

# Tires Producer Supply Data Reporting Guide

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# Introduction



# What is Tires supply data reporting?

Tires supply data reporting is an annual report that producers with obligations under the [Tire Regulation](#) complete to report on the number of units and weight of tires supplied into Ontario two years prior (e.g., in 2025, you are required to report your new tire supply data for the year 2023).

Submitting supply data determines a producer's management requirements for the following year, along with the supply data submitted in the previous two years, using this formula:

$$(Y3 + Y4 + Y5) / 3 \times 0.65$$

Y3 – the weight of tires supplied in the calendar year three years prior to the collection year

Y4 – the weight of tires supplied in the calendar year four years prior to the collection year

Y5 – the weight of tires supplied in the calendar year five years prior to the collection year

This guide will assist producers of tires with understanding of what data they need to report and provide step-by-step instructions on how to complete their reporting in RPRA's Registry.

Further information about the Tires Regulation can be found on the Authority's website: <https://rpra.ca/programs/tires/>

If you have further questions that are not answered in this guide, please contact the Compliance 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?

If you are a producer of **tires**, you are required to report:

- The number of units and weight of tires you supplied to the Ontario market two years prior.
  - For example, in 2025, you are required to report your new tire supply data for the year 2023.
- You may also be required to provide a verification report, please refer to [Appendix A- Tire Supply Data Verification](#) for more information.

For more information on obligated tires, please see the compliance bulletin [“What Tires Have to be Reported”](#).

# 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](#).

## 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.

# Registration



# New Registrants - Creating an Account

1. Enter the information required on each page. Click **Next Step** to reach the next page.
2. Click the checkbox to agree to the Registry Terms of Use.
3. Once you reach the **Review** page, click **Create Account**.

1

**Create Account**

Business Address Individual Review

**Business number and name**

If your business does not have a CRA Business Number, please contact us.

CRA Business Number (BN)

Legal Business Name

Business Operating Name  Copy Legal Name

**Next Step >**

---

**Create Account**

Business Address Individual Review

**Business address and phone number**

My Business has a Canadian Address

Street

City  Province

Postal Code  Country

Main Phone Number

< Previous Step Cancel **Next Step >**

**Create Account**

Business Address Individual Review

**Your profile and contact information**

Enter the name and contact information of the Registry's primary user for your business.

First Name  Last Name

Email (this will be your username)  
A link will be sent to the email you provide to complete your account registration

Confirm Email

Job Title

I have a Canadian Address

Street  Copy Business Address

City  Province

Postal Code  Country

Business Phone Number  Phone Extension

Mobile Phone Number   Same as Business Phone Number

< Previous Step Cancel **Next Step >**

**Create Account**

Business Address Individual Review

**Business number and name** Edit

CRA Business Number (BN) 987456321

Legal Business Name Test Producer

Business Operating Name Test Producer

**Business address and phone number** Edit

Address 123 Any St. Toronto Ontario M0M0M0 Canada

Main Phone Number 4165555555

**Your profile and contact information** Edit

Name Test User

Email test\_producer@yopmail.com

Job Title Producer

Office Address 123 Any St. Toronto Ontario M0M0M0 Canada

Business Phone Number 4165555555

Phone Extension

Mobile Phone Number 4165555555

I agree to The Registry Terms of Use

< Previous Step **Create Account**

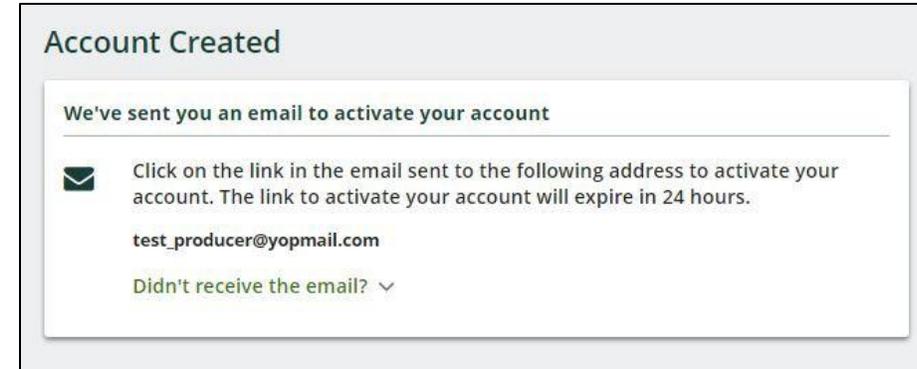
2

3

# New Registrants - Creating an Account

1. An email will be sent to the email address you entered with a link to activate the account and set up a password.
2. Clicking on the link in the email will bring you to the **Create Password** page.
3. Create a password that fulfills the password requirements and click **Set Password**.

1



The screenshot shows a confirmation page titled "Account Created". Below the title, it says "We've sent you an email to activate your account". There is an envelope icon followed by the text: "Click on the link in the email sent to the following address to activate your account. The link to activate your account will expire in 24 hours." Below this, the email address "test\_producer@yopmail.com" is listed. At the bottom, there is a link that says "Didn't receive the email?" with a downward arrow.

2



The screenshot shows a "Create Password" page. It has a section titled "Set your password". Below this, it lists password requirements: "Your password must: be at least 8 characters long, contain at least one upper case, contain at least one lower case, contain at least one number, and contain at least one special character (e.g. !, \$, %, \_)". There are two input fields: "New Password" and "Confirm Password", each with a toggle icon for password visibility. At the bottom left is a "Cancel" button, and at the bottom right is a "Set Password" button, which is highlighted with a green border.

3

# How to enroll in the Tires program as a new registrant

Test Producer  
Programs

Programs You Are Registered In

Digital Reporting Services

You are not registered in any programs from this section.

Producer Responsibility Programs

You are not registered in any programs from this section.

**1** > Programs You Are Not Registered In

Programs You Are Not Registered In

Select one to register.

Digital Reporting Services

Producer Responsibility Programs

|  |   |  |   |  |
|--|---|--|---|--|
| <br>Automotive Materials            | <br>Batteries                    | <br>Blue Box                        | <br>Fertilizers  | <br>ITT/AV  |
| <br>Lighting                      | <br>Mercury-Containing Devices | <br>Paints, Coatings and Solvents | <br>Pesticides | <br>Pressurized Containers<br>(Excluding Refillable Propane Containers) |
| <br>Refillable Propane Containers | <br>Tires                      |  |   |  |

**3** Role Selection

Select from the options below to add roles to your account: (more)

Producer

\*When did you begin marketing (e.g. selling) tires into Ontario?

Month: January Year: 2023

Processor

Hauler

Retreader

**4**  I confirm that the roles selected above are correct. I understand that after I click Done, I will have to contact Registry Support if I want to remove a role.

Cancel Done **5**

1. After you log into the Registry, you will land on the **Programs** screen. Click on **Programs You Are Not Registered In**.
2. Click the **Tires** icon.
3. Select the **Producer** role and the month and year you began marketing tires into Ontario.
4. Confirm the role you have selected is correct.
5. Click **Done**.

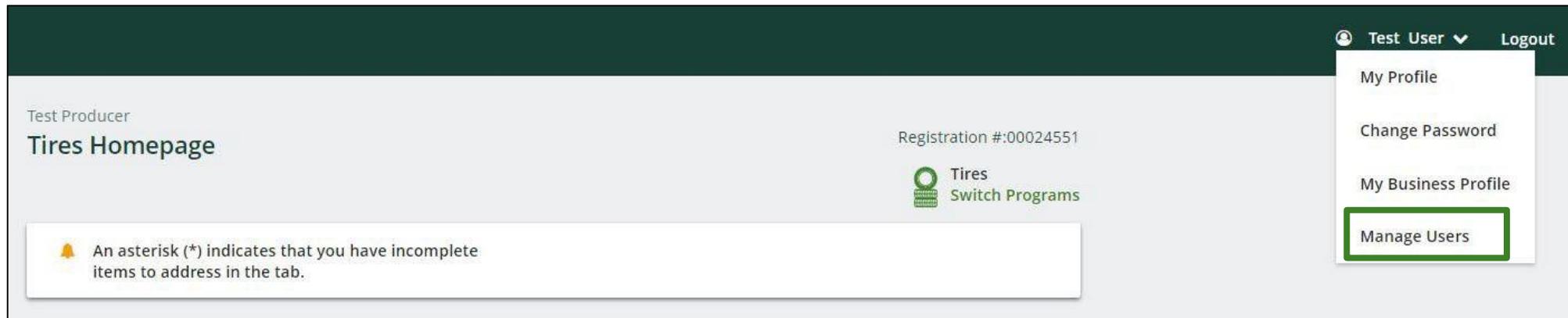
# How to manage contacts on your Registry account

Account Admins must add any new or manage existing users under the program they wish to give them access to (e.g., permissions to view and complete Reports)\*.

Please note that users are program-specific, i.e., if you register a primary user for Tires and register at a later date for another program (ex: Blue Box), you will need to set up a primary user for that program.

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.

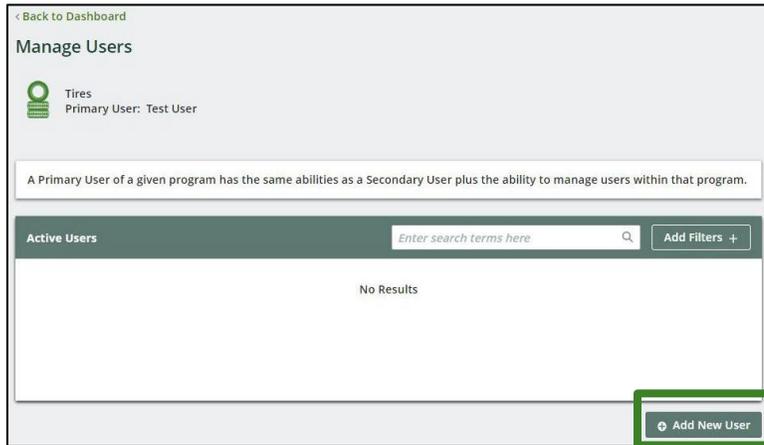


\* Accounts Admins are usually the individual who will oversee the producer's reporting obligations.

# How to manage contacts on your Registry account

Under Actions, click **Manage** to update preferences of existing users.

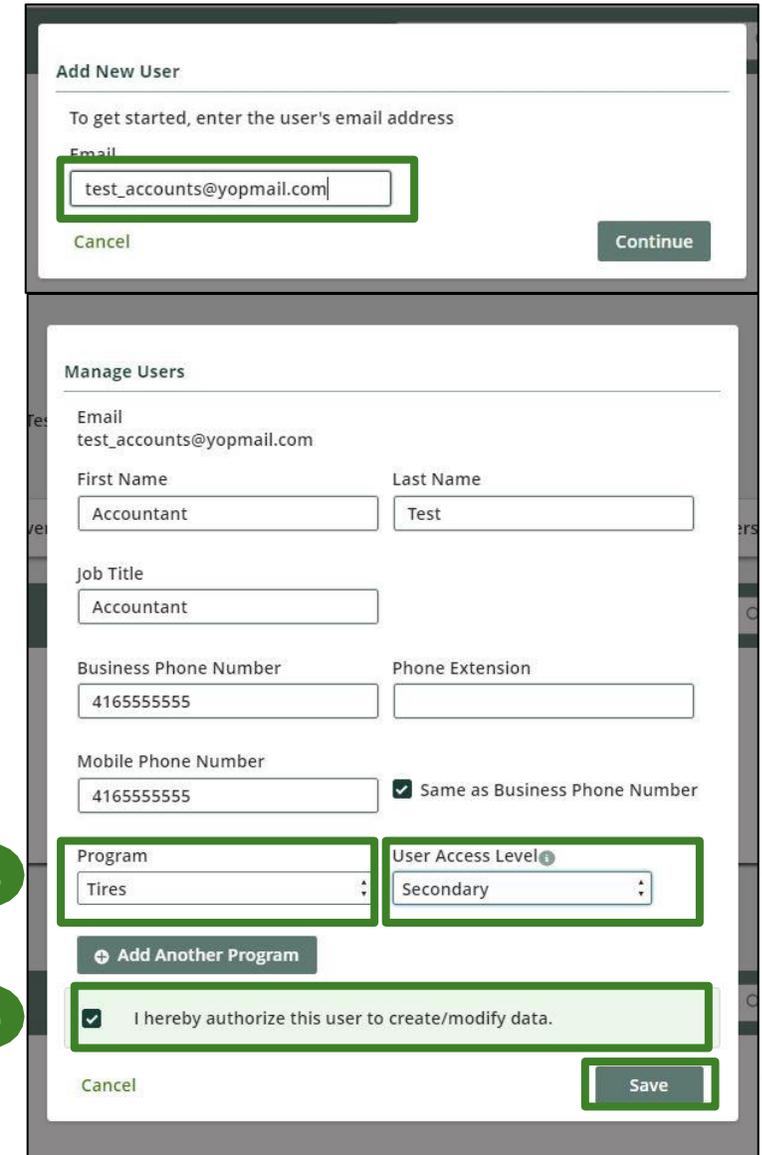
1. Click **Add New User** to add an additional user to your account.



The screenshot shows the 'Manage Users' page. At the top, there is a 'Back to Dashboard' link and the title 'Manage Users'. Below this, there is a section for 'Tires' with 'Primary User: Test User'. A note states: 'A Primary User of a given program has the same abilities as a Secondary User plus the ability to manage users within that program.' Below the note is a table for 'Active Users' with a search bar and 'Add Filters +' button. The table is currently empty, showing 'No Results'. At the bottom right of the page, the 'Add New User' button is highlighted with a green box and a circled '1'.

2. Enter the user's email address in the **Add New User** window.
3. Ensure you have selected "Tires" in the **Program** field.
4. Complete the rest of the user profile and click the **User Access Level** you wish for them to have\*.
5. Click the checkbox to confirm that the individual is authorized to create/modify data.
6. Click **Save**.

\* See FAQ for more details on User Access levels.



The first screenshot shows the 'Add New User' form. It has a title 'Add New User' and a subtitle 'To get started, enter the user's email address'. There is an 'Email' field containing 'test\_accounts@yopmail.com', a 'Cancel' button, and a 'Continue' button. The email field is highlighted with a green box and a circled '2'.

The second screenshot shows the 'Manage Users' form. It has a title 'Manage Users' and a subtitle 'Email test\_accounts@yopmail.com'. The form contains several fields: 'First Name' (Accountant), 'Last Name' (Test), 'Job Title' (Accountant), 'Business Phone Number' (4165555555), 'Phone Extension' (empty), 'Mobile Phone Number' (4165555555), and a checkbox 'Same as Business Phone Number' which is checked. There are two dropdown menus: 'Program' (Tires) and 'User Access Level' (Secondary). Below these is an 'Add Another Program' button. At the bottom, there is a checkbox 'I hereby authorize this user to create/modify data.' which is checked, and 'Cancel' and 'Save' buttons. The 'Program' and 'User Access Level' dropdowns are highlighted with green boxes and circled '3' and '4' respectively. The authorization checkbox is highlighted with a green box and a circled '5'. The 'Save' button is highlighted with a green box and a circled '6'.

# Supply Reporting



# Supply report

## Starting your report

1. On the **Tires Homepage**, you will be able to see all reports that require action.
2. Under **Action**, click **Start** on the earliest required supply report. Reports must be completed in chronological order. If you select the current year (e.g., **2025**) and have an overdue report for **2024**, you will get an error message.
3. A window about submitting false or misleading information will then pop up, click **Proceed**.

Tires Producer

**Tires Homepage** Registration #:00034891

Tires 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 |
|------------------|---------------------------------------|-----------------|--------|
| 2025 Tire Supply | Not Started<br>Due Date: May 31, 2025 |                 | Start  |
| 2024 Tire Supply | Not Started<br>Due Date: May 31, 2024 |                 | Start  |
| 2023 Tire Supply | Not Started<br>Due Date: May 31, 2023 |                 | Start  |

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

Producer \* PRO Status

Tires

Report

**Attention**

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

Cancel Proceed

3

# Supply report

## Entering your supply data

1. On the **Tire Supply** screen, you can enter your supply data one of two ways:
  - Using Units and Actual Weights
  - Using the Weight Conversion Calculator
2. Complete reporting for each year available and click **Save Year**.
3. If you did not supply tires, click the **“No tires supplied this year”** checkbox instead.
4. Click **Save & Next** for each year. Once all available years are completed, click the **Continue** button.

Test Tires Producer  
2025 Tire Supply  
Enter and save your data for each year. Both total units and total kilograms are required. Then click Continue to view your collection targets and to submit your report.

2021 2022 2023

To use our weight conversion calculator to determine your tire supply click Open

| 2021                            | Units                          | Total Kilograms                |
|---------------------------------|--------------------------------|--------------------------------|
| Passenger / Light Truck Tires   | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Medium Truck Tires              | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Off-Road Tires (Except Large)   | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Large tires greater than 700 kg | <input type="text" value="0"/> | <input type="text" value="0"/> |

No tires supplied this year

Continue after saving entries for all years

Test Tires Producer  
2025 Tire Supply  
Enter and save your data for each year. Both total units and total kilograms are required. Then click Continue to view your collection targets and to submit your report.

✓ 2021 ✓ 2022 ✓ 2023

Save successful. Click the Continue button below to proceed.

To use our weight conversion calculator to determine your tire supply click Open

| 2023                            | Units                             | Total Kilograms                    |
|---------------------------------|-----------------------------------|------------------------------------|
| Passenger / Light Truck Tires   | <input type="text" value="7000"/> | <input type="text" value="37000"/> |
| Medium Truck Tires              | <input type="text" value="0"/>    | <input type="text" value="0"/>     |
| Off-Road Tires (Except Large)   | <input type="text" value="0"/>    | <input type="text" value="0"/>     |
| Large tires greater than 700 kg | <input type="text" value="0"/>    | <input type="text" value="0"/>     |

No tires supplied this year

2023 data last updated by: Tires Producer on Apr 08, 2025 08:54 p.m.

Continue after saving entries for all years

Weight Conversion Calculator - Tires Supplied in 2018

For more information about how this conversion tool works please refer to [this article](#).

| Tire Category  | Units                          | Conversion Factor | Kilograms                      |
|--|--------------------------------|-------------------|--------------------------------|
| 1 - On-Road Passenger & Light Truck  | <input type="text" value="0"/> | x 12.5 kg         | <input type="text" value="0"/> |
| 2 - On-Road Medium Truck   | <input type="text" value="0"/> | x 50 kg           | <input type="text" value="0"/> |
| 3 - Off-Road Pneumatic<br>1 to ≤ 15kg  | <input type="text" value="0"/> | x 10 kg           | <input type="text" value="0"/> |
| 4 - Off-Road Pneumatic<br>> 15 to ≤ 30kg                                     | <input type="text" value="0"/> | x 20 kg           | <input type="text" value="0"/> |
| 5 - Off-Road Pneumatic<br>> 30 to ≤ 70kg                                     | <input type="text" value="0"/> | x 50 kg           | <input type="text" value="0"/> |
| 6 - Off-Road Pneumatic / Agricultural<br>> 70 to ≤ 120kg / > 70 to ≤ 250kg   | <input type="text" value="0"/> | x 80 kg           | <input type="text" value="0"/> |
| 7 - Off-Road Pneumatic<br>> 120 to ≤ 250kg                                   | <input type="text" value="0"/> | x 200 kg          | <input type="text" value="0"/> |
| 8 - Off-Road Pneumatic / Agricultural<br>> 250 to ≤ 375kg / > 250 to ≤ 700kg | <input type="text" value="0"/> | x 310 kg          | <input type="text" value="0"/> |
| 9 - Off-Road Pneumatic<br>> 375 to ≤ 700kg                                   | <input type="text" value="0"/> | x 600 kg          | <input type="text" value="0"/> |
| 10 - Off-Road Pneumatic<br>> 700 to ≤ 1200kg                                 | <input type="text" value="0"/> | x 930 kg          | <input type="text" value="0"/> |
| 11 - Off-Road Pneumatic<br>> 1200kg  | <input type="text" value="0"/> | x 2230 kg         | <input type="text" value="0"/> |
| 12 - Off-Road Solid & Resilient<br>1 to ≤ 30kg                               | <input type="text" value="0"/> | x 20 kg           | <input type="text" value="0"/> |
| 13 - Off-Road Solid & Resilient<br>> 30 to ≤ 60kg                            | <input type="text" value="0"/> | x 40 kg           | <input type="text" value="0"/> |
| 14 - Off-Road Solid & Resilient<br>> 60 to ≤ 250kg                           | <input type="text" value="0"/> | x 100 kg          | <input type="text" value="0"/> |
| 15 - Off-Road Solid & Resilient<br>> 250 to ≤ 375kg                          | <input type="text" value="0"/> | x 310 kg          | <input type="text" value="0"/> |
| 16 - Off-Road Solid & Resilient<br>> 375 to ≤ 700kg                          | <input type="text" value="0"/> | x 600 kg          | <input type="text" value="0"/> |
| 17 - Off-Road Solid & Resilient<br>> 700 to ≤ 1200kg                         | <input type="text" value="0"/> | x 930 kg          | <input type="text" value="0"/> |
| 18 - Off-Road Solid & Resilient<br>> 1200kg                                  | <input type="text" value="0"/> | x 2230 kg         | <input type="text" value="0"/> |

1

2

3

4

# Supply report

## Executive Attestation Form

1. The first time a producer submits a supply data report, they are required to complete an executive attestation. Click **Download Blank Executive Attestation form** to obtain a copy.
2. Have the appropriate executive complete the form. They must have authority to bind the corporation. Once you have saved the completed version of the form to your computer, click the **Upload** button. Navigate to your saved form and upload.

Once uploaded you will not be required to submit or update the executive attestation again.

< Back to Dashboard

Test Tires Producer  
2025 Tire Supply

Report Status  
In Progress

Submit Report

Upload Executive Attestation

[Download blank Executive Attestation form](#)

Registry Fee Payment

Sub Total \$475.93  
HST (13%) \$61.87  
Invoice Total \$537.80

Purchase Order #

Report Summary

Your minimum collection requirement for 2026 are:

|                 |                     |
|-----------------|---------------------|
| 8,016 Kilograms | All Tire Categories |
| 0 Kilograms     | Large Tires         |

You must meet the collection system requirements of a Large Producer.

Your minimum management requirements are calculated in accordance with Section 12 of the [Tires Regulation](#). Your collection system requirements are calculated in accordance with the Tire Collection and Management section of the Tire Regulation.

2021 2022 2023

| 2021                            | Units    | Total Kilograms |
|---------------------------------|----------|-----------------|
| Passenger / Light Truck Tires   | 0        | 0               |
| Medium Truck Tires              | 0        | 0               |
| Off-Road Tires (Except Large)   | 0        | 0               |
| Large tires greater than 700 kg | 0        | 0               |
| <b>Total</b>                    | <b>0</b> | <b>0</b>        |

2021 data last updated by: Tires Producer on Apr 08, 2025 08:53 p.m.

# Supply report

## Upload Verification Report

Producers who meet the definition of a large or medium producer, as outlined in the [Registry Procedure – Audit](#) are required to submit an audit report with their yearly supply report.

1. Click the upload button to attach your report as a PDF or an image.
2. Once the report is submitted, the Select Payment Method button will be highlighted in green.

The screenshot displays a user interface for submitting a report. At the top, a box shows 'Report Status' as 'In Progress'. Below this is a dark green header for 'Submit Report'. The main section is titled 'Upload Verification Report' and features a text input field and a dark green 'Upload' button, which is marked with a green circle containing the number '1'. Below the upload section, the 'Registry Fee Payment' is listed as '\$122.40'. At the bottom, a grey button labeled 'Select Payment Method' is highlighted in green, marked with a green circle containing the number '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. Once you have uploaded your Executive Attestation form, the **Select Payment Method** button will become clickable.
2. Click **Select Payment Method**. Choose your desired payment method from the drop-down menu, fill in any required payment details.
3. Click **Submit**.

Back to Dashboard  
Test Tires Producer  
2025 Tire Supply

Report Status  
In Progress

Submit Report

File has been successfully uploaded

Executive Attestation  
Executive Attestation Form.pdf  
Remove  
Replace

Download blank Executive Attestation form

Registry Fee Payment  
Sub Total \$475.93  
HST (13%) \$61.87  
Invoice Total \$537.80  
Purchase Order # 12345  
Select Payment Method

Report Summary

Your minimum collection requirement for 2026 are:  
8,016 Kilograms All Tire Categories  
0 Kilograms Large Tires

You must meet the collection system requirements of a Large Producer.  
Your minimum management requirements are calculated in accordance with Section 12 of the Tires Regulation. Your collection system requirements are calculated in accordance with the Tire Collection and Management section of the Tire Regulation.

| 2021                            | Units | Total Kilograms |
|---------------------------------|-------|-----------------|
| Passenger / Light Truck Tires   | 0     | 0               |
| Medium Truck Tires              | 0     | 0               |
| Off-Road Tires (Except Large)   | 0     | 0               |
| Large tires greater than 700 kg | 0     | 0               |
| Total                           | 0     | 0               |

2021 data last updated by: Tires Producer on Apr 08, 2025 08:53 p.m.  
Edit

1

Payment Method

Select Payment Method

--none--  
--none--  
Bank Withdrawal  
Credit Card  
EDI Payment Method  
Cheque  
Electronic Bill Payment

Submit

2

3

# Supply report

## Downloading your Invoice and Report

Once your report has been successfully submitted, you will return to the [Tires Homepage](#).

1. To download a PDF of your invoice and report, click on the **Invoices** tab and click **Download PDF** next to the applicable report.
2. The document will include both your invoice and your minimum management requirement(s).

Tires Producer  
Tires Homepage  
Registration #: 00034891  
Tires Switch Programs

Producer PRO Status Collection Activities **Invoices** Add Roles

View: **Supply Reports** Other

Below are all Supply Report invoices that have been issued.

Invoices issued prior to January 1, 2023 have been amended to separately display HST, which has been determined to be collectible. No changes to the Invoice Total have been made, and no additional payment for HST is required for amended invoices issued before January 1, 2023.

Supply Report Invoices  Add Filters +

| Invoice Number | Invoice Date | Invoice Amount | Payment Status | Report Submission | Action              |
|----------------|--------------|----------------|----------------|-------------------|---------------------|
| 000135904      | Apr 8, 2025  | \$537.80       | Processing     | 2025 Tire Supply  | <b>Download PDF</b> |

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

2

RPRP  
Resource Productivity & Recovery Authority  
4711 Yonge Street, Suite 400  
Toronto, Ontario  
M2N 6R6 Canada  
GST/HST #: 900476508

**INVOICE**  
Tires Program  
Supply Report Fees

Invoice Summary  
Invoice Number: 00023732  
Invoice Date: Mar 13, 2023  
Payment Status: Processing  
Payment Method: Cheque  
Invoice Total: \$ 959.98

Billing Information: Test User, Test Producer, 123 Any St., Toronto, Ontario, M0M0M0, Canada  
Registrant Details: Registration #: 00024561, Email: test\_producer@rprp.ca, Phone: (416) 555-5555

REPORT INFORMATION  
Report Name: 2022 Tire Supply

| Item          | Taxable | Amount(CAD)                     |
|---------------|---------|---------------------------------|
| Registry Fees | ✓       | \$ 848.00                       |
|               |         | Subtotal: \$ 948.00             |
|               |         | HST (13%): \$ 109.98            |
|               |         | <b>Invoice Total: \$ 959.98</b> |

Remittance Information  
EDI  
Beneficiary Bank: TD Canada Trust, 4400 Highway 7, Second Floor, Woodbridge, ON L4L 9A9  
Beneficiary Account Name: Resource Productivity and Recovery Authority  
Transtk #: 18007 Branch: 004 Account #: 5323176 Routing #: 000419020(S Bank) Swift Code: TD0MCATTOR  
Email payment details, including invoice number and amount paid, to: receivables@rprp.ca  
Online Bill Payment: Using the bill payment functionality, log into your bank account, go to the bill payment section, and choose to add a payee. Search for and select "RPRP" as the payee. Once "RPRP" is selected, enter your registration number as the account number to make your payment. Your registration number can be found towards the top of this invoice under "Registrant Details".  
Email payment details, including invoice number and amount paid, to: receivables@rprp.ca  
Cheque  
Pay to: RESOURCE PRODUCTIVITY RECOVERY AUTHORITY  
PO BOX 48114, STN A, TORONTO, ON, M5W 4G9  
Terms: due on receipt

Document Printed: Mar 13, 2023 12:13 PM by Test User Page 1 of 2

1

RPRP  
Resource Productivity & Recovery Authority  
4711 Yonge Street, Suite 400  
Toronto, Ontario  
M2N 6R6 Canada  
GST/HST #: 900476508

Your minimum collection requirement for 2023

63,760 Kilograms Total from all the tire categories  
Your minimum collection requirements are calculated in accordance with Section 4 of the [Tires Regulation](#).

Tire Supply Data

Management Reductions

Recycled Content Weight of Recycled Content (kg)

Documents Submitted

Executive Attestation Form  
Executive Attestation Form (1).pdf

Document Printed: Mar 13, 2023 12:13 PM by Test User Page 2 of 2

# How to Select and 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**.
4. Click **Done** to save your changes.

Note: Only Account Admins can select PROs.

The screenshot displays the 'Manage Reporting Responsibilities' interface. It features two sections for different tire categories. The first section is for 'Tires less than or equal to 700 kg' and the second is for 'Large Tires greater than 700 kg'. Each section has a table with columns for 'PRO', 'Service Start Date', 'Service Stop Date', and 'Responsible for Performance Report'. In the first section, a row for 'PRO Production Test' is highlighted with a green box (1), showing a start date of '1-Jan-2024' and a checked box for 'Responsible for Performance Report'. An 'Add PRO' button is visible to the right. In the second section, a row is highlighted with a green box (2), showing a blank start date and a checked box for 'Responsible for Performance Report'. At the bottom right, a 'Done' button is highlighted with a green box (3). A 'Cancel' button is at the bottom left.

\* If your PRO contract does not have an end date, you can leave the Service Stop Date blank.

# FAQs



# Frequently Asked Questions

1. What is the difference between an account admin, a primary and a secondary user in the Registry portal?
  - **Account admins** have access to all information within a registrant's account. They can create and assign primary and secondary users' access to the account, edit and submit reports and pay fees. They are the only ones who can manage PROs. Account admins can view all activities users undertake. They will also be the recipient of emails from the Registry portal. **Primary users** can only assign secondary users' access to the account, edit and submit reports and pay fees. **Secondary users** can only edit and submit reports and pay fees.
2. What materials should I report?
  - Please see the compliance bulletin [“What Tires Have to be Reported.”](#)
3. Where can I learn more about management requirements?
  - You can read more about producer's management obligations [here](#).
4. What do I do if I misreported my supply data?
  - Please see this [FAQ](#) for the process to inform RPRA of the error.

# Frequently Asked Questions

## 5. Why can't I see the Manage PRO widget to add my PRO choice?

- The Manage PRO option will appear on the dashboard below your list of supply data reports when your supply data reporting is complete and if you have management requirements. If your supply data reporting is below the supply exemption threshold you will not have management requirements, and therefore not need to assign a PRO to assist with your obligations.
- Account Admin are the only portal users that can manage your PRO's responsibility, so this widget is not viewable to primary and secondary users.

## 6. What payment methods are available in the Registry?

- When paying fees to RPRA, you can select from one of the following payment methods:
  - Bank withdrawal (pre-authorized debit)
  - Credit card
  - Electronic data interchange (EDI; also commonly known as ACH or EFT)
  - Electronic bill payment
  - Cheque
- You can find specific instructions about each payment method in this [FAQ](#)