RPRA
Registration Process

Collectors
Haulers
Retreaders
Processors

September 2018

RPRA Resource Productivity
& Recovery Authority

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IMPORTANT!

If you have multiple roles incorporated as one business:

Create one account and manage all of your roles from that one account.

If you have multiple roles incorporated as separate businesses:

You must create a separate account for each incorporated business.

If you are unsure about which category applies to you, contact Registry Support at (647) 496-0530 or toll free at (833) 600-0530.

Section 1

Producers with multiple roles

1.1. Add additional roles

If you are a producer who is already registered, you are able to add additional roles.

You can add a role by clicking "Add Roles".

Test Producer 123

Registry Dashboard

Registration #: 00002581

Producer   Add Roles

🔔 **Congratulations!** Your report has been successfully submitted!

Next step:
Let us know if your company has agreements with one or more **Producer Responsibility Organizations (PROs).**

TIRES			**Status: Active**

Report	**Status**	**Last Modified By**	**Action**
Report for Tires Supplied in 2014, 2015, 2016	Submitted 7/30/2018 5:13 PM	Joe Smith	View

Has your company contracted with one or more PROs to act on your behalf?
If so, you will be asked to identify them and their responsibilities, and to provide them access to your profile.

No	My business has not contracted any PRO(s) to report data on its behalf at this time.
Yes	My business has contracted a PRO or PROs to report data on its behalf.

Declaration of Producer Brands   **Update Declaration**

Section 2

Setting up your Registry Account

2.1. Registration checklist

Do you have everything you need? This is a list of items to prepare prior to starting the registration process.

TIP: Clicking on green text will give you more information or clarification on a topic.

This 9-digit number is issued by the Canada Revenue Agency. If you do not have a CRA number, please contact Registry Support at (647) 496-0530 or toll free at (833) 600-0530.

This is the name you use in contracts, invoices, negotiable instruments and orders for goods and services issued or made by or on behalf of your business.

If you are previously registered with OTS, you would have been assigned an OTS registration number.

Before you Create an Account and Register

Do you have everything you need?

If you already have an account, log in (here) to register as a service provider

1. I have confirmed that my company needs to register as a Service Provider, which includes Collectors, Haulers, Retreaders and Processors (more)
2. I have confirmed that I have what I need to register (more)
3. I have been given the responsibility for registering my company and will be the primary contact for RPRA
4. I have the following information needed to create my Registry account:

- CRA Business number (BN)
- Legal Business Name
- Ontario Tire Stewardship Number (if applicable)
- My business address and phone number (more)
- Address of where you work (if different from the main office)
- Contact information for your billing contact (this may also be added later)

You must complete all fields during the registration process, unless indicated as optional.

Next Step >

2.2. Enter your business number and name

This 9-digit number is issued by the Canada Revenue Agency. If you do not have a CRA number, please contact Registry Support at (647) 496-0530 or toll free at (833) 600-0530.

This is the name you use in contracts, invoices, negotiable instruments and orders for goods and services issued or made by or on behalf of your business.

If you operate your business under a different name than your legal name, enter it here. If not, simply copy the legal business name.

Create Account

Business → Address → Individual → Review

Business number and name

If your business does not have a CRA Business Number, please contact us.

CRA Business Number (BN) ⓘ

200298562

Legal Business Name ⓘ

Collector Inc.

Business Operating Name ⓘ   Copy Legal Name

Collector Inc.

Ontario Tire Stewardship Number (if applicable) ⓘ

2342222

< Previous Step   Cancel   Next Step >

2.3. Select your roles

Select all of the roles that apply to your business. You will be able to add roles after you create your account.

You must tick this box before moving to the next step. If you need to remove a role after you have created your account, contact Registry Support at (647) 496-0530 or toll free at (833) 600-0530.

Create Account

Business > Address > Individual > Review

Select all roles that apply

I am registering for the following roles (select all that apply): (more)

- ☑ Collector
- ☐ Hauler
- ☐ Retreader
- ☐ Processor

I am registering as a Producer: (more)

- ☐ Producer

☑ I confirm that the roles selected above are correct. I understand that after my account is created, I will have to contact a Registry Officer in order to remove roles.

< Previous Step   Cancel   Next Step >

2.4. Enter your business address and phone number

Untick this box if your business does not have a Canadian address.

Create Account

| Business | Address | Individual | Review |

Business address and phone number

☑ My Business has a Canadian address ⓘ

Street

44 Collector Way

City
Toronto

Province
Ontario ▾

Postal Code
M1M1M1

Country
Canada

Main Phone Number
4165551234

< Previous Step   Cancel   Next Step >

2.5. Enter the contact information for your business' primary Registry user

The primary user is the person who will be responsible for your business' Registry account.

You can add secondary users at any time after you've created your account and completed registration, including a billing contact.

Enter the best phone number to reach the primary user here.

Create Account

Business > Address > Individual > Review

Your profile and contact information

Enter the name and contact information of the Registry's primary user for your business.

First Name
Bob

Last Name
Smith

☑ This person is authorized to discuss billing matters with RPRA ⓘ

Email (this will be your username)
collector@pay-mon.com

Confirm Email
collector@pay-mon.com

Job Title (Optional)
CEO

☑ I have a Canadian Address ⓘ

Street   Copy Business Address
44 Collector Way

City   Province
Toronto   Ontario   ▾

Postal Code   Country
M1M1M1   Canada

Business Phone Number   Phone Extension (Optional)
4157771234

< Previous Step   Cancel   Next Step >

2.6. Review and edit your information

Double-check that your information is accurate. **This is your last opportunity to edit your information without the assistance of Registry Support.** After your account is created you will need to contact us to change this information.

Need to make a change? Click "Edit"

You must agree to the Registry Terms of Use to create your account.

Create Account

Business	Address	Individual	Review

Business number and name   Edit

CRA Business Number (BN)	200298562
Legal Business Name	Collector Inc.
Business Operating Name	Collector Inc.
Ontario Tire Stewardship Number	2342222

Roles   Edit

✔ Collector

Business address and phone number   Edit

Address	44 Collector Way Toronto, Ontario M1M1M1 Canada
Main Phone Number	4165551234

Your profile and contact information   Edit

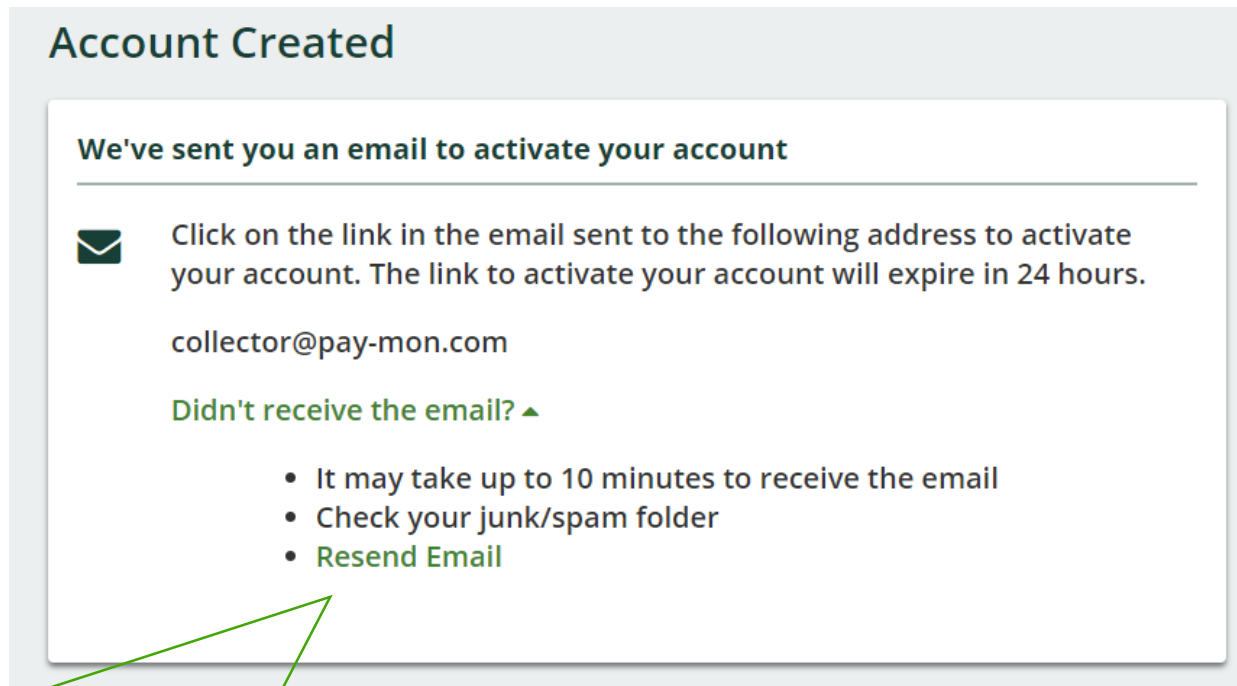| Name	Bob Smith
Email	collector@pay-mon.com
Job Title	CEO
Office Address	44 Collector Way Toronto, Ontario M1M1M1 Canada
Business Phone Number	4157771234

☑ I agree to The Registry Terms of Use 🗗

< Previous Step   Create Account

2.7. Account created

Once you create your account, you will see this message.

Account Created

We've sent you an email to activate your account

✉ Click on the link in the email sent to the following address to activate your account. The link to activate your account will expire in 24 hours.

collector@pay-mon.com

Didn't receive the email? ▲

- It may take up to 10 minutes to receive the email
- Check your junk/spam folder
- Resend Email

Consult the tips in the drop-down list. To avoid missing an email from the Registry in the future, please add "registry-no-reply@rpra.ca" to your email safe list. If you still do not receive an email, please contact Registry Support at (647) 496-0530 or toll free at (833) 600-0530.

2.8. Activate your account

Once you create your account, you will receive this email with instructions on how to finish creating your account.

After you click on this link, you will receive a second email with a verification code. You will need this code to return to the registration process and activate your account.

IMPORTANT: The link to your verification code will expire after 24 hours.

NOTE: A new tab will open in your browser when you click this link. You will complete the registration process in this new tab.

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Hi Bob,

Welcome to The Registry!

Your username is collector@pay-mon.com

To finish creating your account:

1. Click the link below to open the verification code page. The link will expire after 24 hours.
2. You will be sent another email with a verification code (2 to 8-digit number)
3. Enter the number into verification code page
4. Create your password

Click here to receive your verification code

It may take up to 10 minutes to receive the verification code email. If you still haven't received it, check your junk/spam folder.

Thank you,

The Registry Team

2.9. Receive verification code in email

This is the second email you will receive after you click on the "click here to receive your verification code" link. Remember that it may take up to **10 minutes** to receive this email.

Sandbox: Verify your identity

From: Registry Support <rpra.e2c.preprod@gmail.com>
Date: 05-09-2018 21:28:11

Your Code is: 33433

2.10. Enter verification code

This is the new tab that will open in your browser after you click on the "click here to receive your verification code" link. Remember that it may take up to **10 minutes** to receive the separate verification code email needed to complete this step.

2.11. Enter your verification code

Return to this tab. This is where you will need to enter the verification code you received in the second email.

salesforce

collector@pay-mon.com Log Out

Enter your verification code

*Verification Code

3343

Didn't receive the email?
It may take up to 10 minutes to receive the verification code email. If you still haven't received it, check your junk/spam folder.

Next

NOTE: The Registry uses two-factor authentication to ensure data security. You will receive an email with a new verification code each time you log into your account.

2.12. Create your password

Create Password

Set your password

Your password must be at least 8 characters long and have a mix of numbers, uppercase and lowercase letters, and at least one of these special characters: !#$%-_=+<>

New Password

Confirm Password

Cancel   Set Password

Once you create your password you have finished creating your Registry account. In the following sections of the walkthrough, you will enter the information relevant to your role(s).

Section 3

Collectors

3.1. Visit your Registry Dashboard

The Registry dashboard is the home page you will see whenever you log into your account.

This is the unique identifier that has been assigned to you, as required by the Tires Regulation. You can reference this number if you need to contact Registry Support.

Click on the collector tab to manage your information. If you have additional roles (e.g. producer, hauler, etc.) you can add and manage information for additional roles by clicking on the relevant tab.

Your password has been updated successfully

Collector Inc.

Registry Dashboard

Registration #: 00002606

Collector   Add Roles

Collection Sites

Report the address for every individual site where tires are collected.

Manage

Click here to add or edit your collection sites.

Tire Categories

Click the manage button to provide data.

Manage

Need help? Search our **Registry Help & Support.**   Can't find an answer? **Contact Us**

3.2. Manage your Collection Sites

Access the Manage Sites page by clicking the "Manage" button on the Collection Sites window on your Registry dashboard. Here is where you add and edit the addresses of the sites you operate as a collector.

‹Back to Dashboard

Manage Sites

Active Sites				
Name	**Street**	**Community**	**Date Updated** ∧	**Action**
No Results				

Add new

Click here to add a new collection site.

Inactive Sites				
Name	**Street**	**Community**	**Date Updated** ∧	**Action**
No Results				

Need help? Search our **Registry Help & Support.**   Can't find an answer? **Contact Us**

3.3. Add a Collection Site

Add Collection Site

Choose a name for your site that will allow you to identify it on your list of sites.

Name ⓘ

Collection Site 1

Street

55 Larson Rd.

Select the city/town from the drop-down list.

Community ⓘ

Toronto, City of ▾

Province

Ontario

Postal Code

M1M1M1

Business Phone Number

4164448899

Cancel

Done

Click here when you have entered all fields to return to the Manage Sites page. The site will be added to your list of active sites.

3.4. Update / Remove a Collection Site

Click here to return to your dashboard when you have finished managing your collection sites

‹Back to Dashboard

Manage Sites

Information was saved successfully

Click "Update" to edit the information for your active sites.

Active Sites				
Name	**Street**	**Community**	**Date Updated** ^	**Action**
Collection Site	55 Houston Ave.	Toronto, City of	09/08/2018 1:23 PM	Update Remove

Add new

Clicking "Remove" will cause the site to move down to the Inactive Sites section.

Inactive Sites				
Name	**Street**	**Community**	**Date Updated** ^	**Action**
Collection Site	55 Houston Ave.	Toronto, City of	09/08/2018 1:25 PM	Add

Need help? Search our **Registry Help & Support.**   Can't find an answer? **Contact Us**

Clicking "Add" will move the site back to the Active Sites section.

3.5. Select Tire Categories

Collector Inc.
Registry Dashboard

Registration #: 00002606

Collector   Add Roles

Collection Sites

Report the address for every individual site where tires are collected.

[Manage]

Tire Categories

Click the manage button to provide data.

[Manage]

Need help? Search our **Registry Help & Support.**   Can't find an answer? **Contact Us**

Click here to select the categories of tires that you collect.

Select Tire Categories - Collector

Select the tire categories that apply to you:

☑ Passenger / Light Truck Tires

☐ Medium Truck Tires

☑ Off-Road Tires (Except Large)

☐ Large Tires

Cancel   [Done]

Click "Done" to save your selection and return to your Registry dashboard.

That's it! You have now completed all steps to register as a tire collector.

Section 4

Haulers

4.1. Visit your Registry Dashboard

The Registry dashboard is the home page you will see whenever you log into your account.

This is the unique identifier that has been assigned to you, as required by the Tires Regulation. You can reference this number if you need to contact Registry Support.

Click on the Hauler tab to manage your information. If you have additional roles (e.g. collector, processor, etc.) you can add and manage information for additional roles by clicking on the relevant tab.

Your password has been updated successfully

Hauler Inc.
Registry Dashboard

Registration #: 00002606

Hauler   Add Roles

Tire Categories

Click the manage button to provide data.

Manage

Need help? Search our **Registry Help & Support.**   Can't find an answer? **Contact Us**
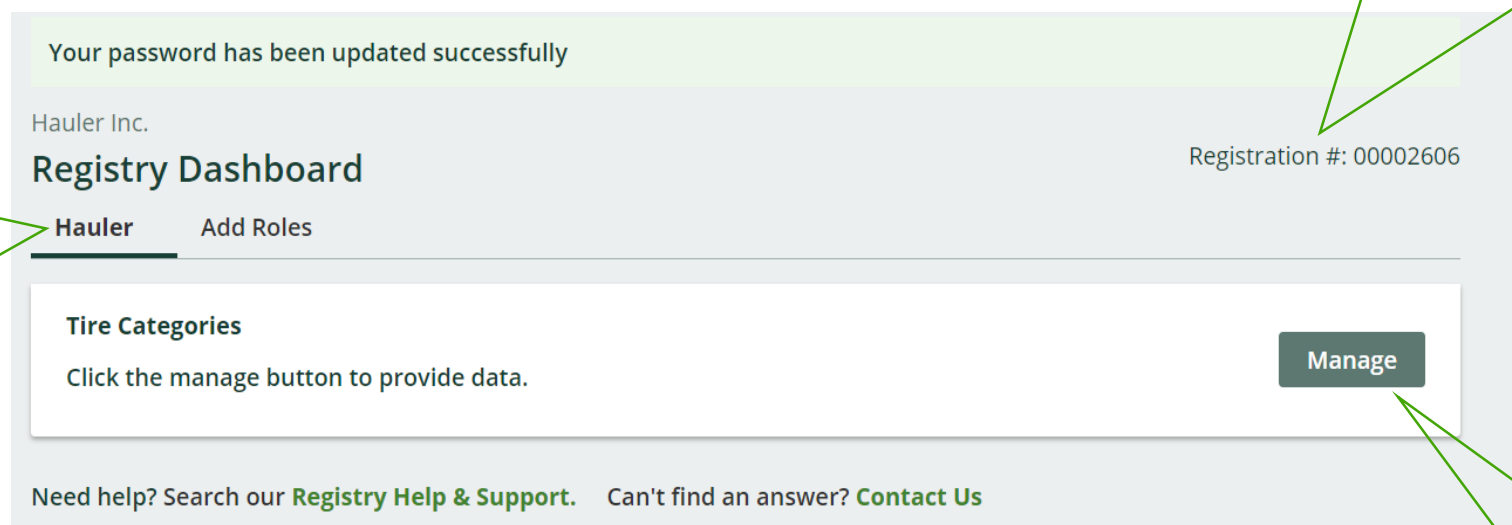
Click here to select the categories of tires that you haul.

4.2. Select Tire Categories

Select Tire Categories - Hauler

Select the tire categories that apply to you:

- ☑ Passenger / Light Truck Tires
- ☐ Medium Truck Tires
- ☑ Off-Road Tires (Except Large)
- ☐ Large Tires

Cancel   Done

Click "Done" to save your selection and return to your Registry dashboard.

That's it! You have now completed all steps to register as a tire hauler.

Section 5

Retreaders

5.1. Visit your Registry Dashboard

The Registry dashboard is the home page you will see whenever you log into your account.

This is the unique identifier that has been assigned to you, as required by the Tires Regulation. You can reference this number if you need to contact Registry Support.

Click on the Retreader tab to manage your information. If you have additional roles (e.g. producer, hauler, etc.) you can add and manage information for additional roles by clicking on the relevant tab.

Your password has been updated successfully

Retreader Inc.
Registry Dashboard

Registration #: 00002606

Retreader   Add Roles

Retreading Sites

Report the address for every individual site where tires are retreaded.

Manage

Click here to add or edit your retreading sites.

Tire Categories

Click the manage button to provide data.

Manage

Need help? Search our **Registry Help & Support.**   Can't find an answer? **Contact Us**

5.2. Manage your Retreading Sites

Access the Manage Sites page by clicking the "Manage" button on the Retreading Sites window on your Registry dashboard. Here is where you add and edit the addresses of the sites where you retread tires.

‹Back to Dashboard

Manage Sites

Active Sites				
Name	**Street**	**Community**	**Date Updated** ˄	**Action**
No Results				

Add new

Click here to add a new site.

Inactive Sites				
Name	**Street**	**Community**	**Date Updated** ˄	**Action**
No Results				

Need help? Search our **Registry Help & Support.**   Can't find an answer? **Contact Us**

5.3. Add a Retreading Site

Add Retreader Site

Name ⓘ

Choose a name for your site that will allow you to identify it on your list of sites.

Retreader Site 1

Street

14 Penworth Ave.

Community ⓘ

Select the city/town from the drop-down list.

Toronto, City of ▾

Province

Ontario

Postal Code

M1M1M1

Business Phone Number

4167778899

Cancel

Done

Click here when you have entered all fields to return to the Manage Sites page. The site will be added to your list of active sites.

5.4. Update / Remove a Retreading Site

Click here to return to your dashboard when you have finished managing your sites.

‹Back to Dashboard

Manage Sites

Information was saved successfully

Active Sites				
Name	**Street**	**Community**	**Date Updated** ∧	**Action**
Retreader Site	14 Billings Blvd.	Toronto, City of	09/08/2018 2:25 PM	Update Remove

Add new

Click "Update" to edit the information for your active sites.

Clicking "Remove" will cause the site to move down to the Inactive Sites section.

Inactive Sites				
Name	**Street**	**Community**	**Date Updated** ∧	**Action**
Retreader Site	14 Billings Blvd.	Toronto, City of	09/08/2018 2:26 PM	Add

Need help? Search our **Registry Help & Support.**   Can't find an answer? **Contact Us**

Clicking "Add" will move the site back to the Active Sites section.

5.5. Select Tire Categories

Retreader Inc.

Registry Dashboard

Registration #: 00002606

Retreader   Add Roles

Retreading Sites

Report the address for every individual site where tires are retreaded.

Manage

Tire Categories

Click the manage button to provide data.

Manage

Need help? Search our **Registry Help & Support.**   Can't find an answer? **Contact Us**

Click here to select the categories of tires that you retread.

Select Tire Categories - Retreader

Select the tire categories that apply to you:

☑ Passenger / Light Truck Tires

☐ Medium Truck Tires

☑ Off-Road Tires (Except Large)

☐ Large Tires

Cancel   Done

Click "Done" to save your selection and return to your Registry dashboard.

That's it! You have now completed all steps to register as a tire retreader.

Section 6

Processors

6.1. Visit your Registry Dashboard

The Registry dashboard is the home page you will see whenever you log into your account.

This is the unique identifier that has been assigned to you, as required by the Tires Regulation. You can reference this number if you need to contact Registry Support.

Click on the Processor tab to manage your information. If you have additional roles (e.g. producer, hauler, etc.) you can add and manage information for additional roles by clicking on the relevant tab.

Click here to add or edit your processing sites.

Processor Inc.

Registry Dashboard

Registration #: 00002606

Processor   Add Roles

TIRES	Status: Active
Processing Sites	Manage
Report the address for every individual site where tires are processed.	
Tire Categories	Manage
Click the manage button to provide data.	
Processed Materials	Manage
Click the manage button to provide data.	

Need help? Search our **Registry Help & Support.**   Can't find an answer? **Contact Us**

6.2. Manage your Processing Sites

Access the Manage Sites page by clicking the "Manage" button on the Processing Sites window on your Registry dashboard. Here is where you add and edit the addresses of the sites where you process tires.

‹Back to Dashboard

Manage Sites

Active Sites

Name	Street	Community	Date Updated ^	Action
No Results				

Add new

Click here to add a new site.

Inactive Sites

Name	Street	Community	Date Updated ^	Action
No Results				

Need help? Search our **Registry Help & Support.**   Can't find an answer? **Contact Us**

6.3. Add a Processing Site

Add Processing Site

Choose a name for your site that will allow you to identify it on your list of sites.

Name ⓘ

Processing Site 1

Street

13 Lucky Way

Select the city/town from the drop-down list.

Community ⓘ

Toronto, City of ▾

Province

Ontario

Postal Code

M1M1M1

Business Phone Number

4167776543

Cancel

Done

Click here when you have entered all fields to return to the Manage Sites page. The site will be added to your list of active sites.

6.4. Update / Remove a Processing Site

Click here to return to your dashboard when you have finished managing your sites.

‹Back to Dashboard

Manage Sites

Information was saved successfully

Click "Update" to edit the information for your active sites.

Active Sites

Name	Street	Community	Date Updated ∧	Action
Processing Site	13 Lucky Way	Toronto, City of	09/08/2018 2:41 PM	Update Remove

Add new

Clicking "Remove" will cause the site to move down to the Inactive Sites section.

Inactive Sites

Name	Street	Community	Date Updated ∧	Action
Processing Site	13 Johnson Way	Toronto, City of	09/08/2018 2:43 PM	Add

Need help? Search our **Registry Help & Support.**   Can't find an answer? **Contact Us**

Clicking "Add" will move the site back to the Active Sites section.

6.5. Select Tire Categories

Processor Inc.
Registry Dashboard
Registration #: 00002606

Processor   Add Roles

Processing Sites   Manage

Report the address for every individual site where tires are processed.

Tire Categories   Manage

Click the manage button to provide data.

Processed Materials   Manage

Update this information in accordance with **Registry Procedure - Processed Materials**.

Need help? Search our **Registry Help & Support.**   Can't find an answer? **Contact Us**

Click here to select the categories of tires that you process.

Select Tire Categories - Processor

Select the tire categories that apply to you:

☑ Passenger / Light Truck Tires

☐ Medium Truck Tires

☑ Off-Road Tires (Except Large)

☐ Large Tires

Cancel   Done

Click "Done" to save your selection and return to your Registry dashboard.

6.6. Select your Processed Materials

Processor Inc.

Registry Dashboard

Registration #: 00002606

Processor   Add Roles

Processing Sites

Report the address for every individual site where tires are processed.

[Manage]

Tire Categories

Click the manage button to provide data.

[Manage]

Processed Materials

Update this information in accordance with **Registry Procedure - Processed Materials**.

[Manage]

Need help? Search our **Registry Help & Support.**   Can't find an answer? **Contact Us**

> Click here to select the categories of materials that you produce.

My processed materials

Check all below that are applicable to your process:

- ☑ Crumb Rubber
- ☑ Tire Derived Mulch
- ☐ Tire Derived Aggregate
- ☑ Tire Derived Rubber strips and chunks
- ☐ Fluff/Fibre
- ☑ Tire Derived Steel/Metal
- ☐ Other

Cancel   [Done]

> That's it! You have now completed all steps to register as a tire processor.

> Click "Done" to save your selection and return to your Registry dashboard.

Section 7

Managing Multiple Roles

7.1. Manage Your Roles

You can manage information for all of your identified roles from your Registry dashboard.

Click on the relevant tab to view and manage information for that role.

Click "Add Roles" to select additional roles

Your password has been updated successfully

Collector Inc.

Registry Dashboard

Registration #: 00002606

Collector   Add Roles

Collection Sites

Report the address for every individual site where tires are collected.

Manage

Tire Categories

Click the manage button to provide data.

Manage

Need help? Search our **Registry Help & Support.**   Can't find an answer? **Contact Us**

7.2. Add Additional Roles

Select any additional roles that apply to your business.

You must tick this box before moving to the next step. If you need to remove a role after you have created your account, contact Registry Support at (647) 496-0530 or toll free at (833) 600-0530.

Choose roles that apply

Select from the options below to add roles to your account: (more)

☑ Collector

☑ Hauler

☑ Retreader

☑ Processor

Select the option below if you are a producer: (more)

☐ Producer

Need to remove a role? Please contact us.

☑ I confirm that the roles selected above are correct. I understand that after I click Done, I will have to contact a Registry Officer in order to remove roles.

Cancel   Done

7.3. You're done!

You can log into your Registry account at any time to manage view or manage the information you have provided.

Collector Inc.

Registry Dashboard

Registration #: 00002606

🔔 Please complete all tabs below.

Collector   Hauler   Retreader   Processor   Add Roles

Collection Sites

Report the address for every individual site where tires are collected.

[Manage]

Tire Categories

Click the manage button to provide data.

[Manage]

Need help? Search our **Registry Help & Support.**   Can't find an answer? **Contact Us**

The roles you added are accessible from your Registry dashboard.

Our Registry Help & Support has answers to many frequently asked questions.

Get help from the Registry Support Team through our handy Contact Us form, or call us at (647) 496-0530 or toll free at (833) 600-0530.

Visit rpra.ca/registry
to get started today!