

How to Register for the AMS PRO



Step-By-Step Guide



TABLE OF CONTENTS

1. Intr	oduction	
1.1	Thank you for Registering with the AMS PRO	3
1.2	Glossary	3
1.3	Brief Overview	3
2. Stej	p-By-Step Guide3	
2.1	Three Steps	3
2.2	Step 1 – Register Your Company with the AMS PRO	4
2.2.	1 Section A - New to WeRecycle Portal?	4
2.2.	2 Section B – All Registrants	7
2.3	Step 2 – Complete Your Customer Agreement	10
2.4	Step 3 – Register with RPRA	12



1. Introduction

1.1 Thank you for Registering with the AMS PRO

This short document provides a step-by-step guide to completing your registration with the AMS PRO.

If you require assistance at any point in your registration, please email us at <u>transition@autostewardship.ca</u> or call us at 1-888-575-4870 ext. 325 or for more information visit our website at <u>https://www.automotivematerialsstewardship.ca/</u>.

1.2 Glossary

Terms	Definitions
AMS	Automotive Material Stewardship
HSP	Hazardous and Special Products Regulation
PRO	Producer Responsibility Organization
RPRA	Resource Productivity and Recovery Authority
RRCEA	Resource Recovery and Circular Economy Act

1.3 Brief Overview

Under the new Hazardous and Special Products Regulation (HSP) producers either manage their new obligations themselves or join a Producer Responsibility Organization.

AMS has registered its PRO with RPRA and looks forward to supporting its customers in meeting their responsibilities. Our website has lots of additional information on the benefits of our PRO <u>here</u>.

2. Step-By-Step Guide

2.1 Three Steps

There are three main steps to follow steps to complete registration on our WeRecycle Portal.

TIP: Once you've completed Step 1, you can complete Step 2 and 3 in any order

- STEP 1: Register Your Company with the AMS PRO
- STEP 2: Complete AMS PRO Customer Agreement
- STEP 3: Register with RPRA to obtain your Registry ID Number



- 2.2 Step 1 Register Your Company with the AMS PRO
- 2.2.1 Section A New to WeRecycle Portal?
 - Only new portal users need to complete Section A
 - Then go to Section B
 - All other portal users skip to Section B
- 1. Go to: <u>https://werecycle.cssalliance.ca.</u>

Welc	to the WeRecycle Portal!
	Canadian Stewardship Services Alliance
	8 User ID
EXISTING USERS	S Password
	Did you forget your password?
	Login
NEW USERS	New to the WeRecycle Portal? Create an Account
	ETTER Multi-Material MMEM S

2. Create a new account.

< and Canadian Stewardship Services Alliance	Registration
Create an Account	
Account Type Are you a Steward/Producer, Service Provider or bot	h?
You are a Steward/Producer if you supply designate to consumers in a province where Producer Responsibili You are a Service Provider if you transport, collect co stewardship regulations exist or transport and process m If you are both a Steward and Service Provider, please account to register as a service provider. More Information Steward Service Provider	d Packaging and Paper Product PPP or Hazardous and Special Product (HSP) ty regulations exist. r process designated Packaging and Paper Product (PPP) in a province where laterials for the Municipal Hazardous or Special Waste (MHSW) program. se complete your Steward/Producer registration first. Then create a second
Select Steward	



3. Add your basic contact info.

 (n) Services Al 	ewardship ance	Registration	
i More Information			
Your Login Details			
*User ID:		Must have between 1 and 12 characters. Special characters allowed.	
Your Contact Informati	'n		
*First Name:			
*First Name: *Last Name:			
*First Name: *Last Name: *Email:			
*First Name: *Last Name: *Email: *Confirm Email:			
*First Name: *Last Name: *Email: *Confirm Email: *Job Title:			
*First Name: *Last Name; *Email: *Confirm Email: *Job Title: *Phone;	* [1]		

You will receive an email with a Portal User ID and temporary password and will be asked to return to the portal.

- 4. Please log in with your temporary password and update with a secure personal password.
- 5. Complete Company Profile.

🖞 < 🍙 🤣 🕯	nadian Stewardshi rvices Alliance	P C	Steward Re	gistration \sim		
			Test Env	ironment		
Create Account	- Organization Registration	n — O s	rogram election		Program Registration	
Register my Organizatio	on					
*Organization Legal N :	1					
*Address:	Address Line 1					
	Address Line 2					
*City:	Select a city					
*Country:	Canada			~		
*Province/State:	Select Province	or State		~		
*Postal/Zip Code:	-					
Website:						
*Main Phone:	+	Phone Number	Ext.	Extension		
Fax:	+	Fax Number	Ext.	Extension		
*Sector:	Select Sector			~		

Complete all mandatory fields. When selecting the sector, please choose the option that best suits your business.



6. Make note of your stewardship number – it is important to keep for your records.



Your company's WeRecycle account has been created.

You can now proceed to Section B and continue registration with the AMS PRO.



2.2.2 Section B – All Registrants

- Existing portal users can skip Section A
- Complete section B
- 7. After logging into your account, select **Account Management** from the top menu and the **Register for Another Program** tile.



8. Choose AMS PRO from the list of options.

A 🏠 🌍 Canadian Stewardship	Steward Registration \checkmark
	Test Environment
Organization Registration – Program Selection	Program Next Registration Steps
Which program are you registering for?	
O Recycle BC	
O Multi-Material Stewardship Western	
O Multi-Material Stewardship Manitoba	
Stewardship Ontario Blue Box	
⊖ CBCRA	
O Stewardship Ont-Hazardous/Special Waste	
O Automotive Materials Stewardship	
AMS PRO	
Continue	



9. Assign a primary contact by using an existing contact or creating a new one.

8 < 🏠	Services Alliance Steward Registration V	0
	Test Environment	
O - O Organi	n Program Program Next Selection Reststration Stoce	
Primary Co		
More Informat	ct receives invoices and will be able to perform all activi	
	Contact: - choose a contact -	
	*Roles: Primary Contact: 0 Can perform all activities and receives invoices More Information	
	Billing Contact OReceives invoices and can view payment status More Information	
	Environmental Lead OCan only view invoices and past reports More Information	
	Signing Officer Signing As authority to bind your corporation or entity More Information	
Secondary	ntact 🔋	
More Informat	intact will be able to prepare reports but only	
	Contact: - choose a contact -	
	*Roles: 🕑 Secondary Contact 🔞 Can perform most activities, but not final report submission More Information	
	Billing Contact OReceives invoices and can view payment status More Information	
	Environmental Lead O Can only view invoices and past reports More Information	
	Signing Officer Signing Officer Signing Autority to bind your corporation or entity More Information	
+ Add An		

The role of **Signing Officer** can be assigned to a current contact (e.g. a Primary or Secondary Contact) or by clicking on **Add Another Contact**. This person can legally bind your organization and may also sign your Customer Agreement. This contact information is required under the HSP Regulation.

The **Primary Contact** will receive an email with the system registration confirmation.

Thank you! You have successfully completed Step 1 of your registration.



TIP: You can download the customer agreement from the final registration page. It is also available upon request from the AMS website <u>here</u>.

8	<		0	Canadian Stewards Services Alliance	hip	Ste	ward Reg	istration \					
						Г	est Envi	ronment					
0 -	\bigcirc	Organi Regist	zation ration	- ()	Program Selection	—(Program Registration	1 -	- •	Next Steps	_		
Next AMS	Ste	ps RO											
Agre To com	eem	your r	egistral	tion with AMS PRO	olease uploa	d a signed copy	of the Agree	ment. You wi	ill be not	ified when y	our agree	ment has l	been approved.
i M	ore in	forma	tion				1.5			11			() - all - a - all - a
The ag	wnlo	ad bla	nk AM	S PRO Agreement	PDF	nd AMS PRO are	e making to e	ach other an	U	pload Signe	d Agreem	ent	r both parties.
Regi	istry	y ID	Num	ber				Submit					
Than Your re	nk \ egistra	(ou ation ha	as now	been received.									
Re	egiste	r for A	nother	Program	Confirm	Obligation		Naviga	ate Home				



2.3 Step 2 – Complete Your Customer Agreement

 Download the Customer Agreement from the final registration page. It also available upon request from the AMS website <u>here</u>.

ය <	ක	٢	Canadian Stewardship Services Alliance	Ste	ward Regist	ration \sim			
				т	est Enviror	nment			
) - (Organ Regist	ization ration	- Proj Sele	gram C	Program Registration		Next Steps		
Next S AMS F	teps PRO								
Agree To comple	ment ete your r	egistrati	on with AMS PRO plea	ase upload a signed copy	of the Agreemer	nt. You will be n	otified when y	our agreeme	ent has been approve
The agree	ment ou	tlines the	e commitments that m	embers and AMS PRO are	making to each	other and clea	rly identifies t Upload Signe	he responsit d Agreemen	pilities of both parties.
Regist	ry ID	Num	ber		Su	bmit			-
Thank Your regis	You tration h	as now b	een received.						
Regis	ster for A	nother P	rogram	Confirm Obligation		Navigate Hor	ne		

2. Review the Customer Agreement.

As AMS PRO provides services on the same commercial terms for all customers, no clauses in the agreement can be altered. If you have any questions about the agreement or any other part of the registration, please reach out to us at <u>transition@autostewardship.ca</u> or call us at 1-888-575-4870 ext. 325. **Please ensure that the person who was assigned the role of Signing Officer signs the Agreement**

- 3. Make a pdf copy of your signed Agreement.
- 4. From the home page select **Account Management** from the top menu and click on **Upload a Required Document** tile.

A Service	lian Stewar es Alliance	dship		Home	9					
HSP Producer AM	IS PRO	1		Test Enviro	Test Environment					
Reporting	Billin	g Status	Accour	nt Management	Support					
Register for Another Prog	(ram	View/Edit A We have 1 Co your Compan changes?	Account ontact for iy. Any	Upload a Required Document	Report an Adjustment	Steward Search				
	Ð		8 [≡] 1 _{Contact}		Ø	٩				
Support										
Contact Us		Guidebook Reporting Resources	and	What's New Test PPP reporting deadlines h	ave changed					
	62		1		☞					



5. Choose **AMS PRO** from the program drop down list and **Customer Agreement** for the document type.

Canadian Stewards Services Alliance	^{iip} Information Request ∨	
SP Producer AMS PRO	Test Environment	
load a Required Document		
) Use this page to upload files that we have	requested from you for a specific program.	
What program does this relate to	AMS PRO 🗸	
What document type does this relate to	customer Agreement	
Upload Files		
AMS PRO Customer Ag	reement.pdf	
277078		\otimes
		Save Go to home pag

Add the correct file from your computer and select 'Save'.

Step 2 is now complete.

Thank you for becoming a customer of the AMS PRO!



2.4 Step 3 – Register with RPRA

At this time, registry details are being finalized by RPRA.

For assistance and further information, you can contact RPRA directly by email at <u>registry@rpra.ca</u>, by phone at 1-833-600-0530 or by reviewing their website <u>https://rpra.ca/programs/hazardous-and-special-waste/</u>

Producer registration must be completed before October 31, and the following information must be provided to RPRA:

- Contact details
- PRO retained by the producer
- Registration Report (total weight of each applicable HSP supplied in Ontario in 2018, 2019 and 2020 **based on new definitions**)
- Registry fees

RPRA will provide all registered producers will receive 8-digit Registry ID Number. Once you have this number, you will need to come back to the portal and add it to your account details.

1. Please return to the WeRecycle Portal and go to Account Management and select View/Edit Account.

HSP Producer AMS PRO			Test Environment				
Reporting Billi	ng Status	Accourt	nt Management	Support			
Register for Another Program	View/Edit We have 1 C your Compa changes?	Account Contact for ny. Any	Upload a Required Document	Report an Adjustment		Steward Search	
\oplus		8 [■] 1 _{Contact}			6		

2. Select Programs from the top menu and enter the 8-digit number in the Registry ID field.

ሬ < 🗟 🤣 🖁	anadian Stewardship trvices Alliance	Account Info			
HSP Producer AMS PRO		Test Environm	ent		
Profile Programs Pa	ist Reports Invoices Shai	red Files Manage Contacts			
Programs					
+ Register For Another Pro	ogram				
AMS PRO					
AMS PRO	, 2021 by HSP Producer				
Registry ID Number:		Submit			
View Agreement View All Quarters					
	2022 Q4 Report (Q3 Data, Q4 Invoice)	2022 Q3 Report (Q2 Data, Q3 Invoice)	2022 Q2 Report (Q1 Data, Q2 Invoice)	2022 Q1 Report (Q4 Data, Q1 Invoice)	2 (Q3
Obligation Status	Confirm Your Obligation	Confirm Your Obligation	Confirm Your Obligation	Confirm Your Obligation	
				•	! Cont
Report Submission					! Conf

Your registration is now complete. Thank you for registering with the AMS PRO!