

Lighting Performance Hauler Reporting Guide



Table of Contents

Introduction

- What is Lighting performance reporting?
- What data needs to be reported?
- How to log into the Registry
- How to manage contacts on your Registry account

Performance Reporting

- Step-by step instructions on how to complete the report

Introduction



What is Lighting performance reporting?

Lighting 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 Lighting 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/lighting/>

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 lighting**, you are required to report:

1. **Total weight of lighting picked up**
2. **Lighting dropped off**
 1. 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

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:

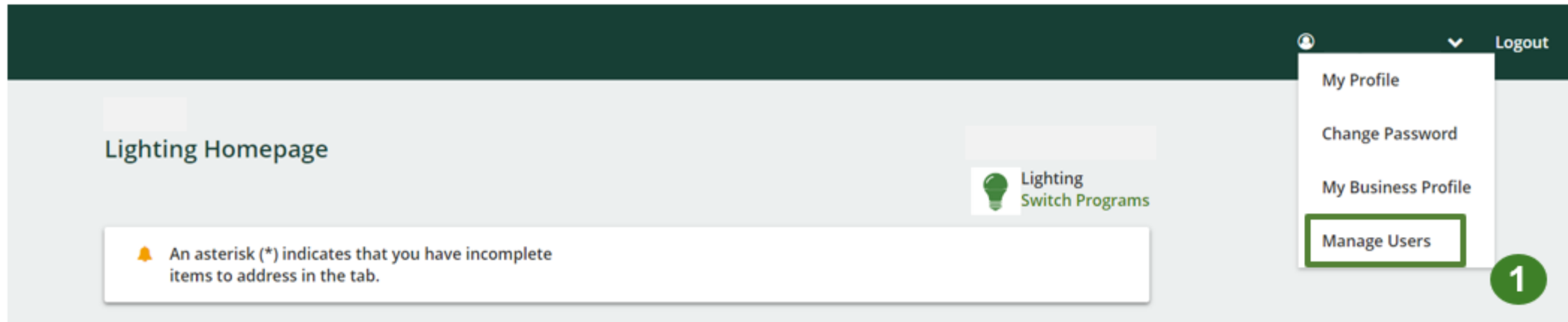
- If you already have an existing Lighting account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
 - If you have forgotten your password, click "Forgot Password" on the login screen 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 **Action**, click **Edit** to update the preferences of existing users.
2. Click **Add New User** to add an additional user to your account.
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**.

[< Back to Dashboard](#)

Manage Users

 Lighting
Primary User: Eric Grimes

A Primary User of a given program has the same abilities as a Secondary User plus the ability to manage users within that program.

Active Users				
<input type="text" value="Enter search terms here"/>				
Name ▾	Email	Program	Last Login Date	Action
Fake Contact	fake@gmail.com	Lighting		Edit Reset Password Disable

1 entries << < Page 1 of 1 > >> 5 entries per page ▾

[+ Add New User](#)

Manage Users

Email
fake@gmail.com

First Name
Fake

Last Name
Contact

Job Title
Owner

Preferred Language
English ▾

Business Phone Number
3495944958

Phone Extension

Mobile Phone Number
3495944958

☐ Same as Business Phone Number

Program
Lighting ▾

User Access Level ⓘ
Secondary ▾

[+ Add Another Program](#)

☐ 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 **Lighting** program on your dashboard.



Performance report

Starting your report

1. On the Lighting 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 Lighting Performance – Hauler.

The screenshot shows the 'Lighting Homepage' interface. At the top right, there is a 'Lighting Switch Programs' logo. Below the header, a notification states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' A green circle with the number '1' points to the 'Hauler *' tab in the navigation bar. The navigation bar also includes 'Processor', 'Invoices', and 'Add Roles'. Below the navigation bar is a table with the following structure:

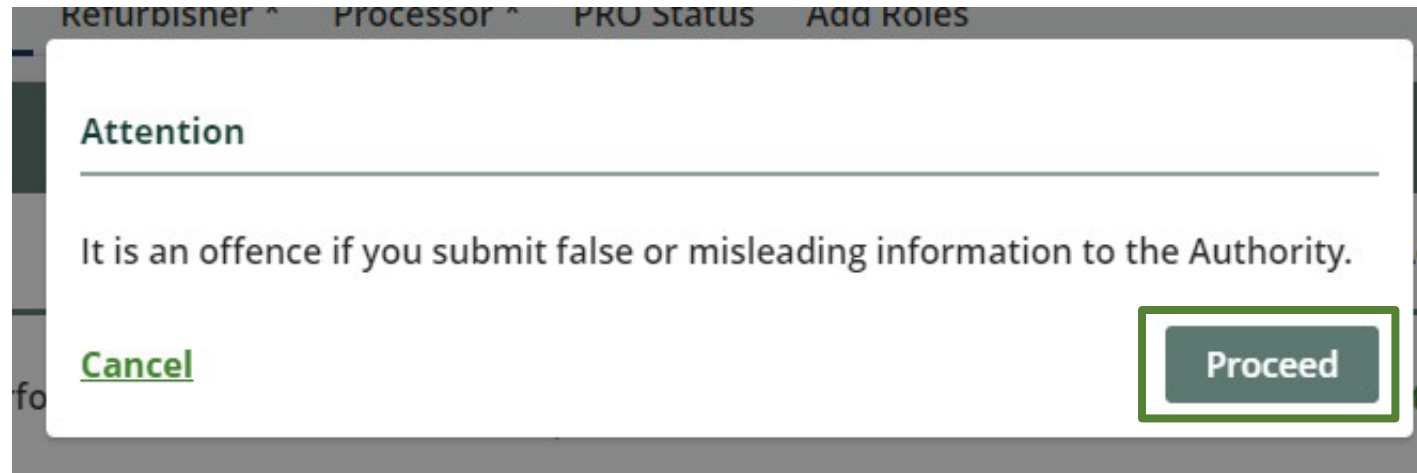
Report▼	Status	Last Updated By	Action
2023 Lighting Performance - Hauler	Not Started Due Date: Apr 30, 2024		Start

A green circle with the number '2' points to the 'Start' button in the 'Action' column of the table.

Performance report

Starting your report

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



Performance report

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

< Back to Dashboard

2023 Lighting Performance - Hauler

Report Summary

Lighting Picked up

Total Picked Up Outside Ontario

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

Total Picked Up **Total Kilograms**

Lighting

1 **Start**

Report Status
Not Started

Submit Report

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

2023 Lighting Performance - Hauler

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

Lighting Picked up

2 **Total Picked Up** Outside Ontario

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

Total Picked Up **Total Kilograms**

Lighting

3 **Save & Next**

Clear Form

Performance report

Enter your Lighting data picked up outside of Ontario

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

The screenshot shows a web form titled "2023 Lighting Performance - Hauler" with the instruction "Enter your data and click **Save & Next** to move to the next reporting screen." The form has a section "Lighting Picked up" with a tab labeled "Outside Ontario". Below the tab, it says "Total weight of lighting picked up outside Ontario." There are two input fields: "Outside Ontario" and "Lighting". To the right of these fields is a "Total Kilograms" field with the value "0". Below the "Lighting" field is a checkbox labeled "I did not pick up any lighting outside Ontario." At the bottom of the form are three buttons: "Clear Form", "Previous", and "Save & Next".

1. Total Kilograms field

2. I did not pick up any lighting outside Ontario. checkbox

3. Save & Next button

Performance report

Review your Lighting 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 lighting picked up (entered previously).
2. Click on **Edit**, if you need to make a change to the lighting weights.
3. Under **Lighting Sent for Processing**, click **Start** to enter the lighting weights dropped off for processing.

[Back to Dashboard](#)

2023 Lighting Performance - Hauler

Report Summary

Lighting Picked up

✓ **Total Picked Up** Outside Ontario

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

Total Picked Up	Total Kilograms
Lighting	7,500

Total Picked Up data last updated by: Tony Perrotta on Feb 26, 2024 12:28 p.m.

[Edit](#)

Sent for Processing

Total weight of lighting sent for processing.

Sent for Processing	Total Kilograms
Lighting	

[Start](#)

Report Status

In Progress

[Submit Report](#)

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

Performance report

Enter your Lighting data sent for processing

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

2023 Lighting Performance - Hauler
Enter your data and click **Save & Next** to move to the next reporting screen.

Sent for Processing

Total weight of lighting sent for processing.

Sent for Processing

Lighting

☐ I did not send any lighting for processing.

Total Kilograms

0

Clear Form

Save & Next

The screenshot shows a web form titled "2023 Lighting Performance - Hauler" with a subtitle "Enter your data and click **Save & Next** to move to the next reporting screen." The form has a tab labeled "Sent for Processing". Below the tab, there is a label "Total weight of lighting sent for processing." followed by a sub-label "Sent for Processing". Under this, there is a "Lighting" section with a checkbox labeled "I did not send any lighting for processing." (highlighted with a green box and callout 2). To the right of this is a "Total Kilograms" input field with the value "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

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

[< Back to Dashboard](#)

Greentec

2023 Lighting Performance - Hauler

Report Status
In Progress

Report Summary

✓ Total Picked Up

✓ Outside Ontario

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

Total Picked Up	Total Kilograms
Lighting	7,500

Total Picked Up data last updated by: on Feb 26, 2024 01:08 p.m.

Edit

✓ Sent for Processing

Total weight of lighting sent for processing.

Sent for Processing	Total Kilograms
Lighting	7,500

Sent for Processing data last updated by on Feb 26, 2024 01:20 p.m.

Edit

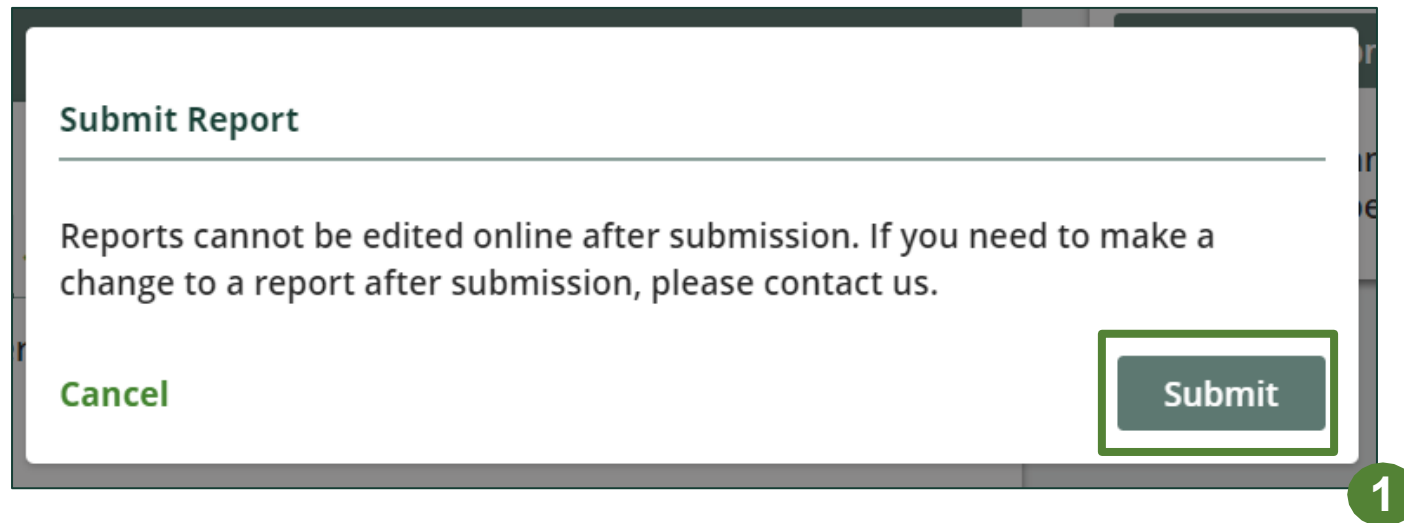
Submit Report

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 Lighting homepage.

2

< Back to Dashboard

2023 Lighting Performance - Hauler

Report Status

Submitted

Feb 26, 2024 01:29 p.m.

Report Summary

Lighting Picked up

Total Picked Up

Outside Ontario

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

Total Picked Up	Total Kilograms
Lighting	7,500

Total Picked Up data last updated by on Feb 26, 2024 01:29 p.m.

Sent for Processing

Total weight of lighting sent for processing.


Sent for Processing	Total Kilograms
Lighting	7,500

Sent for Processing data last updated by: on Feb 26, 2024 01:29 p.m.

Performance report

View submitted report

1. On the **Lighting Homepage** under the **Hauler** tab, your 2023 Lighting 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.

Lighting Homepage			
Registration #			
 Lighting Switch Programs			
Hauler Processor Invoices Add Roles			
Report▼	Status	Last Updated By	Action
2023 Lighting Performance - Hauler	Submitted Feb 26, 2024 01:29 p.m.		View Download