

# Lighting Performance Producer Reporting Guide



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# Introduction



# What is Lighting performance reporting?

Lighting performance reporting is an annual report that producers with obligations under the [Electrical and Electronic Equipment \(EEE\) Regulation](#) complete to report on their recovery and management activities in the previous calendar year. Producers are required to ensure that lighting supplied into Ontario is recovered through processing. Each year, you or your PRO, will have to report on the extent to which you were able to achieve your management requirement.

This guide will assist Lighting 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 the Authority's website:  
<https://rpra.ca/programs/lighting/>

If you have further questions that are not answered in this guide, please contact the Compliance and Registry Team at [registry@rpra.ca](mailto: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?

**Lighting producers**, or PROs on their behalf, are required to report the following information annually:

- Total weight of lighting collected
- Input the weight of materials recovered from processing the collected lighting (e.g., metals, plastics, etc.)

Note: If a PRO submits the report on your behalf, as a producer you are still legally responsible to meet your requirements under the EEE Regulation.

# 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](https://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 **Action**, click **Edit** to update the 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**.

[< Back to Dashboard](#)

### Manage Users

Lighting  
Primary User:

A Primary User of a given program has the same abilities as a Secondary User plus the ability to manage users within that program.

Name	Email	Program	Last Login Date	Action
Fake Contact	fake@gmail.com	Lighting		<a href="#">Edit</a> <a href="#">Reset Password</a> <a href="#">Disable</a>

1 entries    Page 1 of 1    5 entries per page

[Add New User](#)

### Manage Users

Email  
fake@gmail.com

First Name: Fake    Last Name: Contact

Job Title: Owner    Preferred Language: English

Business Phone Number: 3495944958    Phone Extension:

Mobile Phone Number: 3495944958     Same as Business Phone Number

Program: Lighting    User Access Level: Secondary

[Add Another Program](#)

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



# 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**.
4. Confirm that you authorize the PROs to access your performance report(s).
5. Click **Done**.

Note: only Account Admins can select PROs.

**Manage Reporting Responsibilities**

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.

Producer

**1**

Responsible for Performance Report	Responsible for Collection and Management Report
Reports in full	Reports in full
<small>You can only select "report in full" for the producer or one PRO.</small>	<small>You can only select "report in full" for the producer or one PRO.</small>

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.

**2**

PRO	Service Start Date	Service Stop Date	Responsible for Performance Report	Responsible for Collection and Management Report
			Does not report	Does not report

**3** [Add PRO](#)

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.

**4** [Cancel](#) [Done](#)

**5**

# Performance report

## Accessing your program

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

**Programs**

▼ **Programs You Are Registered In**

▼ **Digital Reporting Services**

You are not registered in any programs from this section.

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▼ **Producer Responsibility Programs**

			
Batteries	Blue Box	ITT/AV	Lighting

> **Programs You Are Not Registered In**

1

# Performance report

## Starting your report

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

Lighting Homepage Registration

 Lighting Switch Programs

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

[Producer \\*](#) [PRO Status](#) [Collection Activities](#) [Invoices](#) [Add Roles](#)

Report ▼	Status	Last Updated By	Action
2024 Lighting Supply Report	Submitted Feb 22, 2024 01:22 p.m.	Eric	<a href="#">View</a> <a href="#">Download</a>
2023 Lighting Supply Report	Submitted Jan 22, 2024 02:48 p.m.	Eric	<a href="#">View</a> <a href="#">Download</a>
2023 Lighting Performance - Producer	Not Started Due Date: Apr 30, 2024		<a href="#">Start</a> <span style="border: 1px solid green; border-radius: 50%; padding: 2px 5px;">1</span>
2022 Lighting Supply Report	Submitted Jan 22, 2024 02:11 p.m.	Eric	<a href="#">View</a> <a href="#">Download</a>

Refurbisher \* Processor \* PRO Status Add Roles

**Attention**

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

[Cancel](#) 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 Lighting Collected**, click **Start** to begin entering the total weight of lighting collected.

2023 Lighting Performance - Producer

**Report Summary**

Weight of Lighting Collected

Collected

Total Weight Collected

Lighting

Total Kilograms

1 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 Lighting collected data

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

2023 Lighting Performance - Producer  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Weight of Lighting Collected**

**Collected** 1

Total Weight Collected

Lighting

I did not collect any lighting. 2

Total Kilograms

0

Clear Form **Save & Next** 3

The screenshot shows a web form titled '2023 Lighting Performance - Producer'. At the top, it says 'Enter your data and click Save & Next to move to the next reporting screen.' Below this is a section titled 'Weight of Lighting Collected'. There are two tabs: 'Collected' (highlighted with a green circle '1') and 'Not Collected'. Under the 'Collected' tab, there is a 'Total Weight Collected' label and a 'Lighting' label. To the right of these labels is a 'Total Kilograms' input field containing the number '0', which is also highlighted with a green box and a green circle '1'. Below the 'Lighting' label is a checkbox with the text 'I did not collect any lighting.', which is highlighted with a green box and a green circle '2'. At the bottom right of the form are two buttons: 'Clear Form' and 'Save & Next', with the latter highlighted by a green box and a green circle '3'.

# Performance report

## Enter your Lighting data for recovered materials

1. Under **Weight of Recovered Materials**, click **Start** to enter the weights of materials recovered from processing.
2. Under **Total Processed Materials**, 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

Total Processed Materials

Input the weight of materials recovered from processing the collected lighting.

Processed Materials	Total Kilograms
Glass	
Plastic	
Mercury	
Metals	
Other	
Total	

Start

2023 Lighting Performance - Producer

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

Weight of Recovered Materials

Total Processed Materials

Input the weight of materials recovered from processing the collected lighting.

Processed Materials	Total Kilograms
Glass	0
Plastic	0
Mercury	0
Metals	0
Other	0

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

Clear Form 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.

### Report Summary

Weight of Lighting Collected

✓ Collected

Total Weight Collected	Total Kilograms
Lighting	6,500

Collected data last updated by: on Feb 22, 2024 05:06 p.m.

1

### Weight of Recovered Materials

✓ Total Processed Materials

Input the weight of materials recovered from processing the collected lighting.

Processed Materials	Total Kilograms
Glass	1,500
Plastic	2,500
Mercury	800
Metals	1,500
Other	0
<b>Total</b>	<b>6,300</b>

Total Processed Materials data last updated by: on Feb 22, 2024 05:29 p.m.

1

Report Status  
In Progress

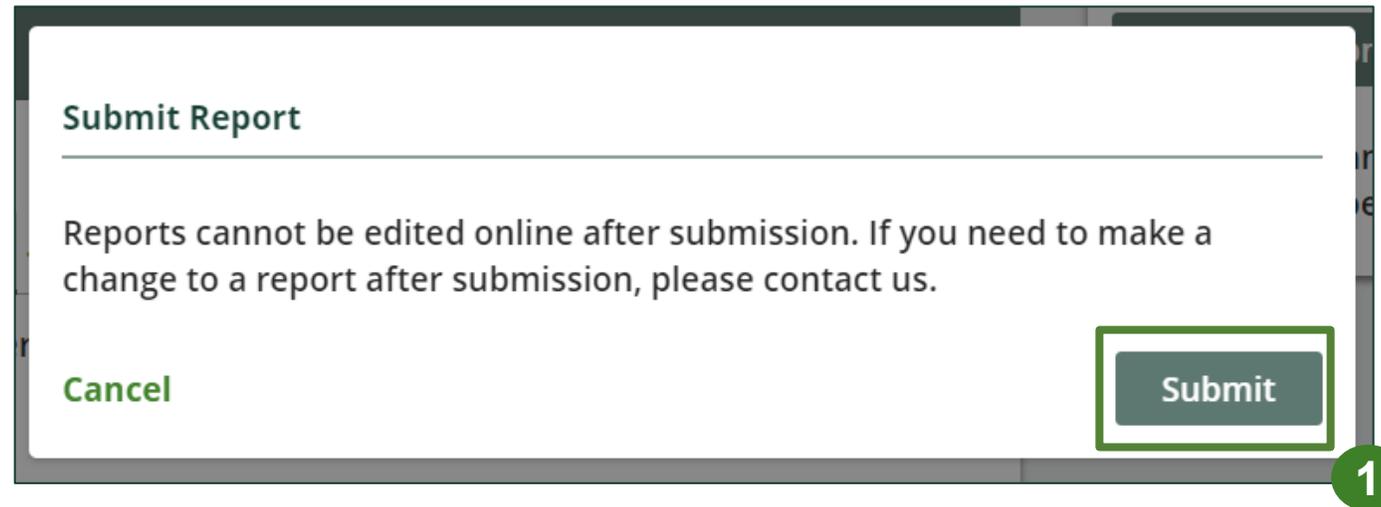
2

Make sure to provide all the required data before submitting.

# Performance report

## Submit your report

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



# Performance report

## Report status page

1. Your report status should now read as **Submitted**.
2. Click on **Back to Dashboard** to return to the Lighting Homepage.

[Back to Dashboard](#) **2**

**2023 Lighting Performance - Producer**

**Report Status**  
**Submitted**  
Feb 22, 2024 05:46 p.m. **1**

**Submit Report**

**Report Summary**

**Weight of Lighting Collected**

**Collected**

Total Weight Collected	Total Kilograms
Lighting	6,500

Collected data last updated by: Feb 22, 2024 05:46 p.m.

**Weight of Recovered Materials**

**Total Processed Materials**

Input the weight of materials recovered from processing the collected lighting.

Processed Materials	Total Kilograms
Glass	1,500
Plastic	2,500
Mercury	800
Metals	1,500
Other	0
<b>Total</b>	<b>6,300</b>

# Performance report

## View submitted report(s)

1. On the **Lighting Homepage**, your Lighting Performance - Producer 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.

Lighting Homepage Registration

 Lighting Switch Programs

Producer PRO Status Collection Activities Invoices Add Roles

Report ▼	Status	Last Updated By	Action
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<b>2023 Lighting Performance - Producer</b>	<b>Submitted</b> Feb 22, 2024 05:46 p.m.	Eric	<b><a href="#">View</a> <a href="#">Download</a></b>
2022 Lighting Supply Report	Submitted Jan 22, 2024 02:11 p.m.	Eric	<a href="#">View</a> <a href="#">Download</a>