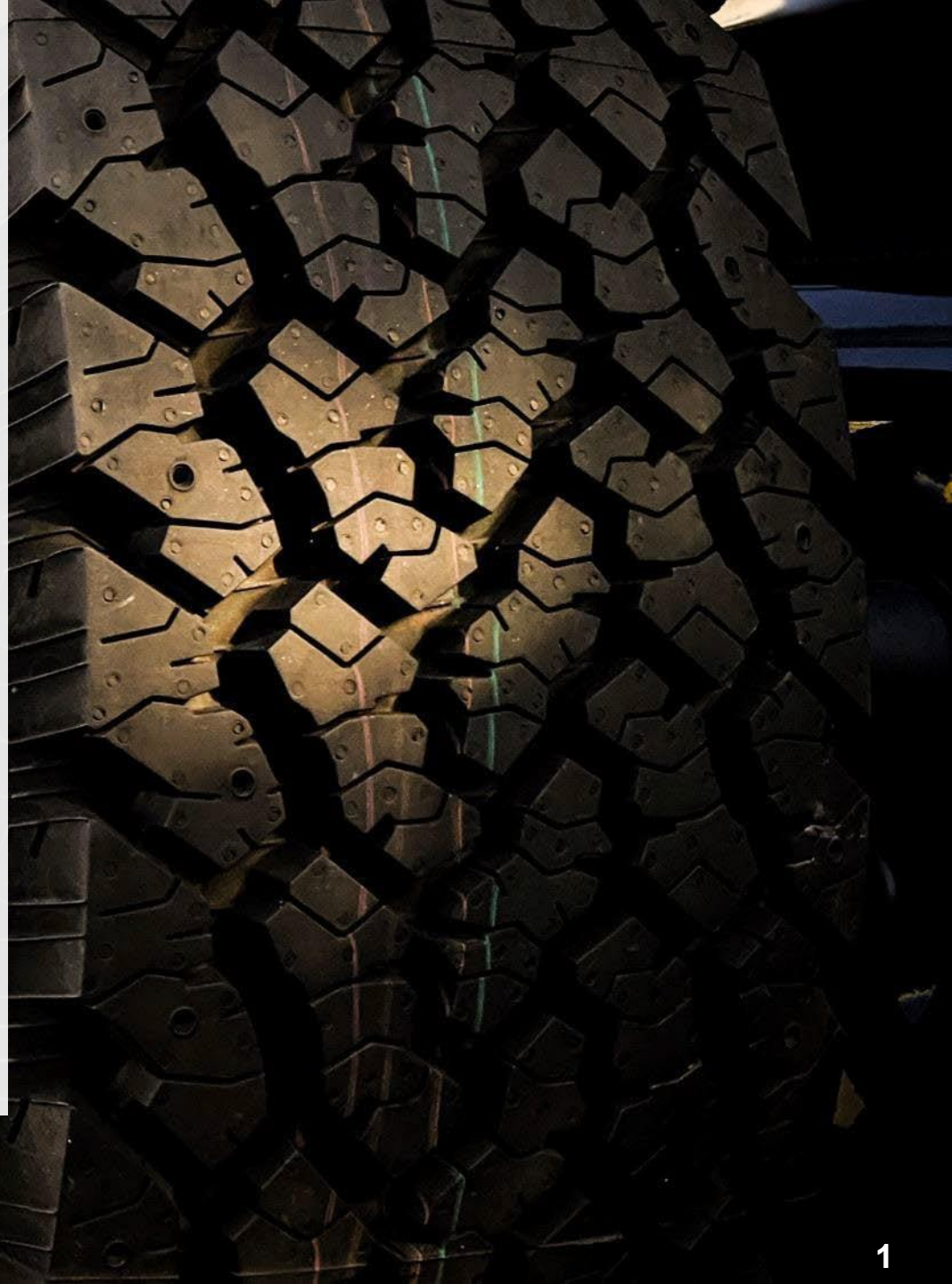
Tires Producer Supply Reporting Guide

Updated March 2026

RPRA Resource Productivity & Recovery Authority



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Introduction

What is tires supply data reporting?

Tires supply data reporting is an annual report that producers with obligations under the Tire Regulation complete to report on the number of units and weight of tires supplied into Ontario two years prior (e.g., in 2025, you are required to report your new tire supply data for the year 2023).

Submitting supply data determines a producer's management requirements for the following year, along with the supply data submitted in the previous two years, using this formula:

$$(Y3 + Y4 + Y5) / 3 \times 0.65$$

Y3 – the weight of tires supplied in the calendar year three years prior to the collection year
Y4 – the weight of tires supplied in the calendar year four years prior to the collection year
Y5 – the weight of tires supplied in the calendar year five years prior to the collection year

This guide will assist producers of tires with understanding of what data they need to report and provide step-by-step instructions on how to complete their reporting in the Registry.

Further information about the Tires 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 **647-496-0530** or toll-free at **1-833-600-0530**.

What data needs to be reported?

If you are a producer of **tires**, you are required to report:

- Each year, tire producers must submit the weight of tires they supplied into Ontario in the calendar year, two years prior, in RPRA's Registry. For example, in 2025, you are required to report your new tire supply data for the year 2023.

- Verification of supply data is required annually for large producers, as defined in Appendix A of the Registry Procedure – Audit.

- Producers are also required to pay their annual program fee when submitting their supply report.

- For more details on what tires need to be reported, read our What Tires Have to be Reported compliance bulletin.

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.

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:

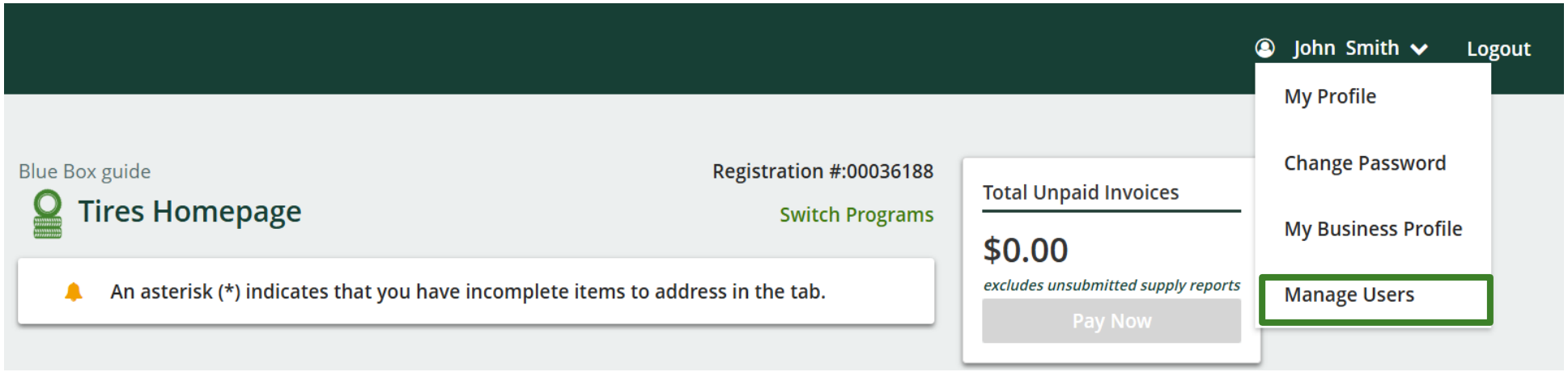
- If you already have an existing Registry account, you do not need to create a new one.
    - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
    - If you have forgotten your password, click "Forgot Password" on the login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

How to manage contacts on 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).

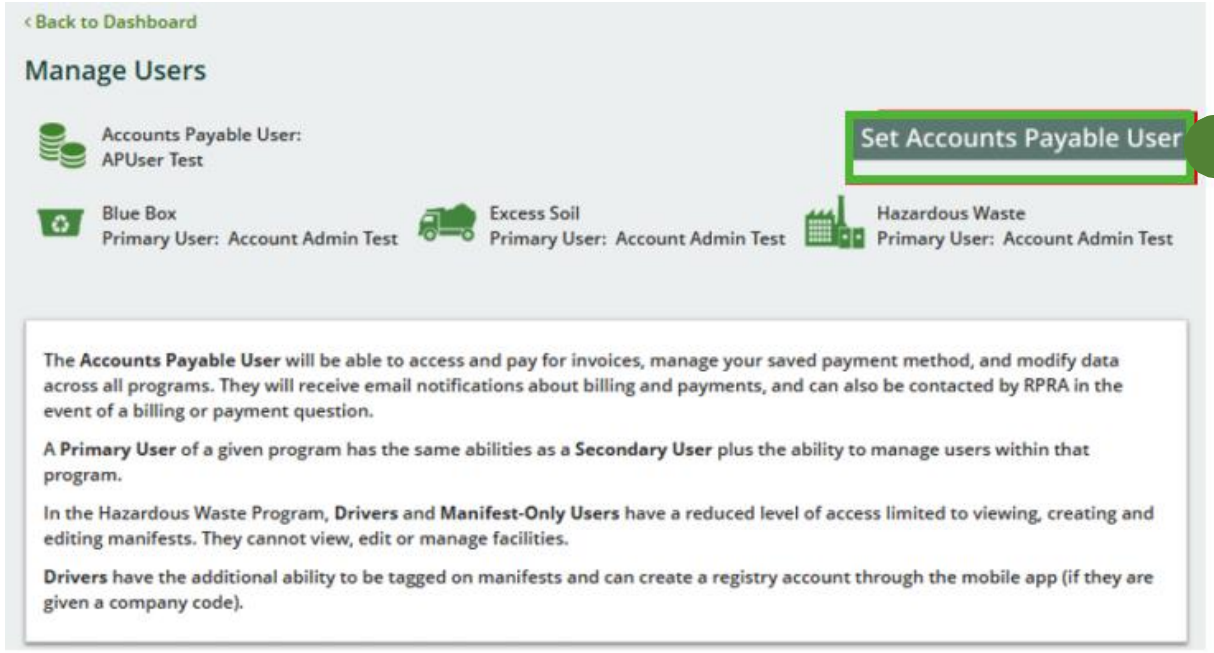
To Manage contacts on your Registry account, please see the following steps:

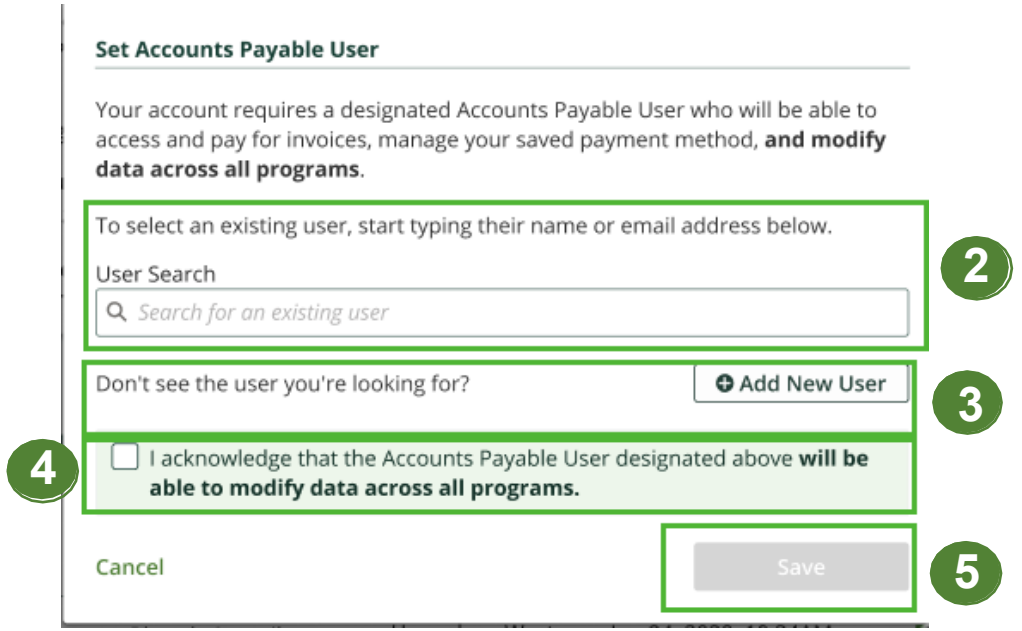
1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.



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.

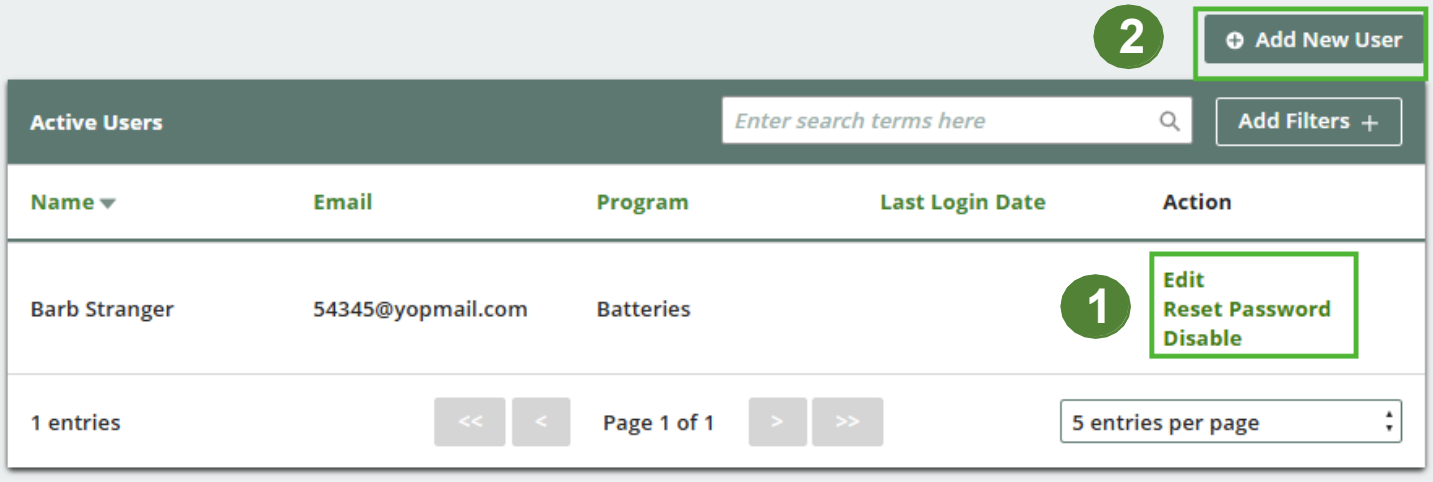


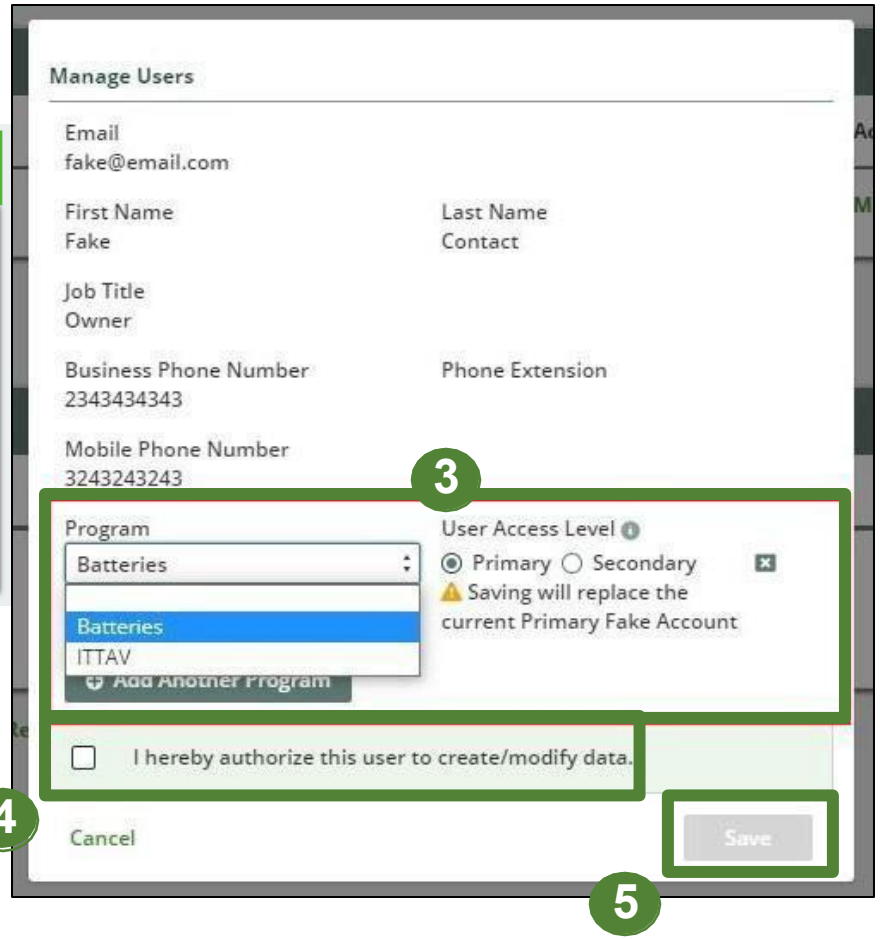


2. To select an existing user as the AP, type the name or email address **in the search box**.
3. To add a new user to designate as the AP, click **Add New User.**
4. Check the box to authorize the user.
5. Click **Save.**

How to manage contacts on your Registry account cont.

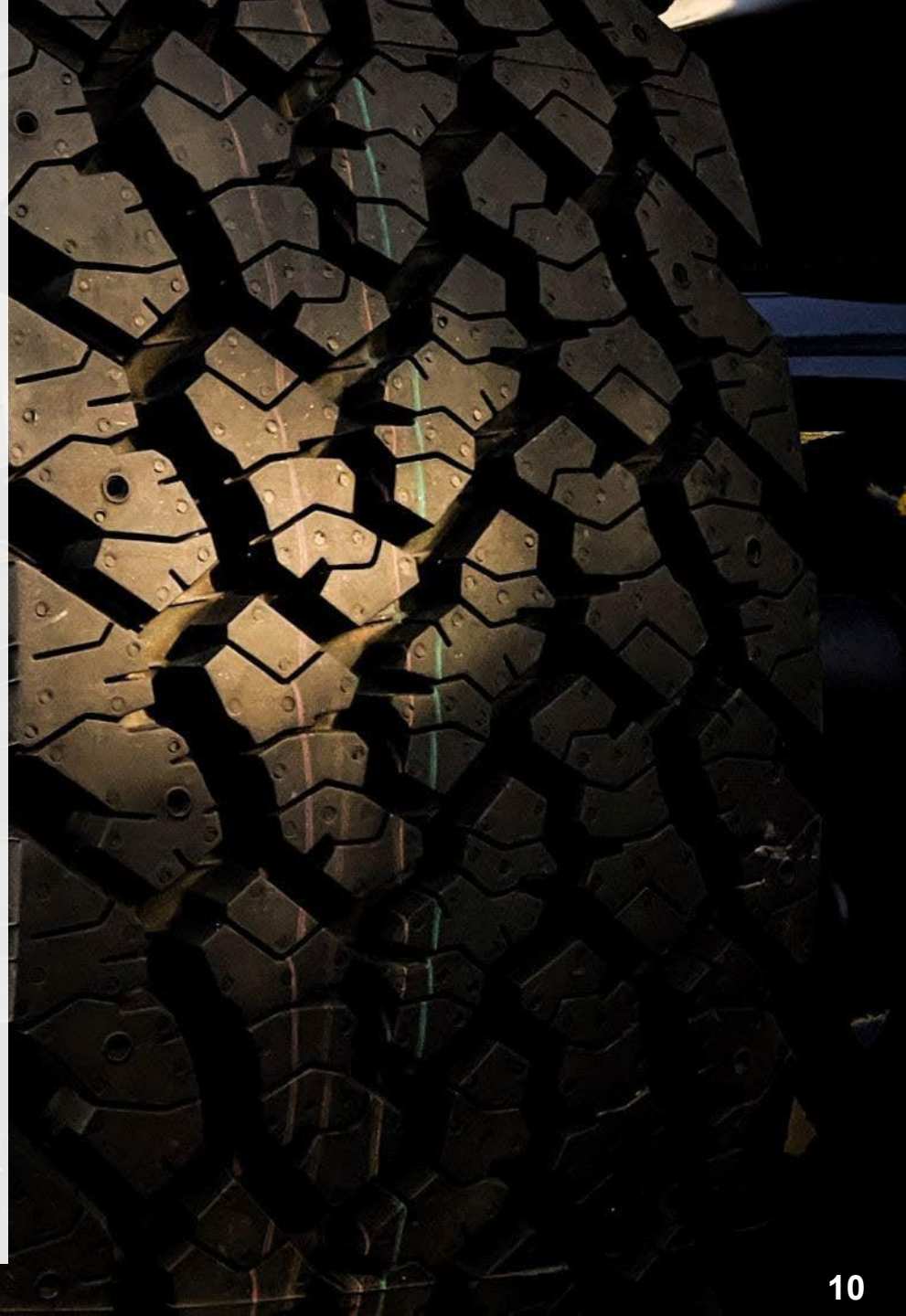
1. Under Actions, **click Edit, Reset Password or Disable** to manage preferences of existing users
2. Click **Add New User** to add an additional user to your account.



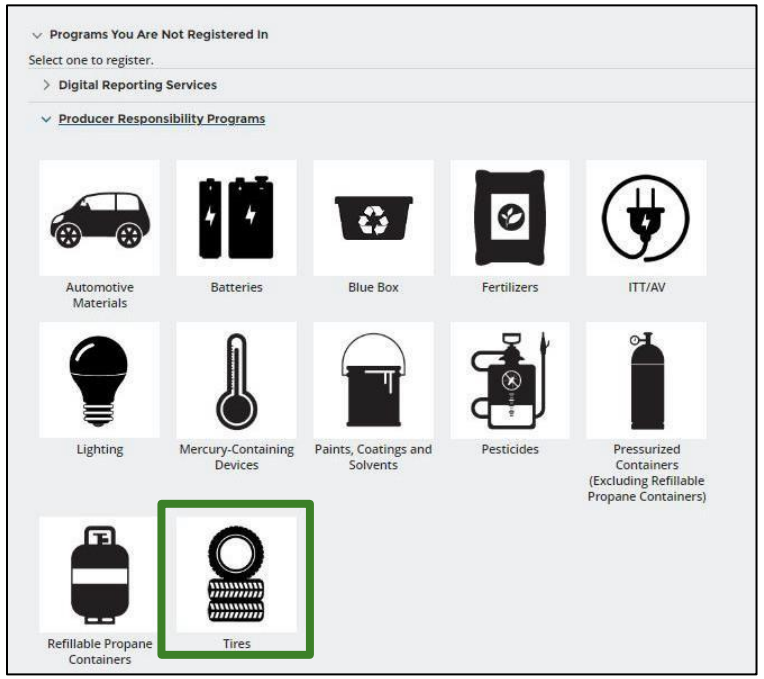


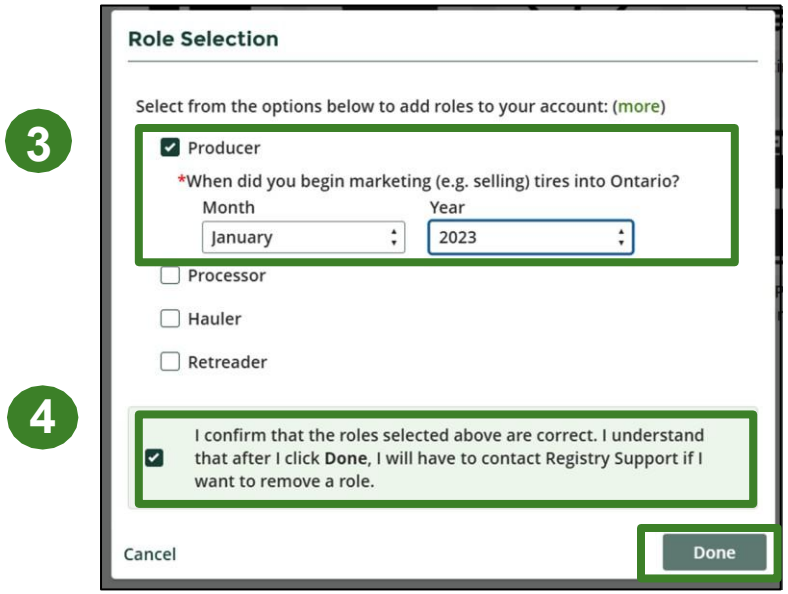
3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to.
4. Check the box to authorize the user.
5. Click **Save.**

Registry program enrollment for new registrants



How to enroll in the Tires program as a new registrant

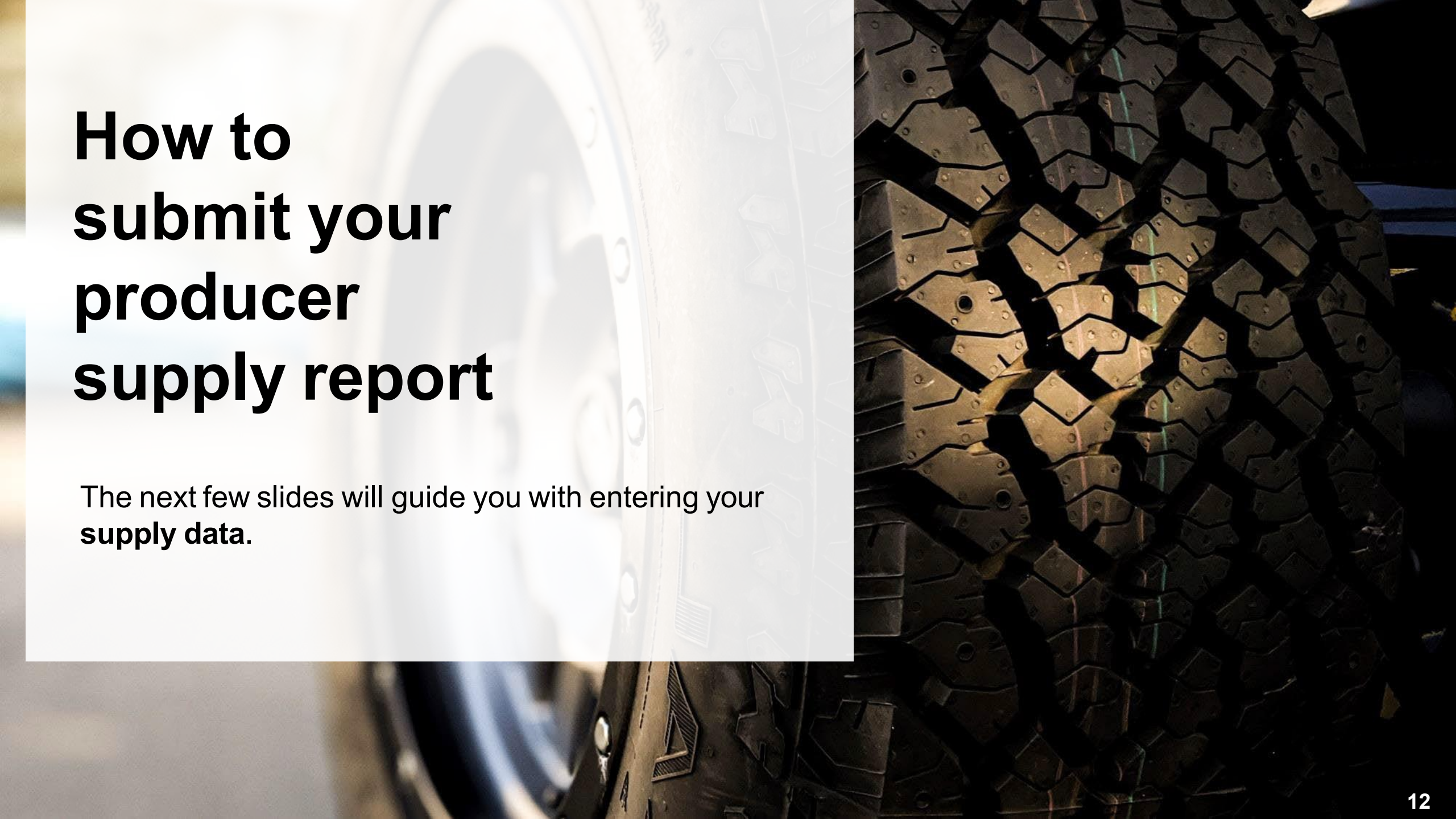




1. After you log into the Registry, you will land on the **Programs** screen. Click on **Programs You Are Not Registered In.**
2. Click the **Tires** icon**.**
3. Select the **Producer** role and the month and year you began marketing tires into Ontario.
4. Confirm the role you have selected is correct.
5. Click **Done.**

How to submit your producer supply report

The next few slides will guide you with entering your **supply data**.

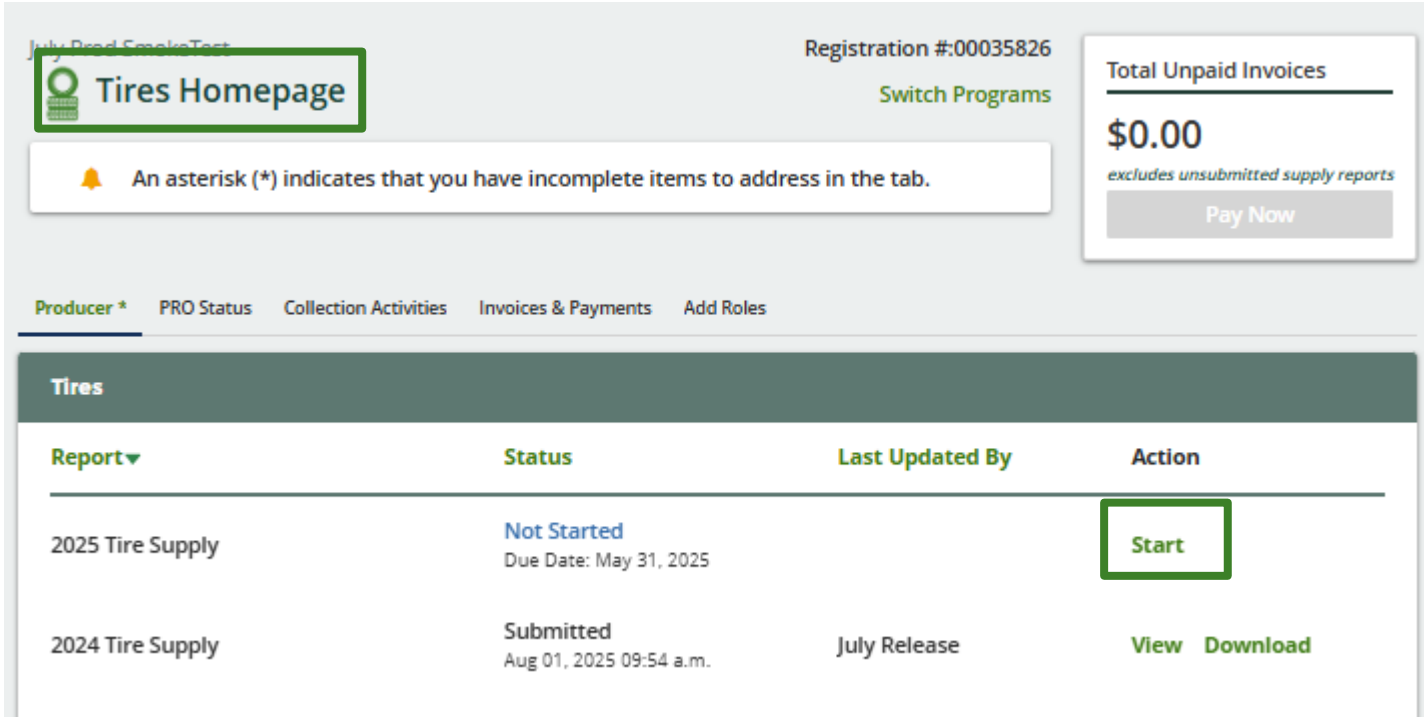


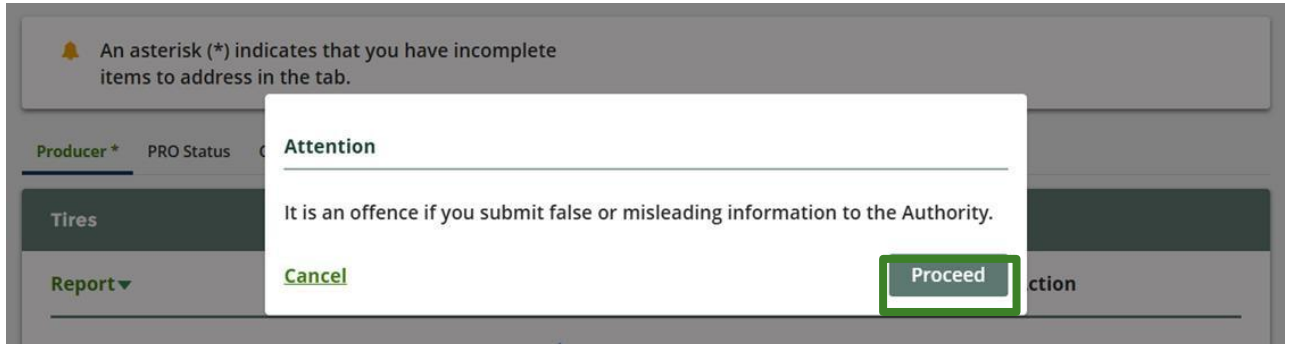
Supply report
Starting your report

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

2. Under **Action**, click **Start** on the earliest required supply report
   Reports must be completed in chronological order. If you select the current year (e.g., 2025) and have an overdue report for 2024, you will get an error message.

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





Supply report

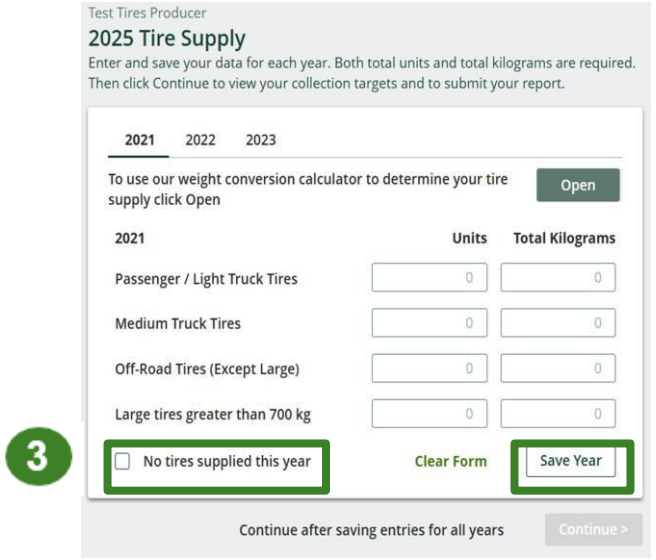
Entering your supply data

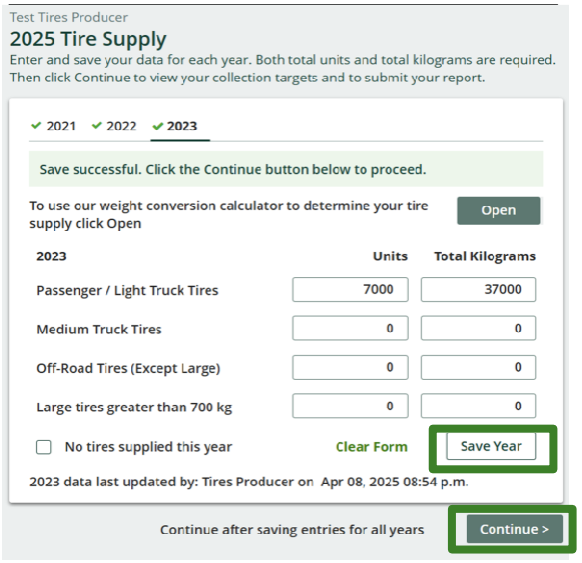
1. On the **Tire Supply** screen, you can enter your supply data one of two ways:
   - Using Units and Actual Weights
   - Using the Weight Conversion Calculator

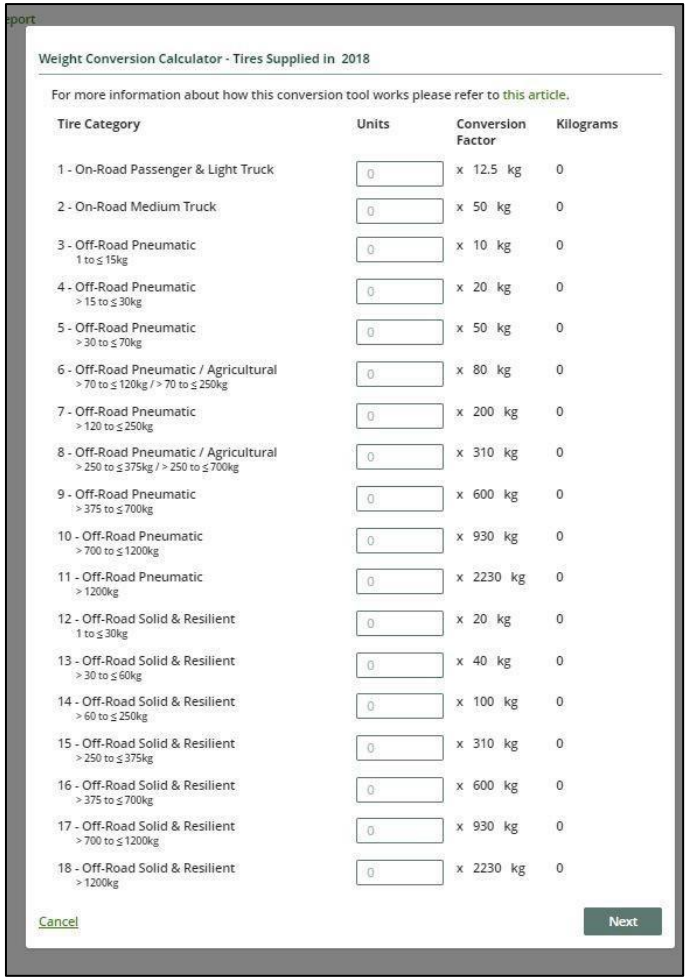
2. Complete reporting for each year available and click **Save Year**.

3. If you did not supply tires, click the "**No tires supplied this year**" checkbox instead.

4. Click **Save & Next** for each year. Once all available years are completed, click the **Continue** button.





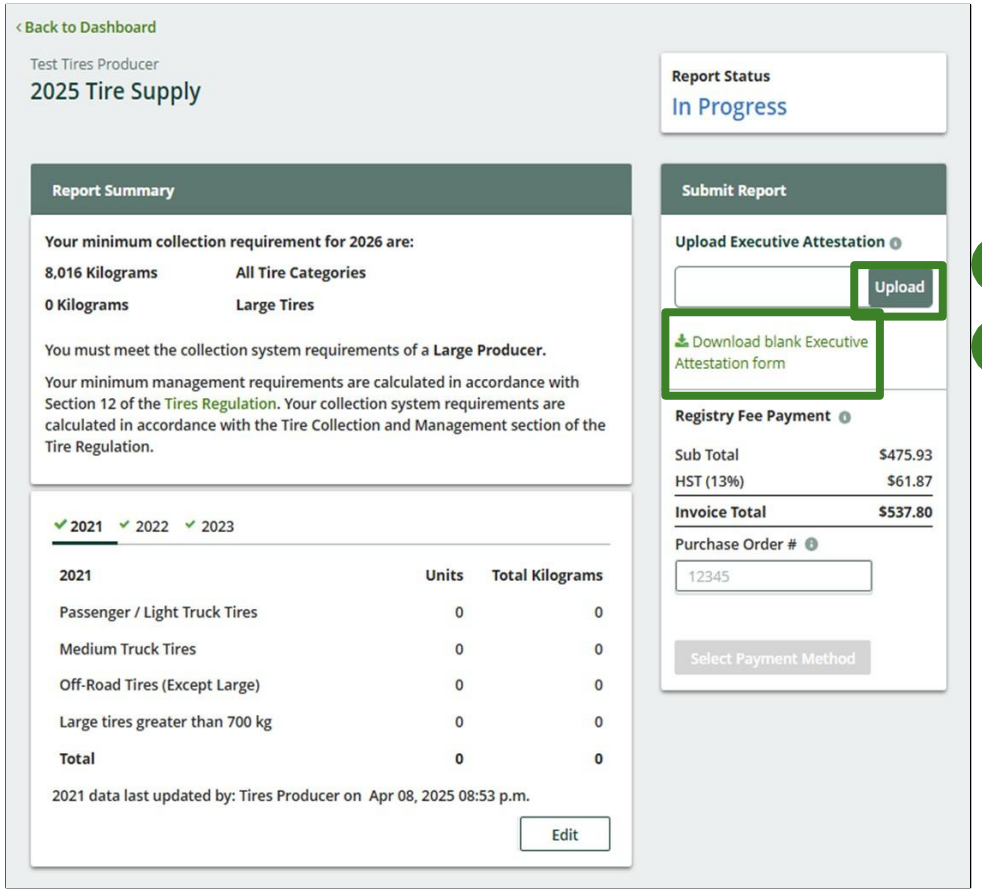


Supply report
Executive Attestation Form

1. The first time a producer submits a supply data report, they are required to complete an executive attestation. Click **Download Blank Executive Attestation form** to obtain a copy.

2. Have the appropriate executive complete the form. They must have authority to bind the corporation. Once you have saved the completed version of the form to your computer, click the **Upload** button. Navigate to your saved form and upload.

   Once uploaded you will not be required to submit or update the executive attestation again.



How to submit your producer supply report

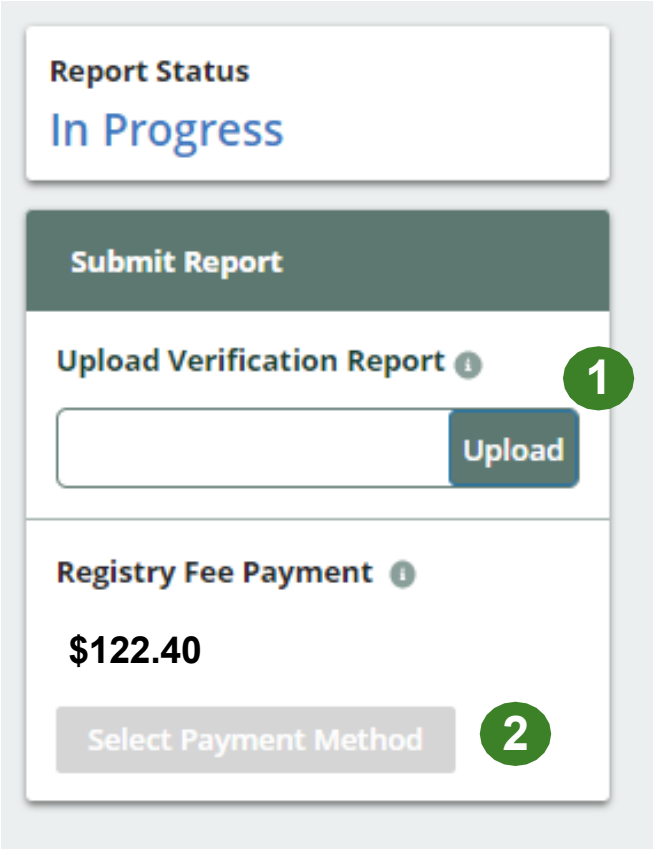
The next slide will guide you with uploading your **supply data verification report**.

Supply report

Upload Verification Report

Producers who meet the definition of a large producer, as outlined in the Registry Procedure – Audit, are required to submit an audit report with their yearly supply report.

1. Click the upload button to attach your report as a PDF or an image.
2. Once the report is submitted, the Select Payment Method button will be highlighted in green. View this example of a sample verification report.



How to submit your producer supply report

The next few slides will guide you with **selecting your program fee payment method** and **submitting your supply data report**.

Supply Report
Payment submission

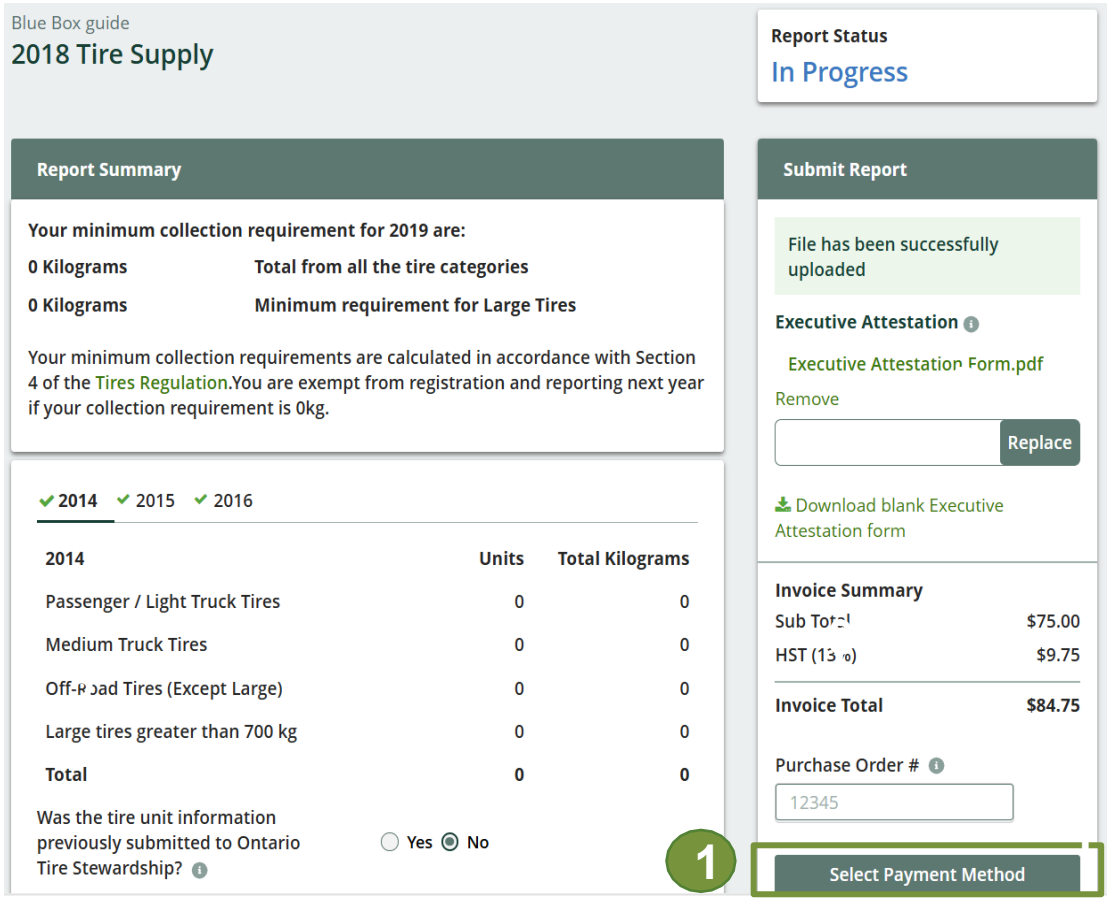
Before submitting the report, you will need to select and submit payment for the **Program Fee**. This amount has been calculated in the system based on the supply data you have provided.

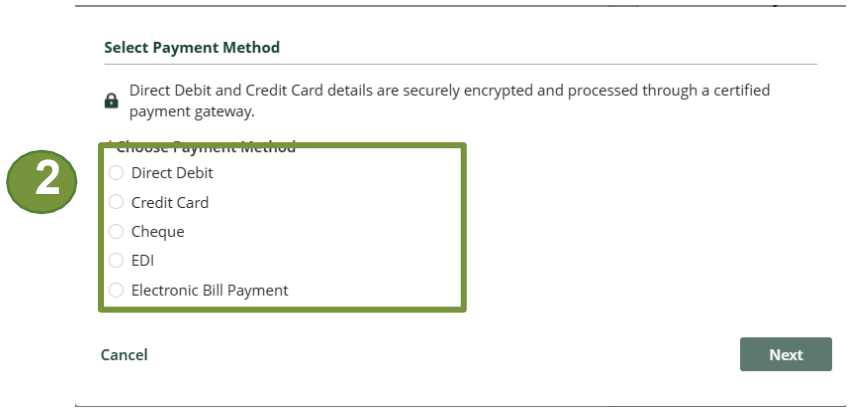
1. **Select Payment Method.**

2. **Choose the Payment Method** from the options.

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

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





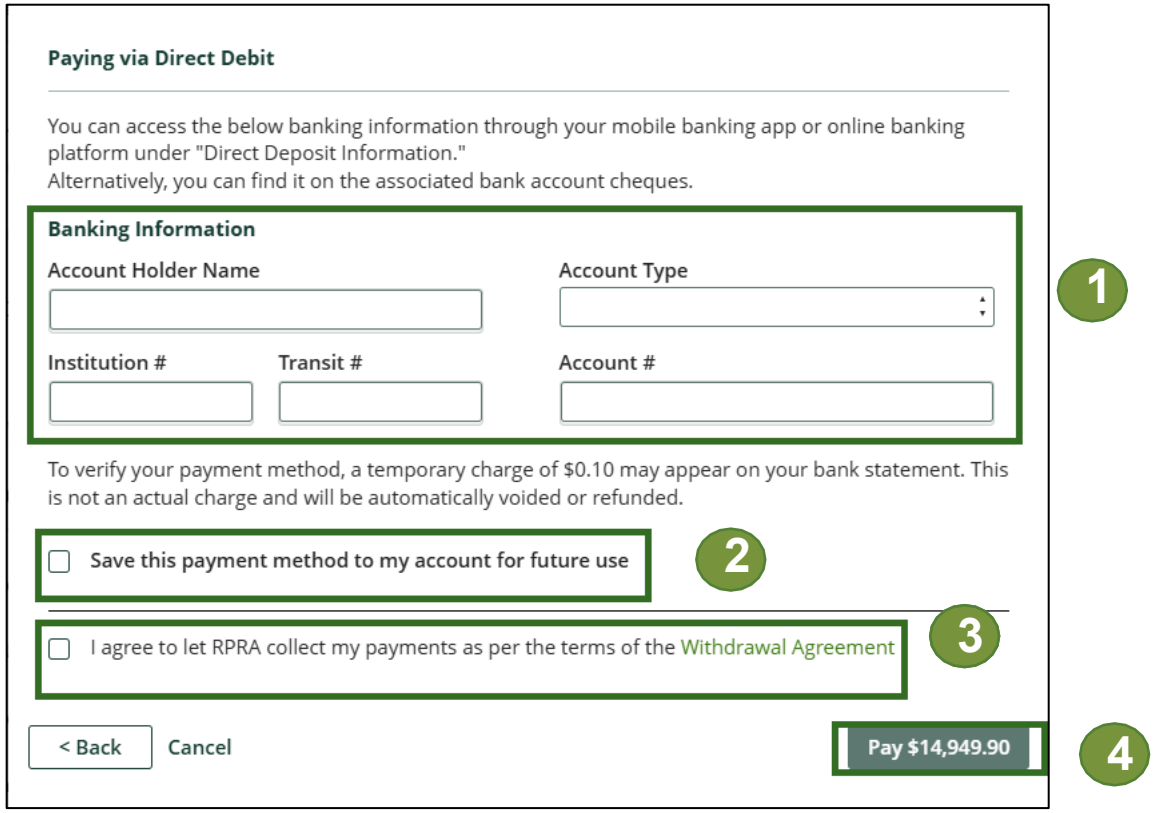
Supply Report
Payment submission

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.

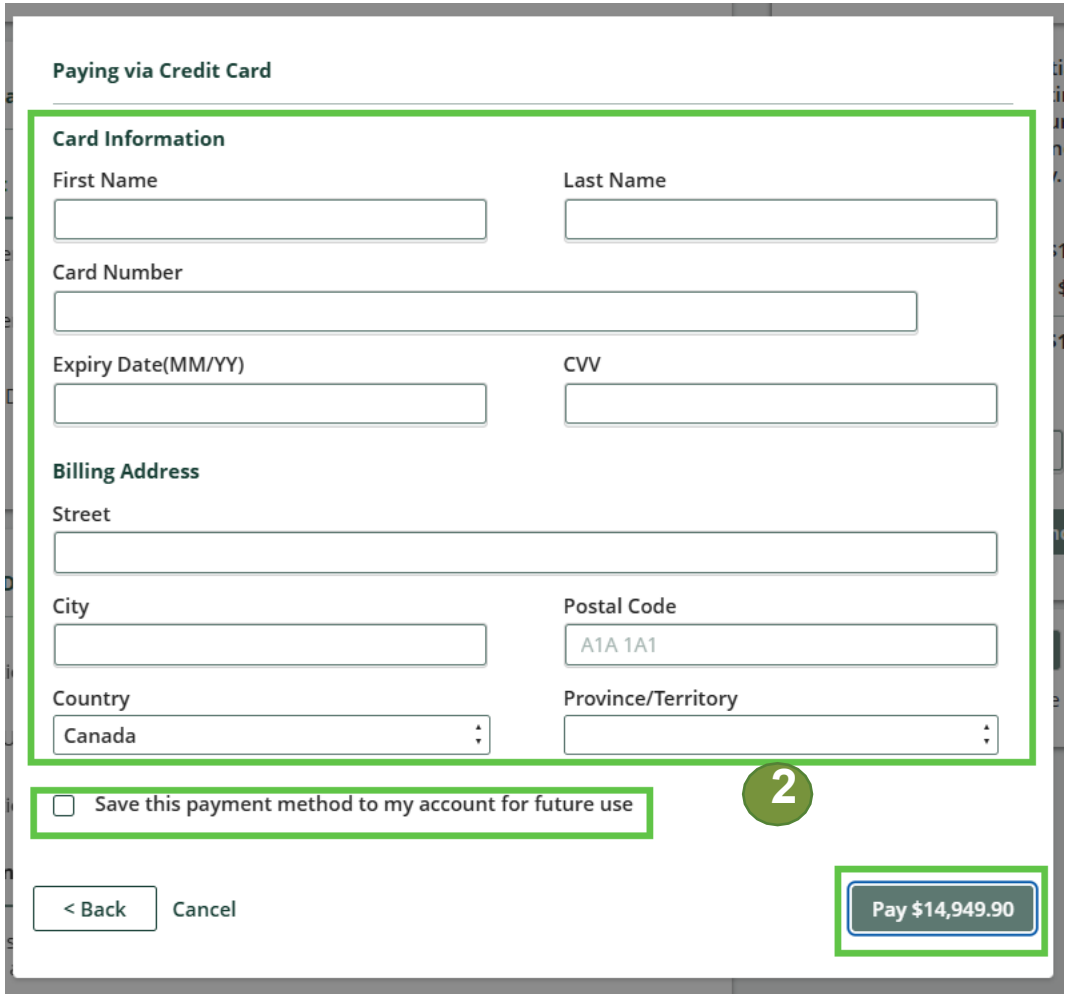


Supply Report
Payment submission

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.

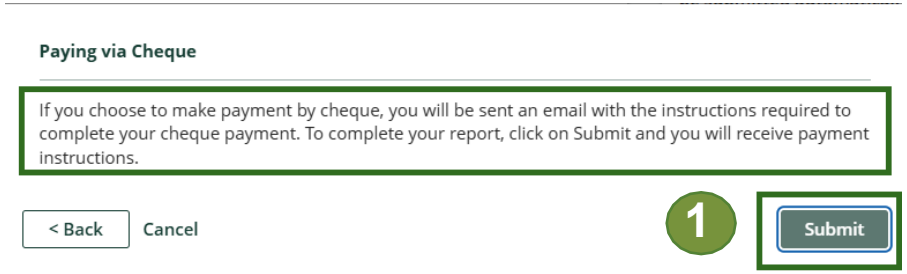


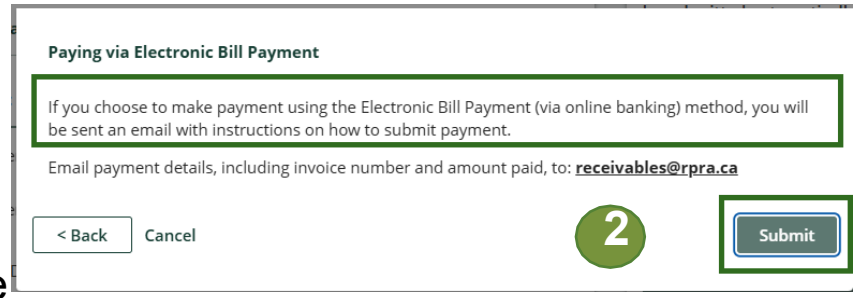
Supply Report
Payment submission

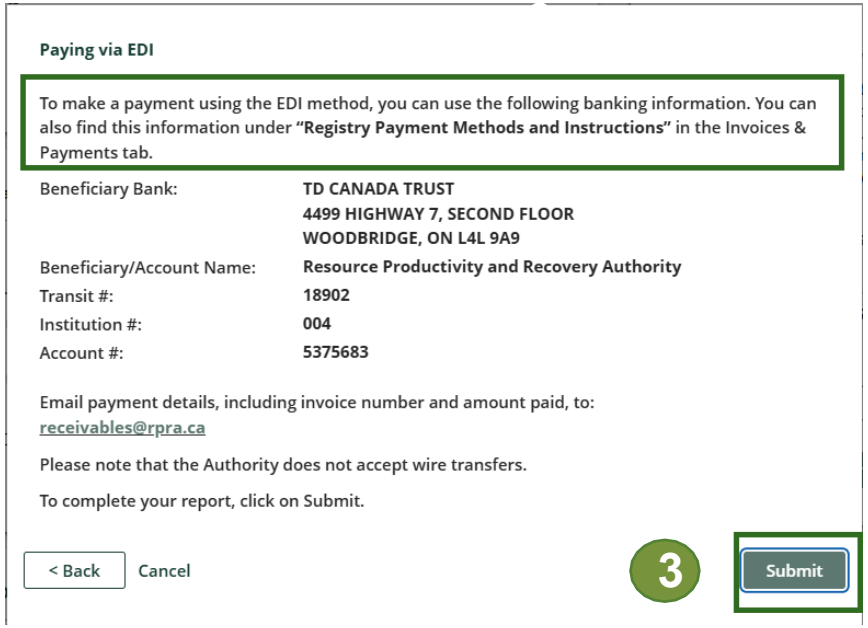
1. **Paying via cheque–** an email will be sent with instructions on how to complete payment.

2. **Paying via electronic bill payment -** an email will be sent with instructions on how to complete payment.

3. **Paying via EDI-** use the instructions provided to complete payment.

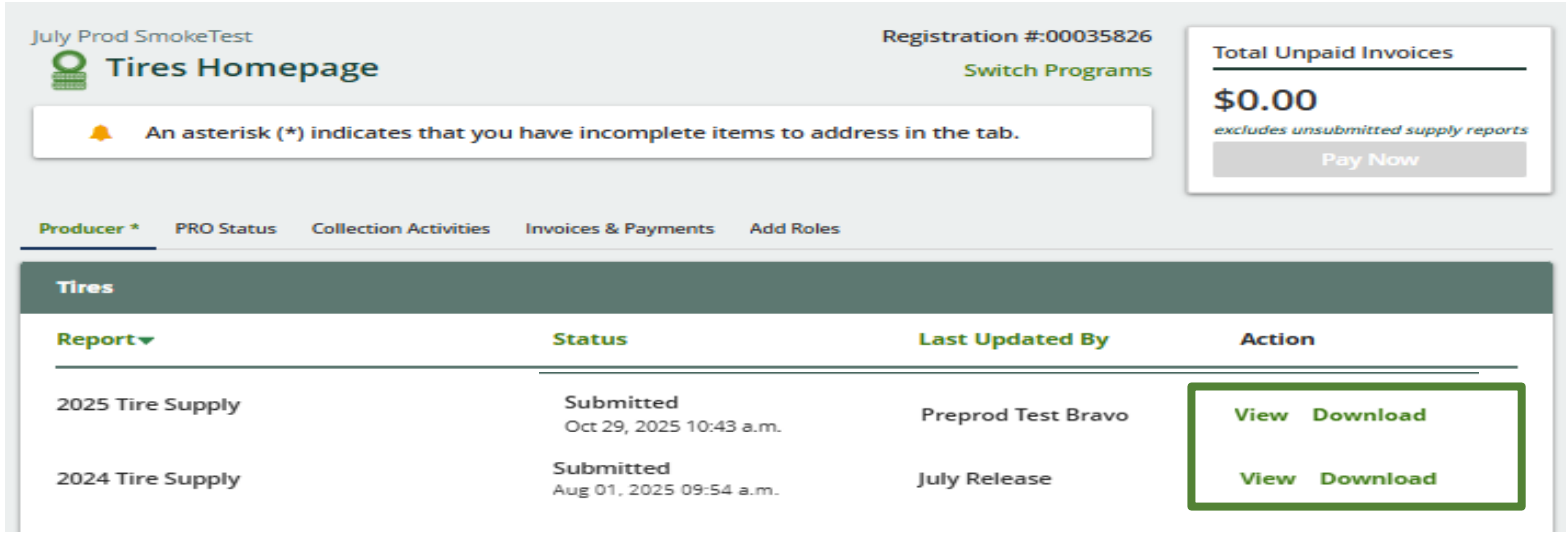






Supply report
View submitted report

On the **Tires Homepage**, under the **Producer Reports tab**, you can **view** and **download** your submitted reports and invoices.

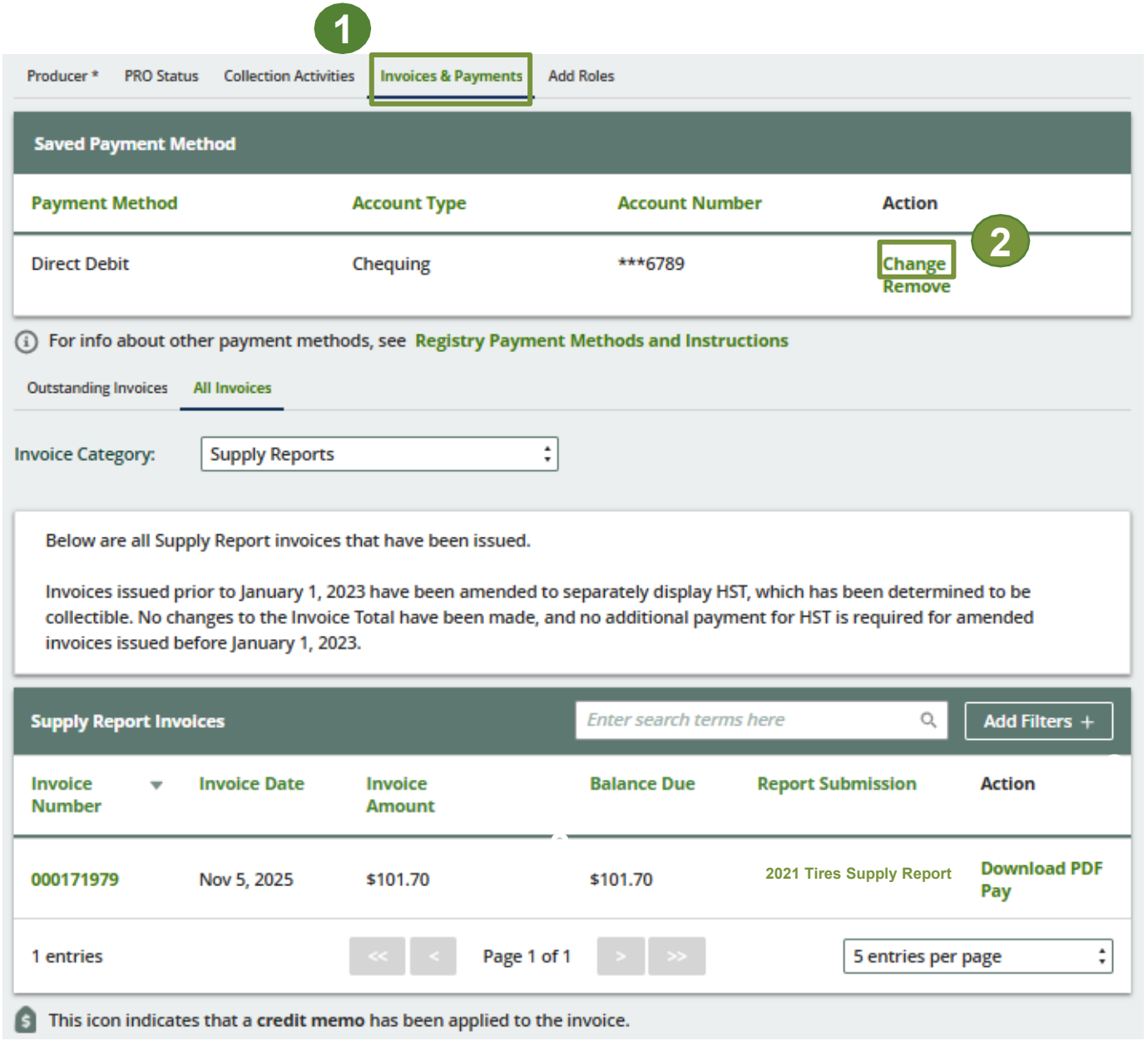


Supply report

Viewing a saved payment method

1. From the Tires 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.**

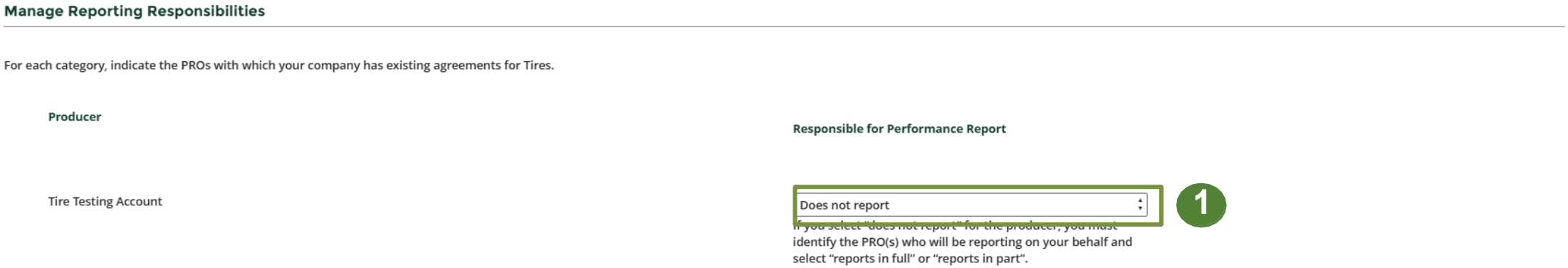


How to Manage a PRO

Managing a PRO
Reporting responsibility selection

As a Producer, you can **add a PRO** to report on your behalf.

1. This PRO will either be responsible for **all or part of your report.**



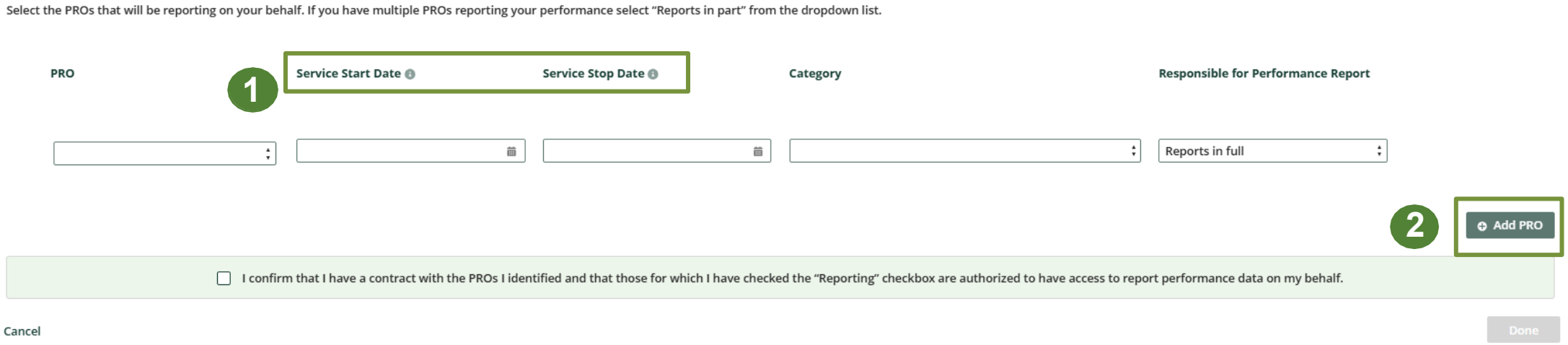
Managing a PRO
Reporting responsibility selection

As a Producer, you can **add a PRO** to report on your behalf.

1. 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. If you do not have an end date the service stop date can be left blank.

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

Note: Only Account Admins can select PROs.



FAQs

Frequently Asked Questions

1. **What tires need to be reported?**

- For more details on what tires need to be reported, read our What Tires Have to be Reported compliance bulletin.

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

- To view your minimum management requirement, follow these steps:

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