

# Lighting Performance PRO Reporting Guide



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# Introduction



# What is Lighting performance reporting?

## **PROs reporting on their own performance**

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

## **PROs reporting on behalf of producers**

Producers are required to ensure that the lighting supplied into Ontario is recovered through processing. As a PRO, you will have to report every year on the extent to which you were able to achieve the management requirement on behalf of your producer clients. This guide will assist Lighting PROs 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://rpra.ca/programs/lighting/>

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 2023 performance report?

**Lighting PROs** are required to report the following information annually:

## **Reporting on their own performance**

- Weight of lighting collected.
- Weight of recovered materials from processing the collected lighting.

## **Reporting on behalf of producers**

- Total weight of lighting collected.
- Input the weight of materials recovered from processing the collected lighting (e.g., metals, plastics, etc.).

# 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:

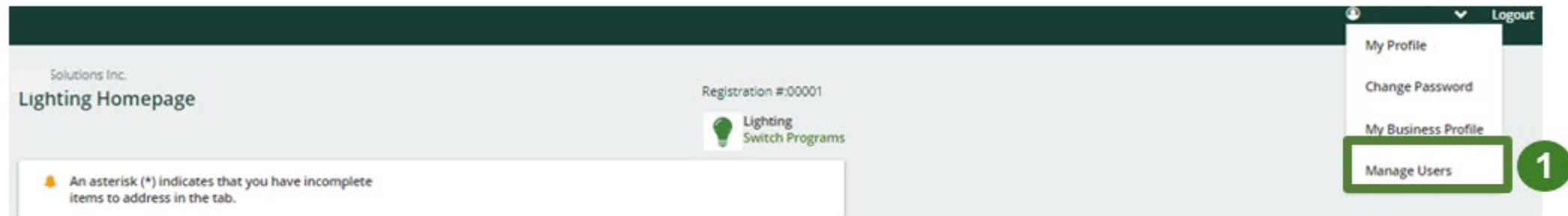
- The Registry **will not work** with the Internet Explorer web browser. Google Chrome is the recommended web browser to use.
- If you have an existing Registry account, simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
- 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 **Edit** to update 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**.

The screenshot shows the 'Manage Users' interface. At the top, there's a 'Back to Dashboard' link and a 'Lighting Primary User:' section with a lightbulb icon. Below this is a note: 'A Primary User of a given program has the same abilities as a Secondary User plus the ability to manage users within that program.' The main section is titled 'Active Users' and contains a table with columns: Name, Email, Program, Last Login Date, and Action. The table has one entry: 'Fake Contact' with email 'fake@gmail.com' and program 'Lighting'. The 'Action' column for this entry has links for 'Edit', 'Reset Password', and 'Disable'. A green box with a '1' highlights the 'Action' column. Below the table, there's a '1 entries' count, pagination controls, and a '5 entries per page' dropdown. At the bottom right, there's a green box with a '2' highlighting the 'Add New User' button.

Name	Email	Program	Last Login Date	Action
Fake Contact	fake@gmail.com	Lighting		<a href="#">Edit</a> <a href="#">Reset Password</a> <a href="#">Disable</a>

The screenshot shows the 'Manage Users' form for editing a user. The form includes fields for 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), and a checkbox for 'Same as Business Phone Number'. Below these fields are two dropdown menus: 'Program' (set to 'Lighting') and 'User Access Level' (set to 'Secondary'). A green box with a '3' highlights these two dropdowns. Below the dropdowns is a green box with a '4' highlighting the checkbox 'I hereby authorize this user to create/modify data.' At the bottom, there are 'Cancel' and 'Save' buttons. A green box with a '5' highlights the 'Save' button.

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

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

Cancel Save



# **How to submit your PRO 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 own report

1. Under **Action**, click on **Start** to begin completing the report for Lighting Performance – PRO.
2. After clicking **Start**, the notice below will appear. After reading the notice, click **Proceed**.

Lighting Homepage

Registration #:0000

 Lighting Switch Programs

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

PRO Reporting

Producers

Producer Reports

Collection Activities

Invoices

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

Lighting Management Systems

Identify the haulers, processors you have contracted.

Manage

Attention

It is an offence if you submit false or misleading information to the Authority.

[Cancel](#)

Proceed

# Performance report

## Report summary page

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 **Weight of Lighting Collected**, click **Start** to begin entering the total weight of lighting collected.

Solutions Inc.  
2023 Lighting Performance - PRO

**Report Summary**

Weight of Lighting Collected

Collected

Total Weight Collected

Lighting

Total Kilograms

1

Start

Report Status  
Not Started

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

# Performance report

## Enter your weight of Lighting collected data

1. Under **Collected**, enter the total kilograms of lighting collected under the **Total Kilograms**.
2. If you did not collect lighting, leave the kilograms field blank and check box for **I did not collect any lighting**.
3. Click **Save & Next** to proceed.

2023 Lighting Performance - PRO

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

Weight of Lighting Collected

**Collected**

Total Weight Collected

Lighting

☐ I did not collect any lighting.

Total Kilograms

0

Clear Form

Save & Next

A screenshot of a web form titled "2023 Lighting Performance - PRO". The form has a light gray header with the title and a subtitle "Enter your data and click Save & Next to move to the next reporting screen." Below the header, the form is divided into sections. The first section is "Weight of Lighting Collected" with a tab labeled "Collected". Below this is a section for "Total Weight Collected" with a sub-label "Lighting". There is a checkbox labeled "I did not collect any lighting." and a text input field labeled "Total Kilograms" containing the number "0". At the bottom right, there are two buttons: "Clear Form" 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 "I did not collect any lighting." checkbox. Callout 3 points to the "Save & Next" button.

# Performance report

## Enter your lighting data for recovered materials

1. Under **Weight of Recovered Materials**, click **Start** to enter the weights of materials recovered from processing.
2. Under **Lighting**, enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
  - If applicable, specify the process included under “other”.
3. Click **Save & Next**.

Weight of Recovered Materials

Total Processed Materials

Input the weight of materials recovered from processing the collected lighting.

Processed Materials	Total Kilograms
Glass	
Plastic	
Mercury	
Metals	
Other	
Total	

1

Start

2023 Lighting Performance - PRO

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

Weight of Recovered Materials

Total Processed Materials

Input the weight of materials recovered from processing the collected lighting.

Processed Materials	Total Kilograms
Glass	0
Plastic	0
Mercury	0
Metals	0
Other	0

2

List any materials included in the “Other” category (250 characters max.)

Clear Form

Save & Next

3

# Performance report

## Submit your report

Under **Report Summary**, you can review the data previously entered.

1. Click on **Edit**, if you need to make a change to the data.
2. Click on **Submit Report** once you are finished reviewing and ready to submit.

Solutions Inc.

2023 Lighting Performance - PRO

Report Status  
In Progress

Report Summary

Weight of Lighting Collected

✓ Collected

Total Weight Collected	Total Kilograms
Lighting	12,000

Collected data last updated by: on Feb 23, 2024 05:48 p.m.

1 Edit

Weight of Recovered Materials

✓ Total Processed Materials

Input the weight of materials recovered from processing the collected lighting.

Processed Materials	Total Kilograms
Glass	1,500
Plastic	3,000
Mercury	500
Metals	2,100
Other	0
Total	7,100

Total Processed Materials data last updated by: Feb 23, 2024 06:21 p.m.

1 Edit

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

2

# Performance report

## Submit your report

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

### Submit Report

---

Reports cannot be edited online after submission. If you need to make a change to a report after submission, please contact us.

[Cancel](#) [Submit](#)

1



# Performance report

## Report status page

1. Your report status should now read as submitted.
2. Click on **Back to Dashboard** to return to the Lighting Homepage.

[< Back to Dashboard](#) **2**

2023 Lighting Performance - PRO

**1**

**Report Status**  
**Submitted**  
Feb 23, 2024 06:33 p.m.

**Submit Report**

**Report Summary**

**Weight of Lighting Collected**

**Collected**

Total Weight Collected	Total Kilograms
Lighting	12,000

Collected data last updated by: on Feb 23, 2024 06:33 p.m.

**Weight of Recovered Materials**

**Total Processed Materials**

Input the weight of materials recovered from processing the collected lighting.

Processed Materials	Total Kilograms
Glass	1,500
Plastic	3,000
Mercury	500
Metals	2,100
Other	0
<b>Total</b>	<b>7,100</b>

Total Processed Materials data last updated by on Feb 23, 2024 06:33 p.m.

# Performance report

## View submitted report

1. On the **Lighting Homepage**, your Lighting Performance - PRO report status should show **Submitted**, and who it was last updated by.
2. Under Action, you can either click **View** to review your report submission.

The screenshot displays the 'Lighting Homepage' interface. At the top right, it shows 'Registration #:0000' and a 'Lighting Switch Programs' logo. A notification banner states: 'An asterisk (\*) indicates that you have incomplete items to address in the tab.' Below this is a navigation bar with tabs: 'PRO Reporting' (selected), 'Producers', 'Producer Reports', 'Collection Activities', and 'Invoices'. The main content area features a table with the following columns: 'Report', 'Status', 'Last Updated By', and 'Action'. A green circle with the number '1' is placed above the 'Report' column header. The table contains one row: '2023 Lighting Performance - PRO' with a status of 'Submitted' (dated 'Feb 23, 2024 06:33 p.m.') and a 'View' button. A green circle with the number '2' is placed above the 'View' button. Below the table, there is a section titled 'Lighting Management Systems' with the text 'Identify the haulers, processors you have contracted.' and a 'Manage' button.

Report	Status	Last Updated By	Action
2023 Lighting Performance - PRO	Submitted Feb 23, 2024 06:33 p.m.		View

Lighting Management Systems  
Identify the haulers, processors you have contracted.

Manage

# **How to submit Performance Reports on behalf of producers**



# Performance report on behalf of producers

## Starting a producer report

1. Click on the **Producers** tab to see all producers you have retained.
2. Click **Producer Reports** tab.
3. Under the **Producer Reports** tab, select the year for which you would like to submit a report for.
4. Click **Start** next to the producer you would like to begin reporting on behalf of.

Note: Producers must identify their PRO in their Registry account for the report to show in your PRO account. If you are missing a producers report in your account, it is recommended to reach out to the producer directly.

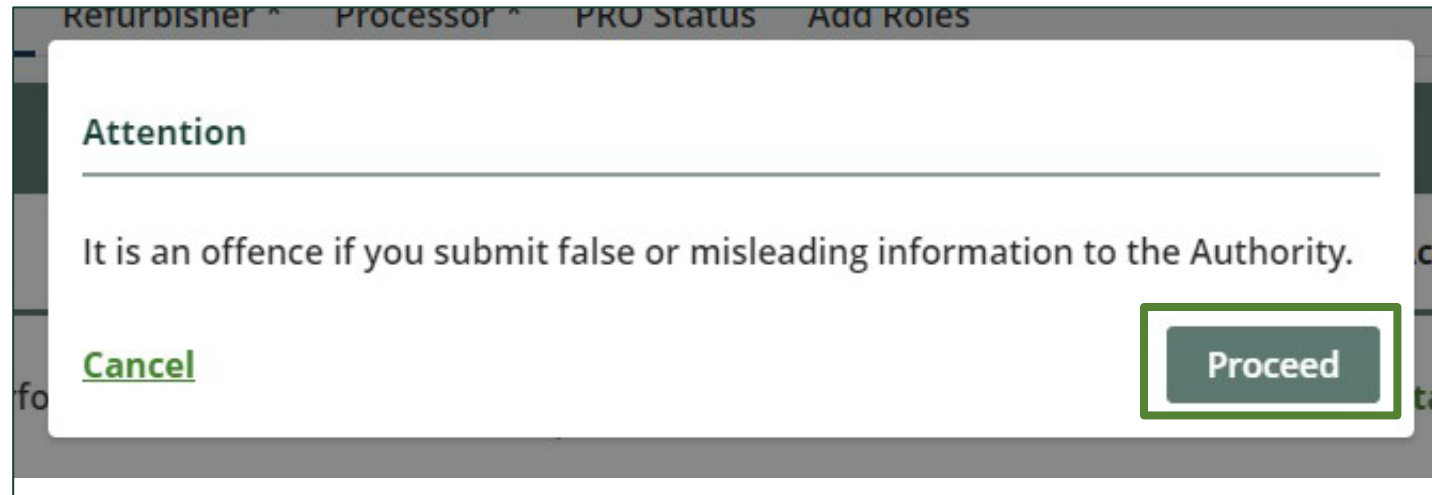
The first screenshot shows the 'Lighting Homepage' with a navigation bar containing 'PRO Reporting', 'Producers', 'Producer Reports', 'Collection Activities', and 'Invoices'. The 'Producers' tab is highlighted with a green box and a green circle with the number 1. Below the navigation bar, there is a table with columns 'Producer', 'Registration #', and 'Action'. A row is visible for 'Stores Limited' with registration number '0000' and a 'View' link.

The second screenshot shows the 'Producer Reports' tab selected, highlighted with a green box and a green circle with the number 2. Below the navigation bar, there is a section titled 'Performance reports for your producers.' with a prompt 'Select a performance year:'. A dropdown menu is open, showing '2023' as the selected year, highlighted with a green box and a green circle with the number 3. Below this, there is a table with columns 'Producer', 'Status', 'Last Updated By', and 'Action'. A row is visible for 'Stores Limited' with status 'Not Started' and 'Due Date: Apr 30, 2024'. A 'Start' button is highlighted with a green box and a green circle with the number 4.

# Performance report on behalf of producers

## Starting a producer report

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



# Performance report

## Report summary page

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 **Weight of Lighting Collected**, click **Start** to begin entering the total weight of batteries collected.

Stores Limited

### 2023 Lighting Performance - PRO

#### Report Summary

Weight of Lighting Collected

Collected

Total Weight Collected

Lighting

Total Kilograms

1

Start

Report Status

Not Started

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

# Performance report

## Enter your weight of Lighting collected data

1. Under **Collected**, enter the total kilograms of lighting collected under the **Total Kilograms**.
2. If you did not collect lighting, leave the kilograms field blank and check box for **I did not collect any lighting**.
3. Click **Save & Next** to proceed.

### 2023 Lighting Performance - PRO

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

#### Weight of Lighting Collected

**Collected**

Total Weight Collected

Lighting

☐ I did not collect any lighting.

Total Kilograms

0

Clear Form

**Save & Next**

Collected data last updated by

/ on Feb 23, 2024 07:02 p.m.

# Performance report

## Enter your Lighting data for recovered materials

1. Under **Weight of Recovered Materials**, click **Start** to enter the weights of materials recovered from processing.
2. Under **lighting**, enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
  - If applicable, specify the process included under “other”.
3. Click **Save & Next**.

**Weight of Recovered Materials**

**Total Processed Materials**

Input the weight of materials recovered from processing the collected lighting.

Processed Materials	Total Kilograms
Glass	
Plastic	
Mercury	
Metals	
Other	
Total	

**1**

Start

**2023 Lighting Performance - PRO**

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

**Weight of Recovered Materials**

**Total Processed Materials**

Input the weight of materials recovered from processing the collected lighting.

Processed Materials	<b>2</b> Total Kilograms
Glass	0
Plastic	0
Mercury	0
Metals	0
Other	0

List any materials included in the “Other” category (250 characters max.)

Clear Form **3** Save & Next



# Performance report

## Submit your report

Under **Report Summary**, you can review the data previously entered.

1. Click on **Edit**, if you need to make a change to the data.
2. Click on **Submit Report** once you are finished reviewing and ready to submit.

Stores Limited

2023 Lighting Performance - PRO

Report Status

In Progress

Submit Report

2

Submit Report

Make sure to provide all the required data before submitting.

Report Summary

Weight of Lighting Collected

✓ Collected

Total Weight Collected	Total Kilograms
Lighting	25,000

Collected data last updated by: on Feb 23, 2024 07:05 p.m.

1 Edit

Weight of Recovered Materials

✓ Total Processed Materials

Input the weight of materials recovered from processing the collected lighting.

Processed Materials	Total Kilograms
Glass	7,400
Plastic	3,500
Mercury	1,500
Metals	8,000
Other	0
Total	20,400

Total Processed Materials data last updated by: on Feb 23, 2024 07:14 p.m.

1 Edit

# Performance report

## Submit your report

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

### Submit Report

---

Reports cannot be edited online after submission. If you need to make a change to a report after submission, please contact us.

[Cancel](#) 1

# Performance report

## Report status page

1. Your report status should now read as submitted.
2. Click on **Back to Dashboard** to return to the Lighting Homepage.

[< Back to Dashboard](#) **2**

Stores Limited

2023 Lighting Performance - PRO

**1** Report Status  
Submitted  
Feb 23, 2024 07:19 p.m.

**Report Summary**

**Weight of Lighting Collected**

**Collected**

Total Weight Collected	Total Kilograms
Lighting	25,000

Collected data last updated by  on Feb 23, 2024 07:19 p.m.

**Submit Report**

**Weight of Recovered Materials**

**Total Processed Materials**

Input the weight of materials recovered from processing the collected lighting.

Processed Materials	Total Kilograms
Glass	7,400
Plastic	3,500
Mercury	1,500
Metals	8,000
Other	0
<b>Total</b>	<b>20,400</b>

Total Processed Materials data last updated by:  on Feb 23, 2024 07:19 p.m.

# Performance report

## View submitted report(s)

1. On the **Lighting Homepage** under the **Producer Reports** tab, reports submitted on behalf of producers will have a report status of **Submitted**, and who it was last updated by.
2. Under Action, you can click **View** to review the report submission.

The screenshot shows the 'Producer Reports' section of a web application. At the top, there are navigation tabs: 'PRO Reporting', 'Producers', 'Producer Reports' (which is active), 'Collection Activities', and 'Invoices'. Below the tabs, the text 'Performance reports for your producers.' is displayed, followed by a prompt 'Select a performance year:' and a dropdown menu currently showing '2023'. Below this is a table with the following columns: 'Producer', 'Status', 'Last Updated By', and 'Action'. The first row of the table contains the following data: 'Stores Limited' under the 'Producer' column, 'Submitted' (with a subtext 'Feb 23, 2024 07:19 p.m.') under the 'Status' column, a greyed-out box under 'Last Updated By', and a 'View' button under the 'Action' column. A green circle with the number '1' is placed over the 'Producer' column header, and another green circle with the number '2' is placed over the 'View' button.

Producer ▲	Status	Last Updated By	Action
Stores Limited	Submitted Feb 23, 2024 07:19 p.m.		View