Lighting Producer Supply Reporting Guide

Updated November 2025

RPRA Resource Productivity & Recovery Authority

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Introduction

What is lighting supply data reporting?

Lighting supply data is an annual report that producers with obligations under the Electrical and Electronic Equipment (EEE) Regulation complete to report on the weight of lighting supplied into Ontario from two years prior.

Submitting supply data determines a producers management requirements for the following year.

This guide will assist lighting producers 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 RPRA's website.

If you have further questions that are not answered in this guide, please contact the Compliance and Registry Team at registry@rpra.ca or call 1-833-600-0530.

What data needs to be reported?

If you are a producer of lighting materials, you are required to report:

- The weight of lighting materials supplied in Ontario from two years prior
- A list of the brands that make up the ITT/AV supplied

How to log into the Registry as an account admin

The supply data report is completed online through 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:

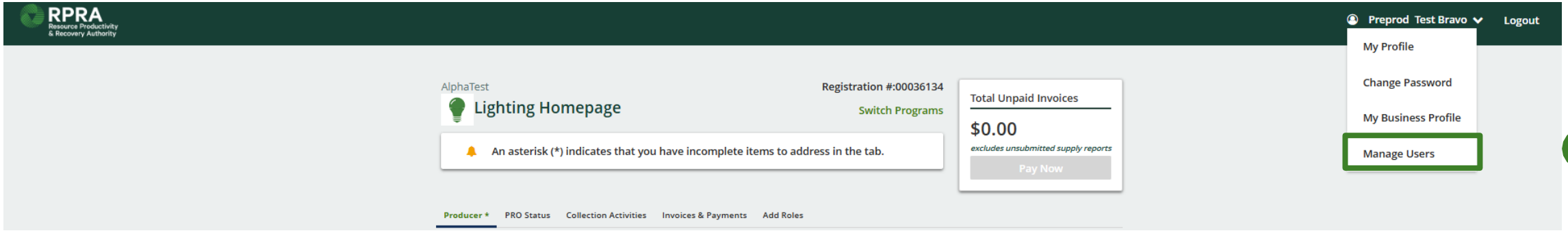
- If you already have an existing Registry account, you do not need to create a new one.
    - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in
    - If you have forgotten your password, click "Forgot Password" on the login screen and follow the instructions provided

How to manage contacts in your Registry account

If Primary Contacts will be submitting the Supply Report, Account Admins must add any new, or manage existing, Primary Contacts under the program they wish to give them access to (e.g., permissions to view and complete Reports).

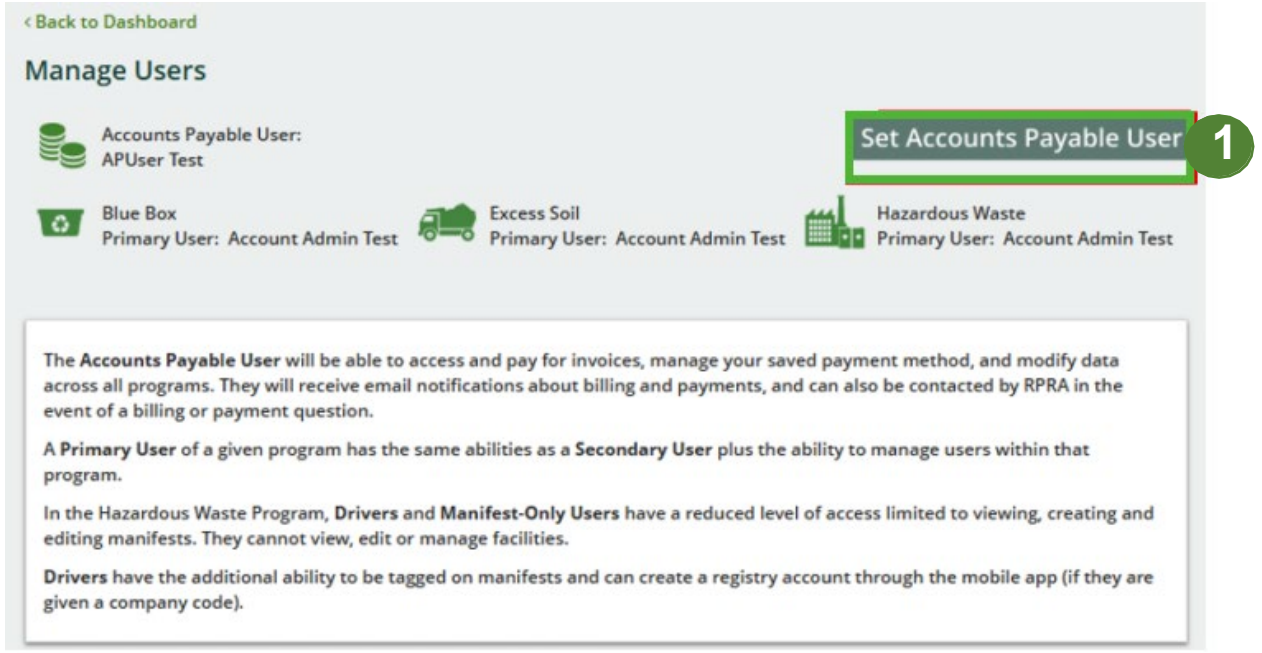
To Manage contacts on your Registry account, please see the following steps:

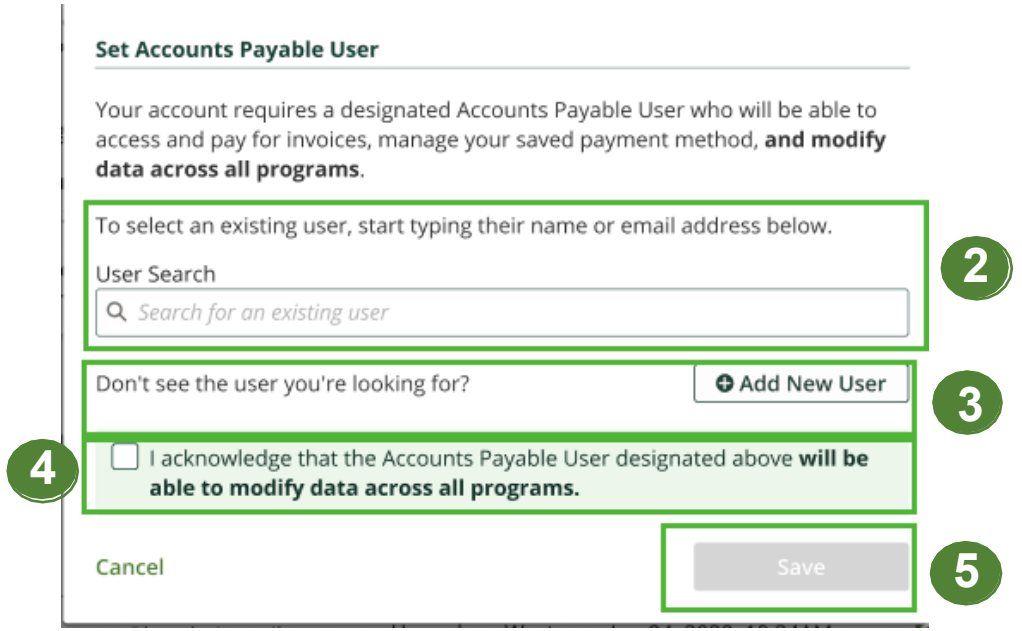
1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select Manage Users as shown below.



How to manage contacts on your Registry account cont.

1. Set an **Accounts Payable User** who will be able to access and pay for invoices and modify data across all program.

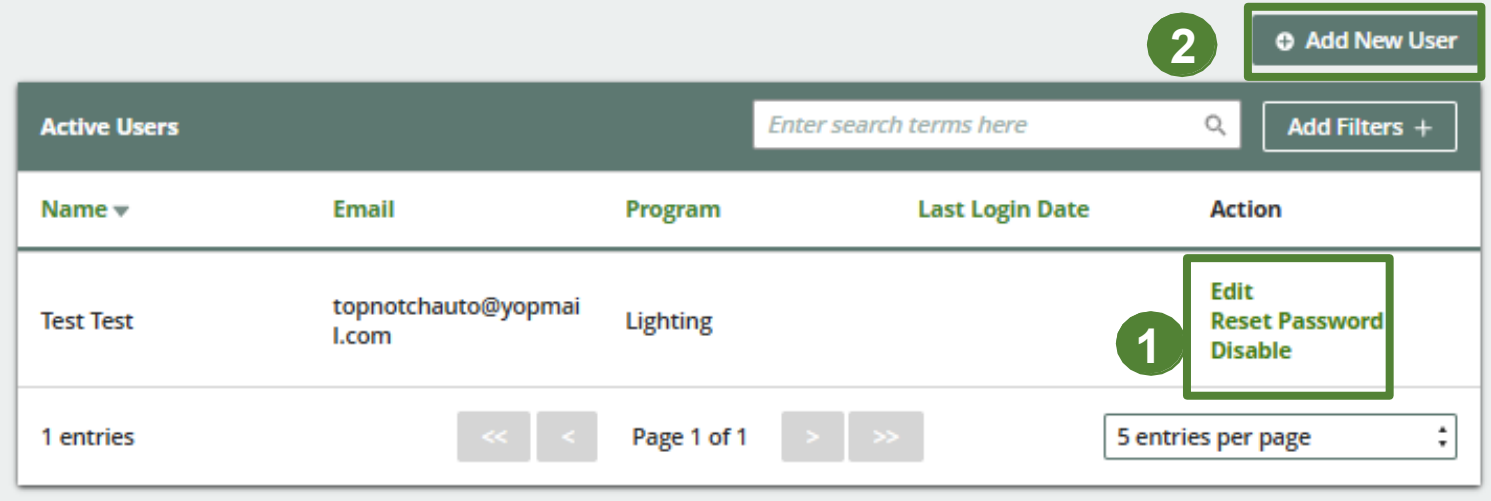




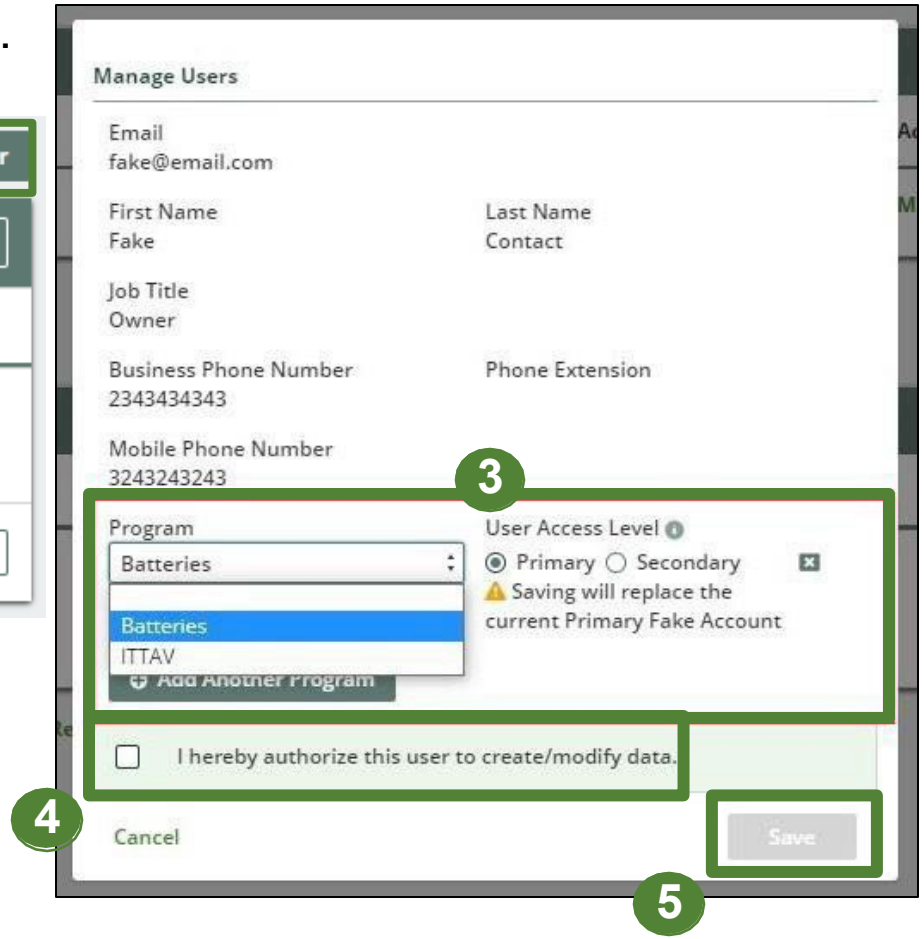
2. To select an existing user as the AP, type the name or email address **in the search box**.
3. To add a new user to designate as the AP, click **Add New User.**
4. Check the box to authorize the user.
5. Click **Save.**

How to manage contacts on your Registry account cont.

1. Under Actions, **click Edit, Reset Password or Disable** to manage 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.**



Registry Program Enrollment for New Registrants

How to enroll in the lighting program as a new registrant

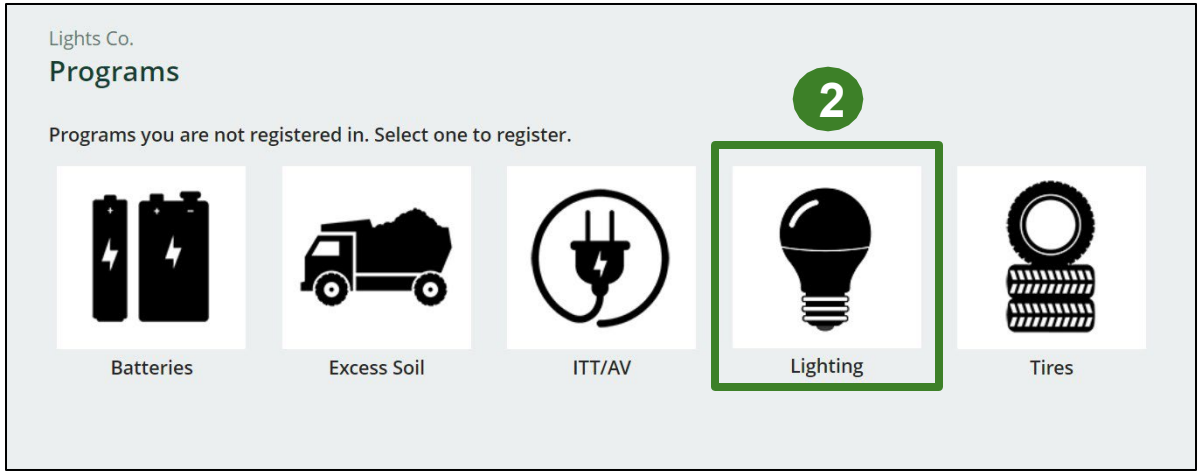
1. After you log into the **Lighting Registry**, you will land on the **Programs** screen. This screen will show all programs available to register in.

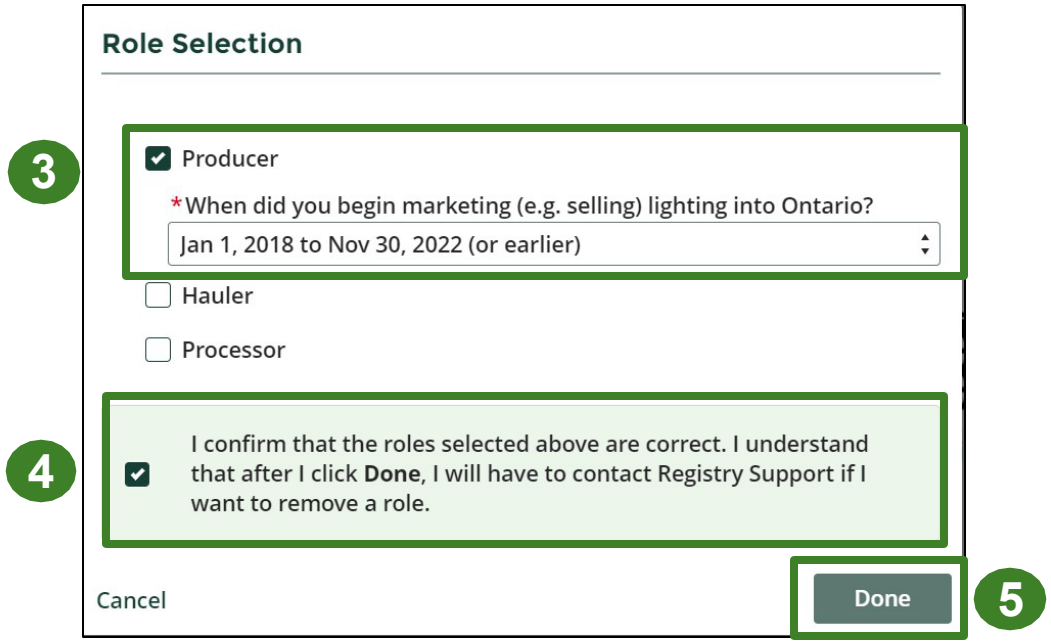
2. Click **Lighting.**

3. Select the **Producer** role and the year that you began marketing lighting.
    - Selecting from this drop-down list will determine if you are required to report on previous years, in addition to the current year.

4. Confirm **the role you have selected is correct**.

5. Click **Done**.





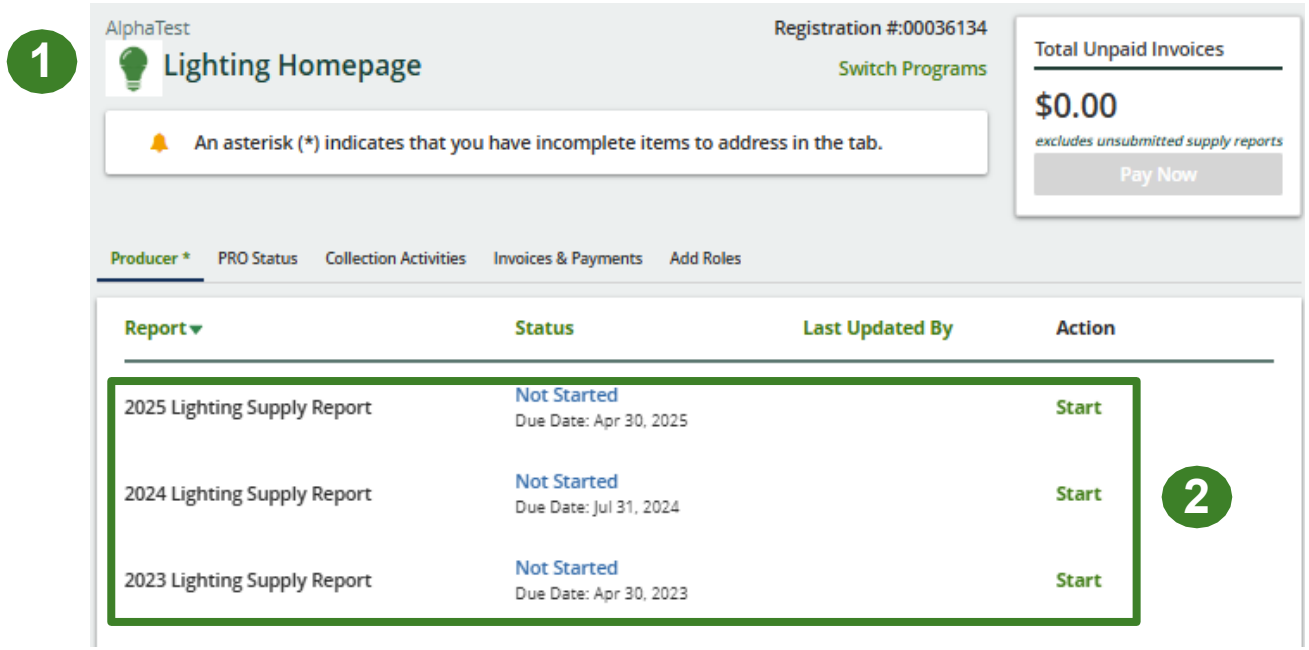
Supply Reporting

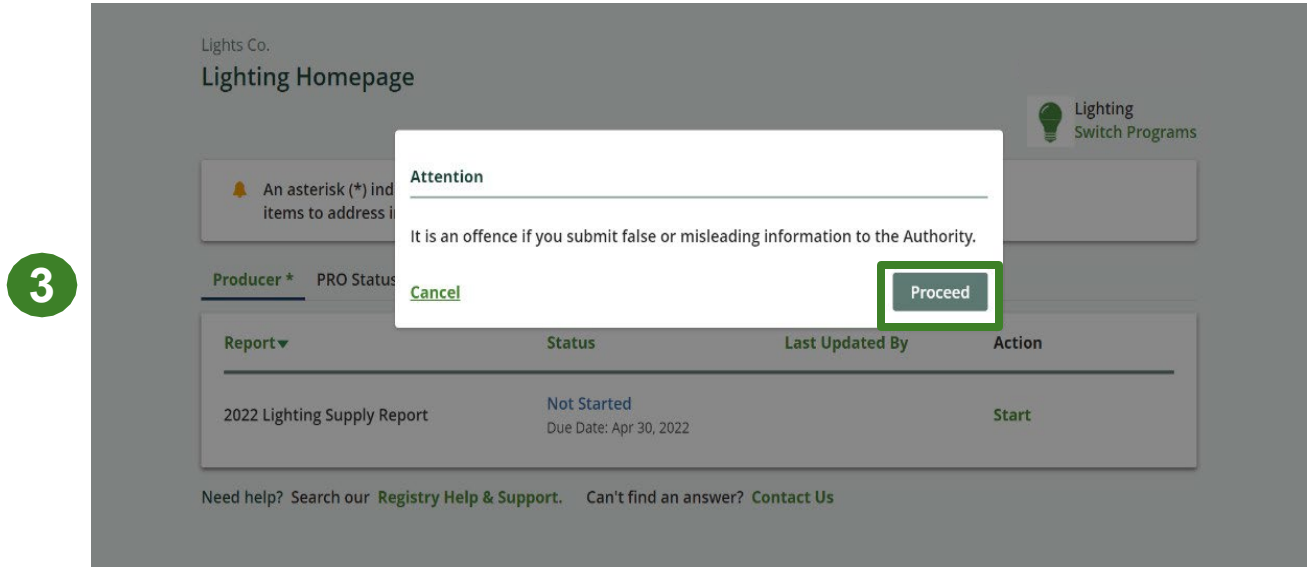
Supply report
Starting your report

1. On the **Lighting** homepage, you will be able to see all reports that require action.

2. Under Action, click **start** on the earliest required supply report.

3. A window about submitting false or misleading information will then pop up, click **Proceed.**





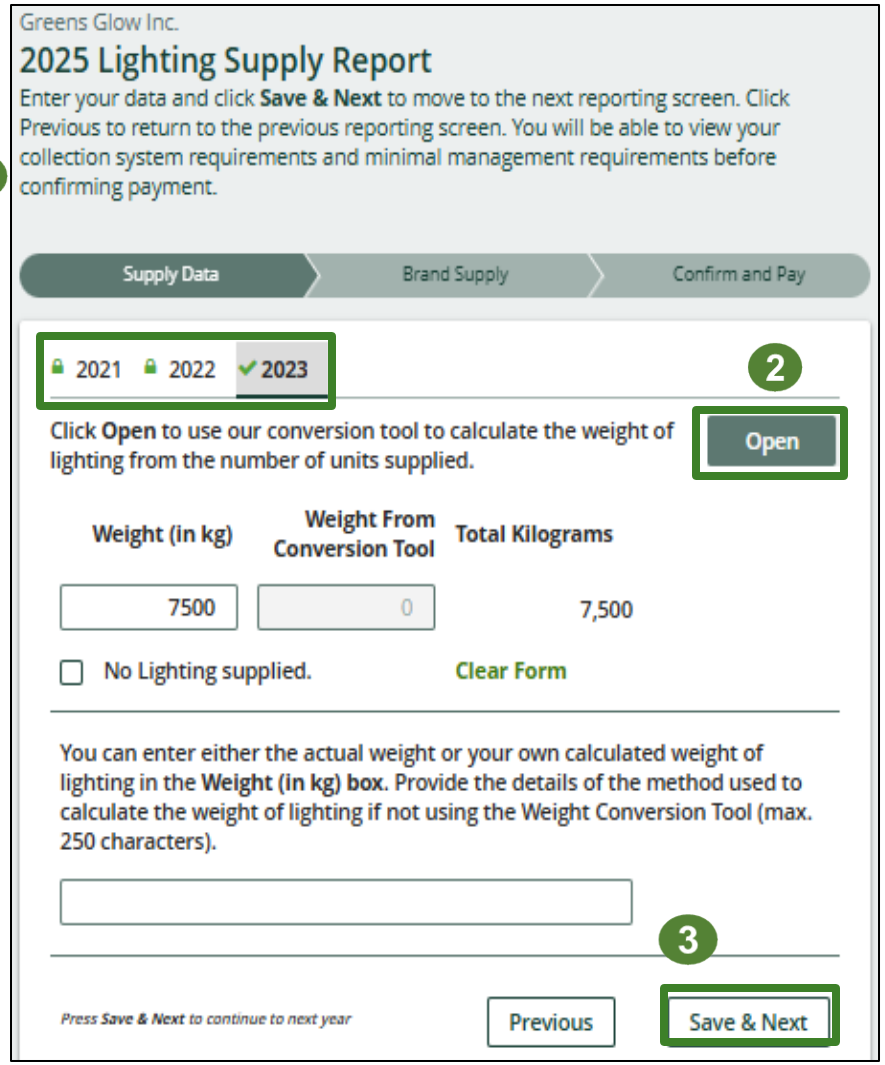
Supply report

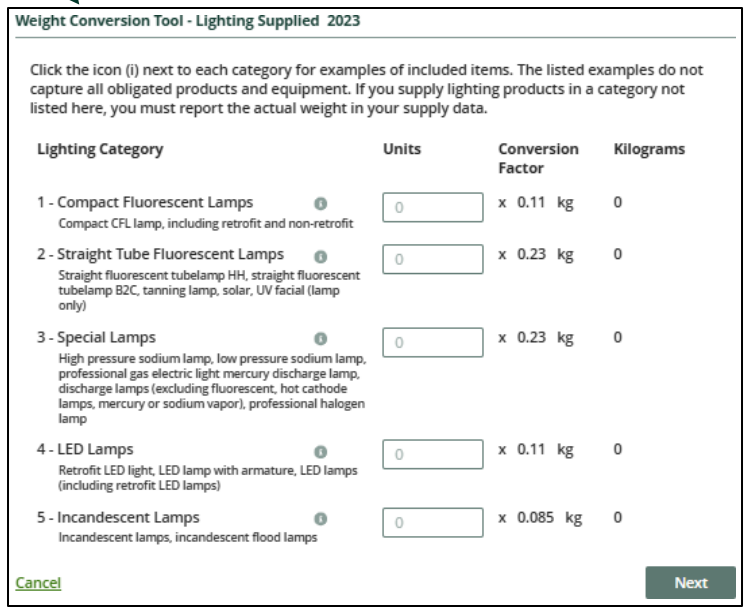
Entering your supply data

1. On the **Lighting Supply Report** screen, enter in your supply data for each applicable year.

2. Click **Open** to use our weight conversion factor to determine weights.

3. Click **Save & Next**.





Supply report
Brand supply

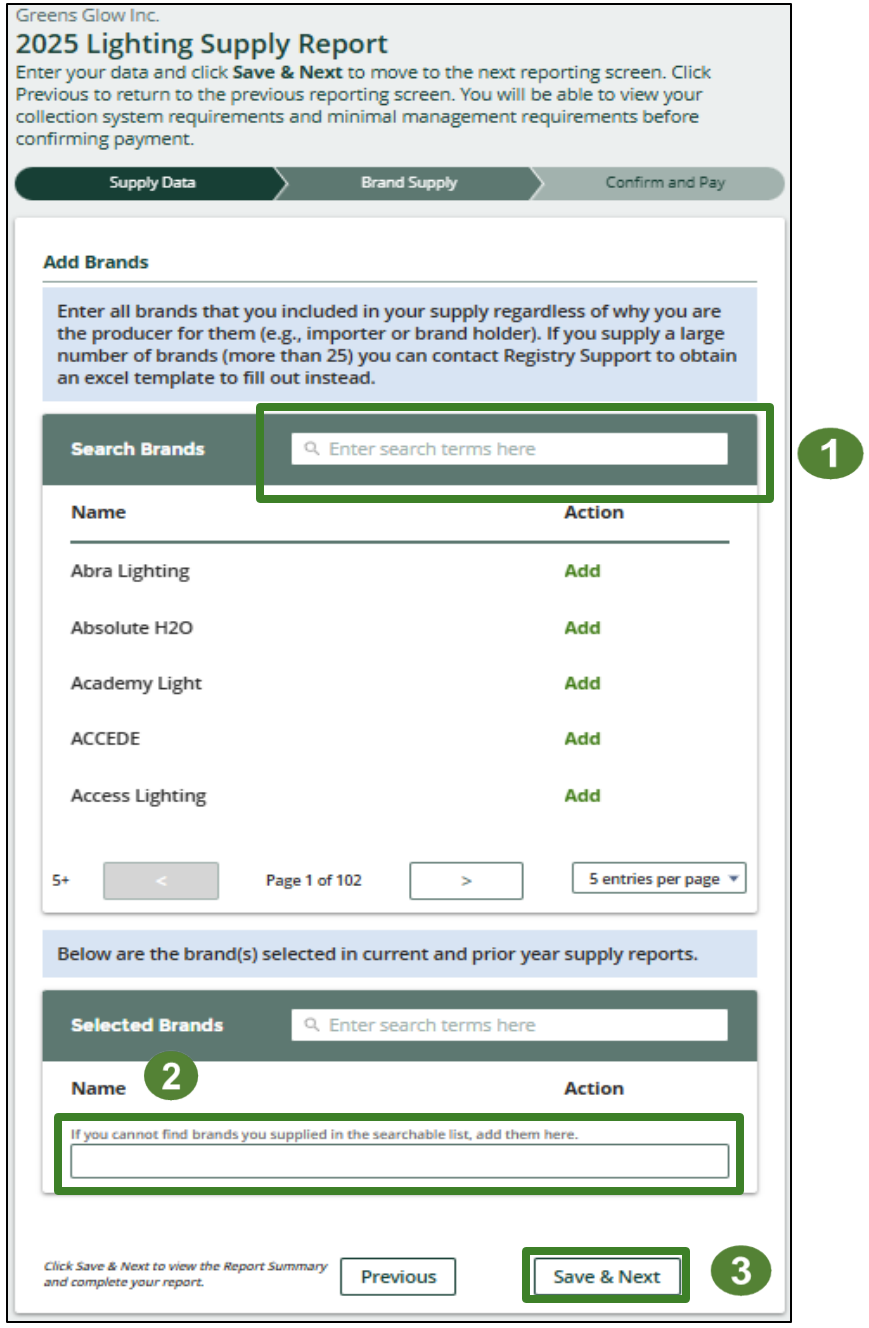
Next, you will be prompted to enter **Brand** data for the lighting that you supplied.

1. In the **search bar,** enter in the name of the brand(s).
    - Type any **alphanumeric values** into the search bar to find the appropriate brand(s).

2. If you are not able to find the names of the brand(s) of lighting supplied, you will add it in manually into the **open text field** at the bottom of the screen.

3. Click **Save & Next**.

Note: brands you selected in the current year will automatically populate under the **Selected Brands** list for future reports.

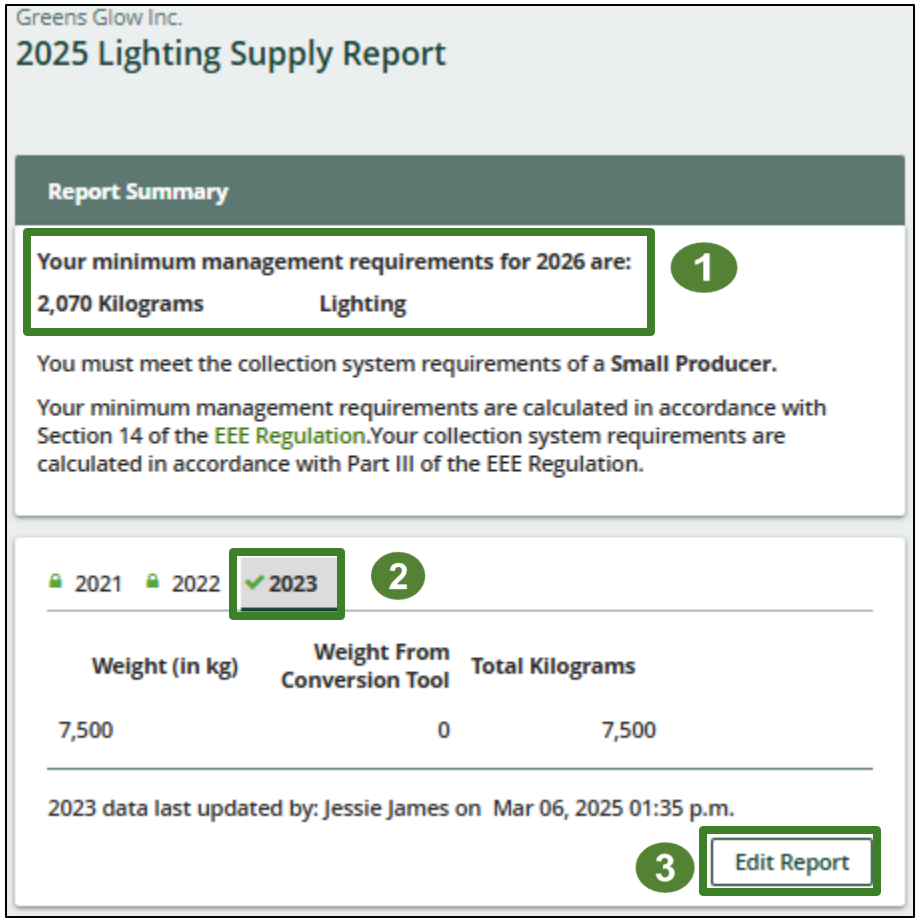


Supply report
Summary review

1. In the top left, you will see your **minimum management requirements** for the following year.

2. Toggle between reporting years
   - Any year with a **green check mark** beside it can still be edited.
   - Any year with a **green lock icon** will be read-only.

3. When reviewing **Supply Report** data, you can edit before submitting.

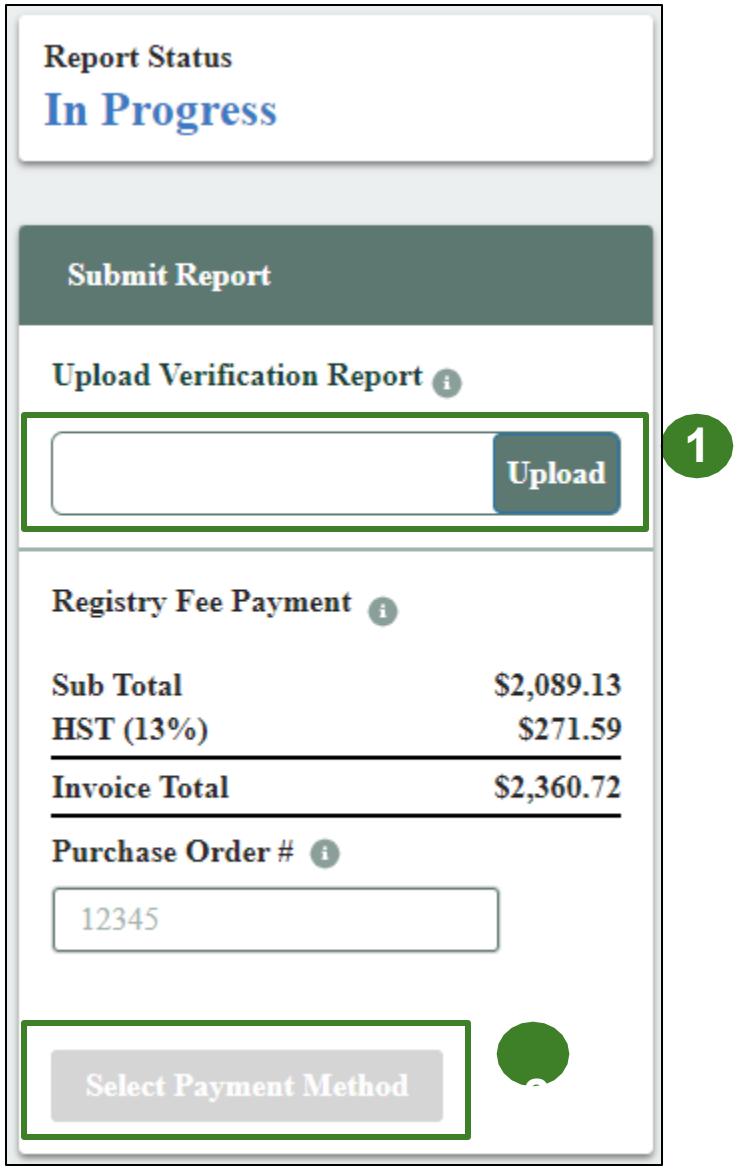


Supply report
Verification report

You are required to submit a Verification Report through the Lighting Registry. For more information view our EEE Verification and Audit Procedure

1. Click the upload field to attach **a PDF** or **an image** to proceed to payment processing.

2. Once the Verification report is submitted, the **Select Payment Method** button will be highlighted in green.
    - Clicking this button will take you to a drop-down menu of payment methods to complete the transaction.



How to submit your Supply Report

Supply Report

Payment submission

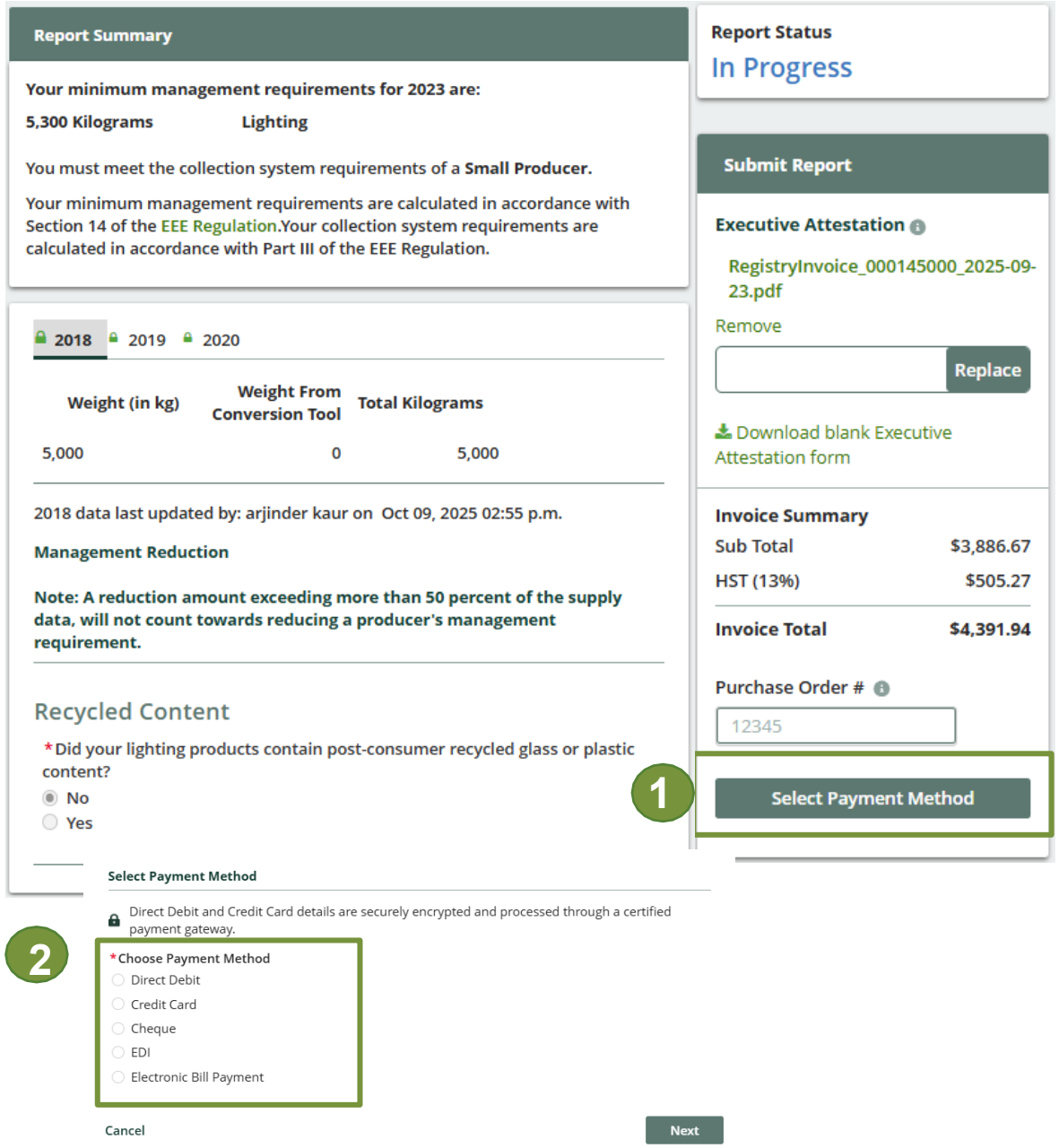
Before submitting the report, you will need to select and submit payment for the **Registry Fee**. This amount has been calculated in the system based on the supply data you have provided.

1. Click select **payment method.**

2. Click from the drop-down menu for your preferred Method.

- If you pay by **direct debit** or **credit card**, you will be requested to provide information, and payment will be taken automatically (slide 20-21).

- If **cheque, EDI or Electronic Bill Payment** is selected an email will be sent with instructions on how to complete payment (slide 22).



Supply Report

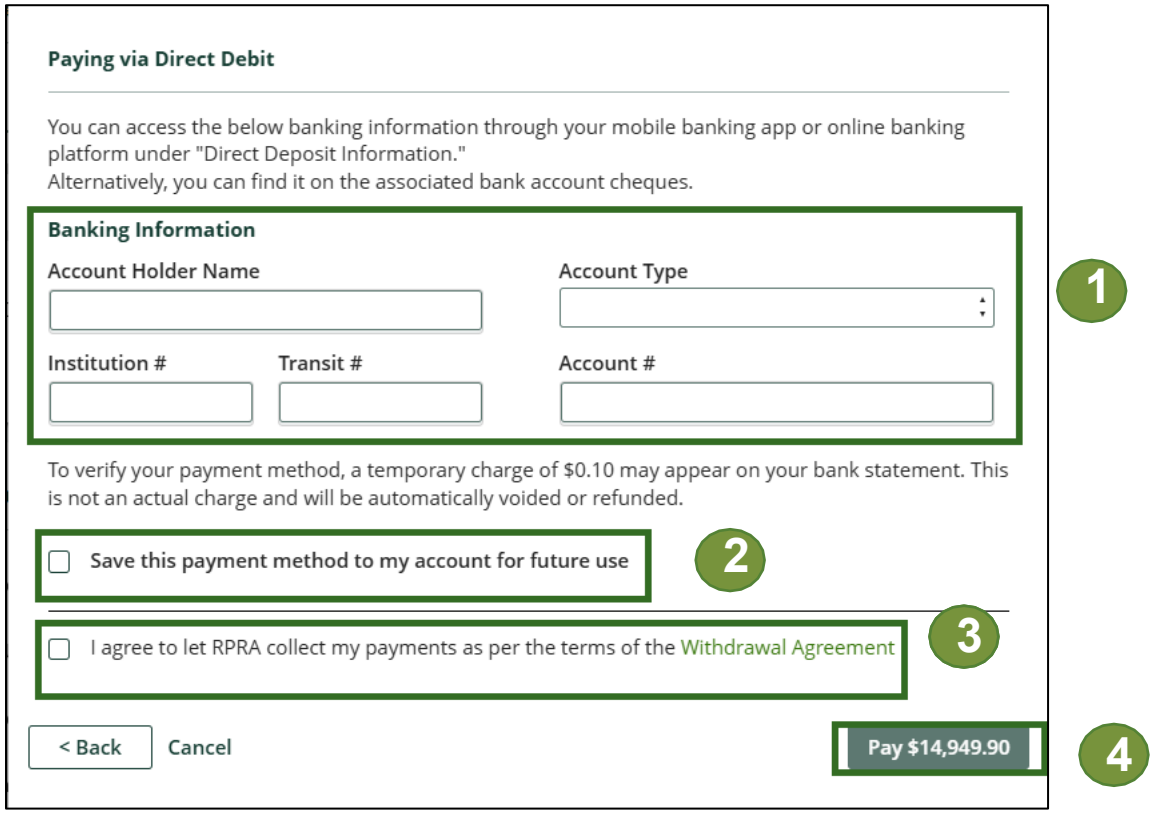
Payment submission

1. **Paying via Direct Debit –** enter your banking information.

2. Note: You can save this payment method for future use.

3. Agree to the terms of the **Withdrawal Agreement**.

4. Select **Pay** to complete the transaction.



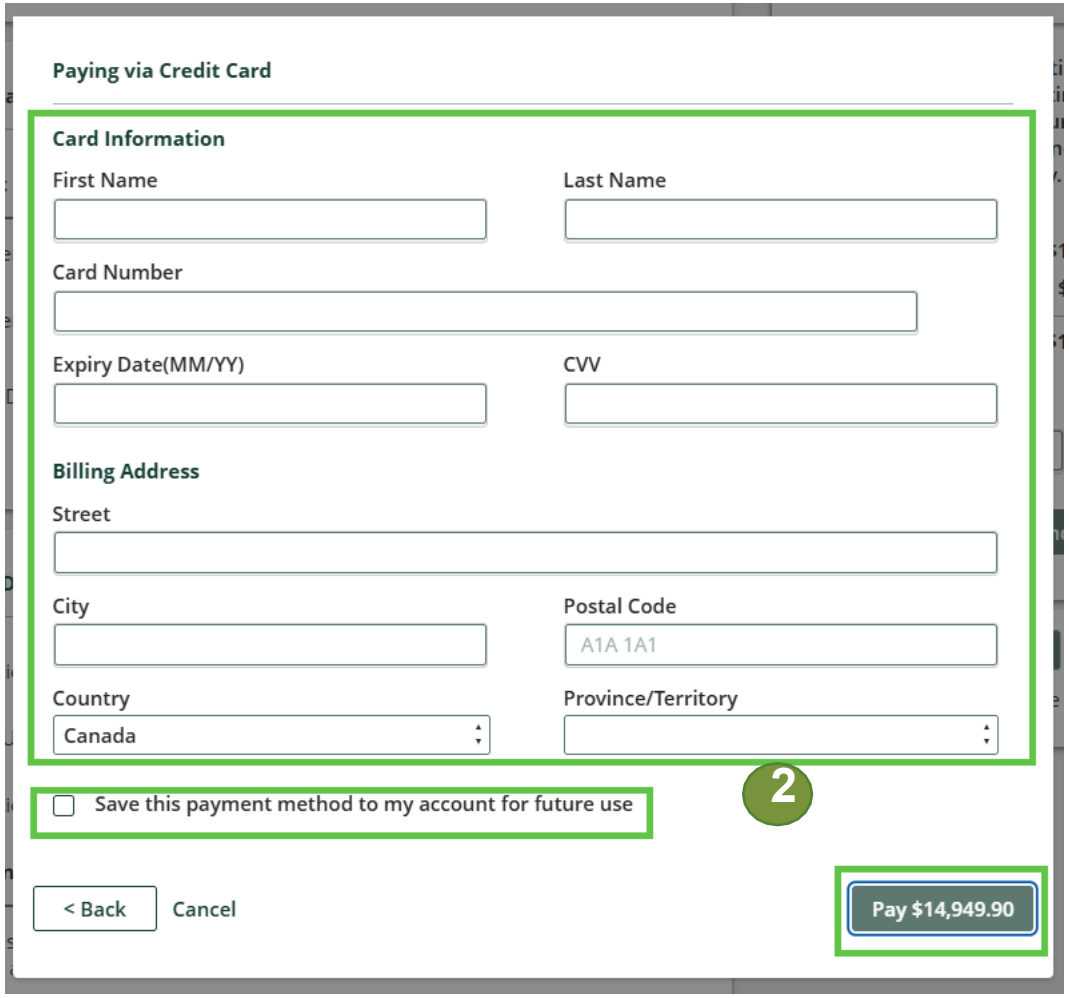
Supply Report

Payment submission

1. **Paying via Credit Card–** enter the credit card information and billing address.

2. Note: You can save this payment method for future use.

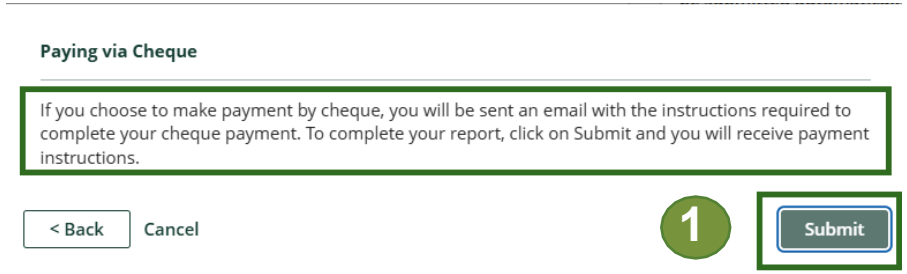
3. Select **Pay** to complete the transaction.

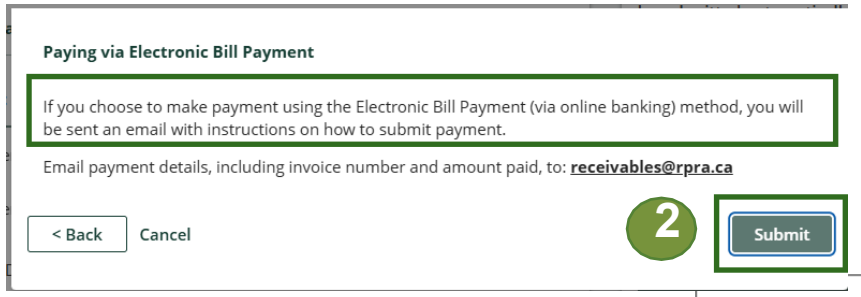


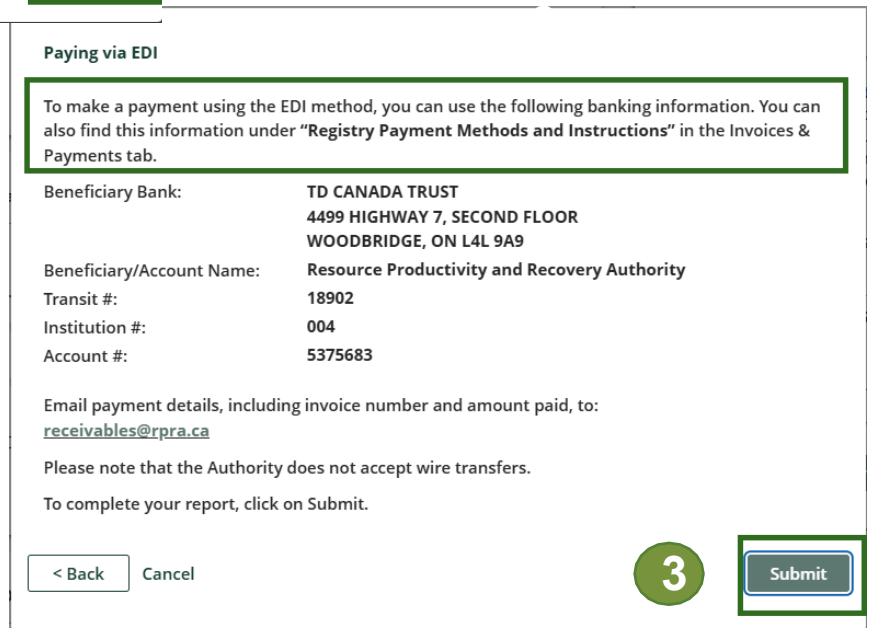
Supply Report

Payment submission

1. **Paying via cheque–** an email will be sent with instructions on how to complete payment. **Click Submit.**
2. **Paying via electronic bill payment -** an email will be sent with instructions on how to complete payment. **Click Submit.**
3. **Paying via EDI-** use the instructions provided to complete payment. **Click Submit.**





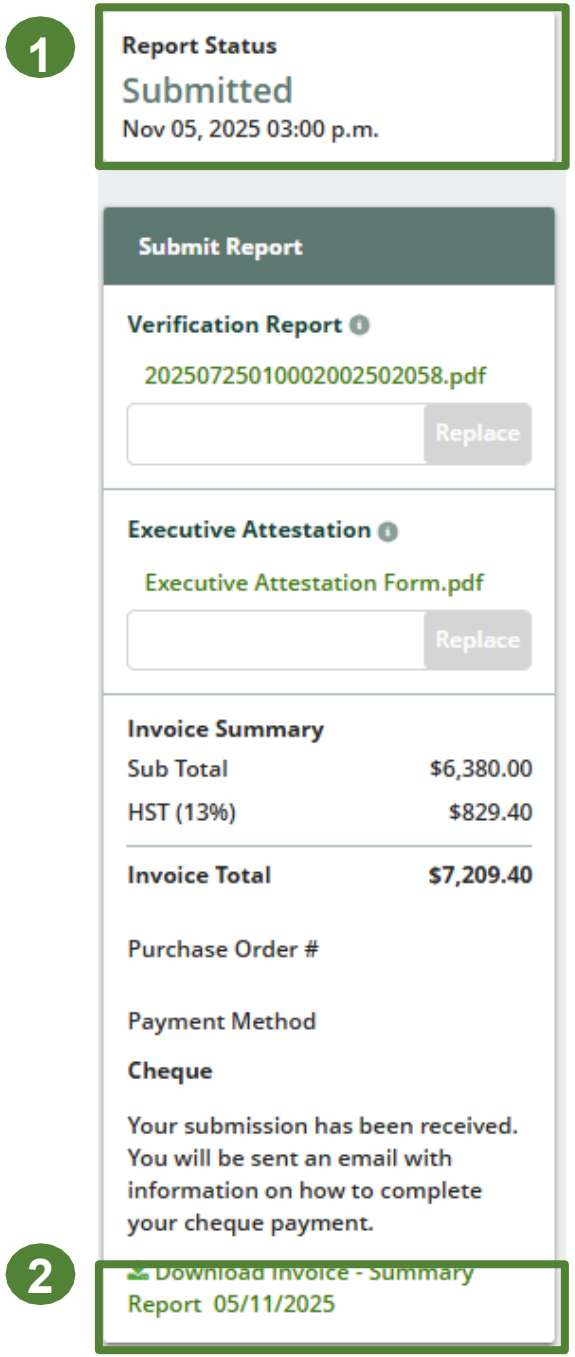


Supply report

Payment submission

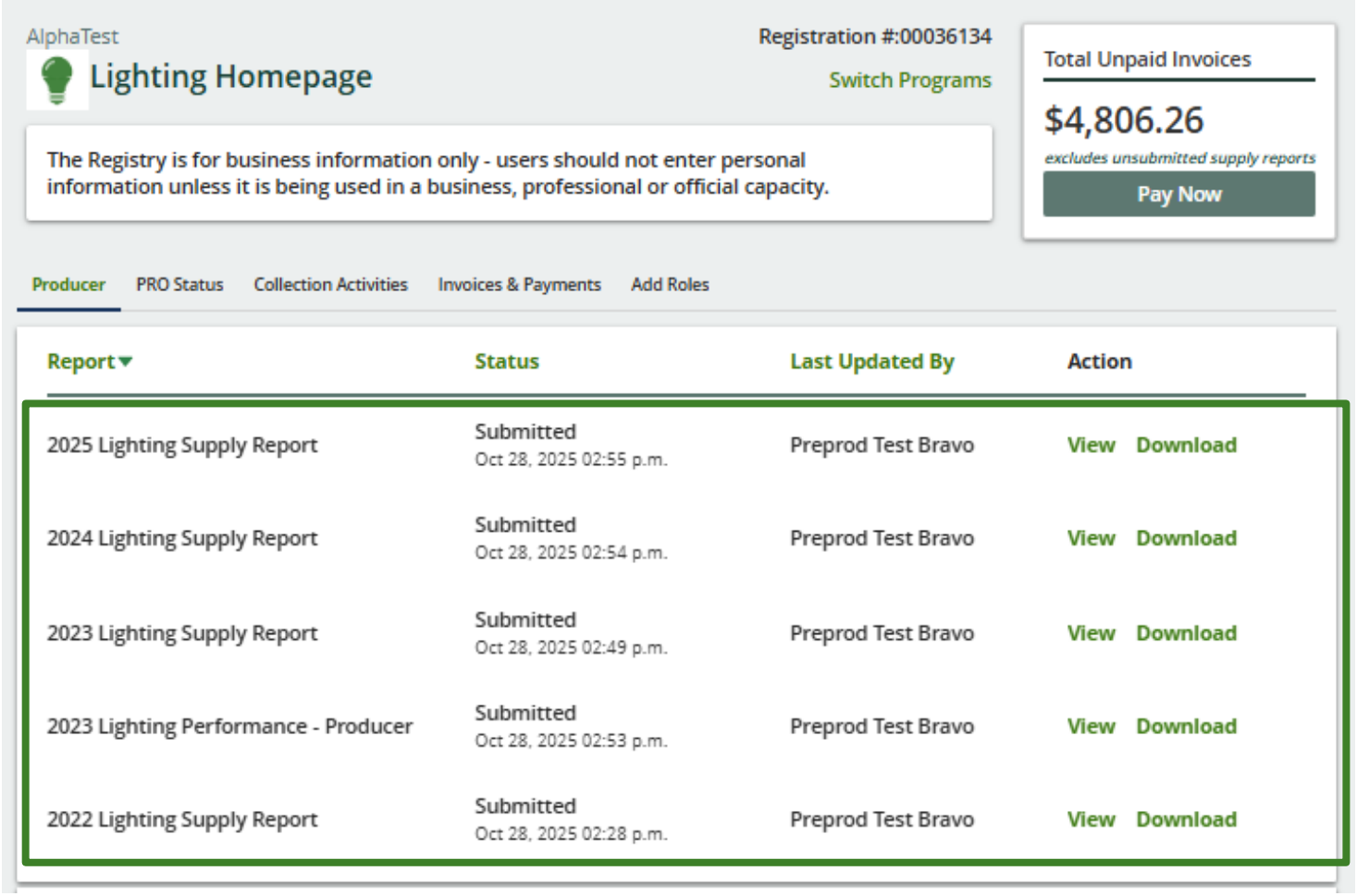
1. The report is now **Submitted.**

2. Click to **Download Invoice - Summary Report.**



Supply report
Submitted

On the Lighting homepage, you can **view** and **download** your submitted reports and invoices.

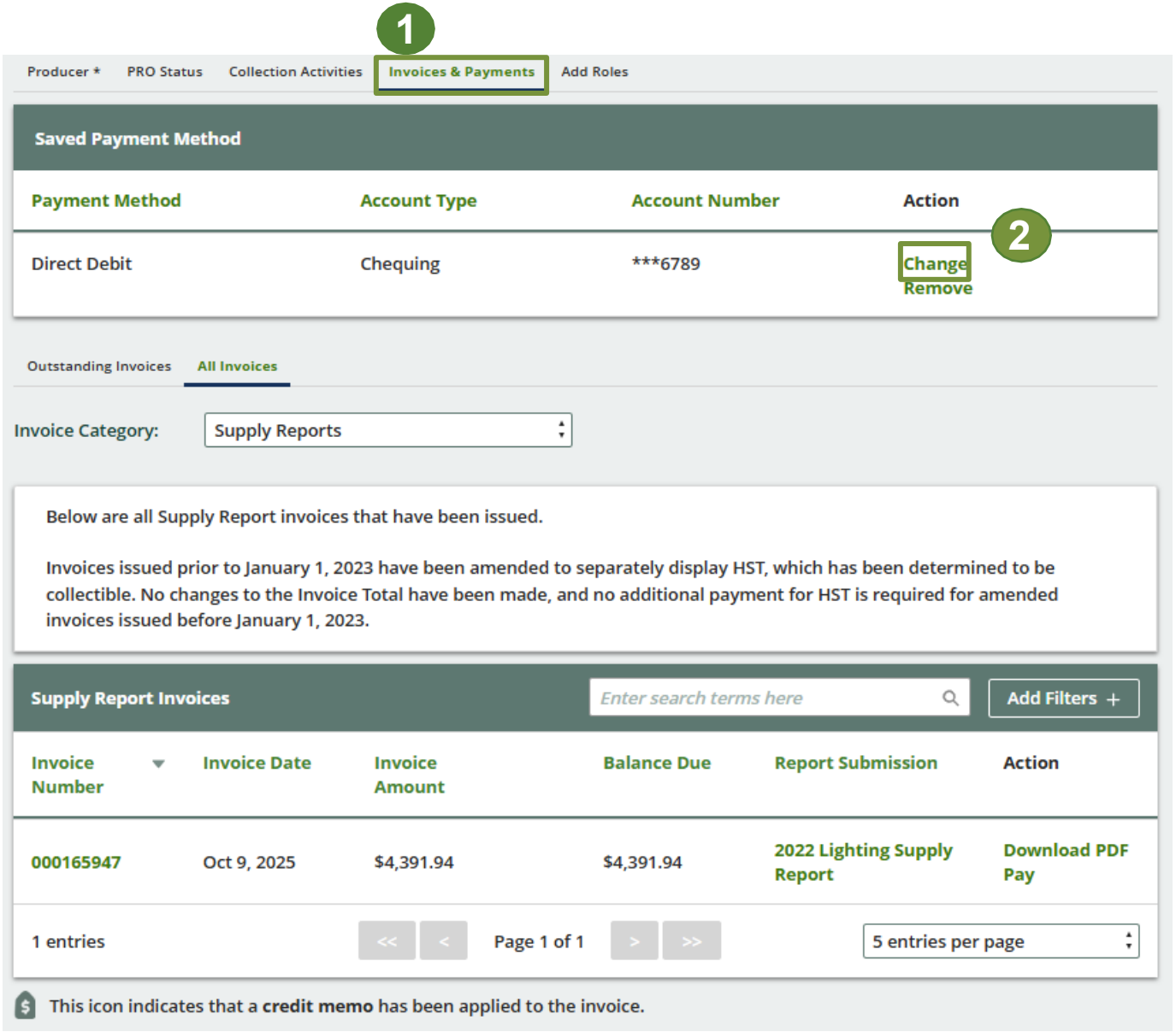


Supply Report

Viewing a saved payment method

1. From the Lighting Homepage select the **Invoices and Payments** tab. You will see your saved payment method.

2. You can change your saved payment method by clicking **Change.**



How to Manage a PRO

Managing a PRO

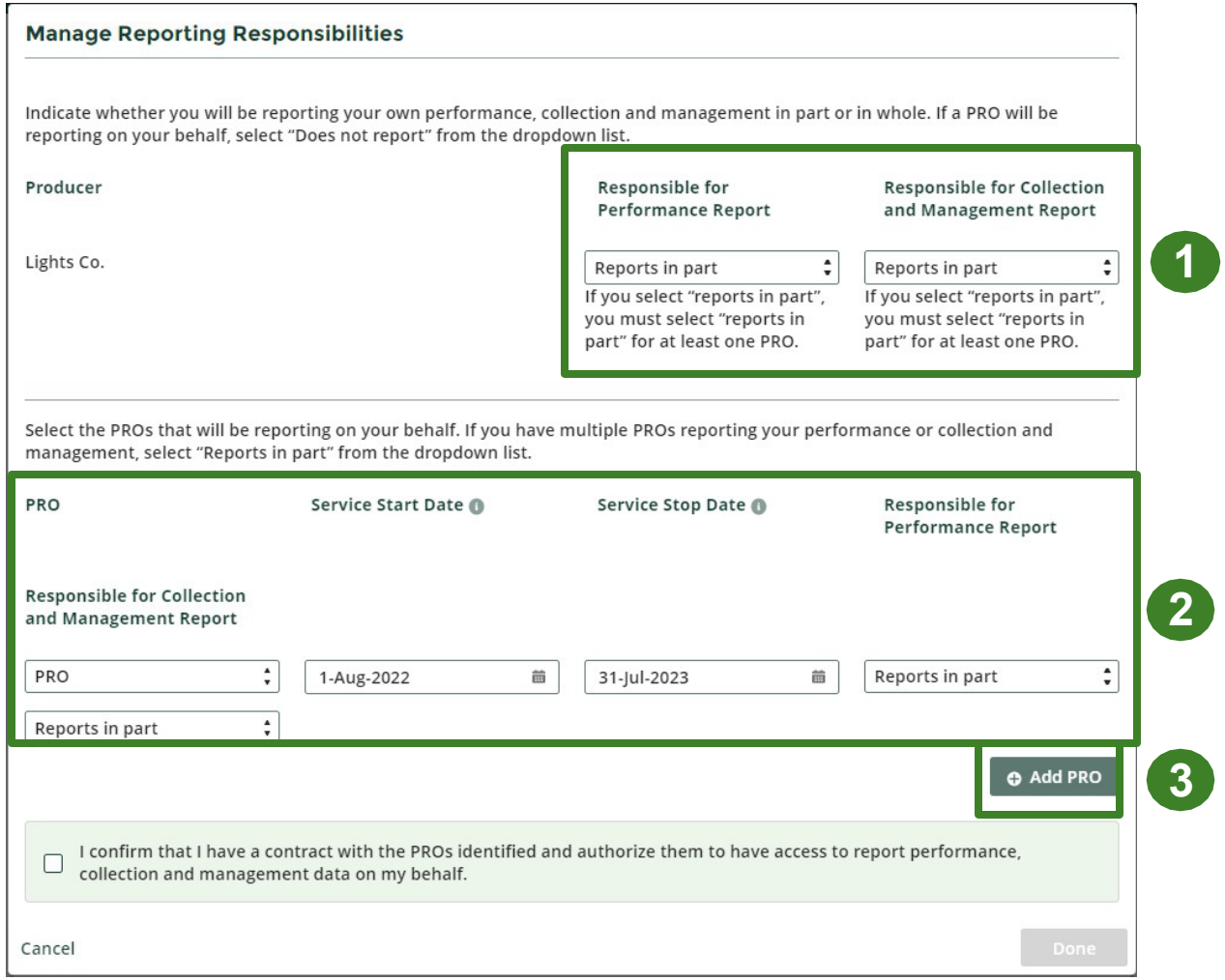
Reporting responsibility selection

1. As a Producer, you can **add a PRO** to report on your behalf.
    - This PRO will either be responsible for **all or part of your report**.

2. You will select the **year of service start and end date**. Once you have added them, the PRO will see the reports they are required to complete.

3. To add additional PROs, click **Add PRO**.

Note: only Account Admins can select PROs.



FAQs

Frequently Asked Questions

1. **How do I determine the total weight of lighting supplied in each applicable year?**

   Producers can use the actual weight of the lighting product, the weight conversion calculator, or the weight of lighting calculated using the total product and packaging weight, multiplied by a factor that reduces the total product and packaging weight by the weight of the packaging based on a documented methodology that must be retained by the producer and made available to a RPRA inspector (as may be required). For more information, view our EEE Verification and Audit Procedure.

2. **How do I view my management requirement?**

   To view your minimum management requirement, follow these steps in the Registry:

   1. Go to your Dashboard
   2. Under Action, click View for the report year
   3. Under Report Summary, you will see your minimum management requirement for the following year