

ITT/AV Performance Hauler Reporting Guide



Table of Contents

Introduction

- What is ITT/AV performance reporting?
- What data needs to be reported?
- How to log into the Registry
- How to manage contacts on your Registry account

Performance Reporting

- Step-by step instructions on how to complete the report

Introduction



What is ITT/AV performance reporting?

ITT/AV performance reporting is an annual report that haulers with obligations under the [Electrical and Electronic Equipment \(EEE\) Regulation](#) complete to report on their recovery and management activities in the previous calendar year.

This guide will assist ITT/AV haulers 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 the Authority'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 **647-496-0530** or toll-free at **1-833-600-0530**.

What data needs to be reported for the performance report?

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

1. **Total weight of ITT/AV picked up**
2. **ITT/AV dropped off**
 1. Sent for processing
 2. Sent for refurbishing

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:

- 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 Tires 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

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).

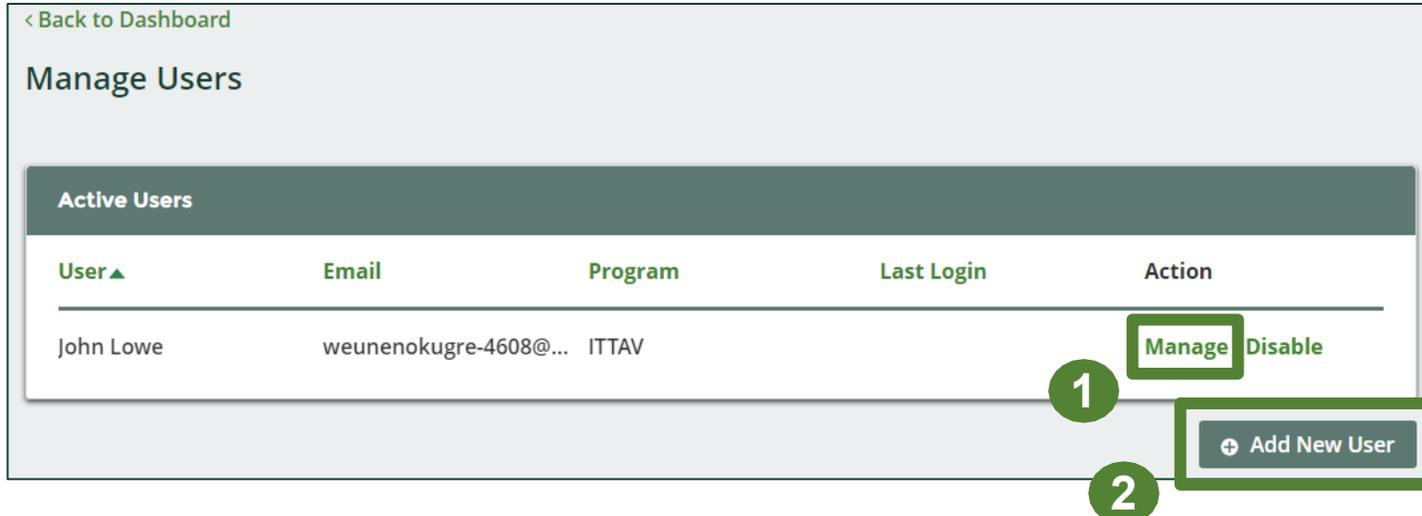
To Manage contacts on your Registry account, please see the following steps:

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



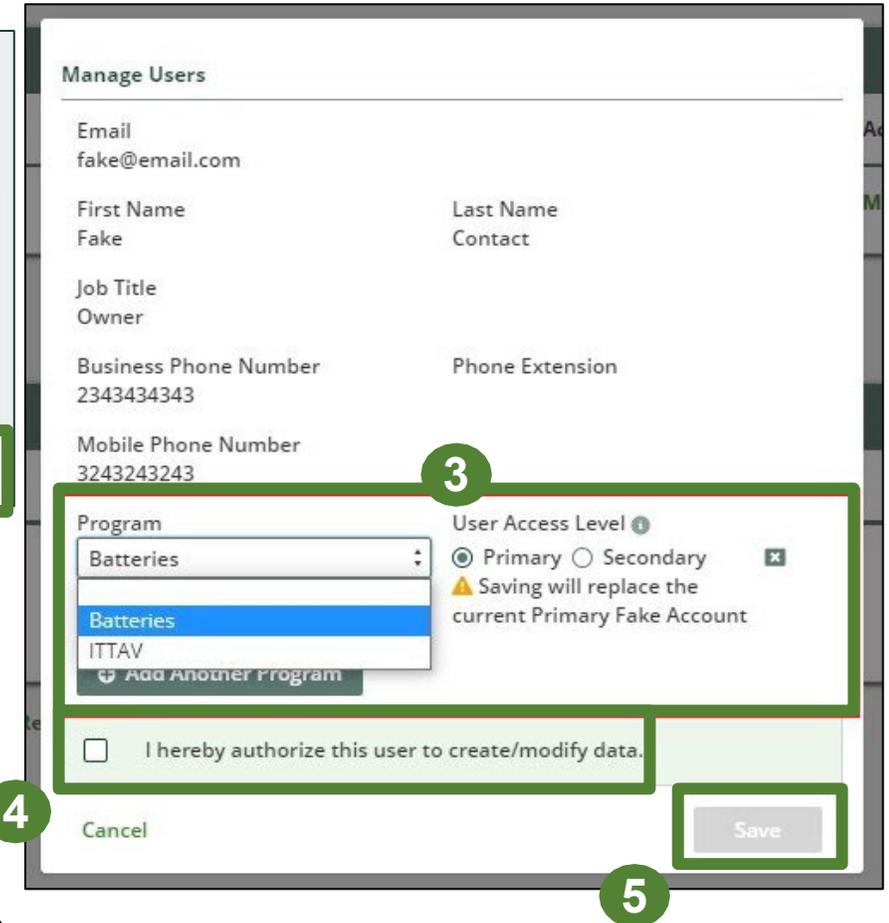
< Back to Dashboard

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

I hereby authorize this user to create/modify data.

Cancel [Save](#)

Note: a **Primary** contact will be able to add **Secondary** contacts to a specific program.

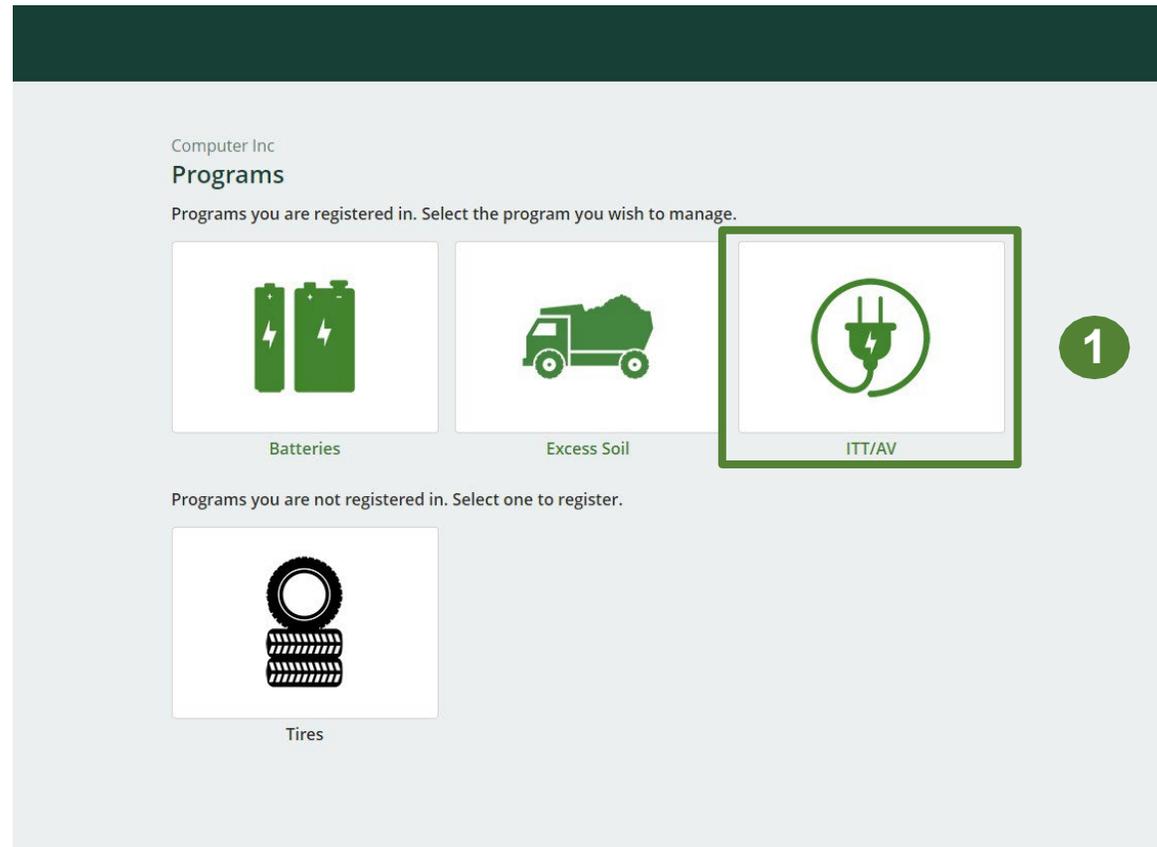
How to submit your Performance Report



Performance report

Accessing your program

1. After logging in, click on the icon for the **ITT/AV** program on your dashboard.



Performance report

Starting your report

1. On the ITT/AV Homepage, click on the **Hauler** tab to navigate to the hauler reports.

Note: Only the roles you are enrolled in will be clickable (e.g. if you are only a hauler, you cannot click into the other role tabs.).

2. Under **Action**, click on **Start** to begin completing the report for ITT/AV Performance – Hauler.

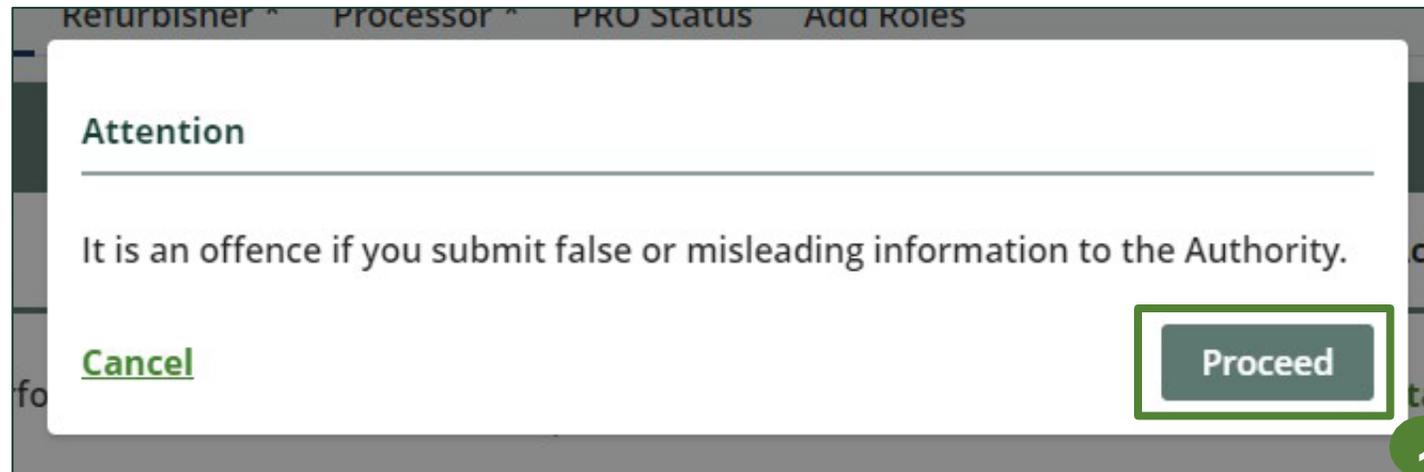
The screenshot shows the ITT/AV Homepage for Computer Inc. The page title is "ITT/AV Homepage" and the registration number is "0000". There is a notification banner stating: "An asterisk (*) indicates that you have incomplete items to address in the tab." Below this, there are role tabs: "Producer *", "Hauler *", "Refurbisher *", "Processor *", "PRO Status", and "Add Roles". The "Hauler *" tab is selected and highlighted with a green box. A green circle with the number "1" is next to this tab. Below the tabs is a table with the following columns: "Report", "Status", "Last Updated By", and "Action". The table contains one row: "2021 ITT/AV Performance - Hauler" with a status of "Not Started" and a due date of "Apr 30, 2022". The "Start" button in the "Action" column is highlighted with a green box. A green circle with the number "2" is next to this button. At the bottom of the page, there is a footer with the text: "Need help? Search our Registry Help & Support. Can't find an answer? Contact Us".

Report	Status	Last Updated By	Action
2021 ITT/AV Performance - Hauler	Not Started Due Date: Apr 30, 2022		Start

Performance report

Starting your report

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



Performance report

Enter your ITT/AV data picked up inside and outside of Ontario

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 **ITT/AV Picked Up**, click **Start** to begin entering the ITT/AV weights.
2. Under **Total Picked Up**, enter the total kilograms of ITT/AV picked up inside and outside of Ontario.
3. Click **Save & Next** to proceed.

< Back to Dashboard

Computer Inc
2021 ITT/AV Performance - Hauler

Report Summary

ITT/AV Picked up

Total Picked Up Outside Ontario

Total weight of ITT/AV picked up both inside and outside Ontario.

Total Picked Up Total Kilograms

ITT/AV

Start

Report Status
Not Started

Submit Report

Your report cannot be submitted until all fields have been entered.

Computer Inc
2021 ITT/AV Performance - Hauler

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

ITT/AV Picked up

Total Picked Up Outside Ontario

Total weight of ITT/AV picked up both inside and outside Ontario.

Total Picked Up Total Kilograms

ITT/AV

0

Clear Form Save & Next

Performance report

Enter your ITT/AV data picked up outside of Ontario

1. Under the **Outside Ontario** tab, enter the total kilograms of ITT/AV under the **Total Kilograms** fields if you picked up ITT/AV outside of Ontario.
2. If you did not pick up any **ITT/AV** outside of Ontario, leave the kilograms field blank and select the check box for '**I did not pick up any ITT/AV outside Ontario**'.
3. Click **Save & Next** to proceed.

Computer Inc
2021 ITT/AV Performance - Hauler
Enter your data and click **Save & Next** to move to the next reporting screen.

ITT/AV Picked up

✓ Total Picked Up **Outside Ontario**

Total weight of ITT/AV picked up outside Ontario.

Outside Ontario

ITT/AV

I did not pick up any ITT/AV outside Ontario.

Total Kilograms

0

Clear Form Previous **Save & Next**

Performance report

Review your ITT/AV pick up 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 ITT/AV picked up (entered previously).
2. Click on **Edit**, if you need to make a change to the ITT/AV weights.
3. Under **ITT/AV Dropped Off**, click **Start** to enter the ITT/AV weights dropped off for processing or refurbishing.

< Back to Dashboard

Computer Inc
2021 ITT/AV Performance - Hauler

Report Summary

ITT/AV Picked up

✓ Total Picked Up ✓ Outside Ontario

Total weight of ITT/AV picked up both inside and outside Ontario.

Total Picked Up	Total Kilograms
ITT/AV	5,000

Total Picked Up data last updated by: Mary Jane on Feb 01, 2022 11:10 AM

Edit

ITT/AV Dropped Off

Sent for Processing Sent for Refurbishing

Total weight of ITT/AV sent for processing.

Sent for Processing	Total Kilograms
ITT/AV	

Start

Report Status
In Progress

Submit Report

Your report cannot be submitted until all fields have been entered.

Performance report

Enter your ITT/AV data sent for processing

1. Under **Sent for Processing**, enter the total kilograms for ITT/AV in the fields in the **Total Kilograms** fields.
2. If you did not send any ITT/AV for processing, click on the check box marked '**I did not send any ITT/AV for processing**'.
3. Click **Save & Next** to proceed.

Computer Inc
2021 ITT/AV Performance - Hauler
Enter your data and click **Save & Next** to move to the next reporting screen.

ITT/AV Dropped Off

Sent for Processing Sent for Refurbishing

Total weight of ITT/AV sent for processing.

Sent for Processing

ITT/AV

I did not send any ITT/AV for processing.

Total Kilograms

0

Clear Form **Save & Next**

The screenshot shows a web form for reporting ITT/AV performance. It features a header with the company name and report title. Below the header, there are two tabs: 'Sent for Processing' (which is selected) and 'Sent for Refurbishing'. The main content area includes a label for 'Total weight of ITT/AV sent for processing.' followed by a 'Sent for Processing' section. This section contains a checkbox labeled 'I did not send any ITT/AV for processing.' and a 'Total Kilograms' input field with the value '0'. At the bottom right, there are two buttons: 'Clear Form' and 'Save & Next'. Three green circular callouts with numbers 1, 2, and 3 are overlaid on the form. Callout 1 points to the 'Total Kilograms' input field. Callout 2 points to the checkbox. Callout 3 points to the 'Save & Next' button.

Performance report

Enter your ITT/AV data sent for refurbishing

1. Under **Sent for Refurbishing**, enter the total kilograms of ITT/AV in the fields under **Total Kilograms**.
2. If you did not send any ITT/AV for refurbishing, click on check box marked '**I did not send any ITT/AV to refurbishers**'.
3. Click **Save & Next** to proceed.

Computer Inc
2021 ITT/AV Performance - Hauler
Enter your data and click **Save & Next** to move to the next reporting screen.

ITT/AV Dropped Off

✓ Sent for Processing **Sent for Refurbishing**

Total weight of ITT/AV sent for refurbishing.

Sent for Refurbishing

ITT/AV

I did not send any ITT/AV to refurbishers.

Total Kilograms

0

Clear Form Previous **Save & Next**

Performance report

Review and submit your report

1. Under **Report Summary**, you can review the data previously entered.
2. Click on **Edit**, if you need to make a change to the ITT/AV weights.
3. Click on **Submit Report** once you are finished reviewing and ready to submit.

The screenshot shows a web interface for reviewing and submitting a performance report. At the top left, there is a link to '< Back to Dashboard'. Below it, the user information 'Computer Inc' and the report title '2021 ITT/AV Performance - Hauler' are displayed. A green circle with the number '1' is placed over the 'Report Summary' section. This section is divided into two parts: 'ITT/AV Picked up' and 'ITT/AV Dropped Off'. The 'Picked up' section shows a table with columns for 'Total Picked Up' and 'Total Kilograms', with a value of 5,000 for ITT/AV. The 'Dropped Off' section shows a table with columns for 'Sent for Processing' and 'Total Kilograms', with a value of 2,000 for ITT/AV. Both sections have an 'Edit' button, with a green circle and the number '2' placed over the 'Edit' button in the 'Dropped Off' section. On the right side, there is a 'Report Status' box showing 'In Progress' and a 'Submit Report' button, with a green circle and the number '3' placed over the button. Below the 'Submit Report' button, a message states: 'Your report cannot be submitted until all fields have been entered.'

< Back to Dashboard

Computer Inc
2021 ITT/AV Performance - Hauler

Report Summary

ITT/AV Picked up

✓ Total Picked Up ✓ Outside Ontario

Total weight of ITT/AV picked up both inside and outside Ontario.

Total Picked Up	Total Kilograms
ITT/AV	5,000

Total Picked Up data last updated by: Mary Jane on Feb 01, 2022 11:10 AM

Edit

ITT/AV Dropped Off

✓ Sent for Processing ✓ Sent for Refurbishing

Total weight of ITT/AV sent for processing.

Sent for Processing	Total Kilograms
ITT/AV	2,000

Sent for Processing data last updated by: Mary Jane on Feb 01, 2022 11:12 AM

Edit

Report Status
In Progress

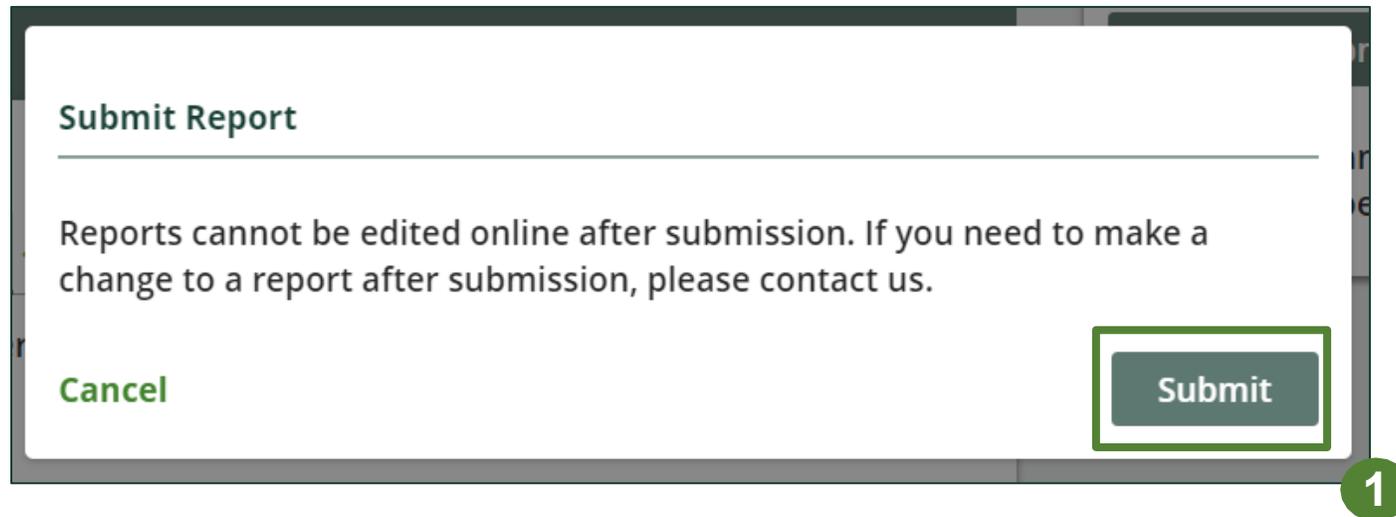
Submit Report

Your report cannot be submitted until all fields have been entered.

Performance report

Submit your report

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



Performance report

Submitted report

1. Your report status should now read as **Submitted**.
2. Click on **Back to Dashboard** to return to the ITT/AV homepage.

Computer Inc
2021 ITT/AV Performance - Hauler

[Back to Dashboard](#)

Report Status
Submitted
Feb 01, 2022 11:14 AM

Report Summary

ITT/AV Picked up

Total Picked Up **Outside Ontario**

Total weight of ITT/AV picked up both inside and outside Ontario.

Total Picked Up	Total Kilograms
ITT/AV	5,000

Total Picked Up data last updated by: Mary Jane on Feb 01, 2022 11:14 AM

ITT/AV Dropped Off

Sent for Processing **Sent for Refurbishing**

Total weight of ITT/AV sent for processing.

Sent for Processing	Total Kilograms
ITT/AV	2,000

Sent for Processing data last updated by: Mary Jane on Feb 01, 2022 11:14 AM

Performance report

View submitted report

1. On the **ITT/AV Homepage** under the **Hauler** tab, your 2021 ITT/AV Performance - Hauler report status should show **Submitted**, and who it was last updated by.
2. Under Action, you can either click **View** or **Download** to review and save your report submission.

Computer Inc
ITT/AV Homepage
Registration #:0000
ITT/AV Switch Programs

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

Producer * **Hauler *** Refurbisher * Processor * PRO Status Add Roles

Report	Status	Last Updated By	Action
2021 ITT/AV Performance - Hauler	Submitted Feb 01, 2022 11:14 AM	Mary Jane	View Download

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

The screenshot shows a web interface for 'Computer Inc' with the title 'ITT/AV Homepage'. It includes a registration number '0000' and a logo for 'ITT/AV Switch Programs'. A warning message states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' Below this is a navigation bar with tabs: 'Producer *', 'Hauler *', 'Refurbisher *', 'Processor *', 'PRO Status', and 'Add Roles'. The 'Hauler *' tab is selected. A table displays report data with columns: 'Report', 'Status', 'Last Updated By', and 'Action'. The first row shows '2021 ITT/AV Performance - Hauler' with a status of 'Submitted' (dated Feb 01, 2022 11:14 AM) and 'Mary Jane' as the last updated by. The 'Action' column contains 'View' and 'Download' buttons. Green callouts '1' and '2' highlight the 'Report' column and the 'View/Download' buttons respectively.