

# How to select and manage a Blue Box PRO in the Registry

# When to manage your PRO in the Registry

The chart below outlines the steps that should be taken by a producer prior to managing their producer responsibility organization (PRO) in the Registry.



You will also need to manage your PRO if you terminate your agreement with a PRO. In that case, you will need to include an end date to an existing PRO association in your Registry account.

The following slides outline the steps for managing your PRO in the Registry only. For guidance on earlier steps in the process, such as creating an account, enrolling in the Blue Box Program or submitting your supply report, see the [Blue Box Producer Registry Portal & Supply Reporting Guide](#).

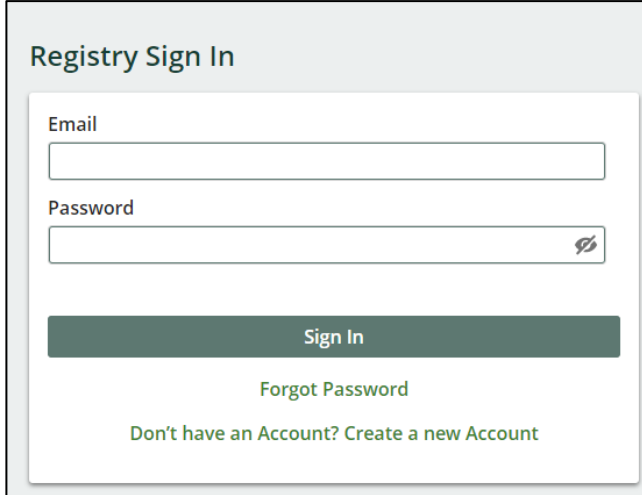
# Navigate to the Blue Box program in your Registry account

**Note: Only Account Admins can manage PROs in the Registry. If you are not the Account Admin for your company, you need to have the Account Admin complete the steps in this guide.**

The Account Admin should:

1. Use [this link](#) to log into your Registry account.
  - If you have forgotten your password, select the “Forgot Password” option.
2. Navigate to the Blue Box program, in the **Programs you are registered in** section.

**1**



The image shows a 'Registry Sign In' form. It has two input fields: 'Email' and 'Password'. Below the password field is a 'Sign In' button. Underneath the button are two links: 'Forgot Password' and 'Don't have an Account? Create a new Account'.

**2**



The image shows the 'Programs' section of the Registry account. It has a title 'Programs' and three expandable sections: 'Programs You Are Registered In', 'Digital Reporting Services', and 'Producer Responsibility Programs'. The 'Programs You Are Registered In' section is expanded and shows two programs: 'Batteries' and 'Blue Box'. The 'Blue Box' program is highlighted with a green border. Below these programs is a section titled 'Programs You Are Not Registered In'.

# Managing a PRO

## Reporting responsibility selection

**IMPORTANT:** If you have chosen to work with a PRO, you must report it in the Registry as soon as possible. If you have not yet chosen a PRO at the time of reporting, you must log back into the Registry and assign your PRO once you have entered in an agreement.

As a Producer, you can **add a PRO(s)** to report on your behalf for Performance Reporting or Collection and Management Reporting from the Blue Box Homepage\*.

1. If you will not be contracting with any PRO, click the **No** button.
2. If you are contracting with one or more PROs to act on your behalf, click the **Yes** button.

The screenshot shows the RPRA Blue Box Homepage for user BB TestAcct2. The page has a dark green header with the RPRA logo and navigation links. Below the header, there's a section for 'Blue Box' with a table of reports. The table has columns for Report, Status, Last Updated By, and Action. The reports listed are for 2023, 2022, and 2021. The 2023 report is 'Not Started' with a due date of Oct 31, 2023. The 2022 and 2021 reports are 'Submitted' and were updated by BB TestAcct2 on Jun 23, 2022. Below the table, there's a prompt asking if the user's business has contracted one or more PROs. There are two buttons: 'No' and 'Yes'. The 'No' button is highlighted with a green box and a green circle with the number 1. The 'Yes' button is also highlighted with a green box and a green circle with the number 2.

RPRA  
Resource Productivity  
& Recovery Authority

BB TestAcct2  
Blue Box Homepage

Registration #:00010671

Blue Box  
Switch Programs

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

Producer \* Processor PRO Status Add Roles

Report	Status	Last Updated By	Action
2023 Blue Box Supply Report	Not Started Due Date: Oct 31, 2023		Start
2022 Blue Box Supply Report	Submitted Jun 23, 2022 02:24 p.m.	BB TestAcct2	View Download
2021 Blue Box Supply Report	Submitted Jun 23, 2022 02:15 p.m.	BB TestAcct2	View Download

Has your business contracted one or more Producer Responsibility Organizations (PROs) to act on your behalf?  
If so, click Yes to identify them, their responsibilities, and provide them access to report performance on your behalf. Only make a selection once you know whether or not you will be working with a PRO.

☒ No My business will not be contracting with any PROs.

☒ Yes My business has contracted one or more PROs.

\*If you want a PRO to report your supply data on your behalf, please see slide 6 and 7 to add them as a secondary user.

# Managing a PRO

## Reporting responsibility selection

If you are contracting with one or more PROs to act on your behalf and have clicked the Yes button, you will be taken to another screen to Manage Reporting Responsibilities.

1. Select the PRO that will be reporting on your behalf from the drop-down menu. Enter the **Service Start Date** and **Service Stop Date\***. Select **Reports in part** or **Reports in full** from the drop-down menu for the applicable report. If you have multiple PROs reporting your performance or collection and management, select **Reports in part**.
2. Click the checkbox to confirm that you have a contract with the PROs identified and that you authorize them to have access to report performance, collection and management data on your behalf.
3. Click **Done**.

The PRO will now be listed as active on your Blue Box Homepage.

The screenshot shows the 'Manage Reporting Responsibilities' form. At the top, it says '(registry@rprr.ca) for assistance in fulfilling your reporting obligations.' Below this, instructions state: 'Select the PROs that will be reporting on your behalf. If you have multiple PROs reporting your performance or collection and management, select "Reports in part" from the dropdown list.'

The form contains a table with the following headers: PRO, Service Start Date, Service Stop Date, and Responsible for Performance Report. Below the table, there is a section for 'Responsible for Collection and Management Report'.

Callout 1 points to the first row of the table, which contains: 'AG Collector' (in a dropdown), '23-Jun-202' (in a date field), '23-Jun-202' (in a date field), and 'Reports in ft' (in a dropdown). Below this row is another dropdown labeled 'Reports in ft'.

Callout 2 points to a green box containing a checked checkbox and the text: 'I confirm that I have a contract with the PROs identified and authorize them to have access to report performance, collection and management data on my behalf.'

Callout 3 points to the 'Done' button at the bottom right of the form.

Other visible elements include an 'Add PRO' button and 'Cancel' and 'Done' buttons at the very bottom.

\* If your PRO contract does not have an end date, you can leave the Service Stop Date blank.

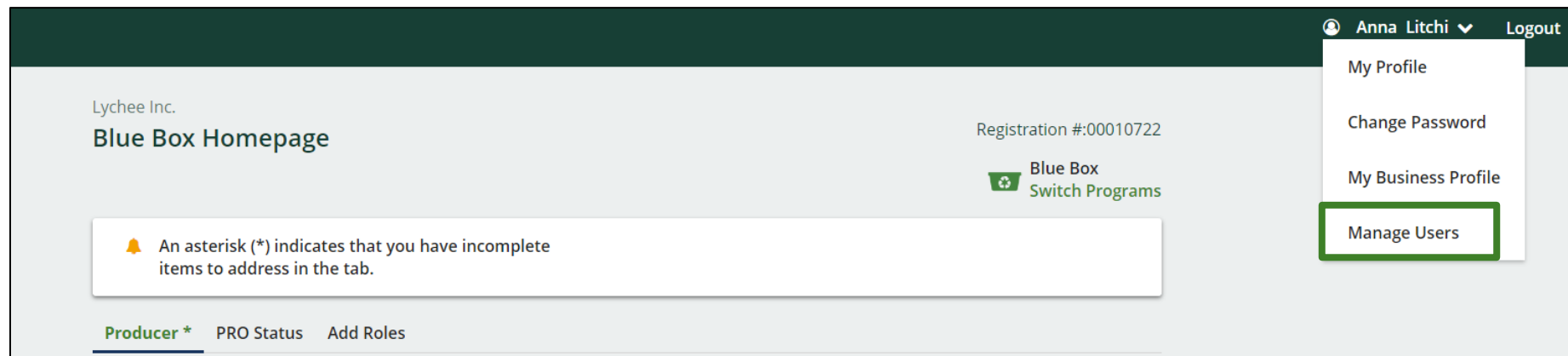
# How to add a PRO to report supply data on a producer's behalf

A producer may have an agreement with a PRO to report their supply data on their behalf. If this is the case, the PRO should be added as a secondary user to the account.

Account admins or primary users in the Blue Box Program can add a PRO as a secondary user to the account.

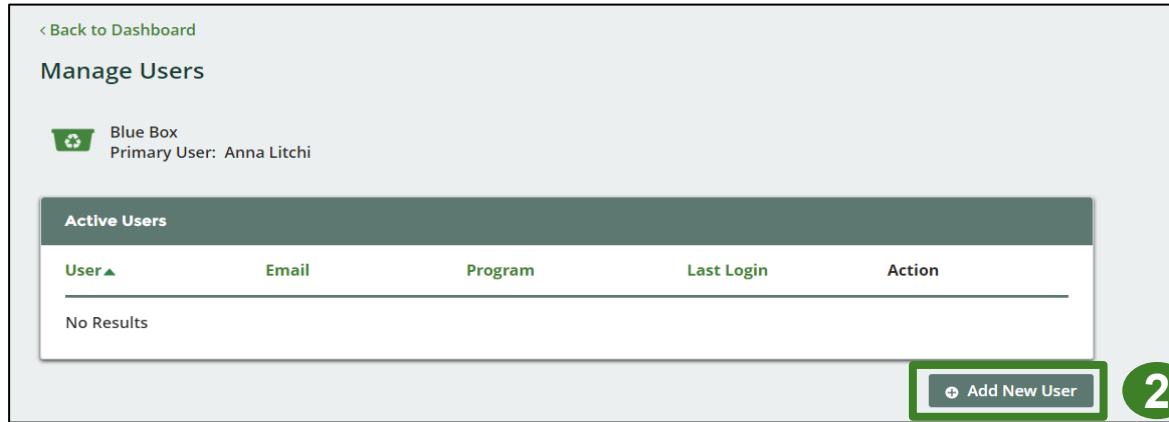
To manage contacts on your Registry account, please see the following steps:

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 add a PRO to report supply data on a producer's behalf (continued)

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



< Back to Dashboard

### Manage Users

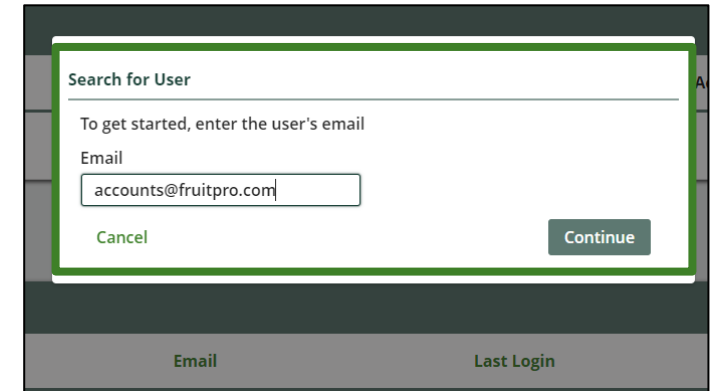
 Blue Box  
Primary User: Anna Litchi

Active Users				
User	Email	Program	Last Login	Action
No Results				

**+ Add New User**

3. Enter the unique email address provided to you by your PRO in the **Search for User** window.
4. Ensure you have selected “Blue Box” in the **Program** field
5. Complete the rest of the user profile and set the **User Access Level** to secondary\*.
6. Click the checkbox to confirm that the individual is authorized to create/modify data.
7. Click **Save**

\* See FAQ on slide 11 for more details on User Access levels.



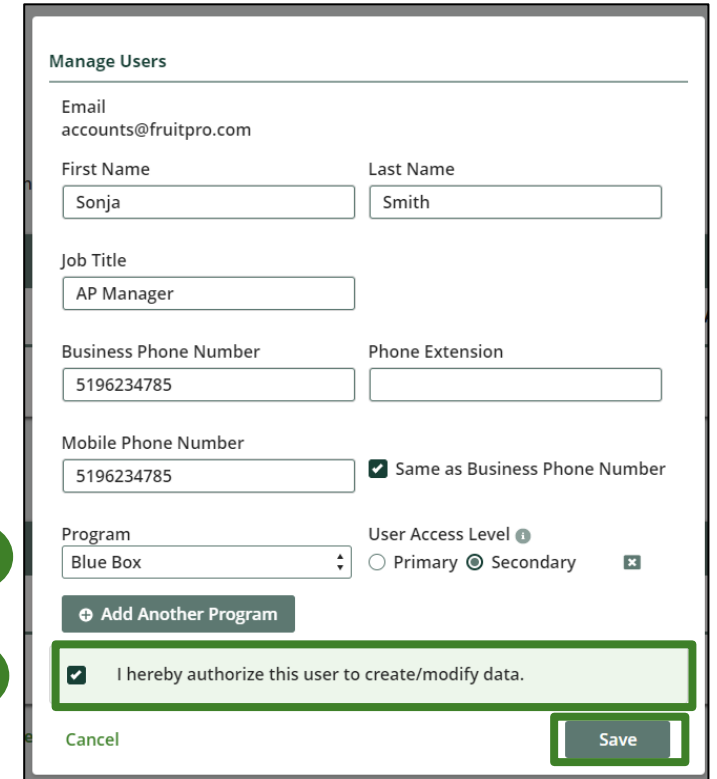
Search for User

To get started, enter the user's email

Email

**Cancel** **Continue**

Email Last Login



### Manage Users

Email  
accounts@fruitpro.com

First Name  Last Name

Job Title

Business Phone Number  Phone Extension

Mobile Phone Number  ☒ Same as Business Phone Number

Program  User Access Level ☐ Primary ☒ Secondary

**+ Add Another Program**

☒ I hereby authorize this user to create/modify data.

**Cancel** **Save**

# FAQs about managing PROs



# Frequently Asked Questions – Managing a PRO

1. Why can't I add my PRO for supply data reporting under Manage a PRO?
  - The Registry currently supports PROs providing performance reporting on behalf of producers under “Managing a PRO”.
  - To accommodate the request for Blue Box PROs to provide supply data reporting on behalf of producers, the Blue Box portal will allow producers to assign PROs as secondary users using a unique email address as provided by the PROs.
2. How do I and/or my PRO(s) report my performance?
  - Performance reporting is not required under the Blue Box Regulation in 2022. More details will be provided closer to the first performance reporting period in 2024.

# Frequently Asked Questions – Managing a PRO

## 3. Why can't I see the Manage PRO widget to add my PRO choice?

- The Manage PRO option will appear on the dashboard below your list of supply data reports when your supply data reporting is complete and if you have management requirements. If your supply data reporting is below the supply exemption threshold you will not have management requirements, and therefore will not need to assign a PRO to assist with your obligations.
- Also note that Account Admin are the only portal users that can manage your PRO's responsibility, so this widget is not viewable to primary and secondary users.

# Frequently Asked Questions – Managing PROs

4. 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, edit and submit reports and pay fees. They are the only ones who can manage PROs. Account admins can view all activities users undertake. They will also be the recipient of emails from the Registry portal.
- **Primary users** can only assign secondary users' access to the account, edit and submit reports and pay fees.
- **Secondary users** can only edit and submit reports and pay fees.