

Tire producers are required to report their 2018 tire supply information to the Registry by **October 31, 2020**, even if they have selected a Producer Responsibility Organization (PRO) to report on their collection and management activities.

Follow these steps to complete your reporting.

Obtain your OTS data

As in prior reporting cycles, former stewards of the Used Tires Program operated by Ontario Tire Stewardship (OTS) will be able to use the 2018 tire supply data they reported to OTS. With OTS no longer in operation, tire producers can contact the Authority to obtain this information.

Email registry@rpra.ca with the subject line: *Request for 2018 data from OTS*. In your email, include the following information:

1. Your RPR account number – (8 digit number starting with 0000)
 2. Your legal business name and business name (if applicable)
 3. Your OTS steward number – (7 digit number starting with 1)
- Include the OTS number for every company for which you are required to report

Only an existing contact on your RPR account may request OTS data.

Access your 2018 Tire Supply Data report

- The website for the Registry is: <https://registry.rpra.ca/CommunityLogin>
- Your username is the email address you used when you created your account.
- Google Chrome is the preferred browser to use the Registry. If you are using a different browser, the Registry will not function.
- If you cannot remember your password, click the “Forgot Password” link and follow the instructions.
- The verification code is a one-time use number sent to your email each time you attempt to log into your account. Enter the code to access your account.
- From the dashboard, find the report called “2018 Tire Supply Data Report” and click “Start”.

Enter your 2018 data

a. Reporting using data that was previously submitted to OTS

- Enter the number of units of tires supplied to the market in 2018.
- Use the weight conversion tool to determine the weight of tires by clicking “Open” on the data entry screen.

- If you choose to report the same units as reported to OTS but would like to use actual weights instead of the [Weight Conversion Factors](#), refer to the section “Reporting using actual units and weights” in this document.
- You do not need to provide an audit or verification if you report units that were previously reported to OTS and use the Authority’s [Weight Conversion Factors](#).

b. Reporting new tire categories and types

The [Tires Regulation](#) introduced additional tire categories and types that were not included in the OTS program. This includes non-rubber tires (e.g. polyurethane, plastic) or tires supplied on products that were not reported to OTS, such as wheelbarrows, snowblowers or dollies.

- Review the Compliance Bulletin [What Tires Have to be Reported](#) to determine if you have additional tires to report beyond what you previously reported to OTS.
- You do not need to provide an audit or verification if you report these new tire categories and types.

c. Reporting using actual units and/or weights

If you were not a participant of the OTS program, want to use different units than what you reported to OTS or want to report actual weights, then you will need to contact the Authority via email to registry@rpra.ca.

Review your 2021 collection target

Your 2021 collection target is calculated based on your tire supply data for the year 2018 along with the supply data for the years 2017 and 2016 that you reported to the Authority in previous reporting years.

Pay your registration fee

Your fee is calculated based on the tire supply data you submitted, according to the [2020 Registry Fees](#).

- Select “Add Payment Method” on the report summary screen and follow the instructions provided.
- We accept payment by pre-authorized debit, credit card (a 1.5% transaction fee will be added), Electronic data interchange (EDI) and cheque.

Submit your report

- Double-check the accuracy of the 2018 tire supply data you entered.
- Make sure you have submitted your fee payment.
- You will not be able to edit this information once you submit your report.
- Click “Submit Report”.
- You can review your registration status at any time from your main dashboard.

Have a question?

Our [tire producers webpage](#) has additional information, including procedures, compliance bulletins and FAQs.

If you can't find the answer you're looking for, send us an email at registry@rpra.ca or call 647-496-0530 or toll-free at 1-833-600-0530.