

# Hazardous and Special Products: PRO Performance Reporting Guide

Fertilizers



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# Introduction



# What is Hazardous and Special Products performance reporting?

HSP performance is an annual report that PROs with obligations under the [Hazardous and Special Products \(HSP\) Regulation](#) complete to report on their promotion and education activities from the previous calendar year. PROs can also report on behalf of their producer clients on their collection and management activities during the same time period. **The deadline to submit performance reports is July 31.**

This guide will assist PROs with understanding what data they need to report and provide step-by-step instructions on how to complete the report in RPRA's Registry.

Further information about the HSP Regulation can be found on RPRA's [website](#).

If you have further questions that are not answered in this guide, contact the Compliance Team at [registry@rpra.ca](mailto:registry@rpra.ca) or call 1-833-600-0530.

# What data PROs need to submit for their own reports

PROs are required to report on their own aggregate activities from the previous calendar year undertaken on behalf of their producer clients of **fertilizers**.

PROs are required to report on the following:

- A description of the activities undertaken to comply with the promotion and education requirements.

# How to log into the Registry as an account admin

The report is completed online through 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:

- 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:

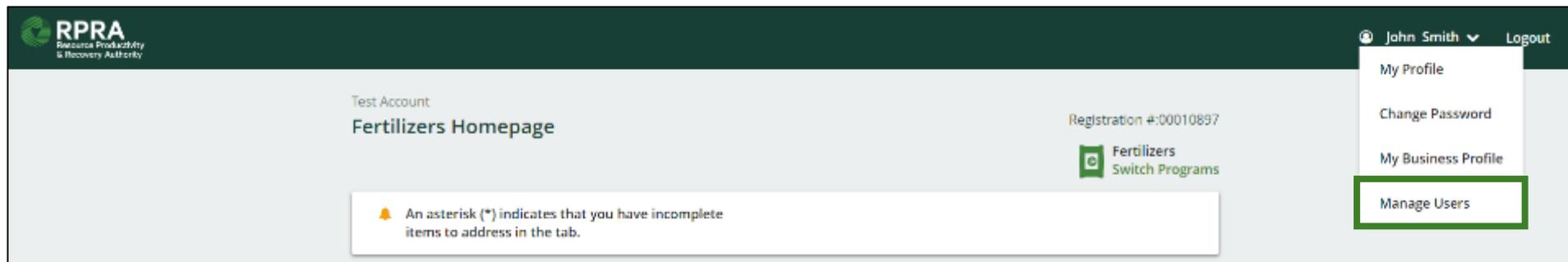
- If you already have an existing Registry account, you do not need to create a new one.
  - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
  - If you have forgotten your password, click "Forgot Password" on the login screen and follow the instructions provided.
- Watch [this how-to video](#) if you would like to watch step-by-step instructions.

# How to manage contacts on your Registry account

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). Read this [FAQ](#) for more information on user levels in the Registry.

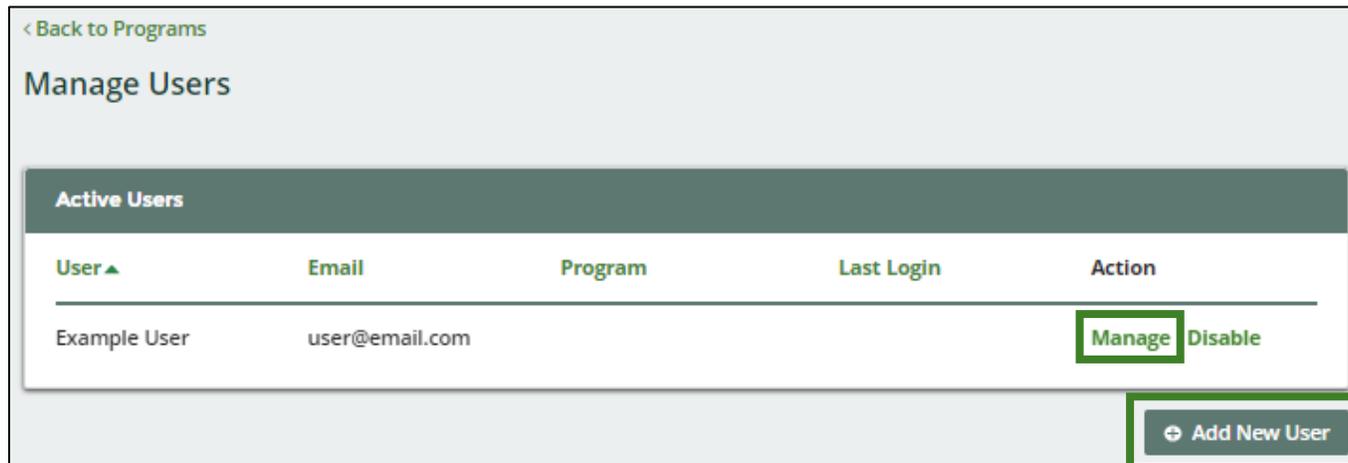
To manage contacts in your Registry account, see the following steps or watch our [how-to video](#):

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. Click **Add New User** to add an additional user to your account.
2. Under Action, click **Manage** to update preferences of existing users.



< Back to Programs

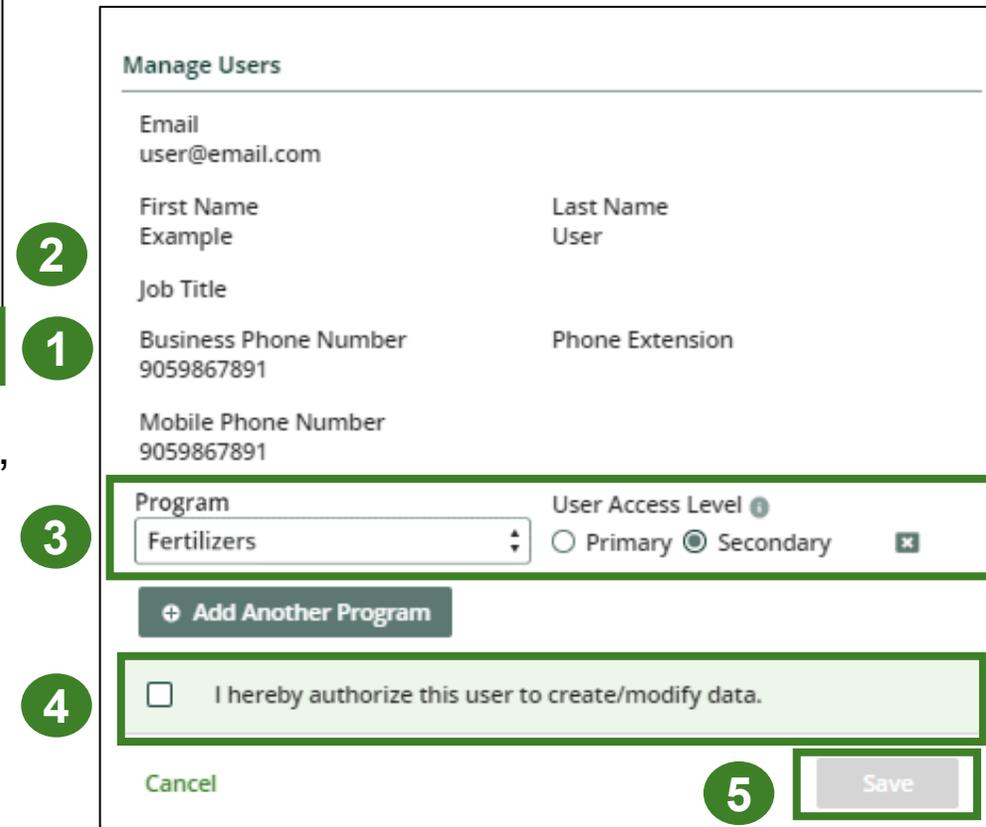
## Manage Users

Active Users

User ▲	Email	Program	Last Login	Action
Example User	user@email.com			<b>Manage</b> 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  
user@email.com

First Name  
Example

Last Name  
User

Job Title

Business Phone Number  
9059867891

Phone Extension

Mobile Phone Number  
9059867891

Program  
Fertilizers

User Access Level ⓘ  
 Primary  Secondary

**+ Add Another Program**

I hereby authorize this user to create/modify data.

Cancel **5** Save

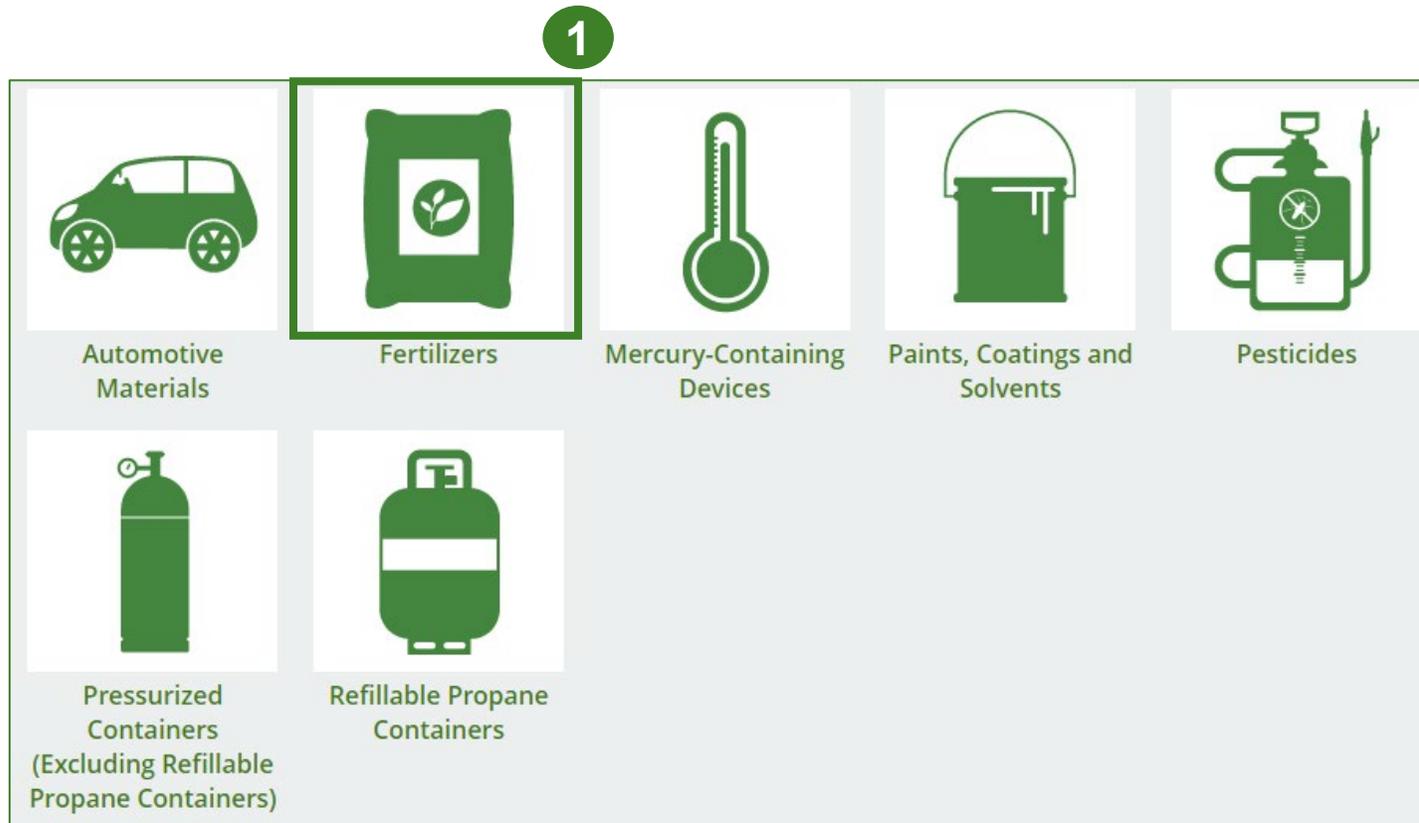
# How to submit your PRO performance report



# Performance report

## Accessing your program

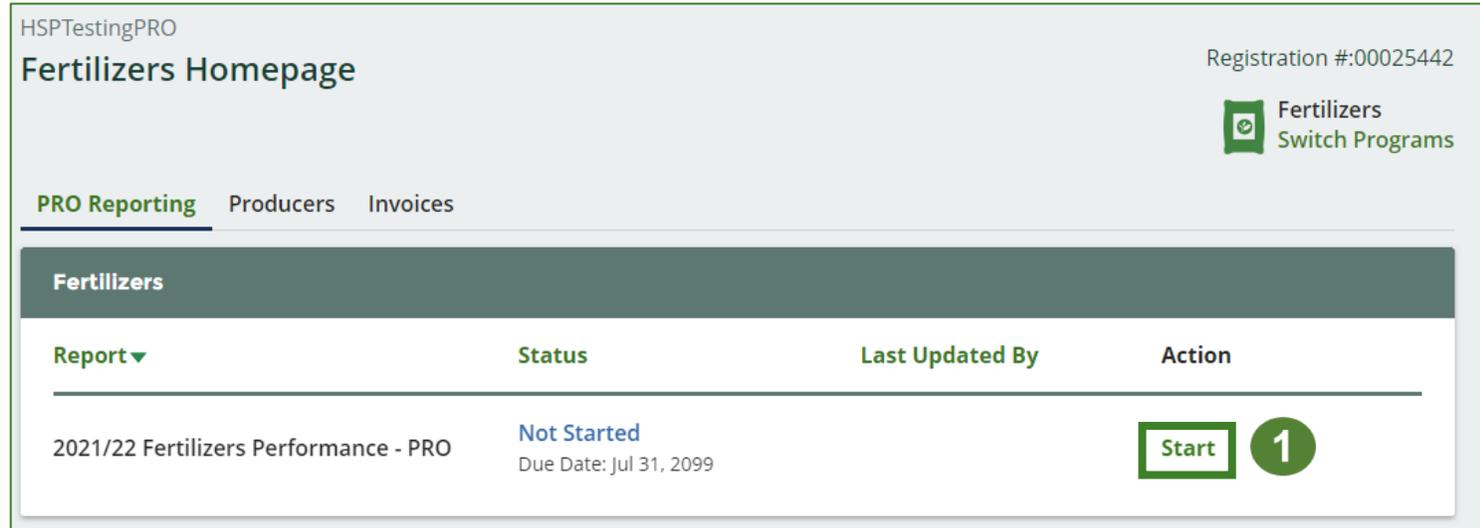
1. After logging in, click on the icon for the **Fertilizers** program on your dashboard.



# Performance report

## Starting your own report

1. Click on the **PRO Reporting** tab.
2. Under **Action**, click on **Start** to begin completing the Fertilizers Performance – PRO report.
3. After clicking **Start**, a notice will appear. After reading the notice, click **Proceed**.

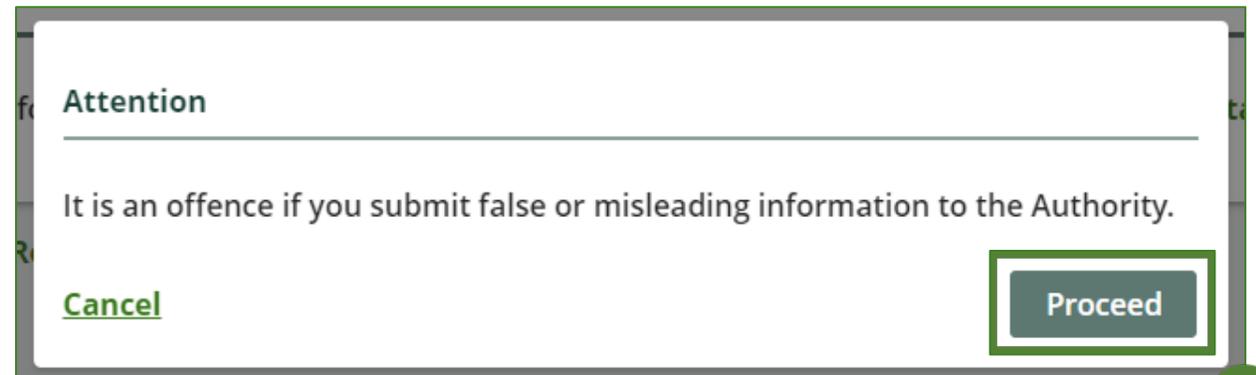


HSPTestingPRO  
Fertilizers Homepage  
Registration #:00025442

Fertilizers  
Switch Programs

**PRO Reporting** Producers Invoices

Report ▼	Status	Last Updated By	Action
2021/22 Fertilizers Performance - PRO	Not Started Due Date: Jul 31, 2099		<b>Start</b> 1



**Attention**

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

[Cancel](#) **Proceed** 2

# Performance report

## Submit your report

1. Click on **Upload** to add your Promotion and Education report.
  - For more information on what to include in the promotion and education report, visit our [website](#).

HSPTestingPRO  
2021/22 Fertilizers Performance - PRO

**Report Summary**

Please upload a report that summarizes your promotion and education activities during the performance period.

**Report Status**  
Not Started

**Submit Report**

**Upload Promotion & Education Report** ⓘ

Upload

Submit Report

Make sure to provide all the required data before submitting.

# Performance report

## Submit your report cont.

1. Click on **Submit Report** once you are finish reviewing and are ready to submit.

HSPTestingPRO  
2021/22 Fertilizers Performance - PRO

### Report Summary

Please upload a report that summarizes your promotion and education activities during the performance period.

### Report Status

Not Started

### Submit Report

File has been successfully uploaded

**Promotion & Education Report** ⓘ

P&E Report.pdf

Remove

### Submit Report

Make sure to provide all the required data before submitting.

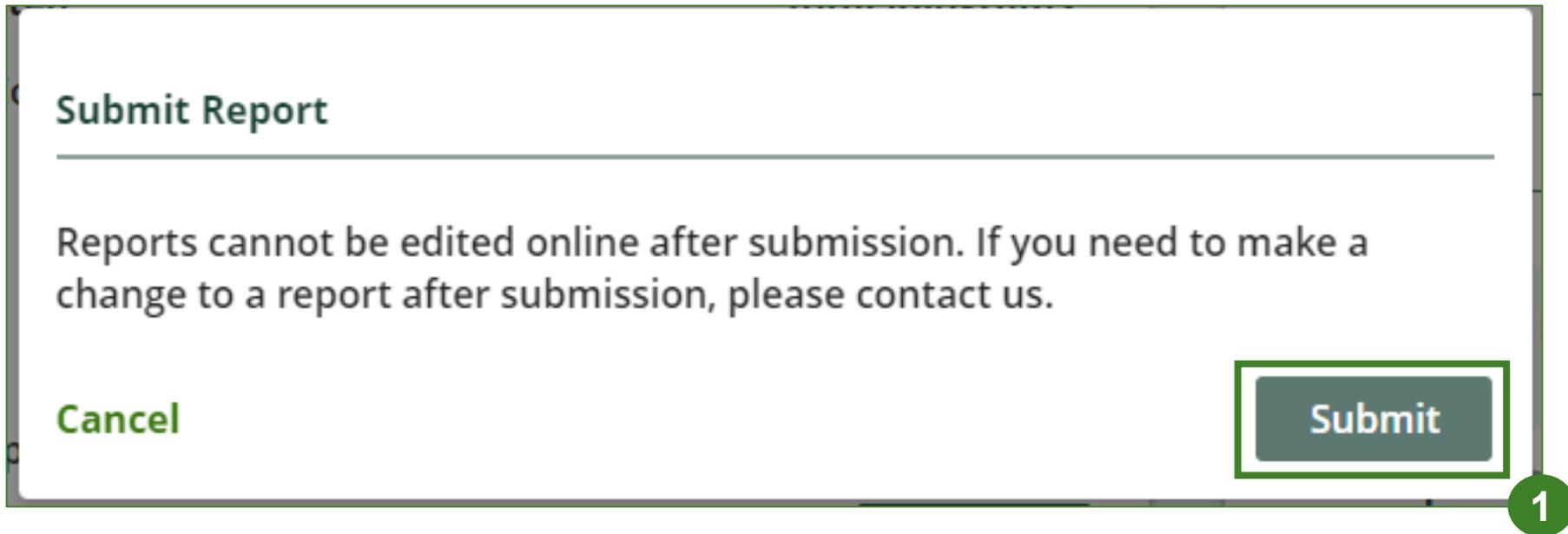
1

# Performance report

## Submit your report cont.

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

**Note:** Once the report is submitted you are not able to make any changes.



# Performance report

## View submitted report

1. On the **Fertilizers Homepage** under the **PRO Reporting** tab, your Fertilizers Performance – PRO report status should show **Submitted**, and who it was last updated by.
2. Under **Action**, you can **View** the report submission.

The screenshot shows the 'Fertilizers Homepage' for 'HSPTestingPRO'. The registration number is 00025442. There is a 'Fertilizers Switch Programs' button. The 'PRO Reporting' tab is selected, with 'Producers' and 'Invoices' also visible. A table titled 'Fertilizers' contains one row with the following data:

Report ▼	Status	Last Updated By	Action
2021/22 Fertilizers Performance - PRO	Submitted May 03, 2023 03:04 p.m.	HSPTesting PRO	View

Red circles with numbers 1 and 2 are placed below the 'Submitted' status and the 'View' button, respectively, to highlight these elements.

# Additional resources



# Have a question?

## Resources to help you submit your report(s):

- Visit our [HSP PRO webpage](#) for additional information on reporting requirements.
- For support with navigating the Registry and meeting your regulatory requirements, visit our [HSP Registry Resources webpage](#) to access registry procedures, compliance bulletins, how-to videos, FAQs and more.
- If you have further questions that are not answered in this guide, contact the Compliance Team at [registry@rpra.ca](mailto:registry@rpra.ca) or call 1-833-600-0530.