total weight of single-use and rechargeable batteries received from each hauler.

Computer Inc  
2020/21 Batteries Performance - Refurbisher

**Received from Hauler**

Total weight of batteries picked up both inside and outside Ontario.

Received from Hauler	Total Kilograms
Single-use Batteries	
Rechargeable Batteries	
<b>Total</b>	

**Report Status**  
Not Started

Submit Report

Make sure to provide all the required data before submitting.

Start

1

# Performance report

## Adding haulers to your report

You will need to add each hauler that you received batteries from to your report.

1. Use the **search bar** to look up the name of your hauler(s).
2. Once your hauler name appears in the list, click **Add**.
3. Hauler(s) added will appear in the **Step 2: Enter data for all your haulers** section.

[<Back to Report](#)

Computer Inc  
**2020/21 Batteries Performance - Refurbisher**  
Follow the steps below to identify and enter data for all the haulers you received batteries from. Click **Continue** once you have finished entering data for all of your haulers.

**Received from Haulers**

Enter your haulers' registration number (#), name or address in the search bar to see the search results in the table below.

**Step 1: Search for and add all your haulers**

Mara

Registration #	Company Name	Primary Contact	Address	Action
000	RPRA Batteries Inc.	Mara White	4711 Yonge Street, Toronto	<b>Add</b>

Haulers you have added in Step 1 above will appear in the table below.

**Step 2: Enter data for all your haulers**

Registration # ▼	Company Name	Single-use Batteries	Rechargeable Batteries	Action
No Results				

Continue only when you have finished entering data for all of your haulers [Continue >](#)

# Performance report

## How to begin entering in actual weight of batteries received from each hauler

1. Under **Action**, click **Enter** to add the total weight in kg of each applicable type of battery received for each hauler.

Haulers you have added in Step 1 above will appear in the table below.

**Step 2: Enter data for all your haulers**

Registration #▼	Company Name	Single-use Batteries	Rechargeable Batteries	Action
000	RPRa Batteries Inc.	0	0	<input type="button" value="Enter"/> <input type="button" value="Remove"/>

1

Continue only when you have finished entering data for all of your haulers

# Performance report

Enter in actual weight of batteries received from each hauler

1. Under **Total Kilograms**, enter the total actual weight of single-use and rechargeable batteries received from the hauler.
2. Click **Save & Next**.

Computer Inc  
2020/21 Batteries Performance - Refurbisher  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Received from Hauler**

Total weight of batteries picked up both inside and outside Ontario.

Received from Hauler	<b>1</b>	<b>Total Kilograms</b>
Single-use Batteries		<input type="text" value="0"/>
Rechargeable Batteries		<input type="text" value="0"/>

Clear Form  **2**



# Performance report

## Review your batteries data

Once you have begun entering in data for your report, your report status will change to **'In Progress'**. You will not be able to click 'submit report' until all fields in the report have been completed.

1. You can view and review the kilograms of batteries picked up (entered previously).
2. Click on **Edit**, if you need to make a change to the battery weights.
3. Under **Materials Tracking**, click **Start** to enter the weights for refurbished batteries and batteries sent for processing.

Computer Inc  
2020/21 Batteries Performance - Refurbisher

✓ Received from Hauler

Total weight of batteries picked up both inside and outside Ontario.

Received from Hauler	Total Kilograms
Single-use Batteries	500
Rechargeable Batteries	1,000
<b>Total</b>	<b>1,500</b>

Received from Hauler data last updated by: Mary Jane on Feb 02, 2022 01:05 PM

Edit

Materials Tracking

Weight Refurbished Sent for Processing

Total weight of batteries refurbished.

Weight Refurbished	Total Kilograms
Single-use Batteries	
Rechargeable Batteries	
<b>Total</b>	

Start

Report Status  
**In Progress**

Submit Report

Make sure to provide all the required data before submitting.

1

2

3

# Performance report

## Enter your batteries data for weight refurbished

1. Under **Weight Refurbished**, enter the total kilograms for refurbished single-use and rechargeable batteries in the **Total Kilograms** fields.
2. Click **Save & Next** to proceed.

Computer Inc

### 2020/21 Batteries Performance - Refurbisher

Enter your data and click **Save & Next** to move to the next reporting screen.

**Materials Tracking**

**Weight Refurbished**    Sent for Processing

Total weight of batteries refurbished. 1

**Weight Refurbished**

Single-use Batteries

Rechargeable Batteries

**Total Kilograms**

**Clear Form**    **Save & Next** 2

# Performance report

## Enter your batteries data sent for processing

1. Under **Sent for Processing**, enter the total kilograms for single-use and rechargeable batteries in the fields in the **Total Kilograms** fields.
2. If you did not send any batteries for processing, click on the check box marked **I did not send any batteries for processing**.
3. Click **Save & Next** to proceed.

Computer Inc  
2020/21 Batteries Performance - Refurbisher  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Materials Tracking**

✓ Weight Refurbished **Sent for Processing**

Total weight of batteries sent for processing.

**Sent for Processing**

Single-use Batteries

Rechargeable Batteries

I did not send any batteries for processing.

**Total Kilograms**

0

0

**Clear Form** **Previous** **Save & Next**

1

2

3

# Performance report

## Review and submit your report

1. Under **Report Summary**, you can review the data previously entered.
2. Click on **Edit**, if you need to make a change to the battery weights.
3. Click on **Submit Report** once you are finished reviewing and ready to submit.

Computer Inc  
2020/21 Batteries Performance - Refurbisher

Report Status  
In Progress

Submit Report

Make sure to provide all the required data before submitting.

1

2

3

✓ Received from Hauler

Total weight of batteries picked up both inside and outside Ontario.

Received from Hauler	Total Kilograms
Single-use Batteries	500
Rechargeable Batteries	1,000
<b>Total</b>	<b>1,500</b>

Received from Hauler data last updated by: Mary Jane on Feb 02, 2022 01:05 PM

Edit

Materials Tracking

✓ Weight Refurbished ✓ Sent for Processing

Total weight of batteries refurbished.

Weight Refurbished	Total Kilograms
Single-use Batteries	200
Rechargeable Batteries	800
<b>Total</b>	<b>1,000</b>

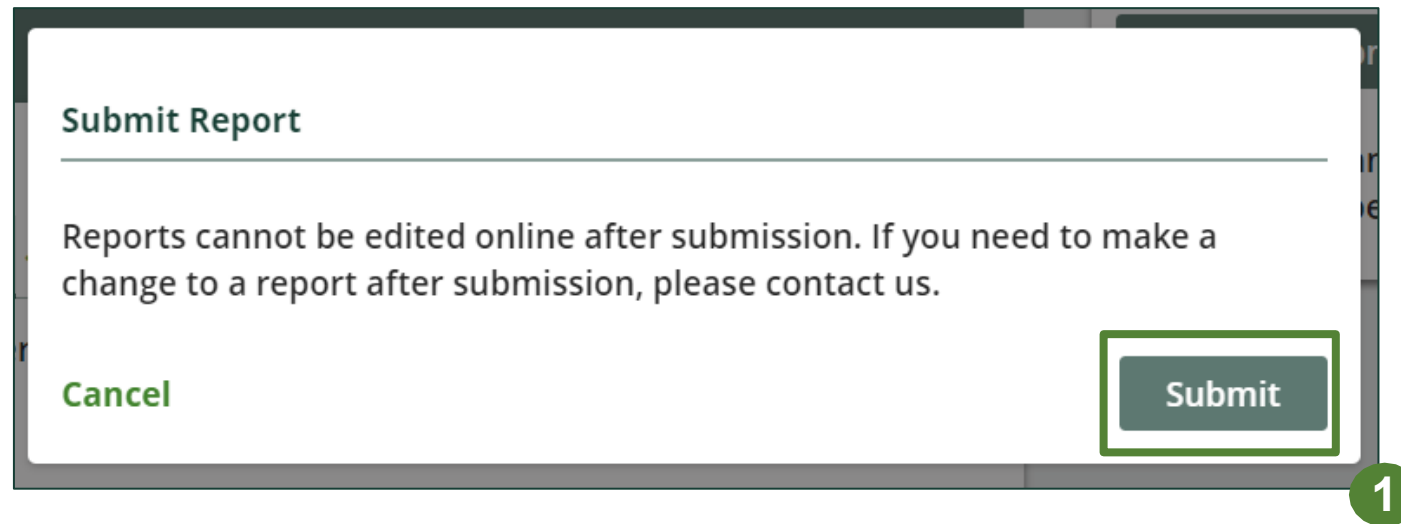
Weight Refurbished data last updated by: Mary Jane on Feb 02, 2022 01:07 PM

Edit

# Performance report

## Submit your report

1. After clicking on **Submit Report**, the notice below will appear. After reading the notice, click **Submit**.



# Performance report

## Submitted report

1. Your report status should now be changed to **Submitted**.
2. Click on **Back to Dashboard** to return to the Batteries homepage to view all reports.

Computer Inc  
2020/21 Batteries Performance - Refurbisher

[Back to Dashboard](#)

**Report Status**  
Submitted  
Feb 02, 2022 01:07 PM

**Received from Hauler**

Total weight of batteries picked up both inside and outside Ontario.

Received from Hauler	Total Kilograms
Single-use Batteries	500
Rechargeable Batteries	1,000
<b>Total</b>	<b>1,500</b>

Received from Hauler data last updated by: Mary Jane on Feb 02, 2022 01:07 PM

[View](#)

**Materials Tracking**

**Weight Refurbished** **Sent for Processing**

Total weight of batteries refurbished.

Weight Refurbished	Total Kilograms
Single-use Batteries	200
Rechargeable Batteries	800
<b>Total</b>	<b>1,000</b>

Weight Refurbished data last updated by: Mary Jane on Feb 02, 2022 01:07 PM

# Performance report

## View submitted report

1. On the **Batteries Homepage** under the **Refurbisher** tab, your Batteries Performance - Refurbisher report status should show **Submitted**, and who it was last updated by.
2. Under Action, you can either click **View** or **Download** to review and save your report submission.

Computer Inc  
Batteries Homepage  
Registration #:000  
Batteries  
Switch Programs

⚠ An asterisk (\*) indicates that you have incomplete items to address in the tab.

Producer \* Hauler **Refurbisher \*** Processor \* PRO Status Add Roles

Report	Status	Last Updated By	Action
2020/21 Batteries Performance - Refurbis	Submitted Feb 02, 2022 01:07 PM	Mary Jane	View Download

Refurbishing sites  
List the address of each site where batteries are refurbished. [Manage](#)

Battery Categories  
Identify the categories of batteries you work with - single-use, rechargeable or both. [Manage](#)

Need help? Search our [Registry Help & Support](#). Can't find an answer? [Contact Us](#)