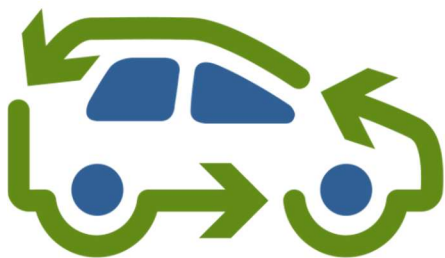


How to Register for the AMS PRO



**Automotive
Materials
Stewardship**

Step-By-Step Guide

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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 transition@autostewardship.ca or call us at 1-888-575-4870 ext. 325 or for more information visit our website at <https://www.automotivematerialsstewardship.ca/>.

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 [here](#).

2. Step-By-Step Guide

2.1 Three Steps

There are three main steps to follow steps to complete registration with AMS PRO on our WeRecycle Portal. Note that under the new regulatory framework RPRA will confirm all producers' obligation or exemption status as part of its registration process.

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

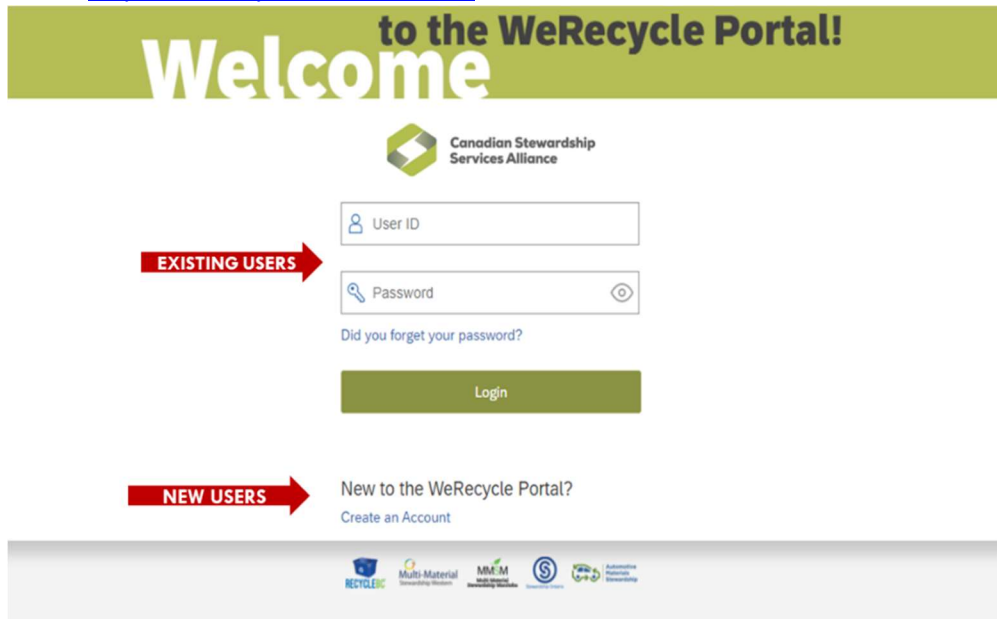
STEP 3: Register with RPRA to obtain your Registry ID Number

2.2 Step 1 – Register Your Company with the AMS PRO

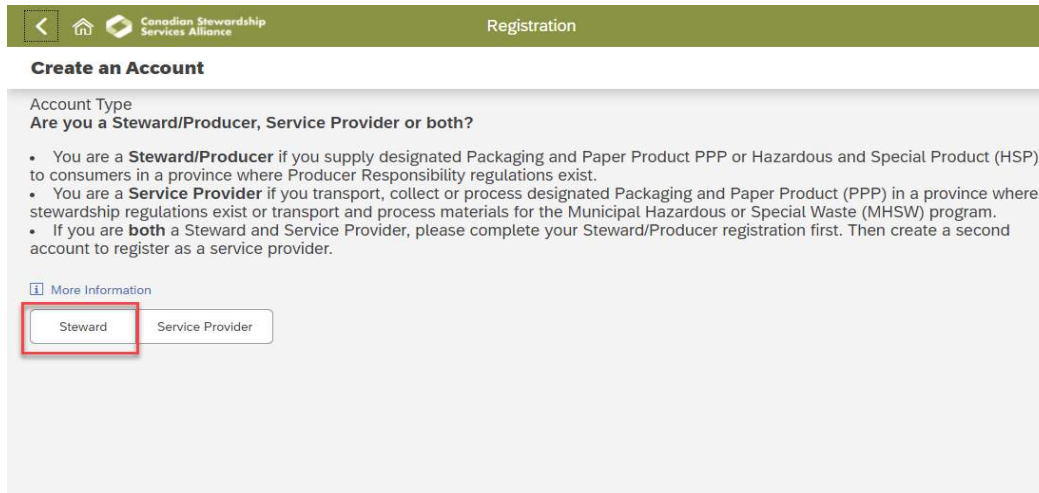
2.2.1 Section A - New to WeRecycle Portal?

- 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: <https://werecycle.cssalliance.ca>.

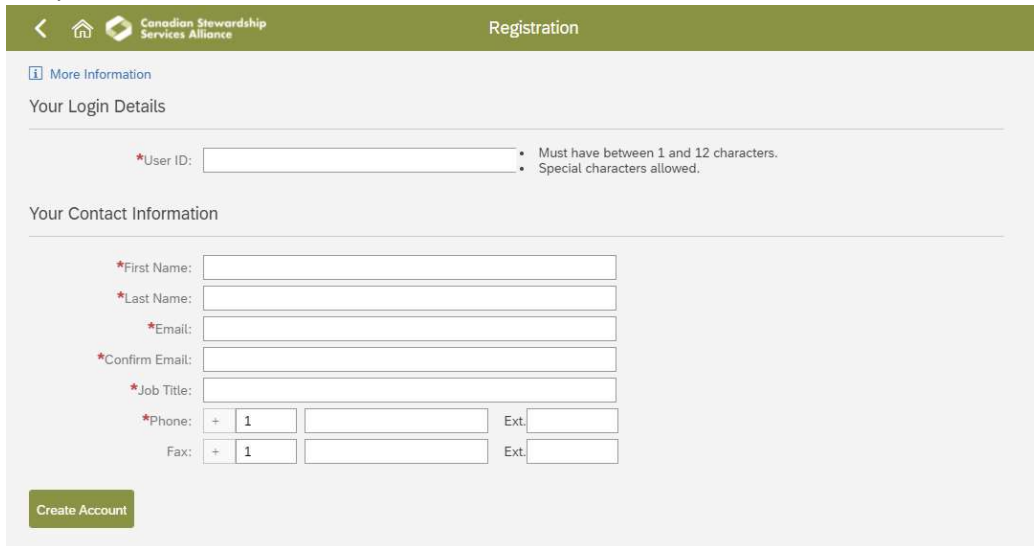


2. Create a new account.



Select Steward

3. Add your basic contact info.

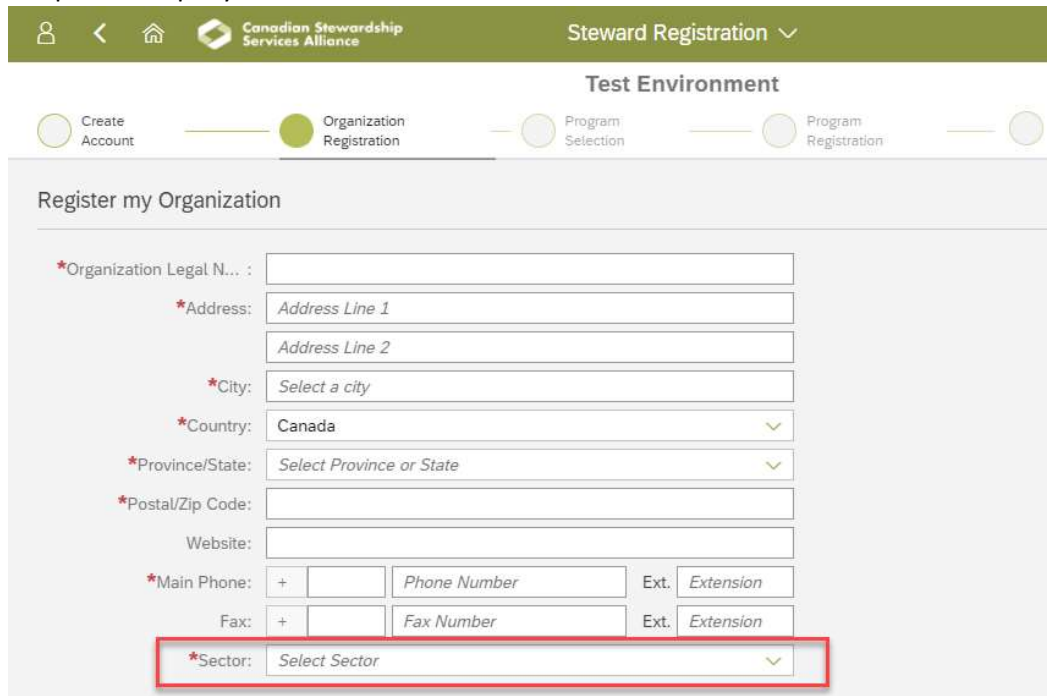


The registration form is titled "Registration" and is part of the "Canadian Stewardship Services Alliance" portal. It includes a "More Information" link and a "Your Login Details" section with a "User ID" field and a note: "Must have between 1 and 12 characters. Special characters allowed." Below this is the "Your Contact Information" section, which includes fields for "First Name", "Last Name", "Email", "Confirm Email", "Job Title", "Phone" (with area code and extension), and "Fax" (with area code and extension). A "Create Account" button is located at the bottom left of the form.

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.

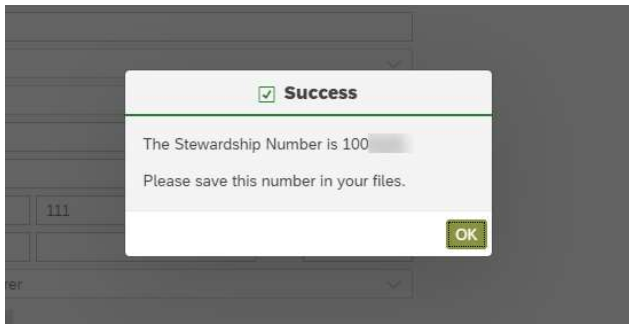
5. Complete Company Profile.



The "Steward Registration" form is part of the "Canadian Stewardship Services Alliance" portal. It includes a "Test Environment" section with a progress bar showing the steps: "Create Account", "Organization Registration", "Program Selection", and "Program Registration". The "Register my Organization" section includes fields for "Organization Legal Name", "Address" (Address Line 1 and Address Line 2), "City", "Country" (Canada), "Province/State" (Select Province or State), "Postal/Zip Code", "Website", "Main Phone" (with area code and extension), "Fax" (with area code and extension), and "Sector" (Select Sector). The "Sector" field is highlighted with a red box.

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.



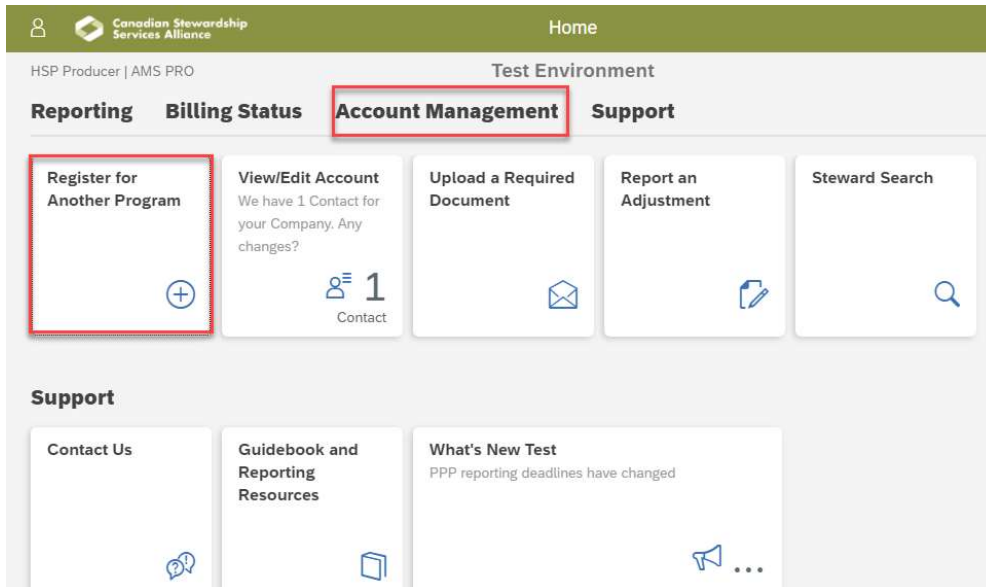
Your company's WeRecycle account has been created.

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

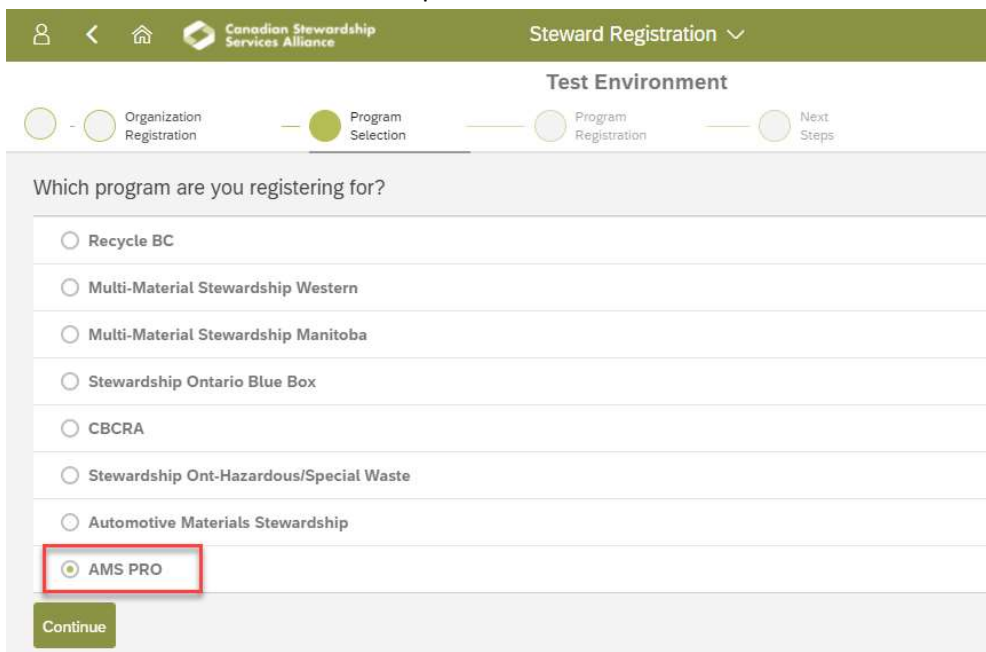
2.2.2 Section B – All Registrants

- Existing portal users can skip Section A
- Complete section B

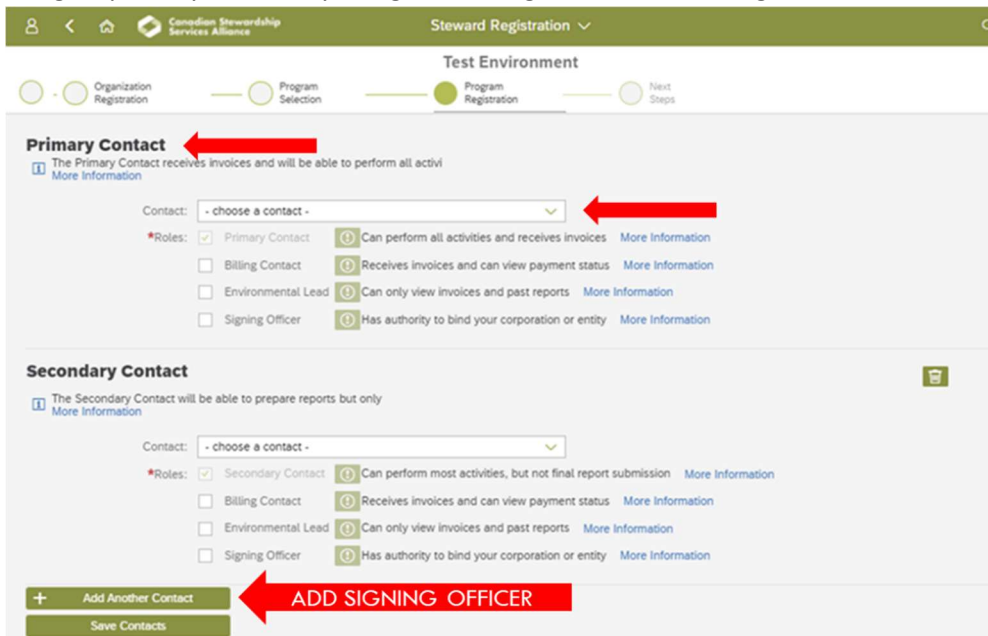
7. After logging into your account, select **Account Management** from the top menu and the **Register for Another Program** tile.



8. Choose **AMS PRO** from the list of options.



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



Steward Registration

Test Environment

Organization Registration Program Selection Program Registration Next Steps

Primary Contact

The Primary Contact receives invoices and will be able to perform all activities. [More Information](#)

Contact: - choose a contact -

*Roles:

- ☒ Primary Contact [Can perform all activities and receives invoices](#) [More Information](#)
- ☐ Billing Contact [Receives invoices and can view payment status](#) [More Information](#)
- ☐ Environmental Lead [Can only view invoices and past reports](#) [More Information](#)
- ☐ Signing Officer [Has authority to bind your corporation or entity](#) [More Information](#)

Secondary Contact

The Secondary Contact will be able to prepare reports but only. [More Information](#)

Contact: - choose a contact -

*Roles:

- ☒ Secondary Contact [Can perform most activities, but not final report submission](#) [More Information](#)
- ☐ Billing Contact [Receives invoices and can view payment status](#) [More Information](#)
- ☐ Environmental Lead [Can only view invoices and past reports](#) [More Information](#)
- ☐ Signing Officer [Has authority to bind your corporation or entity](#) [More Information](#)

+ Add Another Contact

Save Contacts





ADD SIGNING OFFICER

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 [here](#).


 Canadian Stewardship
Services Alliance


Steward Registration ▾

Test Environment

 Organization
Registration

 Program
Selection

 Program
Registration

 Next
Steps

Next Steps
AMS PRO

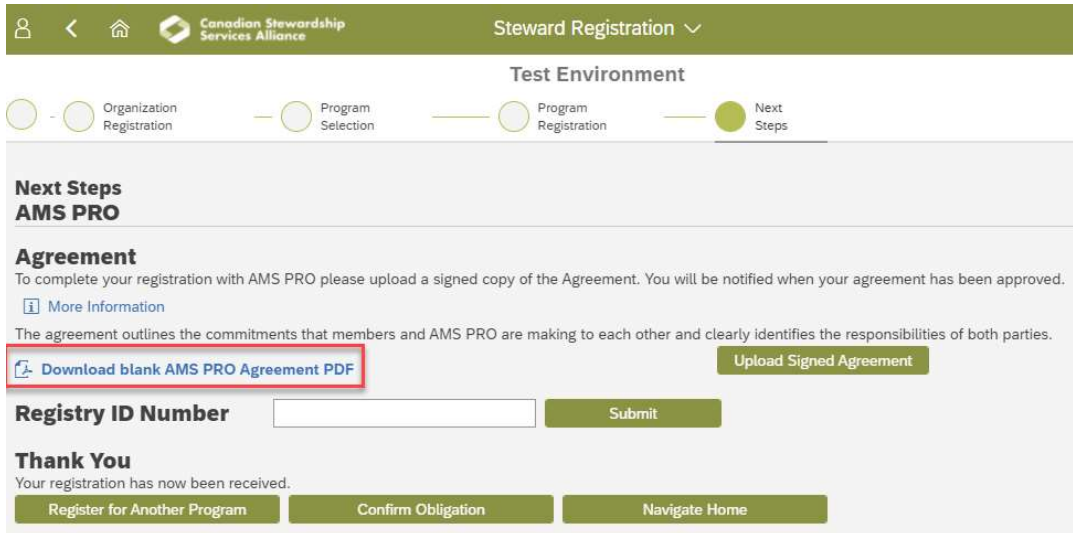
Agreement
To complete your registration with AMS PRO please upload a signed copy of the Agreement. You will be notified when your agreement has been approved.
[More Information](#)
The agreement outlines the commitments that members and AMS PRO are making to each other and clearly identifies the responsibilities of both parties.
[Download blank AMS PRO Agreement PDF](#) [Upload Signed Agreement](#)

Registry ID Number [Submit](#)

Thank You
Your registration has now been received.
[Register for Another Program](#) [Confirm Obligation](#) [Navigate Home](#)

2.3 Step 2 – Complete Your Customer Agreement

1. Download the Customer Agreement from the final registration page. It also available upon request from the AMS website [here](#).



Canadian Stewardship Services Alliance Steward Registration

Test Environment

Organization Registration Program Selection Program Registration Next Steps

Next Steps
AMS PRO

Agreement
To complete your registration with AMS PRO please upload a signed copy of the Agreement. You will be notified when your agreement has been approved.
[More Information](#)
The agreement outlines the commitments that members and AMS PRO are making to each other and clearly identifies the responsibilities of both parties.
[Download blank AMS PRO Agreement PDF](#) [Upload Signed Agreement](#)

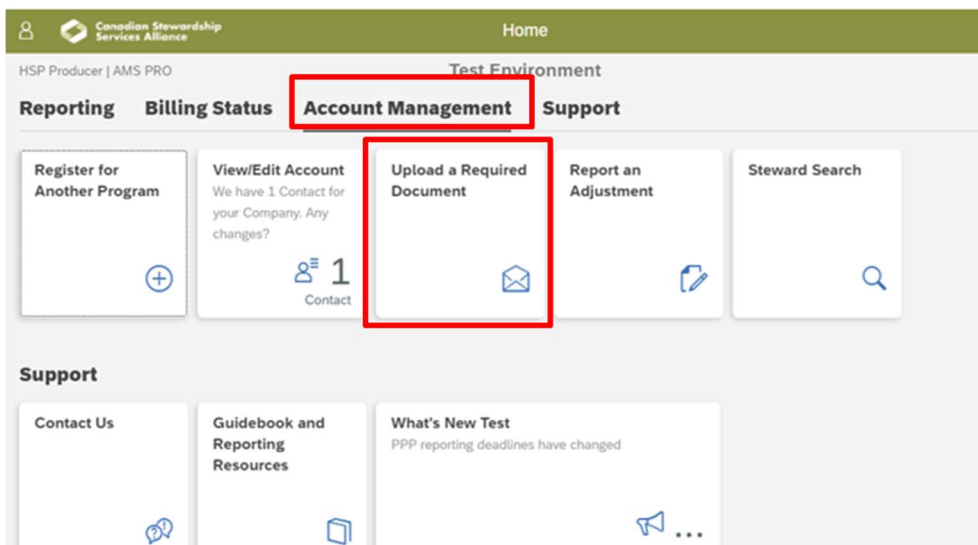
Registry ID Number [Submit](#)

Thank You
Your registration has now been received.
[Register for Another Program](#) [Confirm Obligation](#) [Navigate Home](#)

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 transition@autostewardship.ca 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.



Canadian Stewardship Services Alliance Home

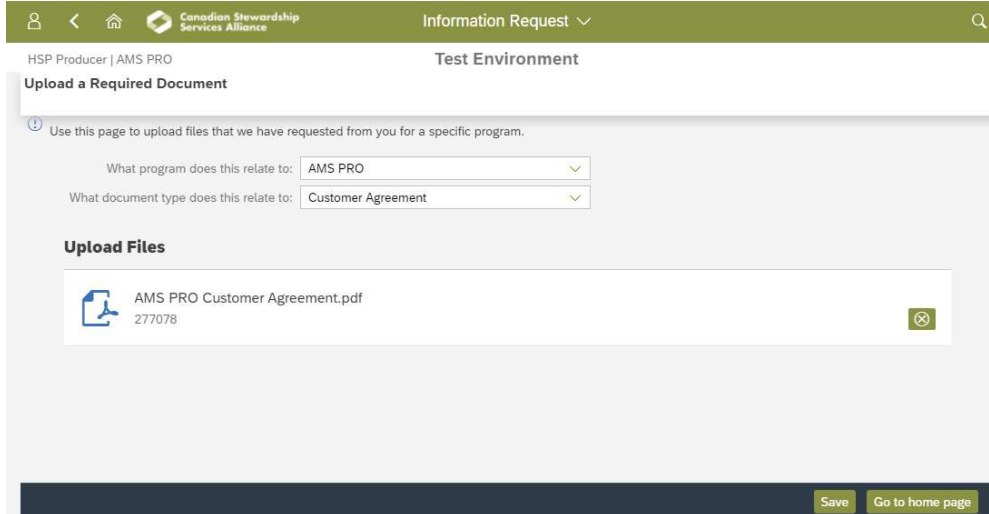
HSP Producer | AMS PRO Test Environment

Reporting Billing Status **Account Management** Support

Register for Another Program View/Edit Account We have 1 Contact for your Company. Any changes? 1 Contact Upload a Required Document Report an Adjustment Steward Search

Support
Contact Us Guidebook and Reporting Resources What's New Test PPP reporting deadlines have changed

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



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.

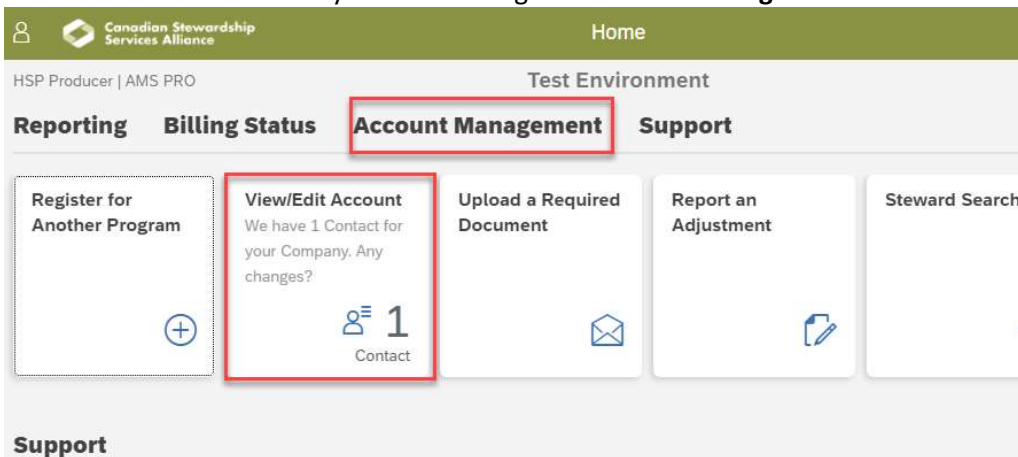
For assistance and further information, you can contact RPRA directly by email at registry@rpra.ca, by phone at 1-833-600-0530 or by reviewing their website <https://rpra.ca/programs/hazardous-and-special-waste/>

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

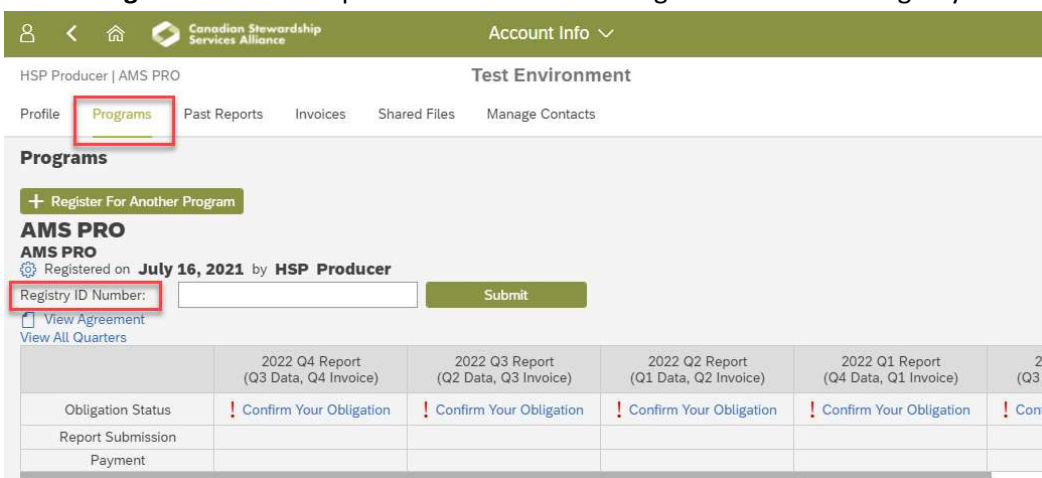
RPRA will provide all registered producers will receive 8-digit Registry ID Number. Once you have this number, you will need to come back to the portal and add it to your account details.

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



The screenshot shows the 'Account Management' section of the portal. The 'View/Edit Account' option is highlighted with a red box. Below it, it says 'We have 1 Contact for your Company. Any changes?' and shows a '1 Contact' icon.

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



The screenshot shows the 'Programs' section of the portal. The 'Registry ID Number' field is highlighted with a red box. Below it, there is a 'Submit' button and a table with columns for various reports and obligations.

	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)	2021 Q4 Report (Q3 Data, Q4 Invoice)
Obligation Status	! Confirm Your Obligation	! Confirm Your Obligation	! Confirm Your Obligation	! Confirm Your Obligation	! Confirm Your Obligation
Report Submission					
Payment					

Your registration is now complete.

Thank you for registering with the AMS PRO!