

ITT/AV Performance Hauler Reporting Guide



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Introduction



What is ITT/AV performance reporting?

ITT/AV performance reporting is an annual report that haulers with obligations under the [Electrical and Electronic Equipment \(EEE\) Regulation](#) complete to report on their recovery and management activities in the previous calendar year.

This guide will assist ITT/AV haulers 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 EEE Regulation can be found on the Authority's website:
<https://rprr.ca/programs/ittav/>

If you have further questions that are not answered in this guide, please contact the Compliance and Registry Team at registry@rprr.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 **hauler of ITT/AV**, you are required to report:

1. **Total weight of ITT/AV picked up**
2. **ITT/AV dropped off**
 1. Sent for processing
 2. Sent for refurbishing

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

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		Manage Disable

[+ Add New User](#)

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](#)

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

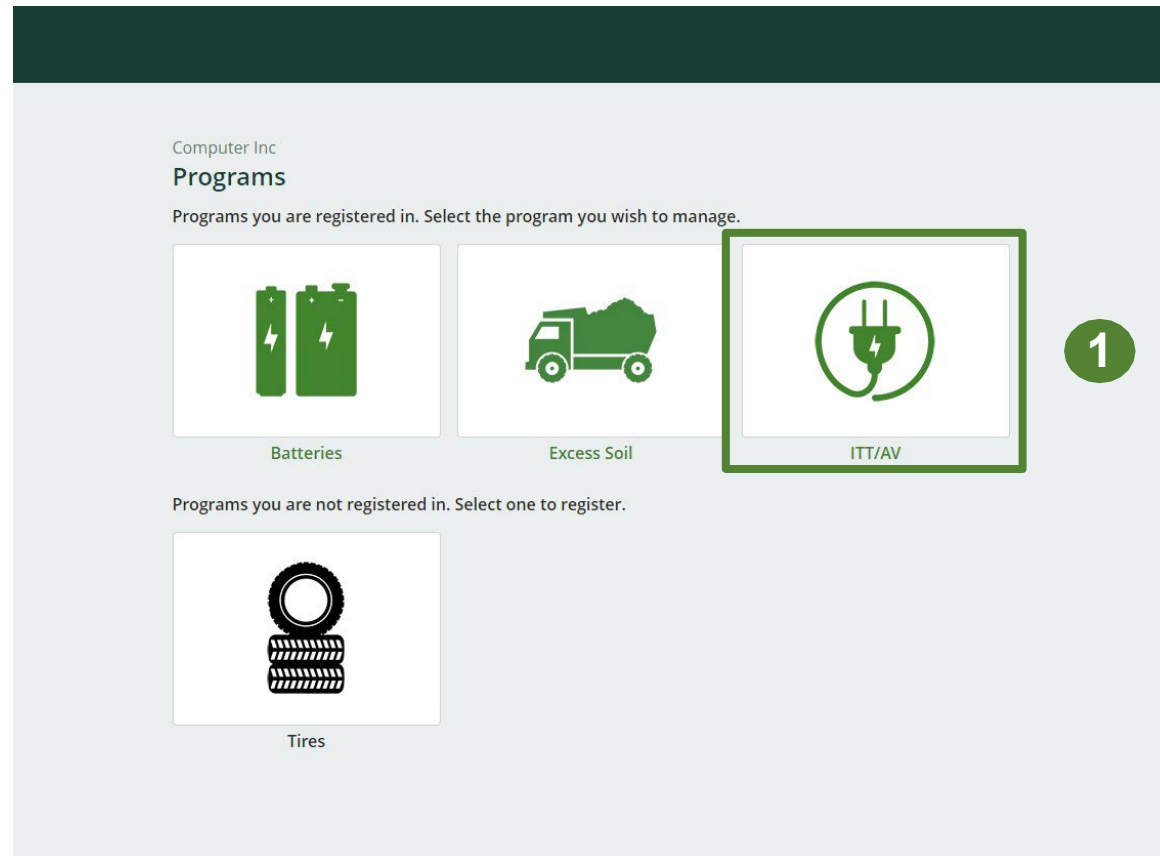
How to submit your Performance Report



Performance report

Accessing your program

1. After logging in, click on the icon for the **ITT/AV** program on your dashboard.



Performance report

Starting your report

1. On the ITT/AV Homepage, click on the **Hauler** tab to navigate to the hauler reports.

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

2. Under **Action**, click on **Start** to begin completing the report for ITT/AV Performance – Hauler.

The screenshot shows the ITT/AV Homepage for Computer Inc. The registration number is 0000. The page has a navigation bar with tabs: Producer *, **Hauler ***, Refurbisher *, Processor *, PRO Status, and Add Roles. A green box highlights the 'Hauler' tab, with a green circle containing the number '1' next to it. Below the tabs is a table with columns: Report, Status, Last Updated By, and Action. The table has one row: '2021 ITT/AV Performance - Hauler' with status 'Not Started' and due date 'Apr 30, 2022'. The 'Action' column has a 'Start' button, which is highlighted with a green box and a green circle containing the number '2'. A message at the top states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' The footer contains links for 'Registry Help & Support' and 'Contact Us'.

Computer Inc
ITT/AV Homepage

Registration #:0000

ITT/AV
Switch Programs

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

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

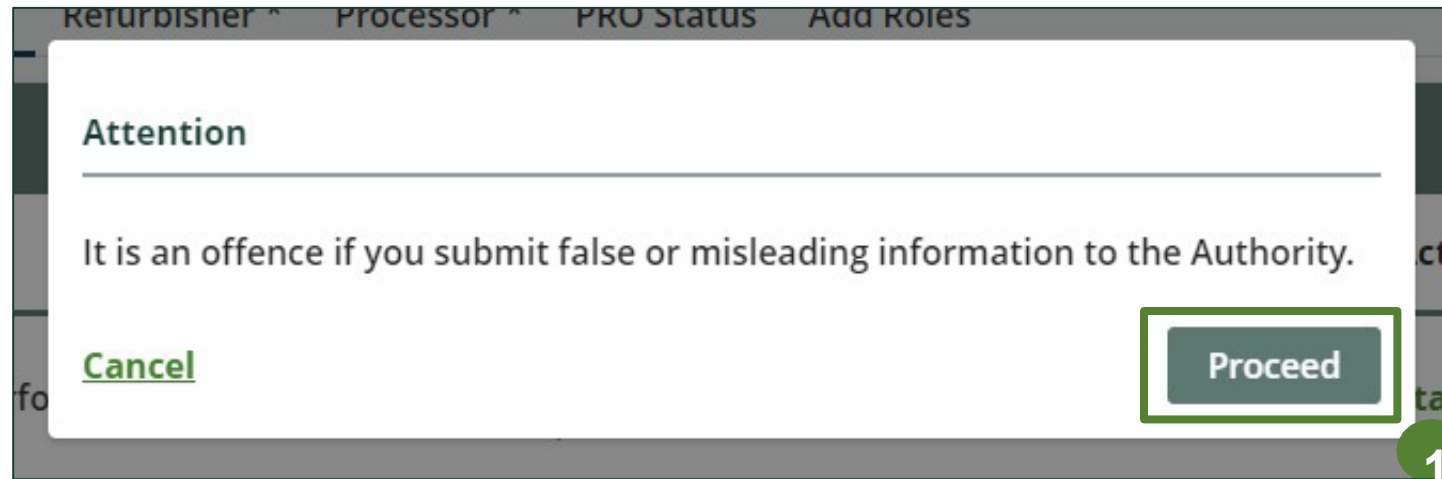
Report▼	Status	Last Updated By	Action
2021 ITT/AV Performance - Hauler	Not Started Due Date: Apr 30, 2022		Start

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

Enter your ITT/AV data picked up inside and outside of Ontario

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 **ITT/AV Picked Up**, click **Start** to begin entering the ITT/AV weights.
2. Under **Total Picked Up**, enter the total kilograms of ITT/AV picked up inside and outside of Ontario.
3. Click **Save & Next** to proceed.

< Back to Dashboard

Computer Inc
2021 ITT/AV Performance - Hauler

Report Summary

ITT/AV Picked up

Total Picked Up Outside Ontario

Total weight of ITT/AV picked up both inside and outside Ontario.

Total Picked Up Total Kilograms

ITT/AV

Start

Report Status
Not Started

Submit Report

Your report cannot be submitted until all fields have been entered.

Computer Inc
2021 ITT/AV Performance - Hauler

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

ITT/AV Picked up

Total Picked Up Outside Ontario

Total weight of ITT/AV picked up both inside and outside Ontario.

Total Picked Up Total Kilograms

ITT/AV 0

Clear Form Save & Next

Performance report

Enter your ITT/AV data picked up outside of Ontario

1. Under the **Outside Ontario** tab, enter the total kilograms of ITT/AV under the **Total Kilograms** fields if you picked up ITT/AV outside of Ontario.
2. If you did not pick up any **ITT/AV** outside of Ontario, leave the kilograms field blank and select the check box for '**I did not pick up any ITT/AV outside Ontario**'.
3. Click **Save & Next** to proceed.

Computer Inc
2021 ITT/AV Performance - Hauler
Enter your data and click **Save & Next** to move to the next reporting screen.

ITT/AV Picked up

✓ Total Picked Up **Outside Ontario**

Total weight of ITT/AV picked up outside Ontario.

Outside Ontario

ITT/AV

☐ I did not pick up any ITT/AV outside Ontario.

Total Kilograms

0

Clear Form Previous **Save & Next**

The screenshot shows a web form for reporting ITT/AV performance. It has a header with the company name and title. Below is a section for 'ITT/AV Picked up' with two tabs: 'Total Picked Up' and 'Outside Ontario'. The 'Outside Ontario' tab is active. Below the tabs, there is a label 'Total weight of ITT/AV picked up outside Ontario.' followed by a sub-label 'Outside Ontario'. Under this, there is a section for 'ITT/AV' with a checkbox option 'I did not pick up any ITT/AV outside Ontario.'. To the right of this section is a box labeled 'Total Kilograms' containing a text input field with the value '0'. At the bottom of the form are three buttons: 'Clear Form', 'Previous', and 'Save & Next'. Three green circular callouts with numbers 1, 2, and 3 are overlaid on the form. Callout 1 points to the 'Total Kilograms' input field. Callout 2 points to the checkbox option. Callout 3 points to the 'Save & Next' button.

Performance report

Review your ITT/AV pick up 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 review the kilograms of ITT/AV picked up (entered previously).
2. Click on **Edit**, if you need to make a change to the ITT/AV weights.
3. Under **ITT/AV Dropped Off**, click **Start** to enter the ITT/AV weights dropped off for processing or refurbishing.

< Back to Dashboard

Computer Inc
2021 ITT/AV Performance - Hauler

Report Summary

ITT/AV Picked up

✓ Total Picked Up ✓ Outside Ontario

Total weight of ITT/AV picked up both inside and outside Ontario.

Total Picked Up	Total Kilograms
ITT/AV	5,000

Total Picked Up data last updated by: Mary Jane on Feb 01, 2022 11:10 AM

Edit

ITT/AV Dropped Off

Sent for Processing Sent for Refurbishing

Total weight of ITT/AV sent for processing.

Sent for Processing	Total Kilograms
ITT/AV	

Start

Report Status
In Progress

Submit Report

Your report cannot be submitted until all fields have been entered.

Performance report

Enter your ITT/AV data sent for processing

1. Under **Sent for Processing**, enter the total kilograms for ITT/AV in the fields in the **Total Kilograms** fields.
2. If you did not send any ITT/AV for processing, click on the check box marked '**I did not send any ITT/AV for processing**'.
3. Click **Save & Next** to proceed.

Computer Inc
2021 ITT/AV Performance - Hauler
Enter your data and click **Save & Next** to move to the next reporting screen.

ITT/AV Dropped Off

Sent for Processing Sent for Refurbishing

Total weight of ITT/AV sent for processing.

Sent for Processing

ITT/AV

☐ I did not send any ITT/AV for processing.

Total Kilograms

0

Clear Form

Save & Next

The screenshot shows a web form titled '2021 ITT/AV Performance - Hauler' for 'Computer Inc'. It has a header with the title and a sub-header 'Enter your data and click **Save & Next** to move to the next reporting screen.' The main form area is titled 'ITT/AV Dropped Off' and contains two tabs: 'Sent for Processing' (which is active) and 'Sent for Refurbishing'. Below the tabs, there is a label 'Total weight of ITT/AV sent for processing.' followed by a section titled 'Sent for Processing'. This section includes a label 'ITT/AV' and a checkbox with the text 'I did not send any ITT/AV for processing.' (highlighted with a green box and callout 2). To the right of this is a 'Total Kilograms' label above a text input field containing the number '0' (highlighted with a green box and callout 1). At the bottom right, there are two buttons: 'Clear Form' and 'Save & Next' (highlighted with a green box and callout 3).

Performance report

Enter your ITT/AV data sent for refurbishing

1. Under **Sent for Refurbishing**, enter the total kilograms of ITT/AV in the fields under **Total Kilograms**.
2. If you did not send any ITT/AV for refurbishing, click on check box marked '**I did not send any ITT/AV to refurbishers**'.
3. Click **Save & Next** to proceed.

Computer Inc
2021 ITT/AV Performance - Hauler
Enter your data and click **Save & Next** to move to the next reporting screen.

ITT/AV Dropped Off

✓ Sent for Processing **Sent for Refurbishing**

Total weight of ITT/AV sent for refurbishing.

Sent for Refurbishing

ITT/AV

☐ I did not send any ITT/AV to refurbishers.

Total Kilograms

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 ITT/AV weights.
3. Click on **Submit Report** once you are finished reviewing and ready to submit.

The screenshot shows a web interface for reviewing a performance report. At the top left, there is a link '< Back to Dashboard'. Below it, the company name 'Computer Inc' and the report title '2021 ITT/AV Performance - Hauler' are displayed. A green circle with the number '1' points to the 'Report Summary' section. This section contains two sub-sections: 'ITT/AV Picked up' and 'ITT/AV Dropped Off'. Each sub-section has a table of data and an 'Edit' button. A green circle with the number '2' points to the 'Edit' button in the 'ITT/AV Picked up' section. Another green circle with the number '2' points to the 'Edit' button in the 'ITT/AV Dropped Off' section. On the right side, there is a 'Report Status' box showing 'In Progress'. Below it is a 'Submit Report' button, which is highlighted with a green circle and the number '3'. A message below the button states: 'Your report cannot be submitted until all fields have been entered.'

< Back to Dashboard

Computer Inc

2021 ITT/AV Performance - Hauler

Report Summary

ITT/AV Picked up

✓ Total Picked Up ✓ Outside Ontario

Total weight of ITT/AV picked up both inside and outside Ontario.

Total Picked Up	Total Kilograms
ITT/AV	5,000

Total Picked Up data last updated by: Mary Jane on Feb 01, 2022 11:10 AM

Edit

ITT/AV Dropped Off

✓ Sent for Processing ✓ Sent for Refurbishing

Total weight of ITT/AV sent for processing.

Sent for Processing	Total Kilograms
ITT/AV	2,000

Sent for Processing data last updated by: Mary Jane on Feb 01, 2022 11:12 AM

Edit

Report Status
In Progress

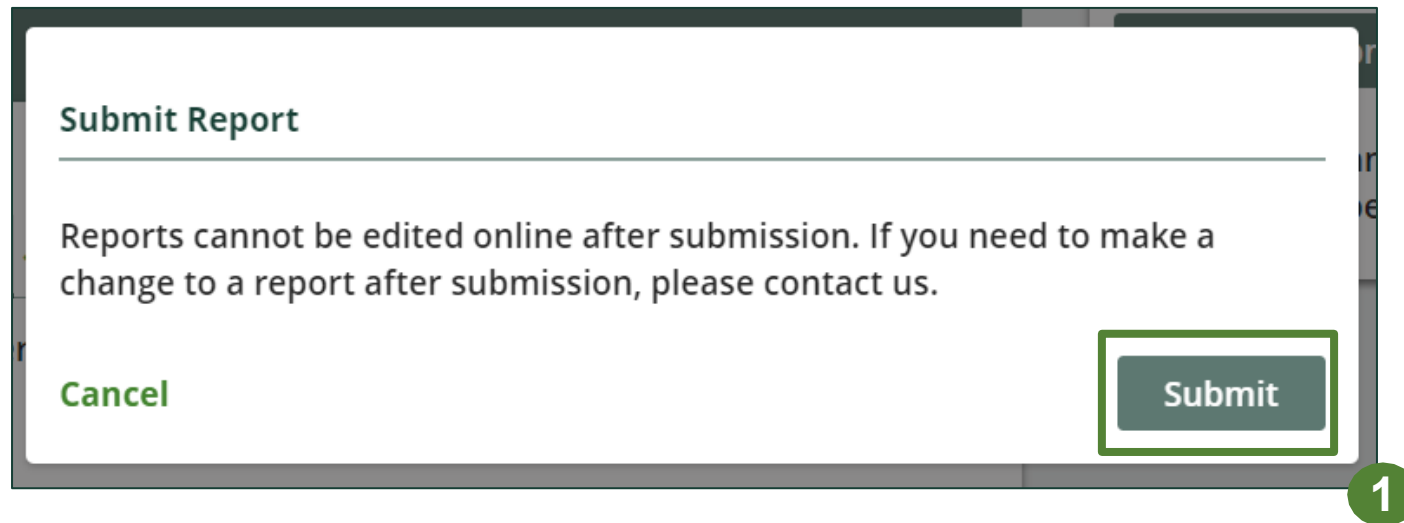
Submit Report

Your report cannot be submitted until all fields have been entered.

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 read as **Submitted**.
2. Click on **Back to Dashboard** to return to the ITT/AV homepage.

Computer Inc
2021 ITT/AV Performance - Hauler

[Back to Dashboard](#)

Report Status
Submitted
Feb 01, 2022 11:14 AM

Report Summary

ITT/AV Picked up

[Total Picked Up](#) [Outside Ontario](#)

Total weight of ITT/AV picked up both inside and outside Ontario.

Total Picked Up	Total Kilograms
ITT/AV	5,000

Total Picked Up data last updated by: Mary Jane on Feb 01, 2022 11:14 AM

ITT/AV Dropped Off

[Sent for Processing](#) [Sent for Refurbishing](#)

Total weight of ITT/AV sent for processing.

Sent for Processing	Total Kilograms
ITT/AV	2,000

Sent for Processing data last updated by: Mary Jane on Feb 01, 2022 11:14 AM

Performance report

View submitted report

1. On the **ITT/AV Homepage** under the **Hauler** tab, your 2021 ITT/AV Performance - Hauler 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.

The screenshot shows the ITT/AV Homepage for Computer Inc. The page has a header with the company name and registration number. A navigation bar includes tabs for Producer, Hauler (selected), Refurbisher, Processor, PRO Status, and Add Roles. A table displays the 2021 ITT/AV Performance - Hauler report, which is in a 'Submitted' status, last updated by Mary Jane on Feb 01, 2022 at 11:14 AM. The 'Action' column for this report contains 'View' and 'Download' links. A green box highlights the 'Submitted' status and the 'Last Updated By' field, with a green circle '1' next to it. Another green box highlights the 'View' and 'Download' links, with a green circle '2' next to it. A message at the top indicates that an asterisk (*) denotes incomplete items.

Computer Inc
ITT/AV Homepage

Registration #:0000
ITT/AV
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
2021 ITT/AV Performance - Hauler	Submitted Feb 01, 2022 11:14 AM	Mary Jane	View Download

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