

Lighting Supply Producer Reporting Guide



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Introduction



What is lighting supply data reporting?

Lighting 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 lighting supplied into Ontario from two years prior.

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

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 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 1-833-600-0530.

What data needs to be reported?

If you are a producer of lighting materials, you are required to report:

- The weight of lighting materials supplied in Ontario from two years prior
- A list of the brands that make up the ITT/AV supplied

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: 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:

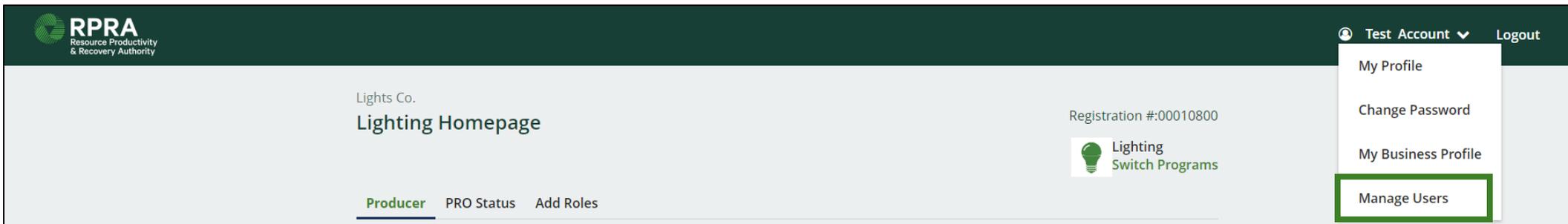
- If you already have an existing Registry account, you do not need to create a new one.
 - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in
 - If you have forgotten your password, click "Forgot Password" on the login screen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

How to manage contacts in 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 RPR Lighting Homepage interface. At the top left is the RPR logo with the text 'RPR Resource Productivity & Recovery Authority'. The main header area includes 'Lights Co.', 'Lighting Homepage', and 'Registration #:00010800'. Below this, there is a 'Lighting Switch Programs' icon and text. At the bottom of the header, there are links for 'Producer', 'PRO Status', and 'Add Roles'. On the right side, a user account 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 border. A green circle with the number '1' is positioned to the right of the dropdown menu.

How to manage contacts in your Registry account cont.

1. Under Action, 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

 Lighting
Primary User: Test Account

Active Users				
User ▲	Email	Program	Last Login	Action 1
Example User	user@email.com	LIGHTING		Manage Disable

2

Manage Users

Email
user@email.com

First Name
Example

Last Name
User

Job Title

Business Phone Number
9876786765

Phone Extension

Mobile Phone Number 3
9876786765

Program
Lighting

User Access Level ⓘ
 Primary Secondary
⚠ Saving will replace the current Primary Test Account

4 I hereby authorize this user to create/modify data.

Cancel **5**

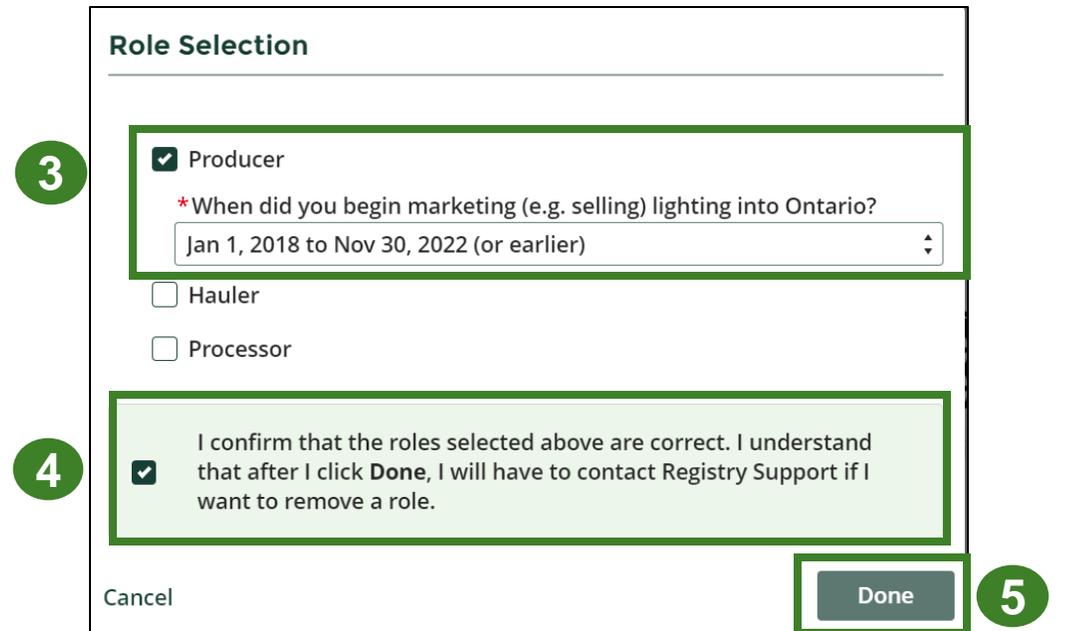
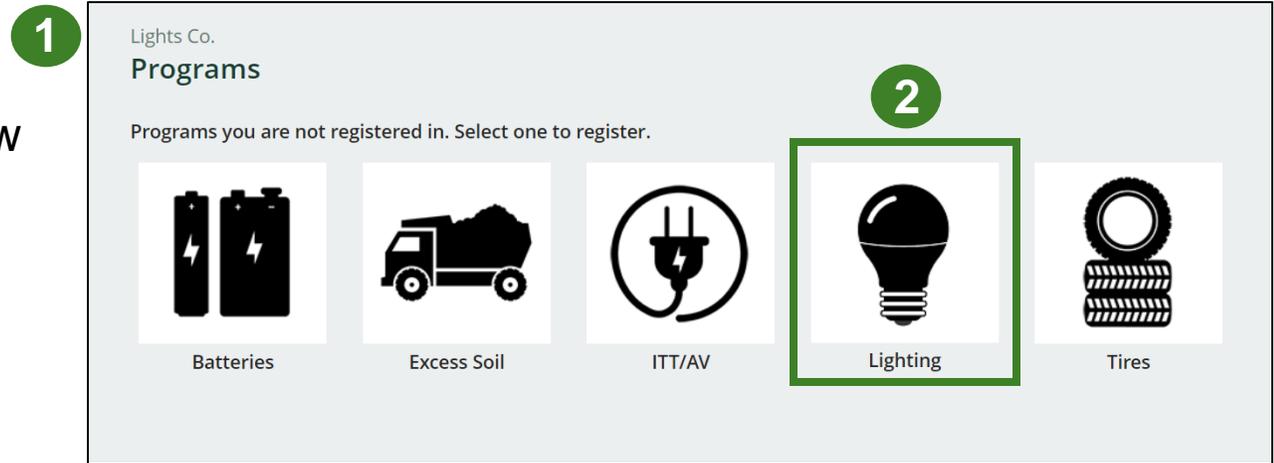
3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to.
4. Check the box to authorize the user.
5. Click **Save**.

Registry Program Enrollment for New Registrants



How to enroll in the lighting program as a new registrant

1. After you log into the **Lighting Registry**, you will land on the **Programs** screen. This screen will show all programs available to register in.
2. Click **Lighting**.
3. Select the **Producer** role and the year that you began marketing lighting.
 - 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**.



Supply Reporting



Supply report

Starting your report

1. On the **Lighting** homepage, you will be able to see all reports that require action.
2. Under Action, click **start** on the earliest required supply report.
3. A window about submitting false or misleading information will then pop up, click **Proceed**.

1

The screenshot shows the RPR Lighting Homepage. At the top, there is a dark green header with the RPR logo and the text "Resource Productivity & Recovery Authority". On the right side of the header, there is a user profile icon, the text "Test Account", and a "Logout" link. Below the header, the page title is "Lights Co. Lighting Homepage". There is a "Lighting Switch Programs" icon on the right. A warning message states: "An asterisk (*) indicates that you have incomplete items to address in the tab." Below this, there are tabs for "Producer *", "PRO Status", and "Add Roles". A table is displayed with the following columns: "Report", "Status", "Last Updated By", and "Action". The table contains one row: "2022 Lighting Supply Report" with a status of "Not Started" and a due date of "Apr 30, 2022". The "Action" column for this row contains a "Start" button. A green box highlights the "Start" button. At the bottom, there is a link for "Registry Help & Support" and a "Contact Us" link.

2

The screenshot shows the same RPR Lighting Homepage as above, but with a modal dialog box open. The dialog box has a title "Attention" and contains the text: "It is an offence if you submit false or misleading information to the Authority." Below the text, there are two buttons: "Cancel" and "Proceed". The "Proceed" button is highlighted with a green box. The background of the page is dimmed.

3

Supply report

Entering your supply data

1. On the **Lighting Supply Report** screen, enter in your supply data for each applicable year.

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

3. Click **Save & Next**.

Greens Glow Inc.
2025 Lighting 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 lighting from the number of units supplied.

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
<input type="text" value="7500"/>	<input type="text" value="0"/>	7,500

No Lighting supplied. [Clear Form](#)

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

Press Save & Next to continue to next year [Previous](#) **Save & Next**

Weight Conversion Tool - Lighting 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 lighting products in a category not listed here, you must report the actual weight in your supply data.

Lighting Category	Units	Conversion Factor	Kilograms
1 - Compact Fluorescent Lamps <small>Compact CFL lamp, including retrofit and non-retrofit</small>	<input type="text" value="0"/>	x 0.11 kg	0
2 - Straight Tube Fluorescent Lamps <small>Straight fluorescent tubelamp HH, straight fluorescent tubelamp B2C, tanning lamp, solar, UV facial (lamp only)</small>	<input type="text" value="0"/>	x 0.23 kg	0
3 - Special Lamps <small>High pressure sodium lamp, low pressure sodium lamp, professional gas electric light mercury discharge lamp, discharge lamps (excluding fluorescent, hot cathode lamps, mercury or sodium vapor), professional halogen lamp</small>	<input type="text" value="0"/>	x 0.23 kg	0
4 - LED Lamps <small>Retrofit LED light, LED lamp with armature, LED lamps (including retrofit LED lamps)</small>	<input type="text" value="0"/>	x 0.11 kg	0
5 - Incandescent Lamps <small>Incandescent lamps, incandescent flood lamps</small>	<input type="text" value="0"/>	x 0.085 kg	0

[Cancel](#) [Next](#)

Supply report

Brand supply

Next, you will be prompted to enter **Brand** data for the lighting that you supplied.

1. In the **search bar**, enter in the name of the brand(s).
 - 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 lighting 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 Lighting 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
Abra Lighting	Add
Absolute H2O	Add
Academy Light	Add
ACCEDA	Add
Access Lighting	Add

5+ < Page 1 of 102 > 5 entries per page

Below are the brand(s) selected in current and prior year supply reports.

Selected Brands

Name	Action
<input type="text" value="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. In the top left, you will see your **minimum management requirements** for the following year.
2. 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.
3. When reviewing **Supply Report** data, you can edit before submitting.

Greens Glow Inc.
2025 Lighting Supply Report

Report Summary

Your minimum management requirements for 2026 are: **1**
2,070 Kilograms Lighting

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** **2**

Weight (in kg)	Weight From Conversion Tool	Total Kilograms
7,500	0	7,500

2023 data last updated by: Jessie James on Mar 06, 2025 01:35 p.m.

3 [Edit Report](#)

Supply report

Verification report

You are required to submit a Verification Report through the Lighting Registry. For more information view our [EEE Verification and Audit Procedure](#)

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

Registry Fee Payment ⓘ

Sub Total	\$2,089.13
HST (13%)	\$271.59
Invoice Total	\$2,360.72

Purchase Order # ⓘ

Select Payment Method

Supply report Payment submission

Before submitting the report, you will need to select and submit payment for the [Registry Fee](#) (annual program 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.

Report Summary

Your minimum management requirements for 2023 are 6,000 Kilograms

You must meet the conditions of the BSE Act and Section 14 of the BSE Regulation

Your minimum management requirements for 2023 are calculated in accordance with the BSE Act and Section 14 of the BSE Regulation

2019 2020

Weight (in kg)	Weight From	Conversion Tool	Total Kilograms
30,000	0		30,000

2019 data last updated by: Test User on Mar 06, 2023 10:32 a.m.

Management Reduction

Registry Fee Payment

\$4,400.00

Select Payment Method

Submit Report

Payment Method

Select Payment Method

--none--

Cancel Submit

Report Status

Submitted

Feb 21, 2024 03:17 p.m.

Submit Report

Verification Report

verification report.pdf

Replace

Registry Fee Payment

Sub Total	\$2,089.13
HST (13%)	\$271.59
Invoice Total	\$2,360.72

Purchase Order #

Payment Method

EDI Payment Method

Your submission has been received. You will be sent an email with the Authority's banking information so that you can complete your EDI payment.

Download Invoice - Summary Report 21/02/2024

Supply report Submitted

On the Lighting homepage, you can **view** and **download** your submitted reports and invoices.

Lights Co.
Lighting Homepage

Registration #:00010701

 Lighting
Switch Programs

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

Report ▼	Status	Last Updated By	Action
2023 Lighting Supply Report	Submitted Mar 06, 2023 10:37 a.m.	Test Account	View Download

How to Manage a PRO



Managing a PRO

Reporting responsibility selection

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

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	Responsible for Performance Report	Responsible for Collection and Management Report
Lights Co.	Reports in part <small>If you select "reports in part", you must select "reports in part" for at least one PRO.</small>	Reports in part <small>If you select "reports in part", you must select "reports in part" for at least 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.

PRO	Service Start Date ⓘ	Service Stop Date ⓘ	Responsible for Performance Report
PRO	1-Aug-2022	31-Jul-2023	Reports in part
Reports in part			

[+ 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.

Cancel Done

1

2

3

FAQs



Frequently Asked Questions

1. How do I determine the total weight of lighting supplied in each applicable year?

Producers can use the actual weight of the lighting product, the weight conversion calculator, or the weight of lighting calculated using the total product and packaging weight, multiplied by a factor that reduces the total product and packaging weight by the weight of the packaging based on a documented methodology that must be retained by the producer and made available to a RPRA inspector (as may be required). For more information, view our [EEE Verification and Audit Procedure](#).

2. How do I view my management requirement?

To view your minimum management requirement, follow these steps in the Registry:

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