

Batteries Performance PRO Reporting Guide



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Introduction



What is batteries performance reporting?

PROs reporting on their own performance

Batteries performance reporting is an annual report that PROs with obligations under the [Batteries Regulation](#) complete to report on recovery and management activities in the previous calendar year.

PROs reporting on behalf of producers

Producers are required to ensure that the batteries they supplied into Ontario are processed, refurbished or reused. As a PRO, you will have to report every year on the extent to which you were able to achieve the management requirement on behalf of your producer clients.

This guide will assist battery PROs with understanding what data they need to report and provide step-by-step instructions on how to complete the report in the Registry. Further information about the Batteries Regulation can be found on the Authority's website: <https://rpra.ca/programs/batteries/>

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 for the performance report?

Battery PROs are required to report the following information annually:

Reporting on their own performance

- Weight of single-use and rechargeable batteries collected.
- Weight of refurbished single-use and rechargeable batteries.
- Weight of recovered materials from processing the collected single-use and rechargeable batteries.

Reporting on behalf of producers

- Total weight of single-use and rechargeable batteries collected.
- Total weight of single-use and rechargeable batteries that were refurbished.
- Weight of materials recovered from processing the collected single-use and rechargeable batteries (e.g. metals, chemicals, etc.).

How to log into the Registry as an account admin

The performance report is completed online through the RPRA's Registry.

You can access your Registry account here: registry.rpra.ca

Tips for logging into the Registry for the first time:

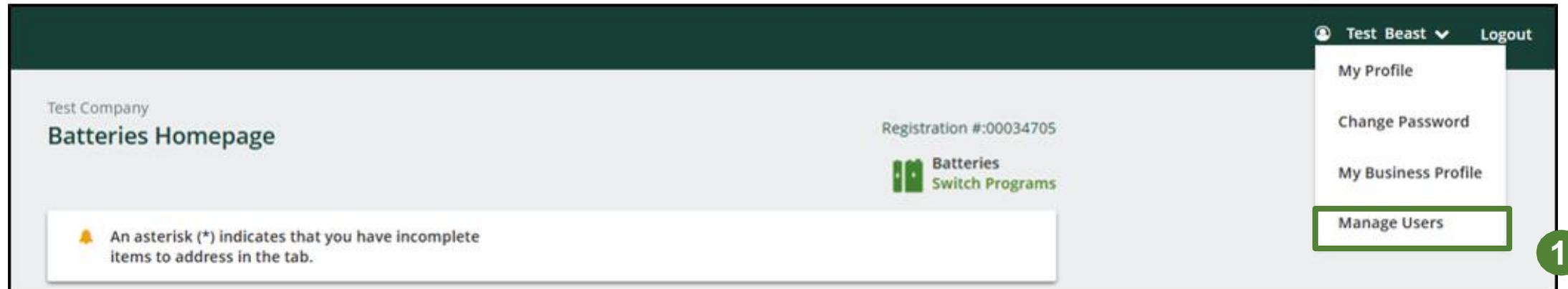
- The Registry **will not work** with the Internet Explorer web browser. Google Chrome is the recommended web browser to use.
- If you have an existing Registry account, simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
- 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

Account Admins must add any new, or manage existing, 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. Click **Add New User** to add an additional user to your account.
2. Under **Manage Users**, fill in user contact information.
3. Click “I hereby authorize this user to create/modify data.” to grant permission.
4. Click **Save**.

< Back to Dashboard

Manage Users

Active Users

User ▲	Email	Last Login	Action
No Results			

[+ Add New User](#)

1

2

Manage Users

Email
ITT.AVPRO@gmail.com

First Name Last Name

Job Title Preferred Language

Business Phone Number Phone Extension

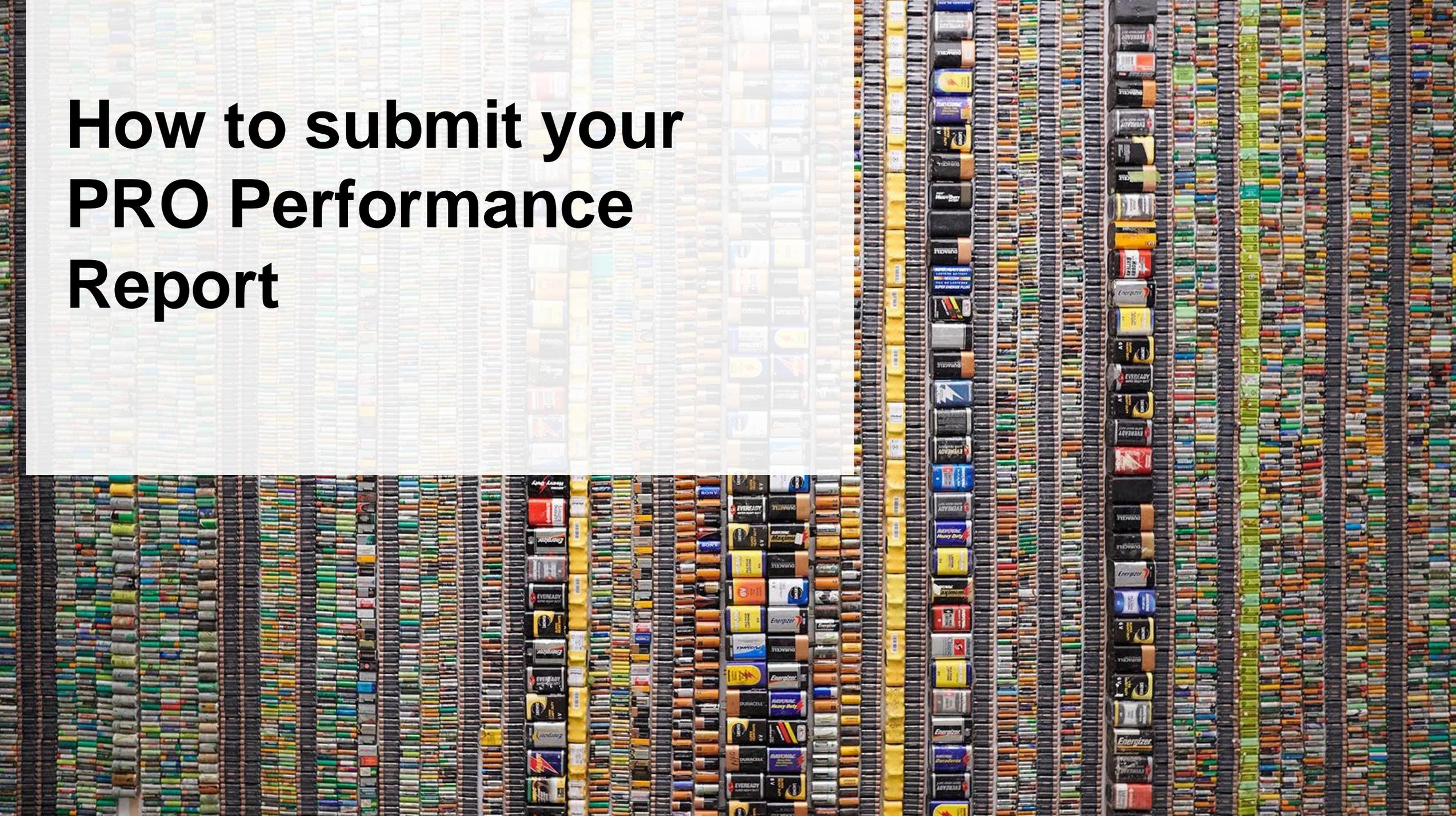
Mobile Phone Number Same as Business Phone Number

I hereby authorize this user to create/modify data.

3

4

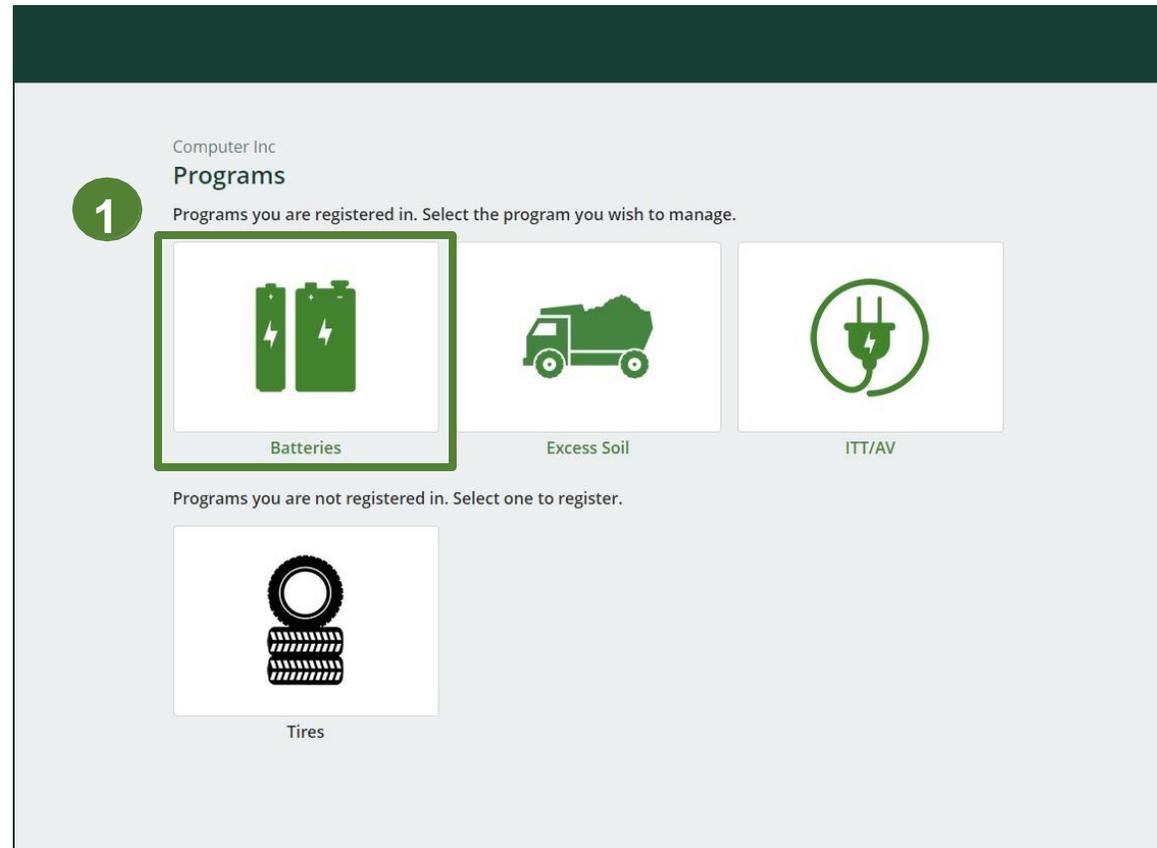
How to submit your PRO Performance Report



Performance report

Accessing your program

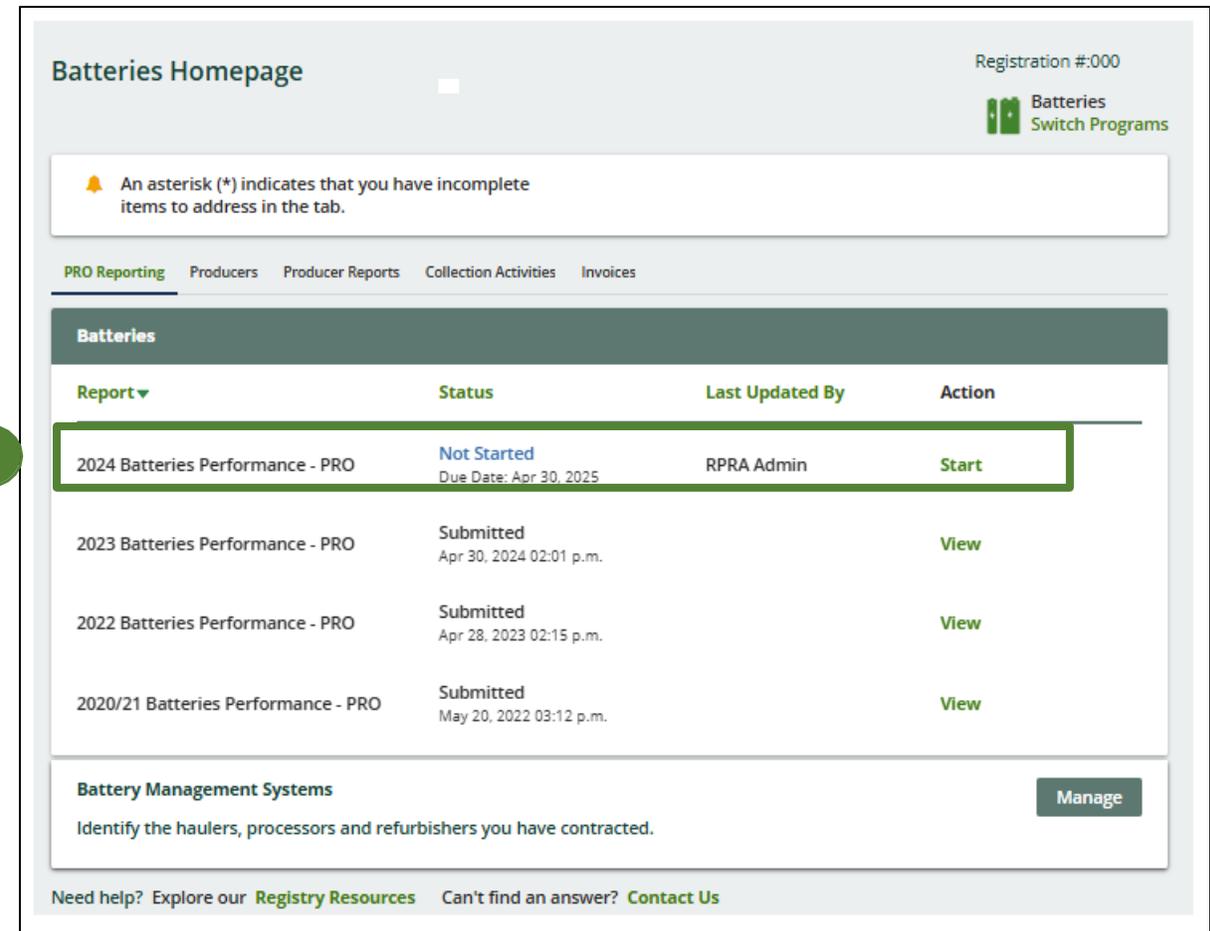
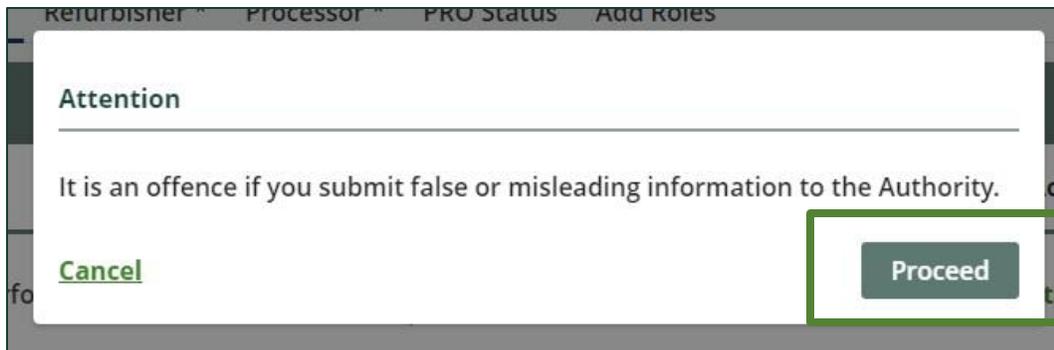
1. After logging in, click on the icon for the **Batteries** program on your dashboard.



Performance report

Starting your own report

1. Under **Action**, click on **Start** to begin completing the report for Batteries Performance – PRO.
2. After clicking **Start**, the notice below will appear. After reading the notice, click **Proceed**.



2

Performance report

Report summary page

Before entering any information, your report status will be listed as **Not Started**, and **Submit Report** will be disabled until the report is complete.

1. Under **Weight of Batteries Collected**, click **Start** to begin entering the total weight of batteries collected.

2024 Batteries Performance - PRO

Report Summary

Weight of Batteries Collected

Collected

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	
Rechargeable Batteries	
Total	

Start

Report Status
Not Started

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

1

Performance report

Enter your weight of batteries collected data

1. Under **Collected**, enter the total kilograms of single-use and rechargeable batteries collected under the **Total Kilograms**.
2. If you did not collect batteries, leave the kilograms field blank and check box for '**I did not collect any batteries**'.
3. Click **Save & Next** to proceed.

The screenshot shows a form titled "Weight of Batteries Collected" with a "Collected" tab. The form includes a label "Total weight of batteries collected." followed by the heading "Total Weight Collected". Below this are two input fields: "Single-use Batteries" and "Rechargeable Batteries", both containing the number "0". To the right of these fields is a box labeled "Total Kilograms" containing two input fields, also with "0". At the bottom left, there is a checkbox labeled "I did not collect any batteries." which is highlighted with a green box and the number "2". At the bottom right, there are two buttons: "Clear Form" and "Save & Next", with "Save & Next" highlighted by a green box and the number "3". A green circle with the number "1" is positioned on the right side of the form, pointing to the "Total Kilograms" section.

Performance report

Review your batteries collected data

Once you have begun entering in data for your report, your report status will change to **'In Progress'**. You will not be able to click 'submit report' until all fields in the report have been completed.

1. You can review the kilograms of batteries picked up (entered previously).
2. Click on **Edit**, if you need to make a change to the battery weights.
3. Under **Weight of Refurbished Batteries**, click **Start** to enter weights.

2024 Batteries Performance - PRO

Report Summary

Weight of Batteries Collected

✓ Collected 1

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	0
Rechargeable Batteries	0
Total	0

Collected data last updated by: Mar 10, 2025 01:53 p.m.

[Edit](#) 2

Weight of Refurbished Batteries

Refurbished

Total weight of collected batteries that were refurbished.

Total Weight Refurbished	Total Kilograms
Single-use Batteries	
Rechargeable Batteries	
Total	

[Start](#) 3

Report Status
In Progress

[Submit Report](#)

[Submit Report](#)

Make sure to provide all the required data before submitting.

Performance report

Enter your refurbished batteries data

1. Under **Refurbished**, enter the total kilograms of single-use and rechargeable batteries collected under the **Total Kilograms**.
2. If you did not refurbish batteries, leave the kilograms field blank and check box for '**None of my batteries were refurbished**'.
3. Click **Save & Next** to proceed.

Enter your data and click **Save & Next** to move to the next reporting screen.

Weight of Refurbished Batteries

Refurbished

Total weight of collected batteries that were refurbished.

Total Weight Refurbished

Single-use Batteries

Rechargeable Batteries

None of my batteries were refurbished.

Total Kilograms

0

0

Clear Form

Save & Next

Performance report

Enter your single-use batteries data for recovered materials

1. Under **Weight of Recovered Materials**, click **Start** to enter the weights of materials recovered from processing.
2. Under **Single-use Batteries**, enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
 - If applicable, specify the process included under “other”.
3. Click **Save & Next**.

Weight of Recovered Materials

Single-use Batteries Rechargeable Batteries

Input the weight of materials recovered from processing the collected single-use batteries.

Processed Materials	Total Kilograms
Paper	
Plastic	
Metal	
Chemicals	
Other	
Total	

List any materials included in the "Other" category (250 characters max.)

Start

Enter your data and click **Save & Next** to move to the next reporting screen.

Weight of Recovered Materials

Single-use Batteries Rechargeable Batteries

Input the weight of materials recovered from processing the collected single-use batteries.

Processed Materials	Total Kilograms
Paper	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Chemicals	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the "Other" category (250 characters max.)

Clear Form Save & Next

Performance report

Enter your rechargeable batteries data for recovered materials

1. Under **Rechargeable Batteries**, enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
 - If applicable, specify the process included under “other”.
2. Click **Save & Next**.

Weight of Recovered Materials

✓ Single-use Batteries **Rechargeable Batteries**

Input the weight of materials recovered from processing the collected rechargeable batteries.

Processed Materials	Total Kilograms
Paper	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Chemicals	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the “Other” category (250 characters max.)

[Clear Form](#) [Previous](#) **[Save & Next](#)**

Performance report

Submit your report

Under **Report Summary**, you can review the data previously entered.

1. Click on **Edit**, if you need to make a change to the data.
2. Click on **Submit Report** once you are finished reviewing and ready to submit.

< Back to Dashboard

2024 Batteries Performance - PRO

Report Status
In Progress

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

Report Summary

Weight of Batteries Collected

✓ Collected

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	0
Rechargeable Batteries	0
Total	0

Collected data last updated by: Mar 10, 2025 01:53 p.m.

Edit

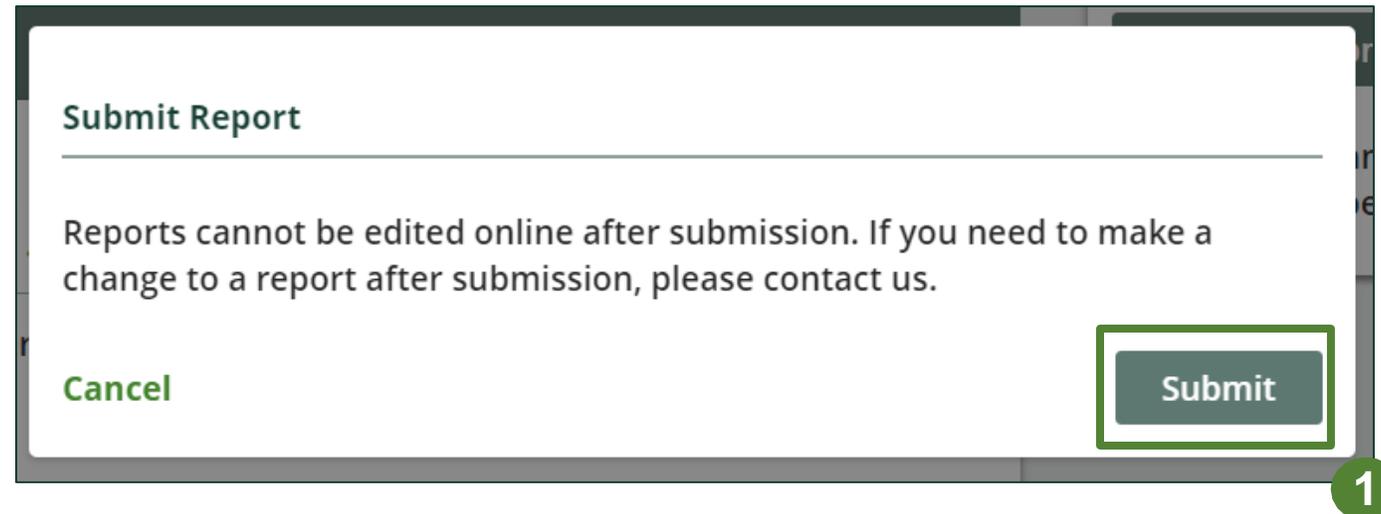
1

2

Performance report

Submit your report

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



Performance report

View submitted report

1. On the **Batteries Homepage**, your Batteries Performance - PRO report status should show **Submitted**, and who it was last updated by.
2. Under Action, you can click **View** to review your report submission.

Batteries Homepage Registration #:00

Batteries
Switch Programs

An asterisk (*) indicates that you have incomplete items to address in the tab.

[PRO Reporting](#) [Producers](#) [Producer Reports](#) [Collection Activities](#) [Invoices](#)

Batteries

Report ▾	Status	Last Updated By	Action 2
2024 Batteries Performance - PRO	Submitted Mar 10, 2025 02:11 p.m.	G	View
2023 Batteries Performance - PRO	Submitted Apr 30, 2024 02:01 p.m.		View
2022 Batteries Performance - PRO	Submitted Apr 28, 2023 02:15 p.m.		View
2020/21 Batteries Performance - PRO	Submitted May 20, 2022 03:12 p.m.		View

Battery Management Systems [Manage](#)

Identify the haulers, processors and refurbishers you have contracted.

Need help? Explore our [Registry Resources](#) Can't find an answer? [Contact Us](#)

How to submit Performance Reports on behalf of producers



Performance report on behalf of producers

Starting a producer report

1. Click on the **Producers** tab to see all producers you have retained.
2. Click **Producer Reports** tab.
3. Under the **Producer Reports** tab, select the year for which you would like to submit a report for.
4. Click **Start** next to the producer you would like to begin reporting on behalf of.

Note: You must complete the steps above for every producer client.

The image shows two screenshots of the 'Batteries Homepage' interface. The first screenshot shows the 'Producers' tab selected, with a table listing a producer named 'An' with registration number '0003' and a 'View' link. The second screenshot shows the 'Producer Reports' tab selected, with a dropdown menu for selecting a performance year (2024 is selected) and a table listing producers with their status and last updated by. The 'Start' button is highlighted next to the producer 'D'.

1 An asterisk (*) indicates that you have incomplete items to address in the tab.

PRO Reporting **Producers** Producer Reports Collection Activities Invoices

Producer ▲	Registration #	Action
An	0003	View

2 An asterisk (*) indicates that you have incomplete items to address in the tab.

PRO Reporting Producers **Producer Reports** Collection Activities Invoices

Performance reports for your producers.

Select a performance year:

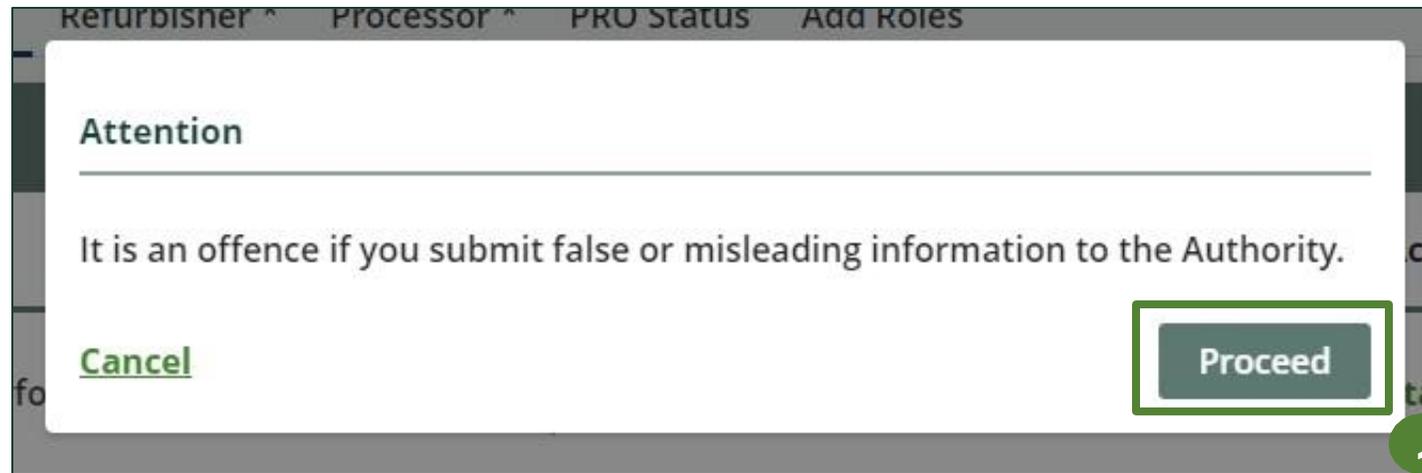
3 2024

Producer ▲	Status	Last Updated By	Action
An	Submitted Mar 04, 2025 10:50 a.m.	Gr	View
D	Not Started Due Date: Apr 30, 2025		Start 4

Performance report on behalf of producers

Starting a producer report

1. After clicking **Start**, the notice below will appear. After reading the notice, click **Proceed**.

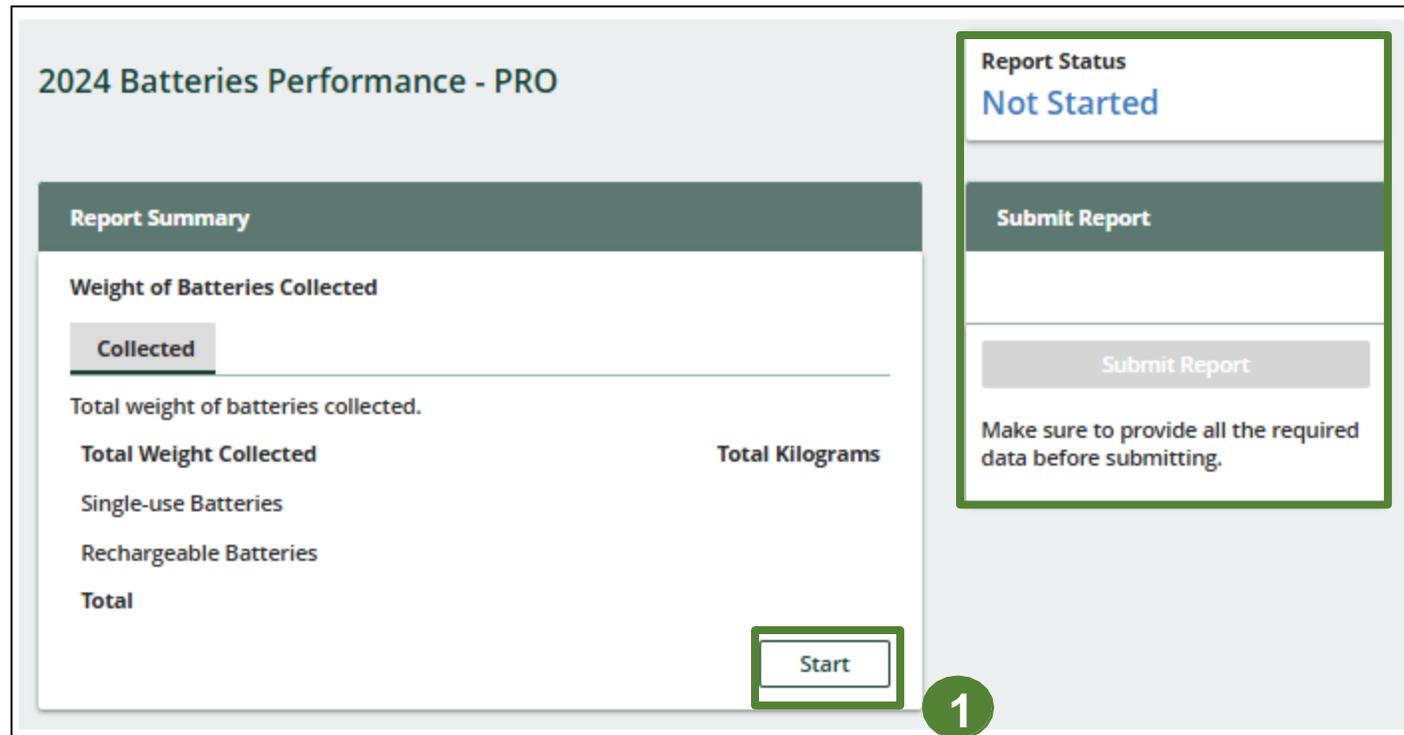


Performance report

Report summary page

Before entering any information, your report status will be listed as **Not Started**, and **Submit Report** will be disabled until the report is complete.

1. Under **Weight of Batteries Collected**, click **Start** to begin entering the total weight of batteries collected.



2024 Batteries Performance - PRO

Report Summary

Weight of Batteries Collected

Collected

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	
Rechargeable Batteries	
Total	

Start

Report Status
Not Started

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

Performance report

Enter your weight of batteries collected data

1. Under **Collected**, enter the total kilograms of single-use and rechargeable batteries collected under the **Total Kilograms**.
2. If you did not collect batteries, leave the kilograms field blank and check box for '**I did not collect any batteries**'.
3. Click **Save & Next** to proceed.

The screenshot shows a web form titled "2024 Batteries Performance - PRO" with the instruction "Enter your data and click Save & Next to move to the next reporting screen." The form is divided into sections. The "Weight of Batteries Collected" section has a "Collected" tab selected. Below it, the text "Total weight of batteries collected." is followed by a "Total Weight Collected" section with two input fields: "Single-use Batteries" and "Rechargeable Batteries", both containing the number "0". To the right of these fields is a "Total Kilograms" section with two input fields, also containing "0". A checkbox labeled "I did not collect any batteries." is located below the "Rechargeable Batteries" field. At the bottom right, there are two buttons: "Clear Form" and "Save & Next".

2024 Batteries Performance - PRO
Enter your data and click **Save & Next** to move to the next reporting screen.

Weight of Batteries Collected

Collected

Total weight of batteries collected.

Total Weight Collected

Single-use Batteries

Rechargeable Batteries

I did not collect any batteries.

Total Kilograms

0

0

Clear Form

Save & Next

Performance report

Review your batteries collected data

Once you have begun entering in data for your report, your report status will change to **'In Progress'**. You will not be able to click 'submit report' until all fields in the report have been completed.

1. You can review the kilograms of batteries picked up (entered previously).
2. Click on **Edit**, if you need to make a change to the battery weights.
3. Under **Weight of Refurbished Batteries**, click **Start** to enter weights.

< Back to Dashboard

2024 Batteries Performance - PRO

Report Summary

Weight of Batteries Collected

✓ Collected 1

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	1,000
Rechargeable Batteries	500
Total	1,500

Collected data last updated by: on Mar 10, 2025 02:45 p.m.

[Edit](#) 2

Weight of Refurbished Batteries

Refurbished

Total weight of collected batteries that were refurbished.

Total Weight Refurbished	Total Kilograms
Single-use Batteries	
Rechargeable Batteries	
Total	

[Start](#) 3

Report Status

In Progress

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

Performance report

Enter your refurbished batteries data

1. Under **Refurbished**, enter the total kilograms of single-use and rechargeable batteries collected under the **Total Kilograms**.
2. If you did not refurbish batteries, leave the kilograms field blank and check box for '**None of my batteries were refurbished**'.
3. Click **Save & Next** to proceed.

2024 Batteries Performance - PRO
Enter your data and click **Save & Next** to move to the next reporting screen.

Weight of Refurbished Batteries

Refurbished

Total weight of collected batteries that were refurbished.

Total Weight Refurbished

Single-use Batteries

Rechargeable Batteries

None of my batteries were refurbished.

Clear Form

Save & Next

Total Kilograms

0

0

Performance report

Enter your single-use batteries data for recovered materials

1. Under **Weight of Recovered Materials**, click **Start** to enter the weights of materials recovered from processing.
2. Under **Single-use Batteries**, enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
 - If applicable, specify the process included under “other”.
3. Click **Save & Next**.

Weight of Recovered Materials

Single-use Batteries Rechargeable Batteries

Input the weight of materials recovered from processing the collected single-use batteries.

Processed Materials	Total Kilograms
Paper	
Plastic	
Metal	
Chemicals	
Other	
Total	

List any materials included in the "Other" category (250 characters max.)

Enter your data and click **Save & Next** to move to the next reporting screen.

Weight of Recovered Materials

Single-use Batteries Rechargeable Batteries

Input the weight of materials recovered from processing the collected single-use batteries.

Processed Materials	Total Kilograms
Paper	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Chemicals	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the "Other" category (250 characters max.)

Performance report

Enter your rechargeable batteries data for recovered materials

1. Under **Rechargeable Batteries**, enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
 - If applicable, specify the process included under “other”.
2. Click **Save & Next**.

Weight of Recovered Materials

✓ Single-use Batteries **Rechargeable Batteries**

Input the weight of materials recovered from processing the collected rechargeable batteries.

Processed Materials	Total Kilograms
Paper	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Chemicals	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the “Other” category (250 characters max.)

Clear Form **Previous** **Save & Next**

Performance report

Submit your report

Under **Report Summary**, you can review the data previously entered.

1. Click on **Edit**, if you need to make a change to the data.
2. Click on **Submit Report** once you are finished reviewing and ready to submit.

< Back to Dashboard

2024 Batteries Performance - PRO

Report Status
In Progress

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

Report Summary

Weight of Batteries Collected

✓ Collected

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	1,000
Rechargeable Batteries	500
Total	1,500

Collected data last updated by: on Mar 10, 2025 02:45 p.m.

Edit

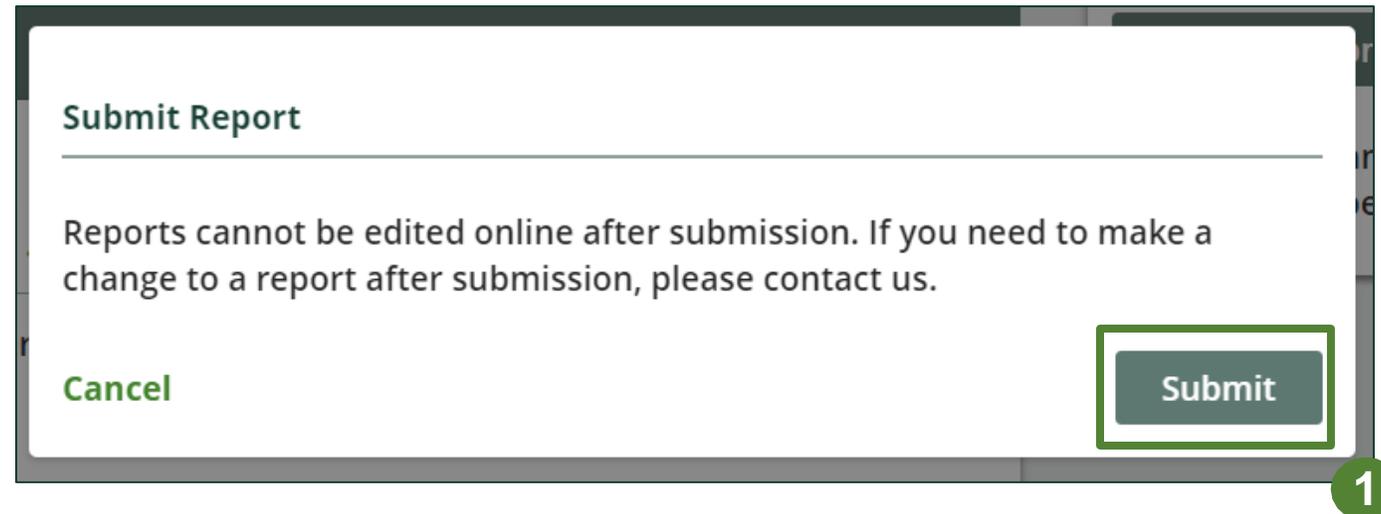
1

2

Performance report

Submit your report

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



Performance report

View submitted report(s)

1. On the **Batteries Homepage** under the **Producer Reports** tab, reports submitted on behalf of producers will have a report status of **Submitted**, and who it was last updated by.
2. Under Action, you can click **View** to review the report submission.

The screenshot shows the 'Batteries Homepage' interface. At the top right, it displays 'Registration #:00' and a logo for 'Batteries Switch Programs'. A notification banner states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' Below this is a navigation menu with 'PRO Reporting', 'Producers', 'Producer Reports' (highlighted), 'Collection Activities', and 'Invoices'. The main content area is titled 'Performance reports for your producers.' and includes a 'Select a performance year:' dropdown menu currently set to '2024'. A table titled 'Batteries' is displayed with the following columns: 'Producer', 'Status', 'Last Updated By', and 'Action'. The table contains one row with the following data: 'A', 'Submitted', 'Mar 04, 2025 10:50 a.m.', and 'Gi'. A 'View' button is located in the 'Action' column for this row. A green circle with the number '1' is positioned to the left of the table, and another green circle with the number '2' is positioned to the right of the 'View' button.

Producer	Status	Last Updated By	Action
A	Submitted Mar 04, 2025 10:50 a.m.	Gi	View