

ITT/AV Producer Supply Reporting Guide

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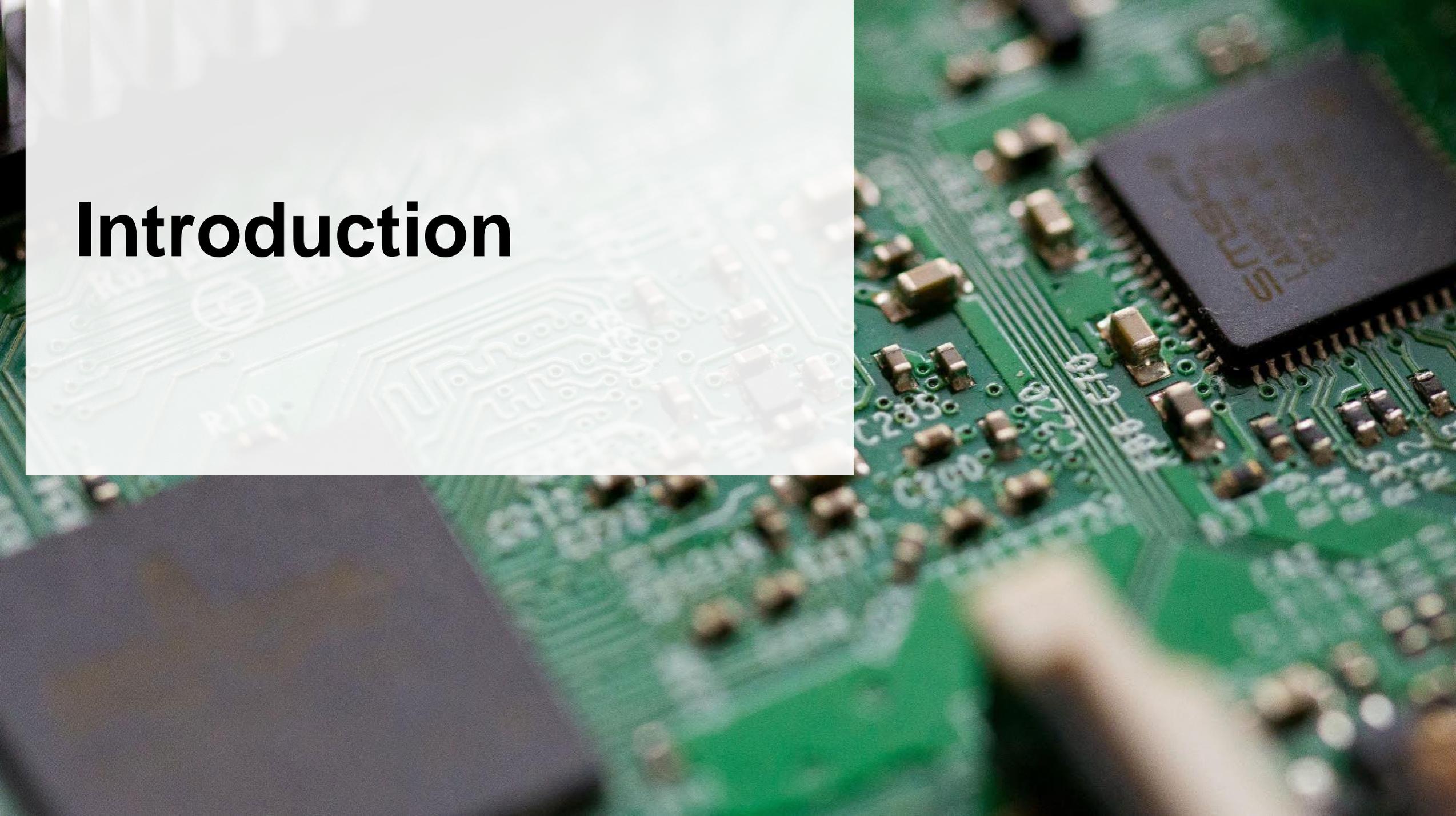
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Introduction



What is ITT/AV supply data reporting?

ITT/AV supply data is an annual report that producers with obligations under the [Electrical and Electronic Equipment \(EEE\) Regulation](#) complete to report on the weight of ITT/AV supplied into Ontario from two years prior.

Submitting supply data determines a producers management requirements for the following year.

This guide will assist ITT/AV producers 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 EEE Regulation can be found on RPRA's website:
<https://rpra.ca/programs/ittav/>

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 **1-833-600-0530**.

What data needs to be reported?

If you are a producer of **ITT/AV**, you are required to report:

- The weight of ITT/AV supplied in Ontario in the calendar year, two years prior
- A list of the brands that make up the ITT/AV supplied

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:

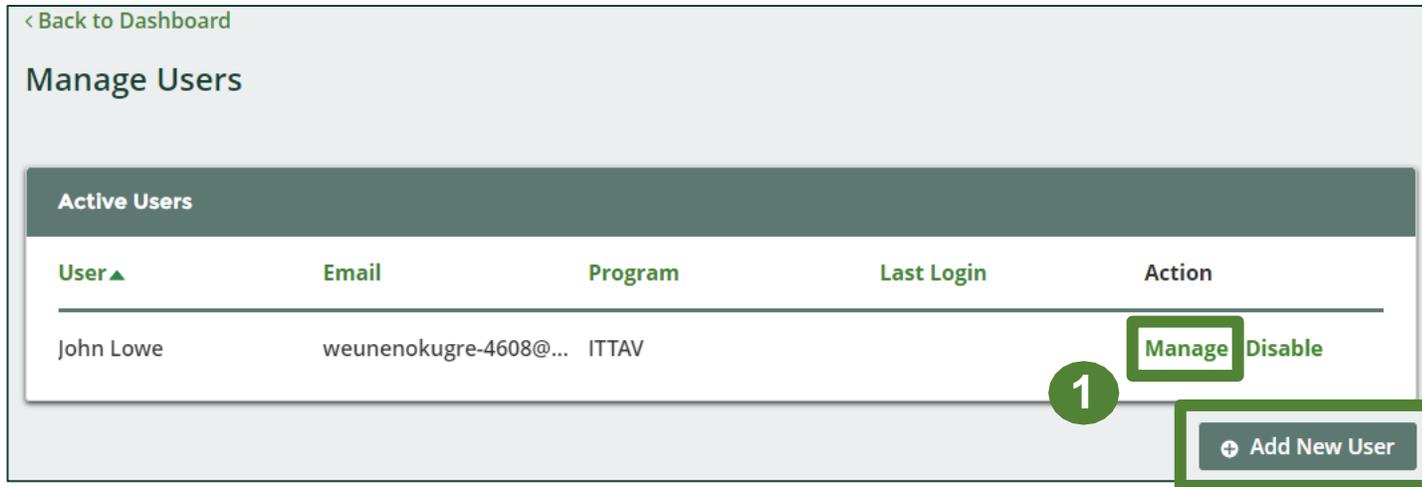
1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.



The screenshot displays the top navigation bar of the Registry account. On the right side, the user's name 'Michelle Allan' is shown with a dropdown arrow, and a 'Logout' link is visible. The dropdown menu is open, showing options: 'My Profile', 'Change Password', 'My Business Profile', and 'Manage Users'. The 'Manage Users' option is highlighted with a green rectangular box. A green circle with the number '1' is positioned next to the 'Manage Users' option, indicating the first step in the process. The main content area shows 'Electronics Inc' and 'ITT/AV Homepage' on the left, and 'Registration #:00009230' and 'ITT/AV Switch Programs' on the right. A notification banner at the bottom left states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' The bottom navigation bar includes 'Producer *', 'PRO Status', and 'Add Roles'.

How to manage contacts on your Registry account cont.

1. Under Actions, click **Manage** to update preferences of existing users
2. Click **Add New User** to add an additional user to your account



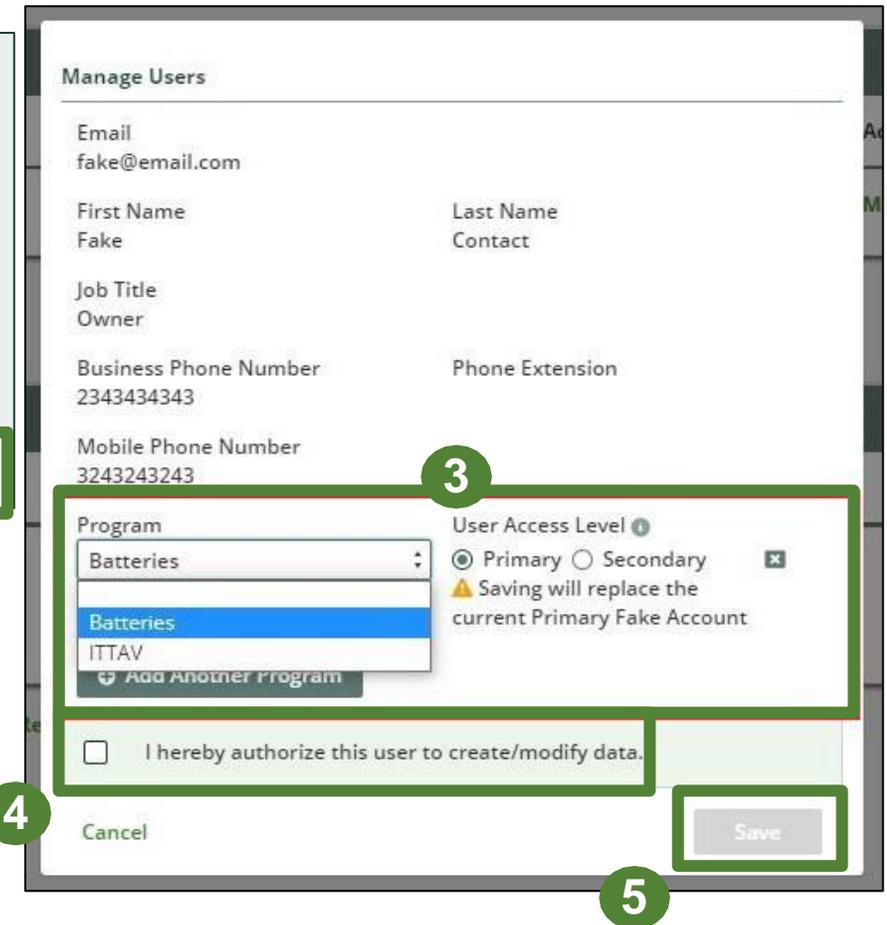
< Back to Dashboard

Manage Users

Active Users				
User ▲	Email	Program	Last Login	Action
John Lowe	weunenokugre-4608@...	ITTAV		Manage Disable

[+ Add New User](#)

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**



Manage Users

Email
fake@email.com

First Name
Fake

Last Name
Contact

Job Title
Owner

Business Phone Number
2343434343

Phone Extension

Mobile Phone Number
3243243243

Program
Batteries

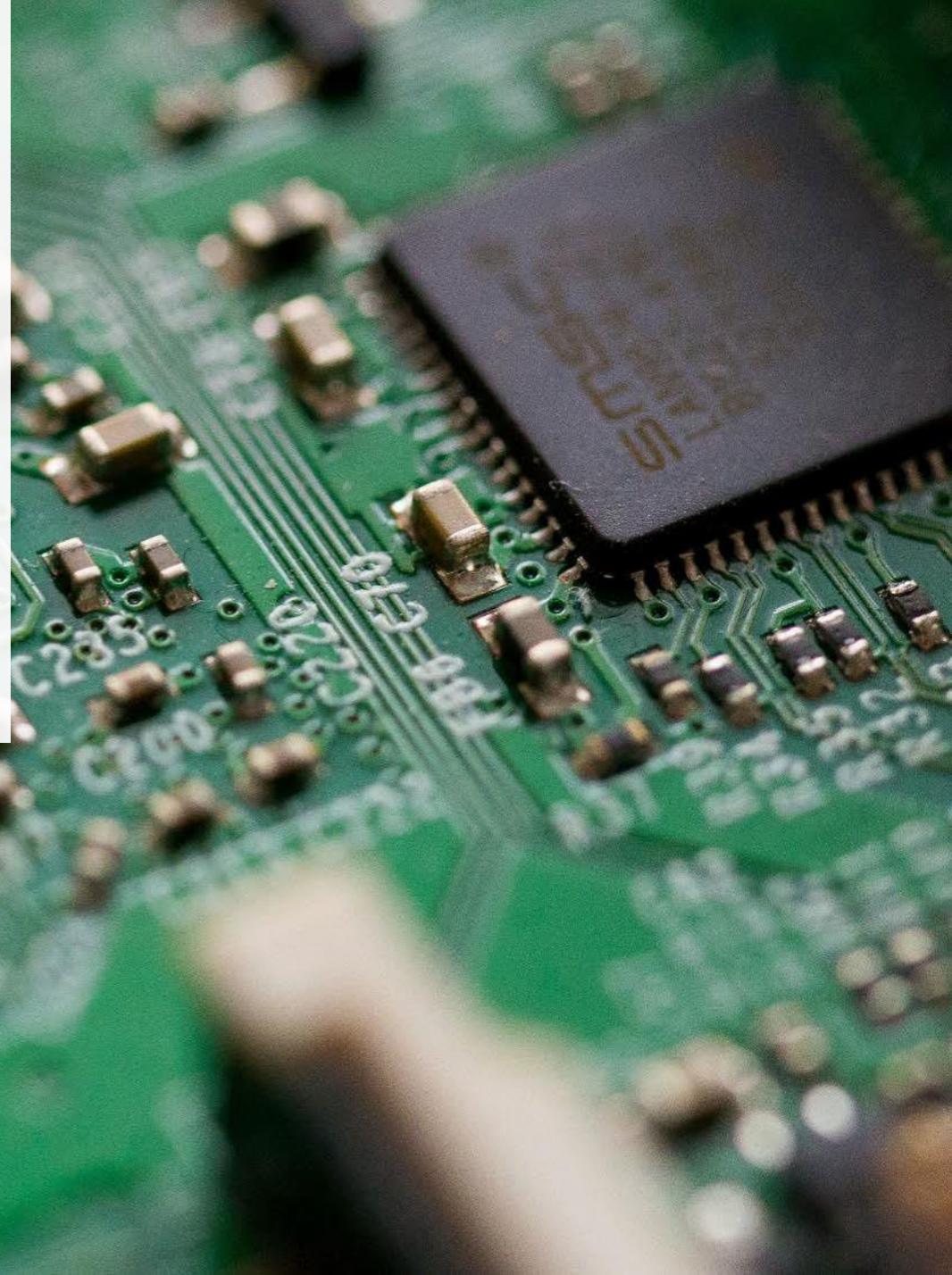
User Access Level
 Primary Secondary

Warning: Saving will replace the current Primary Fake Account

I hereby authorize this user to create/modify data.

[Cancel](#) [Save](#)

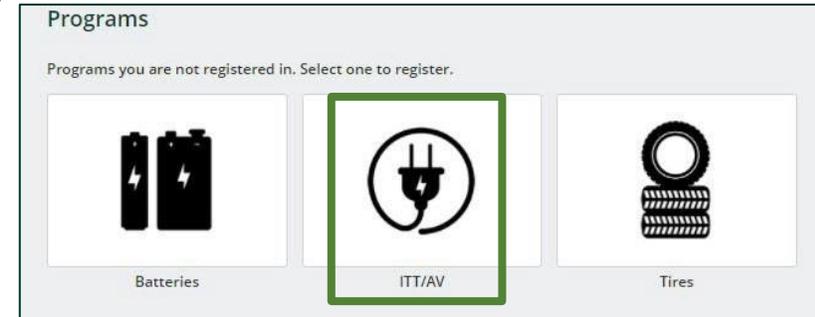
Registry Program Enrollment for New Registrants



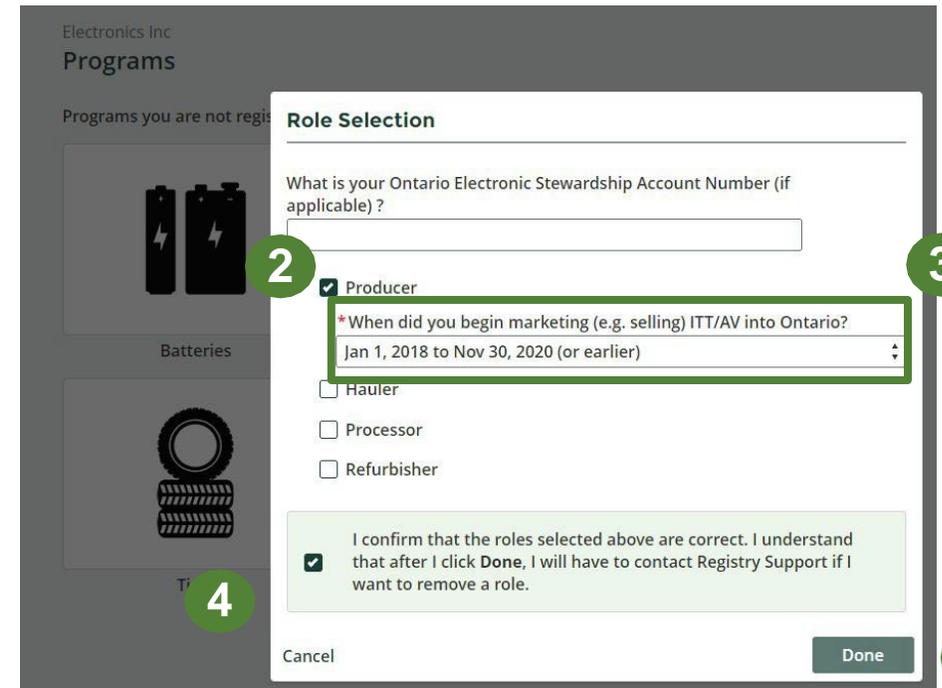
How to enroll in the ITT/AV program as a new registrant

1. After you log into the **Registry**, you will land on the **Programs** screen. This screen will show all programs available to register in
2. Click **ITT/AV**
3. Select the **Producer** role and the year that you began marketing ITT/AV
 - Selecting from this drop-down list will determine if you are required to report on previous years, in addition to the current year
4. Confirm **the role you have selected is correct**
5. Click **Done**

1



2



3

4

5

Supply Reporting



Supply report

Starting your report

1. On the **ITT/AV homepage**, you will be able to see all reports that require action
2. Reports must be completed in chronological order
 - If you select the current year (e.g., 2021) and have an overdue report for 2020, you will get an error message

1

Electronics Inc
ITT/AV Homepage
Registration #:00009230
ITT/AV Switch Programs

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

Producer * PRO Status Add Roles

Report	Status	Last Updated By	Action
2021 ITT/AV Supply Report	Not Started Due Date: Apr 30, 2021		Start
2020 ITT/AV Supply Report	Not Started Due Date: Apr 30, 2020		Start

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

2

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

Reports must be submitted in chronological order. Return to the dashboard to complete your previous year's report.

< Back to Dashboard

Supply report

Starting your report

1. Under Action, click **Start** on the earliest required report
2. A window about submitting false or misleading information will then pop up, click **Proceed**

Electronics Inc
ITT/AV Homepage

Registration #:00009230

ITT/AV Switch Programs

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

Producer * PRO Status Add Roles

Report	Status	Last Updated By	Action
2021 ITT/AV Supply Report	Not Started Due Date: Apr 30, 2021		Start
2020 ITT/AV Supply Report	Not Started Due Date: Apr 30, 2020		Start

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

1

Report	Status	Last Updated By	Action
2021 ITT/AV Supply Rep	Attention		Start
2020 ITT/AV Supply Rep			Start

Attention

It is an offence if you submit false or misleading information to the Authority.

Cancel Proceed

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

2

Supply report

Entering your supply data

1. On the **ITT/AV Supply Report** screen, enter in your supply data for the applicable report.

* see [slide 5](#) for which data needs to be reported

2. Click **Open** to use our weight conversion tool to determine weights

3. Click **Save & Next**

Greens Glow Inc.
2025 ITT/AV Supply Report
 Enter your data and click **Save & Next** to move to the next reporting screen. Click Previous to return to the previous reporting screen. You will be able to view your collection system requirements and minimal management requirements before confirming payment.

Supply Data Brand Supply Confirm and Pay

🔒 2021 🔒 2022 **2023**

Click **Open** to use our conversion tool to calculate the weight of ITT/AV from the number of units supplied. **Open**

1	Weight (in kg)	Weight From Conversion Tool	Total Kilograms	2
	16500	0	16,500	
	<input type="checkbox"/> No ITT/AV supplied		Clear Form	

You can enter either the actual weight or your own calculated weight of ITT/AV in the **Weight (in kg) box**. Provide the details of the method used to calculate the weight of ITT/AV if not using the Weight Conversion Tool (max. 250 characters).

Press **Save & Next** to continue to Management Reductions Previous **Save & Next** 3

Weight Conversion Tool - ITT/AV Supplied 2023

Click the icon (i) next to each category for examples of included items. The listed examples do not capture all obligated products and equipment. If you supply ITT/AV products in a category not listed here, you must report the actual weight in your supply data.

ITT/AV Category	Units	Conversion Factor	Kilograms
1 - Small IT Equipment/Computer Peripherals <small>Computer peripherals: keyboard, mouse, webcams, modems, routers External drives and memory: DVD, CD writers, disk & USB sticks, memory cards POS peripherals: money authenticator Small IT equipment: calculators</small>	<input type="text"/>	x 0.4 kg	0
2 - Desktop PCs <small>Not included: standalone monitors (see Flat Display Panel Monitors) Desktop PCs: Desktop personal computers, all-in-one computers, data processing machines, central processing unit, thin and zero clients, microcomputer, minicomputers</small>	<input type="text"/>	x 8.77 kg	0
3 - Portable Computers (Laptops and Tablets) <small>Not included: e-readers (see Portable Audio and Video); Portable Computers: Laptops, notebooks, netbooks Tablets: slates, mini tablets, phablets</small>	<input type="text"/>	x 0.85 kg	0
4 - Desktop/Countertop Printers (includes printer cartridges sold with) <small>Desktop Printers/Copiers/Scanner/Fax: combination devices, all copiers, answering machines, inkjet printers, photo printers, laser & matrix printers, picture scanners Other printers: thermal & label printers Other: typewriters</small>	<input type="text"/>	x 10.32 kg	0
5 - Desktop Printer Ink Cartridges <small>Includes display panels less than or equal to 45 inches. Not included: monitors (see Flat Display Panel Monitors). For screens greater than 45 inches, report using actual weights. Other: TV-PCD, TV-tuner & TV-video combination</small>	<input type="text"/>	x 0.12 kg	0
6 - Non-Cellular Telephone and Answering Machines <small>Telephones: Cordless telephones, telephone sets, interphone, answering machines, videophones, telephone switchboard (small) Other: two-way radios, baby monitors without video (see Flat Display Panel Monitor for video baby monitors)</small>	<input type="text"/>	x 0.45 kg	0
7 - Mobile Phones <small>Mobile phone: Cellular phones, smartphones Other: pagers, personal assistant, PDA</small>	<input type="text"/>	x 0.09 kg	0
8 - IT Equipment, including wide format printers <small>IT equipment: servers, workstations, professional electrical cabinet, ticket detector, barcode scanner, accounting machines, ticket-issuing machines Wide format printers: blueprint devices</small>	<input type="text"/>	x 48.02 kg	0
9 - Floor Standing Printers <small>Large multi-functional, floor-standing copiers/printers</small>	<input type="text"/>	x 122.86 kg	0
10 - Toner Cartridges for floor standing multi-functional equipment <small>Toner Cartridges for floor standing multi-functional equipment</small>	<input type="text"/>	x 0.84 kg	0
11 - Flat Display Panel Monitors <small>Not including TVs (see Flat Display Panel TVs - appropriate size: LCD, LED, OLED monitors Other: game screens, digital photo displays, parts of LCD monitors, indicator panels, video baby monitors</small>	<input type="text"/>	x 5.5 kg	0
12 - Small Personal Electronics <small>Not included: power supply, adaptors, batteries, accumulators (see Small IT); Small personal electronics: Headphones, earphones, microphones, Bluetooth headsets Remote controls (except game console controllers) Chargers: Battery charger</small>	<input type="text"/>	x 0.39 kg	0

Supply report

Brand supply

After saving the **Supply Data** data, the report will navigate to the **Brand Supply** tab.

1. In the **search bar**, enter in the name of the ITT/AV brand(s) you supply
 - Type any **alphanumeric values** into the search bar to find the appropriate brand(s)
2. If you are not able to find the names of the brand(s) of ITT/AV supplied, you will add it in manually into the **open text field** at the bottom of the screen
3. Click **Save & Next**

Note: brands you selected in the current year will automatically populate under the **Selected Brands** list for future reports

Greens Glow Inc.
2025 ITT/AV Supply Report
Enter your data and click **Save & Next** to move to the next reporting screen. Click **Previous** to return to the previous reporting screen. You will be able to view your collection system requirements and minimal management requirements before confirming payment.

Supply Data → Brand Supply → Confirm and Pay

Add Brands

Enter all brands that you included in your supply regardless of why you are the producer for them (e.g., importer or brand holder). If you supply a large number of brands (more than 25) you can contact Registry Support to obtain an excel template to fill out instead.

Search Brands

Name	Action
1800 DUMMY CAMERA	Add
22 Miles	Add
2gig	Add
2GIG TECHNOLOGIES	Add
2K	Add

5+ < Page 1 of 448 > 5 entries per page

Selected Brands

Name	Action
Kirkland	Remove
Electra Glide	Remove
Electronic	Remove

If you cannot find brands you supplied in the searchable list, add them here:

Click **Save & Next** to view the Report Summary and complete your report.

Previous **Save & Next**

Supply report

Summary review

1. When reviewing **Supply Report** data, you can edit before submitting
2. In the top left, you will see your **minimum management requirement** for the following year. This information will also be used to calculate whether you are a large or small ITT/AV producer for the purpose of submitting a Supply Data Verification Report in the next reporting cycle. Review the [EEE Audit and Verification Procedure](#) to determine if you are a small or large producer.
3. Toggle between reporting years
 - Any year with a **green check mark** beside it can still be edited
 - Any year with a **green lock icon** will be read-only

Greens Glow Inc.
2025 ITT/AV Supply Report

1

Report Summary

Your minimum management requirements for 2026 are:
10,508 Kilograms **2** ITT/AV

You must meet the collection system requirements of a **Small Producer**.

Your minimum management requirements are calculated in accordance with Section 14 of the [EEE Regulation](#). Your collection system requirements are calculated in accordance with Part III of the EEE Regulation.

2021 **2022** **✓ 2023**

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
14,800	0	14,800

2021 data last updated by: Jessie James on Mar 05, 2025 03:55 p.m. **3**

Edit Report

Supply report

Upload Verification Report

Starting in 2023, only large producers are required to submit a Verification Report.

1. Click the upload field to attach **a pdf** or **an image** to proceed to payment processing
2. Once the Verification Report is submitted, the Select Payment Method button will be highlighted in green
 - Clicking this button will take you to a drop-down menu of payment methods to complete the transaction

Report Status
In Progress

Submit Report

Upload Verification Report ⓘ

Upload 1

Registry Fee Payment ⓘ

\$328.70

Select Payment Method 2

Supply report

Payment submission

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

1. Click select **payment method**
2. Click from the drop-down menu for your preferred method
 - If you choose any payment option other than credit card and bank withdrawal, you will receive an email with instructions on how to submit payment
3. Click **Submit**
 - Once the payment is submitted, the **Report Status** will change to **Submitted** and will provide a summary

Electronics Inc
2021 ITT/AV Supply Report

Report Status
In Progress

Report Summary

Your minimum management requirements for 2022 are:
4,519 Kilograms ITT/AV

You must meet the collection system requirements of a Small Producer.
Your minimum management requirements are calculated in accordance with Section 14 of the Electrical and Electronic Equipment Regulation. Your collection system requirements are calculated in accordance with Part III of the Electrical and Electronic Equipment Regulation.

2018 ✓ 2019

Weight (in kg)
2,500

This data cannot be edited because it was submitted as part of a previous report.

Submit Report

Registry Fee Payment ⓘ
\$328.70

Select Payment Method

Payment Method

Select Payment Method

--none--

Cancel

Submit

Report Status
Submitted
Sep 16, 2021 12:36 PM

Submit Report

Registry Fee Payment ⓘ
\$328.70

Payment Method
Cheque

Your submission has been received.
You will be sent an email with information on how to complete your cheque payment.

[Download Invoice - Summary Report 16/09/2021](#)

Supply report Submitted

On the ITT/AV homepage, you can **view** and **download** your submitted reports and invoices.

Electronics Inc
ITT/AV Homepage

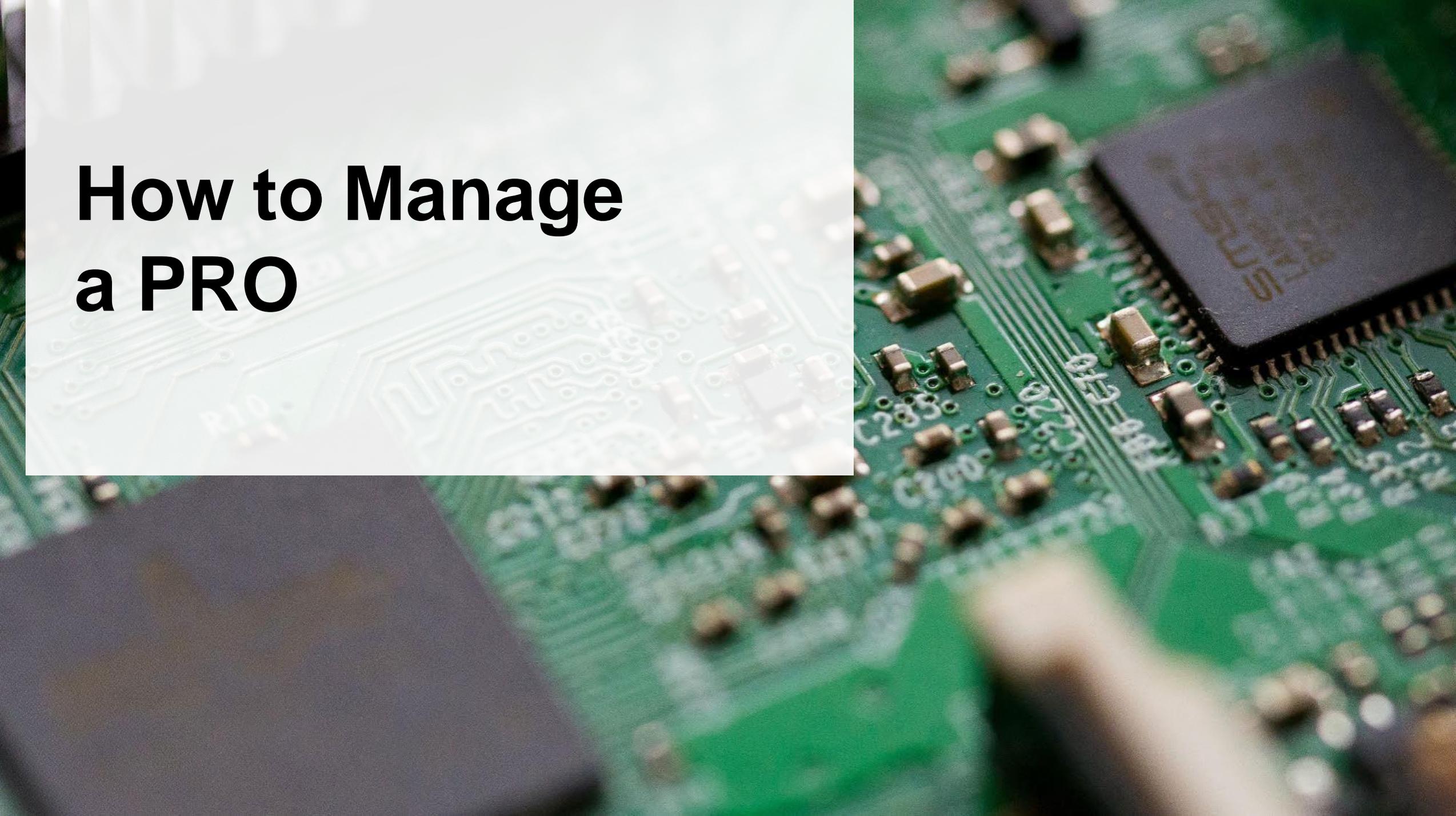
Registration #:00009231

 ITT/AV
Switch Programs

[Producer](#) [PRO Status](#) [Add Roles](#)

Report ▼	Status	Last Updated By	Action
2021 ITT/AV Supply Report	Submitted Sep 16, 2021 12:36 PM	John Lowe	View Download
2020 ITT/AV Supply Report	Submitted Sep 16, 2021 11:41 AM	John Lowe	View Download

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

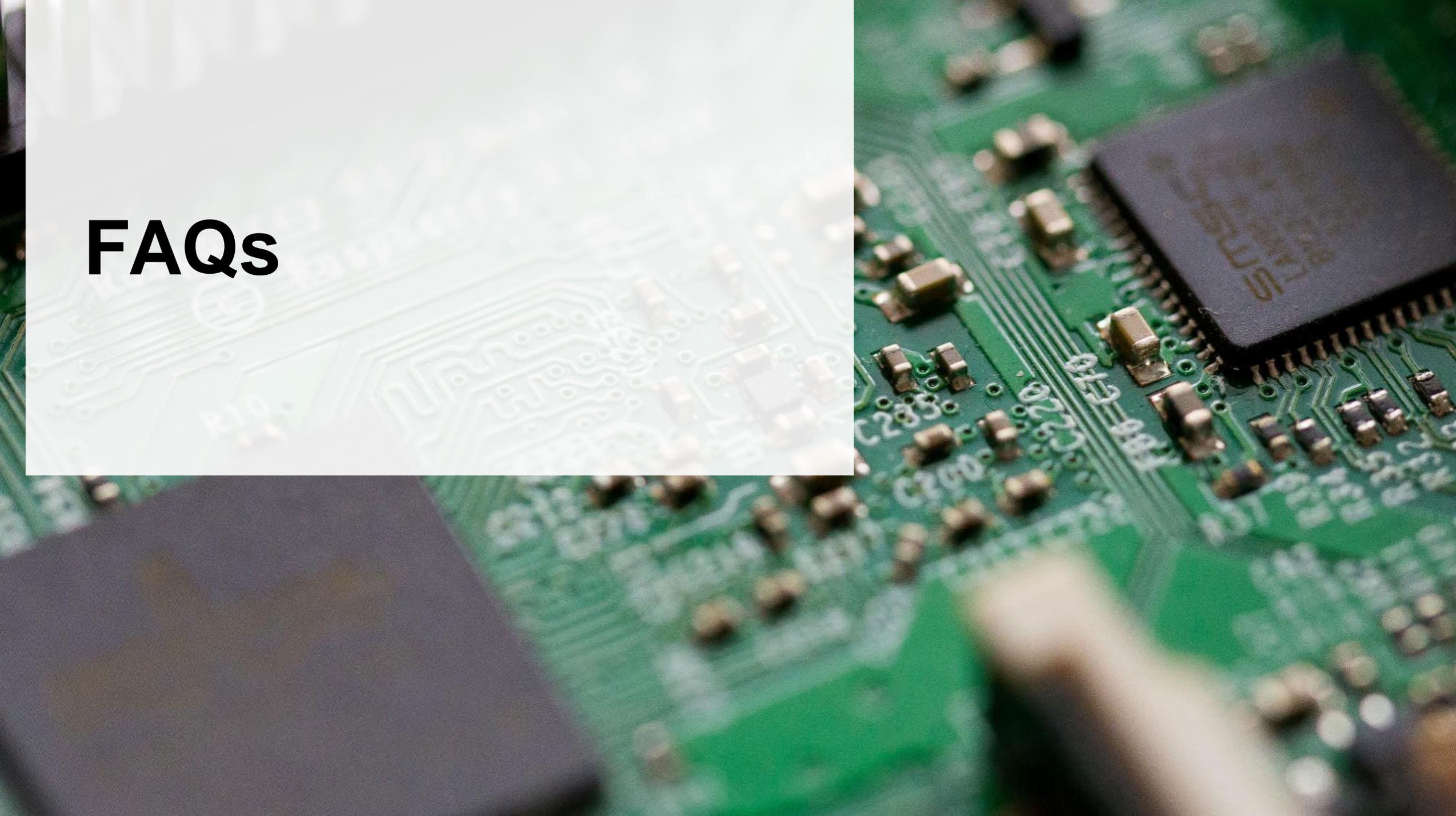
Note: only Account Admins can select PROs

The screenshot shows a form titled "Manage Reporting Responsibilities". It contains the following sections:

- Section 1:** A text instruction: "Indicate whether you will be reporting your own performance, collection and management in part or in whole. If a PRO will be reporting on your behalf, select 'Does not report' from the dropdown list." Below this is a "Producer" label and two dropdown menus: "Responsible for Performance Report" and "Responsible for Collection and Management Report", both currently set to "Reports in part".
- Section 2:** A text instruction: "Select the PROs that will be reporting on your behalf. If you have multiple PROs reporting your performance or collection and management, select 'Reports in part' from the dropdown list." Below this is a table with columns: "PRO", "Service Start Date", "Service Stop Date", "Responsible for Performance Report", and "Responsible for Collection and Management Report". The table contains one row with values: "25-Jun-2021", "25-Jun-2024", "Reports in part", and "Reports in part".
- Section 3:** A confirmation checkbox: "I confirm that I have a contract with the PROs identified and authorize them to have access to report performance, collection and management data on my behalf." Below this are "Cancel" and "Done" buttons.

Three green callout boxes with numbers 1, 2, and 3 are positioned to the right of the form, highlighting the dropdown menus in section 1, the table in section 2, and the "Add PRO" button in section 3 respectively.

FAQs



Frequently Asked Questions

1. If I do not know my actual weights of ITT/AV, can I use the weight conversion table?
 - Yes. You can use our weight conversion calculator to determine weights, in which case you will need to determine the number of units sold into Ontario. For more information, visit our [EEE Verification and Audit Procedure](#).

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 for the following year

Frequently Asked Questions cont.

3. For annual Supply Data Verification Reporting, how do I know if I am a small or large ITT/AV producer?

For the purposes of ITT/AV supply data verification, “large ITT/AV producer” means an ITT/AV producer with a minimum management requirement greater than or equal to 200,000 kilograms in the previous calendar year.

Beginning in 2023, only large producers are required to submit a Supply Data Verification Report. Small producers will no longer be required to submit a verification report but will be subject to inspections. Review the [EEE Verification and Audit Procedure](#) for more information.