

# How to select and manage an HSP PRO in your Registry account

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# Introduction



# Why should I work with a PRO?

As of October 1, 2021, HSP producers are individually accountable and financially responsible for collecting, and managing their products when consumers discard them. Producers are also required to operate a promotion and education program depending on the material each producer supplies into Ontario.

Producers have the choice of working with one or more producer responsibility organizations (PROs) registered with RPRA to meet their obligations.

A PRO is a business established to contract with producers to provide collection, management and administrative services to help producers meet their regulatory obligations under the HSP Regulation, including:

- Arranging, establishing or operating a collection or management system.
- Arranging, establishing or operating a promotion and education system.
- Preparing and submitting reports.

# How do I contact a PRO?

For a list of PROs and the materials they provide services for, visit our [HSP PRO webpage](#).

**Note:** PROs operate in a competitive market and producers can choose the PRO (or PROs) they want to work with. The terms and conditions of each contract with a PRO may vary.

Once you have signed an agreement with a PRO(s) you must select them in your account. The steps to select them are indicated in the next slides.

# When to manage your PRO in your Registry account

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



## Important:

- If you have chosen to work with a PRO(s), you must select them in your account once you have entered into an agreement.
- You will also need to manage your PRO if you terminate your agreement with your PRO, you will need to include an end date to an existing PRO association in your Registry account.
- If you have an agreement with a PRO(s) but have not assigned them in your Registry account at the time of performance reporting beginning, log into the Registry and assign them. You must identify your PRO(s) in your Registry account for your report to appear in your PROs' account.

# How to select and manage a PRO in your Registry account



# How to select and manage a PRO in your account

## Accessing your program

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.

1. Log into your Registry account using [this link](#).
  - If you have forgotten your password, select the **Forgot Password** option.
2. The programs you are enrolled in will show on your dashboard. Click on the program you want to add a PRO for.

**1**

### Registry Sign In

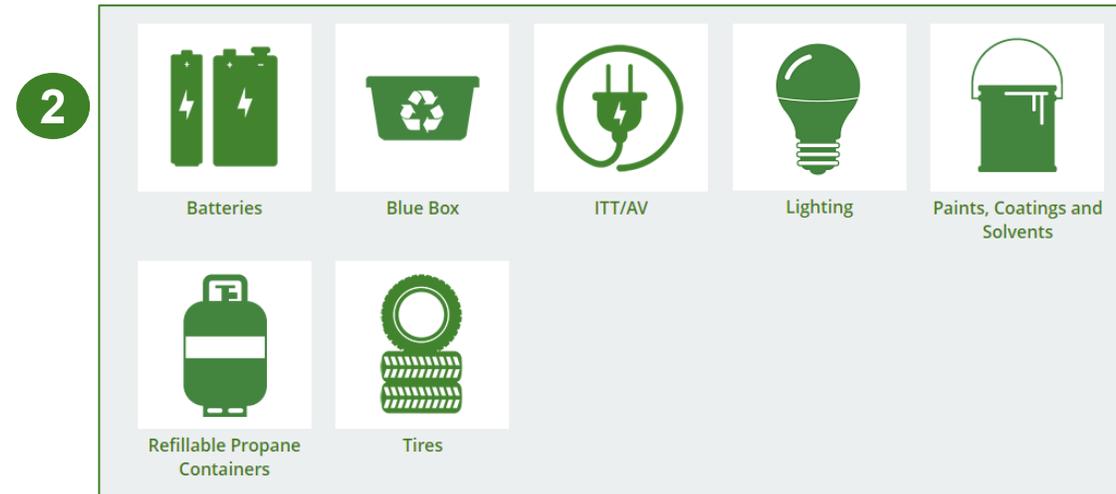
Email

Password

**Sign In**

[Forgot Password](#)

[Don't have an Account? Create a new Account](#)



# How to select and manage a PRO in your account

## Confirm if you have contracted with a PRO

Once you are on your program homepage, respond to the question below the report list.

**Note:** This question will appear once you have completed at least one supply data report and if you have collection or management requirements.

This button is not viewable to primary and secondary users.

Automotive Materials Homepage Registration #:00028359

 Automotive Materials Switch Programs

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

[Producer \\*](#) [PRO Status](#) [Invoices](#) [Add Roles](#)

### Automotive Materials

Report	Status	Last Updated By	Action
2023 Automotive Materials Supply Report	Not Started Due Date: Jul 31, 2023		<a href="#">Start</a>
2022 Automotive Materials Supply Report	Submitted Aug 24, 2023 03:34 p.m.	Test User	<a href="#">View</a> <a href="#">Download</a>
2021 Automotive Materials Supply Report	Submitted Aug 24, 2023 03:33 p.m.	Test User	<a href="#">View</a> <a href="#">Download</a>

**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.

# How to select and manage a PRO in your account

## Confirm if you have contracted with a PRO cont.

1. If you have not contracted with a PRO and are meeting your collection and management requirements yourself, click **No**.
2. If you have chosen to work with a PRO to meet your collection and management requirements on your behalf, click **Yes**.

If you clicked on Yes, you will be prompted to the next step to indicate the details of your agreement.

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.

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

2  Yes My business has contracted one or more PROs.

# How to select and manage a PRO in your account

## Reporting responsibility selection

Identify your involvement with reporting on behalf of yourself.

1. Under **Responsible for Performance Report**, identify if you will be submitting your performance report. If you have delegated this report to your PRO, select **Does not report**.
2. Under **Responsible for collection and management**, identify if you will be submitting your collection and management report. If you have delegated this report to your PRO, select **Does not report**.

**Manage Reporting Responsibilities**

Indicate whether you will be reporting your own performance, collection and management in part or in whole. If a PRO will be reporting on your behalf, select "Does not report" from the dropdown list.

Producer	Responsible for Performance Report	Responsible for Collection and Management Report
Test Producer 123	<input type="text" value="Does not report"/> <small>If you select "does not report" for the producer, you must identify the PRO(s) who will be reporting on your behalf and select "reports in full" or "reports in part".</small>	<input type="text" value="Does not report"/> <small>If you select "does not report" for the producer, you must identify the PRO(s) who will be reporting on your behalf and select "reports in full" or "reports in part".</small>

1

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# How to select and manage a PRO in your account

## Reporting responsibility selection cont.

Next, you will fill out the following fields to identify your PROs involvement in reporting on your behalf:

1. **PRO:** the name of the PRO you have an agreement with.
2. **Service start date:** the date when your agreement with the PRO started.
3. **Service stop date:** the date when your agreement with the PRO ends. If your agreement does not have a stop date, leave this field blank.
4. **Materials:** the HSP material(s) you are a producer of under the HSP Regulation.
5. **Responsible for Performance Report:** whether your PRO will report in full *or* in part the activities related to collection, processing and disposal of the material(s) you supply. If your PRO will report this on behalf of you, you must select **Reports in full**.
6. **Responsible for collection and management:** whether your PRO will report in full *or* in part the collection system established across Ontario and the haulers and processors they work with. If your PRO will report this on behalf of you, you must select **Reports in full**.

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.

1 PRO      2 Service Start Date      3 Service Stop Date      4 Materials      5 Responsible for Performance Report      6 Responsible for Collection and Management Report

            Antifreeze  
 Oil Filters  
 Oil Containers

Reports in full    Reports in full

# How to select and manage a PRO in your account

## Reporting responsibility selection cont.

1. Finish managing your PRO by checking **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.**
2. Click **Done**.

### Manage Reporting Responsibilities

Indicate whether you will be reporting your own performance, collection and management in part or in whole. If a PRO will be reporting on your behalf, select "Does not report" from the dropdown list.

Producer	Responsible for Performance Report	Responsible for Collection and Management Report
Test Producer 123	Does not report <small>If you select "does not report" for the producer, you must identify the PRO(s) who will be reporting on your behalf and select "reports in full" or "reports in part".</small>	Does not report <small>If you select "does not report" for the producer, you must identify the PRO(s) who will be reporting on your behalf and select "reports in full" or "reports in part".</small>

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.

PRO	Service Start Date	Service Stop Date	Materials	Responsible for Performance Report	Responsible for Collection and Management Report
Pwc Test	Aug 10, 2022		<input checked="" type="checkbox"/> Antifreeze <input checked="" type="checkbox"/> Oil Filters <input checked="" type="checkbox"/> Oil Containers	Reports in full	Reports in full

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.

# FAQs about managing PROs



# Frequently Asked Questions

1. Can a producer change PROs after assigning them in their Registry account?
  - Yes, a producer may change PROs at any time. If a producer chooses to do so, you must notify RPRA of the change within 30 days of retaining a new PRO.
2. Does RPRA vet PROs that register to ensure they are viable options for producers to meet their requirements under the regulations?
  - No, RPRA does not vet PROs before listing them on the website. Any business that registers as a PRO will be listed. Producers should do their own due diligence when determining which PRO to work with.

**Note:** A PRO that has entered into an agreement with a producer is required under the HSP Regulation to meet the requirements that apply to the producer.