

# RPRA Registration Process

July 2018



The background features a dark, textured surface with a grid of faint binary code (0s and 1s). Overlaid on this are several translucent, glowing green and blue geometric shapes, including rectangles and polygons, some of which appear to be floating or layered. The overall aesthetic is digital and futuristic.

**What can you expect when you register with the Authority?**

**Here is a step-by-step walkthrough of the registration process.**

# 1a. Registration checklist

Are you a Producer?

Does your business deal with new tires, or new vehicles or other new wheeled equipment (including farm equipment or trailers) that comes with new tires? If so, you may be a producer under the Tires Regulation, O. Reg. 225/18.

1. If you are resident in Ontario, you may be a producer if:
  - a. you manufacture the vehicles, or you are the brand holder for the new tires, or
  - b. there is no manufacturer or brand holder in Ontario, and you import the new tires or vehicles, or
  - c. there is no importer or manufacturer or brand holder in Ontario, and you are the first person to market the new tires or vehicles.
2. If you are not resident in Ontario, you may be a producer if there is no manufacturer, brand holder, importer, or first marketer in Ontario, and you market the new tires or vehicles to customers in Ontario.

**NOTE: Under the Tires Regulation, producers have important legal obligations – you should seek legal advice to confirm your obligation to register and report. See sections 1 and 3 of the Tires Regulation for more detail.**

## Before you Create an Account and Register

Do you have everything you need?

1. I have determined that my business needs to register as a Producer. [\(more\)](#)
2. I am responsible for submitting reports for my business and will be the primary contact for registration matters.
3. I have what I need to create an Account and register, as follows:

To create an 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)

To report tire supply data:

- Tire supply data to be submitted [\(more\)](#)
- A [Declaration of Producer Brands](#)
- An [Executive Attestation Form](#)
- Payment method information [\(more\)](#)

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

[Next Step >](#)

# 1b. Registration checklist

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

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?

1. I have determined that my business needs to register as a Producer. [\(more\)](#)
2. I am responsible for submitting reports for my business and will be the primary contact for registration matters.
3. I have what I need to create an Account and register, as follows:

To create an 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)

To report tire supply data:

- Tire supply data to be submitted [\(more\)](#)
- A [Declaration of Producer Brands](#)
- An [Executive Attestation Form](#)
- Payment method information [\(more\)](#)

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

Next Step >

# 1c. Registration checklist

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

Download, complete, and save this spreadsheet to identify the brands of loose tires or vehicles that you are the producer for.

This form must be printed out and signed by a person who has the authority to bind the corporation. Once it is signed, scan the document and save it as a .pdf so that it is available to upload during registration

## Before you Create an Account and Register

### Do you have everything you need?

1. I have determined that my business needs to register as a Producer. [\(more\)](#)
2. I am responsible for submitting reports for my business and will be the primary contact for registration matters.
3. I have what I need to create an Account and register, as follows:

#### To create an 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)

#### To report tire supply data:

- Tire supply data to be submitted [\(more\)](#)
- A [Declaration of Producer Brands](#)
- An [Executive Attestation Form](#)
- Payment method information [\(more\)](#)

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

Next Step >

## 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) 

Legal Business Name 

Business Operating Name 

[Copy Legal Name](#)

Ontario Tire Stewardship Number (if applicable) 

< Previous Step

Cancel

Next Step >

# 3. 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

123 Main St

City

Cityville

Province

Ontario

Postal Code

H1S3K4

Country

Canada

Main Phone Number

5558886666

< Previous Step

Cancel

Next Step >

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

The primary user is the person who will be responsible for your 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

Joe

Last Name

Smith

This person is authorized to discuss billing matters with RPRA ⓘ

Email (this will be your username)

joe@testproducer123.ca.test

Confirm Email

joe@testproducer123.ca.test

Job Title (Optional)

Director of Finance

I have a Canadian Address ⓘ

Street

[Copy Business Address](#)

123 Main St

City

Cityville

Province

Ontario

Postal Code

H1S3K4

Country

Canada

Business Phone Number

5557779999

Phone Extension (Optional)

< Previous Step

Cancel

Next Step >

# 5. 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 here.

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)	123432145
Legal Business Name	Test Producer 123
Business Operating Name	Test Producer 123
Ontario Tire Stewardship Number	

---

**Business address and phone number** Edit

Address	123 Main St Cityville, Ontario H1S3K4 Canada
Main Phone Number	5558886666

---

**Your profile and contact information** Edit

Name	Joe Smith
Email	joe@testproducer123.ca.test
Job Title	Director of Finance
Office Address	123 Main St Cityville, Ontario H1S3K4 Canada
Business Phone Number	5557779999

I agree to The Registry Terms of Use [📄](#)

< Previous Step Create Account

## 6. 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.

# 7a. 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.



Hi Bob,

Welcome to The Registry!

Your username is [collector@pay-mon.com](mailto: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

## 7b. 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

## 7c. 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.



collector@pay-mon.com [Log Out](#)

Enter your verification code

\*Verification Code

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](#)

## 8. 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.

**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.



collector@pay-mon.com [Log Out](#)

Enter your verification code

\*Verification Code

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](#)

## 9. 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](#)

# 10. Visit your Registry Dashboard

You've successfully set up your Registry account! The Registry Dashboard is the home page you will see whenever you log into your account.

Notices about your account are shown here.

Your registration status will show as "Pending" until you submit your report and any required payment.

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.

Your password has been updated successfully

Test Producer 123

Registry Dashboard

Registration Number: 00000122

 **Your account has been activated**

Next Step:  
Please complete your report by clicking "Start" below

TIRES			Status: Pending
Report	Status	Last Modified By	Action
Report for Tires Supplied in 2014, 2015, 2016	New Due Date: 8/31/2018		<a href="#">Start</a>

Need help? [Search our Registry Guide.](#) Can't find an answer? [Contact Us](#)

Click here to begin the report submission process.

# 11a. Enter your tire supply data

If you are using data you previously submitted to OTS:

Click on the year to open the tab and enter the data for each category of that year.

Please use the conversion tool by clicking the "Open" button. This will automatically complete the chart. See next slide for instructions on using the conversion tool.

You must click "Yes" to confirm that you are using data you previously submitted to OTS.

Make sure you click "Save Year" on every tab before clicking on "Continue."

Test Producer 123

## Report for Tires Supplied in 2014, 2015, 2016

Enter and save your data for each year. Both total units and total kilograms are required. Then click Continue to view your collection targets and to submit your report.

2014 2015 2016

If you are submitting data using 18 tire categories, use the conversion tool by clicking "Open".

2014	Units	Total Kilograms
Passenger / Light Truck Tires	<input type="text" value="123"/>	<input type="text" value="1230"/>
Medium Truck Tires	<input type="text" value="456"/>	<input type="text" value="4560"/>
Off-Road Tires (Except Large)	<input type="text" value="7"/>	<input type="text" value="70"/>
Large Tires	<input type="text" value="8"/>	<input type="text" value="800"/>

Was the tire unit information previously submitted to Ontario Tire Stewardship?  Yes  No

No tires supplied this year

Continue after saving entries for all years

# 11b. Use the Tire Conversion tool

The weight in kilograms is automatically calculated.

Enter the unit numbers that you previously submitted to OTS.

Conversion Tool for 2015

For more information about how this conversion tool works please refer to [this article](#).

Tire Category	Units	Conversion Factor	Kilograms
1 - On-Road Passenger & Light Truck	<input type="text" value="12"/>	x 12.5 kg	150
2 - On-Road Medium Truck	<input type="text" value="14"/>	x 50 kg	700
3 - Off-Road Pneumatic 1 to ≤ 15kg	<input type="text" value="16"/>	x 10 kg	160
4 - Off-Road Pneumatic > 15 to ≤ 30kg	<input type="text" value="18"/>	x 20 kg	360
5 - Off-Road Pneumatic > 30 to ≤ 70kg	<input type="text" value="20"/>	x 50 kg	1,000
6 - Off-Road Pneumatic / Agricultural > 70 to ≤ 120kg / > 70 to ≤ 250kg	<input type="text" value="0"/>	x 80 kg	0
7 - Off-Road Pneumatic > 120 to ≤ 250kg	<input type="text" value="0"/>	x 200 kg	0
8 - Off-Road Pneumatic / Agricultural > 250 to < 375kg / > 250 to < 700kg	<input type="text" value="0"/>	x 310 kg	0

Cancel Next

# 11c. Enter your tire supply data

If you are not using data previously submitted to OTS:

Click on the year to open the tab and enter the data for each category of that year.

You need to enter both the number of tires (units) you supplied as well as the weight of those tires (total kilograms).

You must click “No” to confirm that you are not using data previously submitted to OTS.

Make sure you click “Save Year” on every tab before clicking on “Continue.”

## Report for Tires Supplied in 2014, 2015, 2016

Enter and save your data for each year. Both total units and total kilograms are required. Then click Continue to view your collection targets and to submit your report.

2014 ✓ 2015 ✓ 2016

If you are submitting data using 18 tire categories, use the conversion tool by clicking "Open".

Open

2014	Units	Total Kilograms
Passenger / Light Truck Tires	<input type="text" value="123"/>	<input type="text" value="1230"/>
Medium Truck Tires	<input type="text" value="456"/>	<input type="text" value="4560"/>
Off-Road Tires (Except Large)	<input type="text" value="7"/>	<input type="text" value="777"/>
Large Tires	<input type="text" value="8"/>	<input type="text" value="800"/>

Was the tire unit information previously submitted to Ontario Tire Stewardship?  Yes  No

No tires supplied this year

Clear Form

Save Year

2014 data last updated by: Candice Mackay 6/26/2018 5:35 PM

Continue after saving entries for all years

Continue >

# 12a. Review your supply data

Double-check that your collection target is accurate. **This is your last opportunity to edit your supply data without the assistance of Registry Support.** After your report is submitted, you will need to contact us to make any changes to your supply data. NOTE: if you

Your collection target for 2019 is calculated based on the data you submitted for 2014, 2015, and 2016. Review and edit (if necessary) your data to ensure your collection target is accurate.

NOTE: If you log out before you submit your report, the information you entered will be still be available, the next time you log in.

Test Producer 123  
Report for Tires Supplied in 2014, 2015, 2016

Report Status  
**In Progress**

**Submit Report**

Upload Declaration of Producer Brands ⓘ  
 **Upload**

Download Producer Brands template

Upload Executive Attestation ⓘ  
 **Upload**

Download blank Executive Attestation form

Upload Audit Report ⓘ  
 **Upload**

Registry Fee Payment ⓘ  
**\$75.00**  
**Add Payment Method**

**Submit Report**

Make sure to provide your Executive Attestation, Declaration of Producer Brands, Audit Report (if applicable) and your payment before submitting.

<Back to Dashboard

**Executive Attestation**

Your Collection Targets for 2019  
2,558 Kilograms Total from all the tire categories  
160 Kilograms Minimum target for Large Tires

Collection targets are calculated based on the number of tires sold, as per the regulation here. ⓘ

✓ 2014 ✓ 2015 ✓ 2016

2014	Units	Total Kilograms
Passenger / Light Truck Tires	123	1,230
Medium Truck Tires	456	4,560
Off-Road Tires (Except Large)	7	70
Large Tires	8	800
<b>Total</b>	<b>594</b>	<b>6,660</b>

Was the tire unit information previously submitted to Ontario Tire Stewardship? ⓘ  Yes  No

2014 data last updated by: Joe Smith 5/15/2018 12:07 PM

Entries cannot be edited online once your report has been submitted. Contact us if you need to make changes following your submission. **Edit**

# 12b. Upload your Declaration of Producer Brands

You should have already downloaded, completed and saved this spreadsheet prior to registration. This is where you upload it.

Test Producer 123  
Report for Tires Supplied in 2014, 2015, 2016

Report Status  
**In Progress**

**Executive Attestation**

Your Collection Targets for 2019  
2,558 Kilograms Total from all the tire categories  
160 Kilograms Minimum target for Large Tires

Collection targets are calculated based on the number of tires sold, as per the regulation here. ⓘ

✓ 2014 ✓ 2015 ✓ 2016

2014	Units	Total Kilograms
Passenger / Light Truck Tires	123	1,230
Medium Truck Tires	456	4,560
Off-Road Tires (Except Large)	7	70
Large Tires	8	800
<b>Total</b>	<b>594</b>	<b>6,660</b>

Was the tire unit information previously submitted to Ontario Tire Stewardship? ⓘ  Yes  No

2014 data last updated by: Joe Smith 5/15/2018 12:07 PM

Entries cannot be edited online once your report has been submitted. Contact us if you need to make changes following your submission.

**Submit Report**

Upload Declaration of Producer Brands ⓘ

Download Producer Brands template

Upload Executive Attestation ⓘ

Download blank Executive Attestation form

Upload Audit Report ⓘ

Registry Fee Payment ⓘ  
**\$75.00**

Make sure to provide your Executive Attestation, Declaration of Producer Brands, Audit Report (if applicable) and your payment before submitting.

[Back to Dashboard](#)

# 12c. Upload your Executive Attestation

You should have already printed this form and had it signed by the appropriate executive officer prior to registration. This is where you upload it as a .pdf file. No scanner? No problem. You can take a photo of the completed form and upload it as a .jpeg file instead.

Test Producer 123  
Report for Tires Supplied in 2014, 2015, 2016

Report Status  
**In Progress**

### Executive Attestation

Your Collection Targets for 2019  
2,558 Kilograms Total from all the tire categories  
160 Kilograms Minimum target for Large Tires

Collection targets are calculated based on the number of tires sold, as per the regulation [here](#).

2014 2015 2016

2014	Units	Total Kilograms
Passenger / Light Truck Tires	123	1,230
Medium Truck Tires	456	4,560
Off-Road Tires (Except Large)	7	70
Large Tires	8	800
<b>Total</b>	<b>594</b>	<b>6,660</b>

Was the tire unit information previously submitted to Ontario Tire Stewardship?  Yes  No

2014 data last updated by: Joe Smith 5/15/2018 12:07 PM

Entries cannot be edited online once your report has been submitted. Contact us if you need to make changes following your submission. [Edit](#)

### Submit Report

Upload Declaration of Producer Brands [?](#)

[Upload](#)

[Download Producer Brands template](#)

Upload Executive Attestation [?](#)

[Upload](#)

[Download blank Executive Attestation form](#)

Upload Audit Report [?](#)

[Upload](#)

Registry Fee Payment [?](#)

**\$75.00**

[Add Payment Method](#)

[Submit Report](#)

Make sure to provide your Executive Attestation, Declaration of Producer Brands, Audit Report (if applicable) and your payment before submitting.

[Back to Dashboard](#)

# 12d. Upload your Audit Reports (if applicable)

If you are not using supply data previously submitted to OTS, you must complete and submit an audit report to accompany your data. This is where you upload it.

Test Producer 123  
Report for Tires Supplied in 2014, 2015, 2016

Report Status  
**In Progress**

### Executive Attestation

Your Collection Targets for 2019  
2,558 Kilograms Total from all the tire categories  
160 Kilograms Minimum target for Large Tires

Collection targets are calculated based on the number of tires sold, as per the regulation [here](#).

2014 2015 2016

2014	Units	Total Kilograms
Passenger / Light Truck Tires	123	1,230
Medium Truck Tires	456	4,560
Off-Road Tires (Except Large)	7	70
Large Tires	8	800
<b>Total</b>	<b>594</b>	<b>6,660</b>

Was the tire unit information previously submitted to Ontario Tire Stewardship?  Yes  No

2014 data last updated by: Joe Smith 5/15/2018 12:07 PM

Entries cannot be edited online once your report has been submitted. Contact us if you need to make changes following your submission. [Edit](#)

### Submit Report

Upload Declaration of Producer Brands [?](#)

[Upload](#)

[Download Producer Brands template](#)

### Upload Executive Attestation [?](#)

[Upload](#)

[Download blank Executive Attestation form](#)

### Upload Audit Report [?](#)

[Upload](#)

### Registry Fee Payment [?](#)

**\$75.00**

[Add Payment Method](#)

[Submit Report](#)

Make sure to provide your Executive Attestation, Declaration of Producer Brands, Audit Report (if applicable) and your payment before submitting.

[Back to Dashboard](#)

# 12e. Pay the Registry fee

Your Registry fee is calculated based on the data you submitted.

Click here to submit your payment. We accept payment by:

- Bank withdrawal (pre-authorized debit)
- Credit card (1.5% transaction fee will be added)
- Electronic data interchange (EDI)
- Cheque

The screenshot shows a web interface for submitting a report. The main content area contains the following text: "previously submitted to Ontario Tire Stewardship? ⓘ", "2014 data last updated by: Joe Smith 5/15/2018 12:07 PM", and "Entries cannot be edited online once your report has been submitted. Contact us if you need to make changes following your submission." There is an "Edit" button to the right of the last line. Below this is a "Registry Fee Payment ⓘ" section showing "\$75.00" and an "Add Payment Method" button. Further down is a "Submit Report" button, which is currently disabled. Below the "Submit Report" button is a note: "Make sure to provide your Executive Attestation, Declaration of Producer Brands, Audit Report (if applicable) and your payment before submitting." At the bottom right, there is a link: "<Back to Dashboard".

previously submitted to  
Ontario Tire Stewardship? ⓘ

2014 data last updated by: Joe Smith 5/15/2018 12:07 PM

Entries cannot be edited online once your report has been submitted. Contact us if you need to make changes following your submission.

Edit

Registry Fee Payment ⓘ

**\$75.00**

Add Payment Method

Submit Report

Make sure to provide your Executive Attestation, Declaration of Producer Brands, Audit Report (if applicable) and your payment before submitting.

<Back to Dashboard

# 12f. Submit report

You will not be able to submit your report until you upload your Declaration of Producer Brands, Executive Attestation, any required Audit Report, and any required payment. After you submit your report you will not be able to edit any information and will need to call Registry Support to make any changes.

Test Producer 123  
Report for Tires Supplied in 2014, 2015, 2016

Report Status  
**In Progress**

### Executive Attestation

Your Collection Targets for 2019  
2,558 Kilograms Total from all the tire categories  
160 Kilograms Minimum target for Large Tires

Collection targets are calculated based on the number of tires sold, as per the regulation [here](#).

✓ 2014 ✓ 2015 ✓ 2016

2014	Units	Total Kilograms
Passenger / Light Truck Tires	123	1,230
Medium Truck Tires	456	4,560
Off-Road Tires (Except Large)	7	70
Large Tires	8	800
<b>Total</b>	<b>594</b>	<b>6,660</b>

Was the tire unit information previously submitted to Ontario Tire Stewardship?  Yes  No

2014 data last updated by: Joe Smith 5/15/2018 12:07 PM

Entries cannot be edited online once your report has been submitted. Contact us if you need to make changes following your submission. [Edit](#)

### Submit Report

Upload Declaration of Producer Brands [?](#)

[Upload](#)

[Download Producer Brands template](#)

Upload Executive Attestation [?](#)

[Upload](#)

[Download blank Executive Attestation form](#)

Upload Audit Report [?](#)

[Upload](#)

Registry Fee Payment [?](#)  
**\$75.00**

[Add Payment Method](#)

[Submit Report](#)

Make sure to provide your Executive Attestation, Declaration of Producer Brands, Audit Report (if applicable) and your payment before submitting.

[Back to Dashboard](#)

# 13. Check your registration status

You can confirm that your report has been submitted and check your registration status from the Registry Dashboard anytime. Your status will change to “Registered” once we receive your information and your payment has been processed.

Test Producer 123

## Registry Dashboard

Registration Number: 00000122

 **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)**.

Report	Status	Last Modified By	Action
Report for Tires Supplied in 2014, 2015, 2016	Submitted 5/15/2018 12:29 PM	Joe Smith	<a href="#">View</a>

**TIRES** Status: Pending

**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**  
You have provided your declaration. In the future, let us know of any changes within 15 days of their occurrence.

[Update Declaration](#)

# 14. Select your PROs

A producer responsibility organization, or PRO, is an organization that acts on your behalf to assist you in meeting your collection targets and management systems. If you have contracted with a PRO, you must identify the PRO here.

Click here to identify your PROs.

Test Producer 123 Registration Number: 00000122

## Registry Dashboard

 **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: Pending
Report	Status	Last Modified By	Action
Report for Tires Supplied in 2014, 2015, 2016	Submitted 5/15/2018 12:29 PM	Joe Smith	<a href="#">View</a>

**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**  
You have provided your declaration. In the future, let us know of any changes within 15 days of their occurrence.

# 15a. Manage your PROs

Select the PRO(s) you have contracted by clicking “Add PRO”. Use the drop-down list to select your PRO. NOTE: Only PROs that have registered with RPRA will be included in this list.

If you have contracted with more than one PRO, in any tire category, you must identify all of them.

NOTE: Even if you are using the same PRO for all your tire categories, you will still need to specify that PRO separately in each tire category.

### Manage PROs - Producer (1 of 2)

For each tire category for which you reported data, please indicate the PRO(s) with whom you have contracted.

Category	PRO(s)
Passenger / Light Truck Tires	<input type="text" value="Test PRO 123"/> <input type="button" value="X"/> <input type="button" value="+ Add PRO"/>
Medium Truck Tires	<input type="text" value="Test PRO 123"/> <input type="button" value="X"/> <input type="text" value="Test PRO Co."/> <input type="button" value="X"/> <input type="button" value="+ Add PRO"/>
Off-Road Tires (Except Large)	none selected <input type="button" value="+ Add PRO"/>

# 15b. Manage your PROs

If your PRO is reporting on your behalf, you must tick this box so that your PRO will be able to enter data into your Registry account.

If your PRO is reporting on your behalf, you must also tick this box confirming your business relationship and reporting authorization.

**Manage PROs - Producer (2 of 2)**

Please indicate whether these PRO(s) will be reporting data on your behalf (more)

PRO	Reporting
Test PRO 123	<input checked="" type="checkbox"/>
Test PRO Co.	<input type="checkbox"/>

I confirm that I have a business relationship with the PROs I identified and that those for which I have checked the "Reporting" checkbox are authorized to have access to report data on my behalf.

# 16. You're done!

You can log into your Registry account at any time to:

- Check your registration status
- View your submitted reports
- Update your Declaration of Producer Brands
- Manage your PROs

Our Registry Guide has answers to many frequently asked questions.

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

Test Producer 123 Registration Number: 00000122

## Registry Dashboard

 **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: Pending
Report	Status	Last Modified By	Action
Report for Tires Supplied in 2014, 2015, 2016	Submitted 5/15/2018 12:29 PM	Joe Smith	<a href="#">View</a>

**Your active Producer Responsibility Organization(s) (PROs):** [Manage PROs](#)

Test PRO 123	<a href="#">View</a>
Test PRO Co.	<a href="#">View</a>

**Declaration of Producer Brands** [Update Declaration](#)

You have provided your declaration. In the future, let us know of any changes within 15 days of their occurrence.

Need help? [Search our Registry Guide.](#) Can't find an answer? [Contact Us](#)



**Visit [rpra.ca/registry](http://rpra.ca/registry)  
to get started today!**