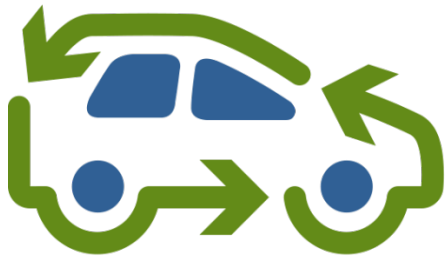




How to Register with AMS



**Automotive
Materials
Stewardship**

Step-By-Step Guide

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Introduction

About Our Services

Thank you for your interest in Automotive Materials Stewardship. We are here to assist producers of antifreeze, oil containers and oil filters in meeting their recycling obligations.

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

AMS is registered as a PRO with the Resource Productivity and Recovery Authority (RPRA). Our website has additional information on the benefits of [joining the Producers' PRO](#).

This document provides a step-by-step guide for producers to make AMS their PRO and benefit from our comprehensive services.

If you require assistance with your registration, please contact us at producers@autostewardship.ca or 1-888-575-4870 or visit our website at www.automotivematerialsstewardship.ca/.

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

Step-By-Step Guide

There are three steps to complete registration with AMS. Note that under the Hazardous and Special Products Regulation, RPRA confirms all producers' obligation or exemption status as part of its own registration process.

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

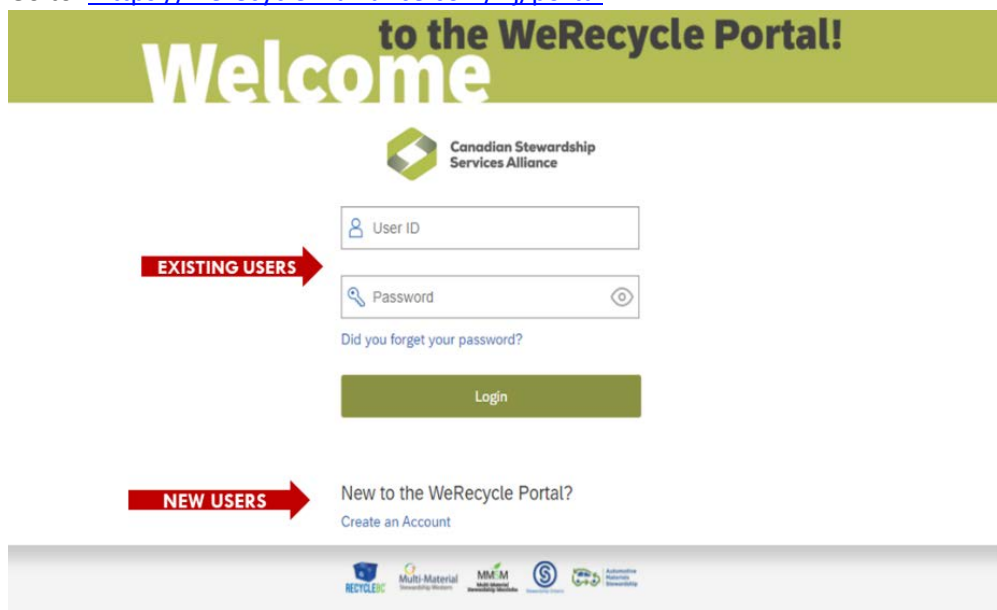
- STEP 1: Register Your Company with AMS**
- STEP 2: Register with RPRA and obtain your Registry ID Number**
- STEP 3: Complete AMS Customer Agreement**

Step 1 – Register Your Company with AMS

New Users of the WeRecycle Portal

- Producers new to the WeRecycle Portal need to complete the first six steps below
- Current WeRecycle Portal users can skip to Step 7 below

1. Go to: <https://wecycle.rralliance.com/irj/portal>



Welcome to the WeRecycle Portal!

Canadian Stewardship Services Alliance

EXISTING USERS →

User ID

Password

Did you forget your password?

Login

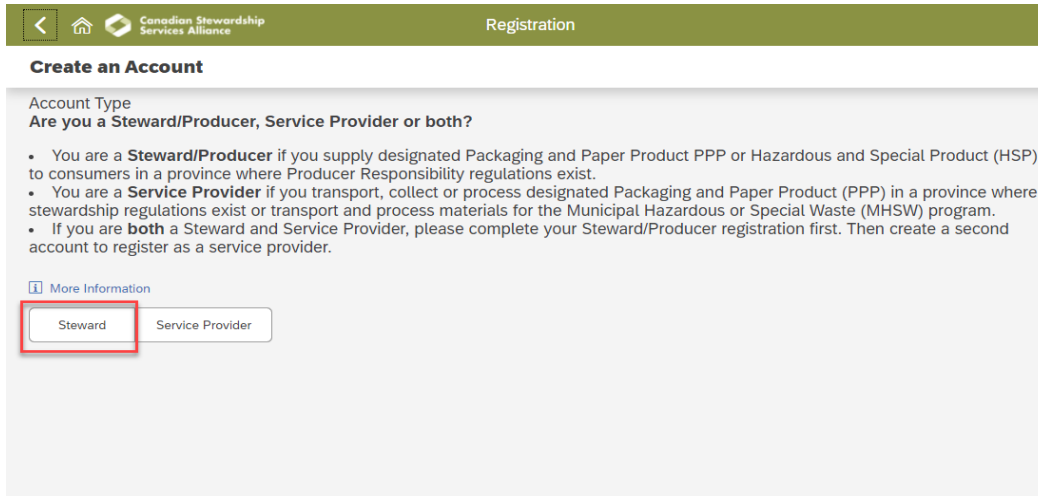
NEW USERS →

New to the WeRecycle Portal?
Create an Account

RECYCLE Multi-Material MMEAM Automotive Materials Stewardship

2. Create a new account

Select Steward



Canadian Stewardship Services Alliance Registration

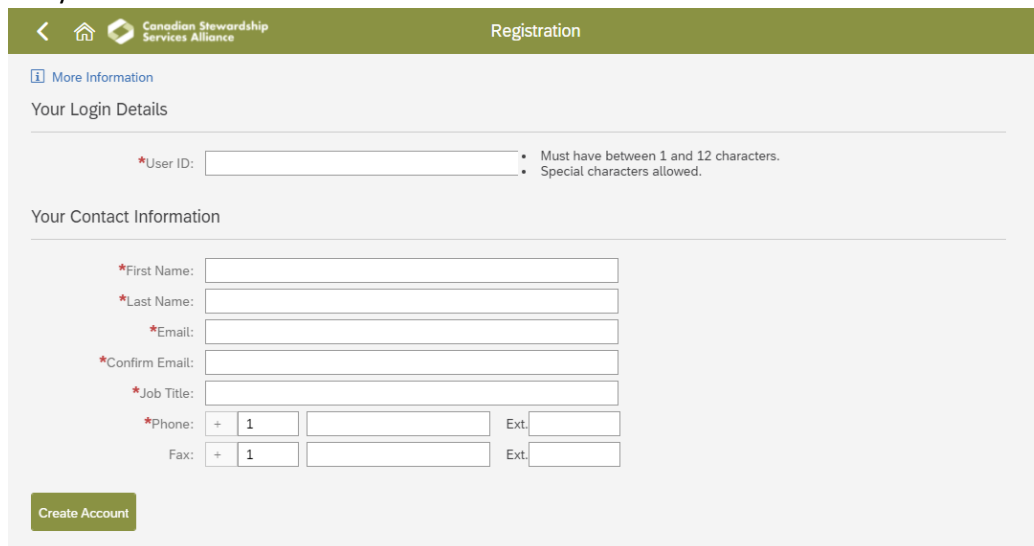
Create an Account

Account Type
Are you a **Steward/Producer**, **Service Provider** or **both**?

- You are a **Steward/Producer** if you supply designated Packaging and Paper Product PPP or Hazardous and Special Product (HSP) to consumers in a province where Producer Responsibility regulations exist.
- You are a **Service Provider** if you transport, collect or process designated Packaging and Paper Product (PPP) in a province where stewardship regulations exist or transport and process materials for the Municipal Hazardous or Special Waste (MHSW) program.
- If you are **both** a Steward and Service Provider, please complete your Steward/Producer registration first. Then create a second account to register as a service provider.

[More Information](#)

3. Add your contact information.



Canadian Stewardship Services Alliance Registration

[More Information](#)

Your Login Details

*User ID: • Must have between 1 and 12 characters.
• Special characters allowed.

Your Contact Information

*First Name:

*Last Name:

*Email:

*Confirm Email:

*Job Title:

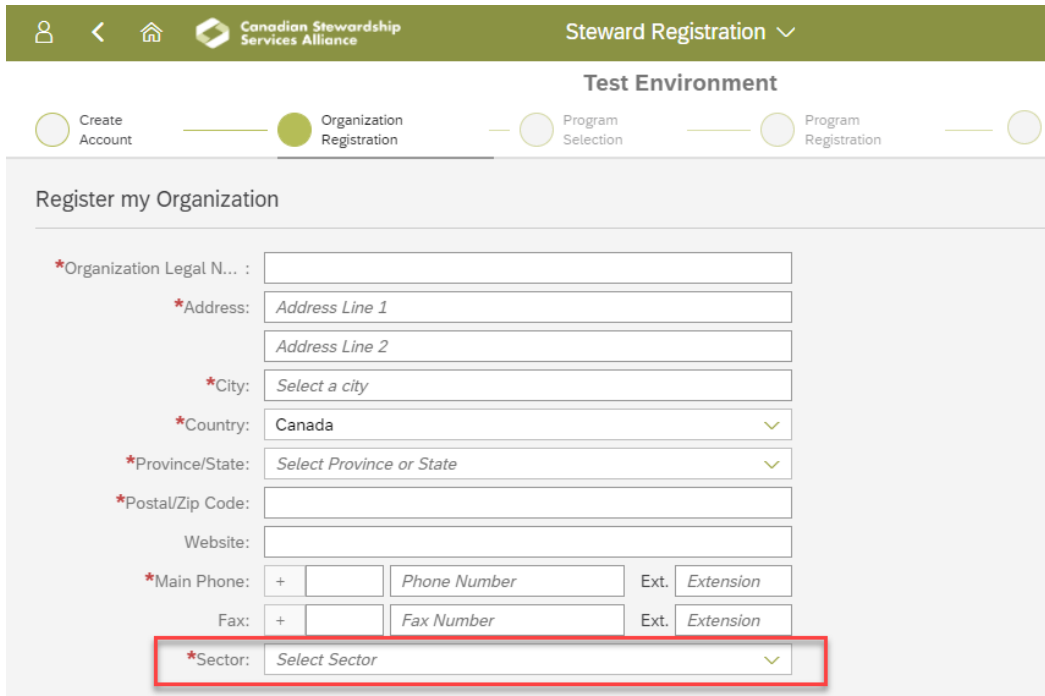
*Phone: + 1 Ext.

Fax: + 1 Ext.

Upon completion, you will receive an email with a Portal User ID and temporary password. The email will request that you return to the WeRecycle Portal to complete your registration.

4. Log in with your temporary password and update with a secure personal password.

5. Complete Company Profile.



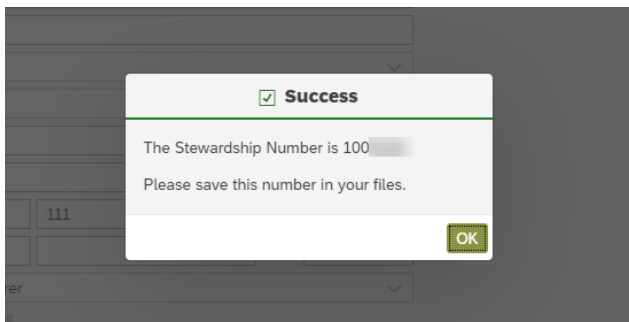
The screenshot shows the 'Register my Organization' form in a 'Test Environment'. The form has several mandatory fields marked with an asterisk (*):

- *Organization Legal N... : [Text Input]
- *Address: [Address Line 1] [Address Line 2]
- *City: [Select a city]
- *Country: [Canada]
- *Province/State: [Select Province or State]
- *Postal/Zip Code: [Text Input]
- Website: [Text Input]
- *Main Phone: [+ [Country Code] [Phone Number] Ext. [Extension]]
- Fax: [+ [Country Code] [Fax Number] Ext. [Extension]]
- *Sector: [Select Sector] (highlighted with a red box)

Please complete all mandatory fields. When selecting a sector, please choose the option that best describes your business.

6. Your company's WeRecycle account has been created.

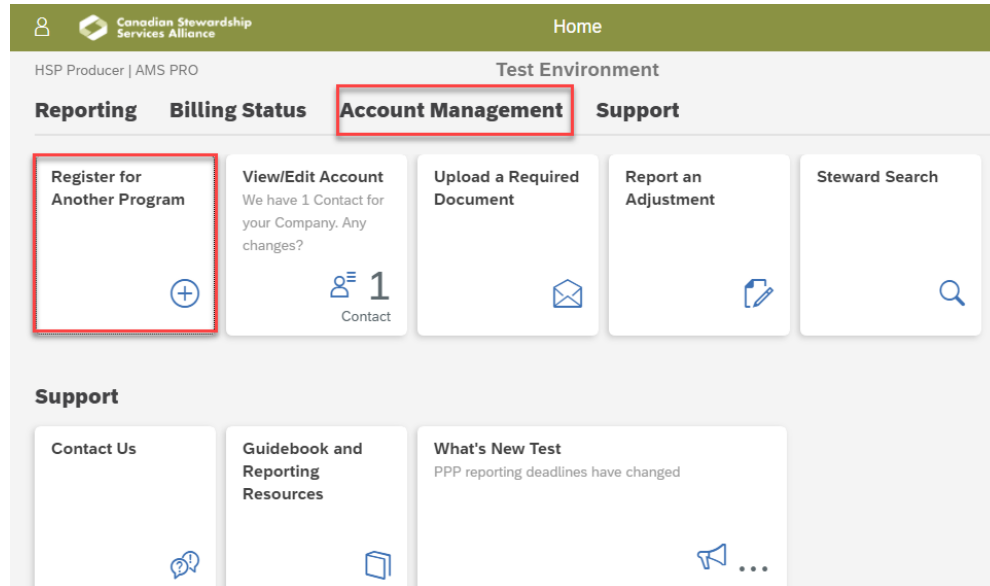
Make note of your stewardship number – it is important to keep it for your records as it is your unique identification number.



After completing your WeRecycle Portal account, please continue your registration...

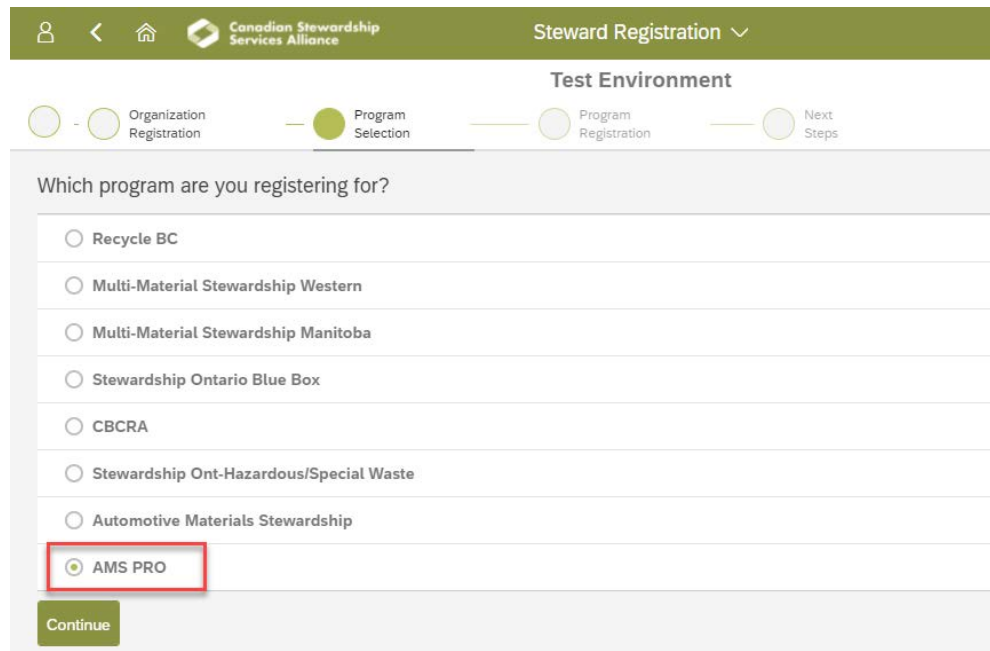
Current WeRecycle Portal Account

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



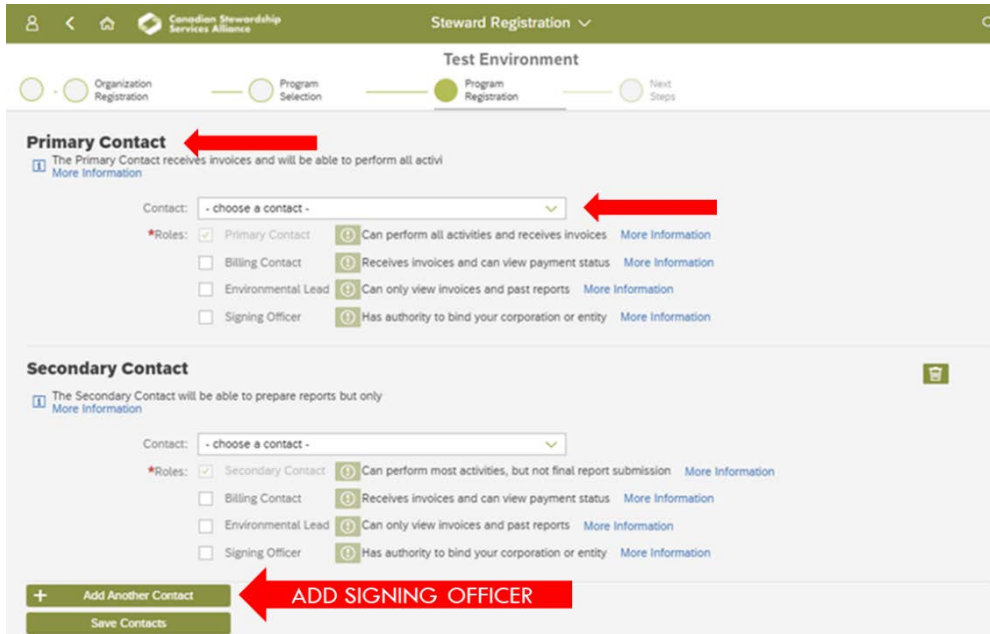
The screenshot shows the user interface of the WeRecycle Portal. At the top, there is a navigation bar with the Canadian Stewardship Services Alliance logo and the text 'Home'. Below this, the user is identified as 'HSP Producer | AMS PRO' in a 'Test Environment'. A main menu contains four tabs: 'Reporting', 'Billing Status', 'Account Management' (highlighted with a red box), and 'Support'. Below the menu, there are five tiles: 'Register for Another Program' (highlighted with a red box and a plus icon), 'View/Edit Account' (with a contact icon and '1 Contact'), 'Upload a Required Document' (with an envelope icon), 'Report an Adjustment' (with a document icon), and 'Steward Search' (with a magnifying glass icon). A 'Support' section at the bottom includes 'Contact Us', 'Guidebook and Reporting Resources', and 'What's New Test' (with a notification icon and the text 'PPP reporting deadlines have changed').

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



The screenshot shows the 'Steward Registration' page in a 'Test Environment'. The navigation bar includes the Canadian Stewardship Services Alliance logo and 'Steward Registration' with a dropdown arrow. Below the bar, there are four progress indicators: 'Organization Registration' (grey), 'Program Selection' (green), 'Program Registration' (grey), and 'Next Steps' (grey). The main content area asks 'Which program are you registering for?' and lists several options with radio buttons: 'Recycle BC', 'Multi-Material Stewardship Western', 'Multi-Material Stewardship Manitoba', 'Stewardship Ontario Blue Box', 'CBCRA', 'Stewardship Ont-Hazardous/Special Waste', 'Automotive Materials Stewardship', and 'AMS PRO' (highlighted with a red box). A 'Continue' button is located at the bottom left.

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



Primary Contact

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

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:

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](#) **ADD SIGNING OFFICER**

[Save Contacts](#)

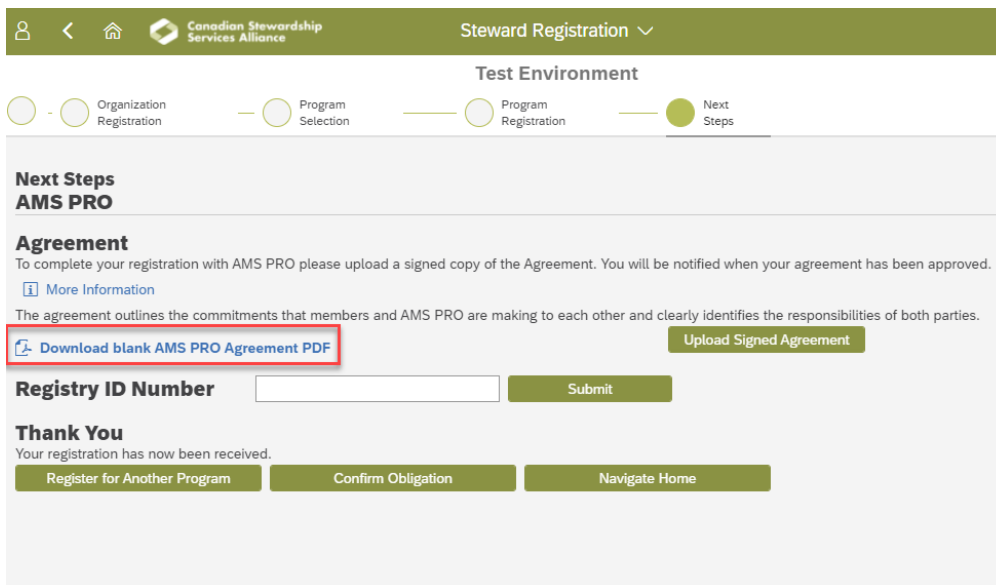
The role of **Signing Officer** can be assigned to a current contact (e.g. a Primary or Secondary Contact) or by clicking on **Add Another Contact**. This person can legally bind your organization and may also sign your Customer Agreement. This contact information is required under the HSP Regulation.

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

This completes Step 1 of your registration

You can download the Customer Agreement from the final registration page.

It is also available upon request from the AMS website [here](#).



**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](#)

Step 2 – Register with RPRA and obtain your Registry ID number

This step is required for producers that have not yet registered with RPRA, including those new to the Ontario market. Going forward, producers that were customers of other PROs and that move over to AMS will need to inform RPRA of their new PRO services provider.

RPRA determines if producers of HSP materials are obligated or exempt. Producers are required to complete a registration form and email it to RPRA as an attachment. Registrations were due by November 30, 2021.

HSP registry information is available on the RPRA website: <https://rpra.ca/programs/hazardous-and-special-products/registry-resources-for-hsp/>

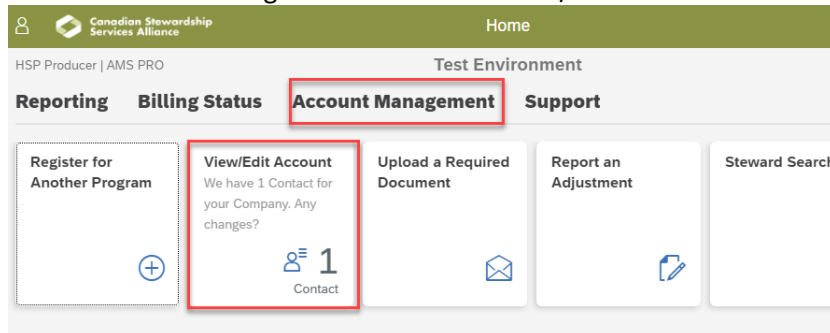
The following information must be provided to RPRA:

- 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
- If you are a supplier of oil filters your oil filter target will also be provided via the RPRA registration form. Please keep this information on hand as you will be asked to provide your individual target to AMS PRO.

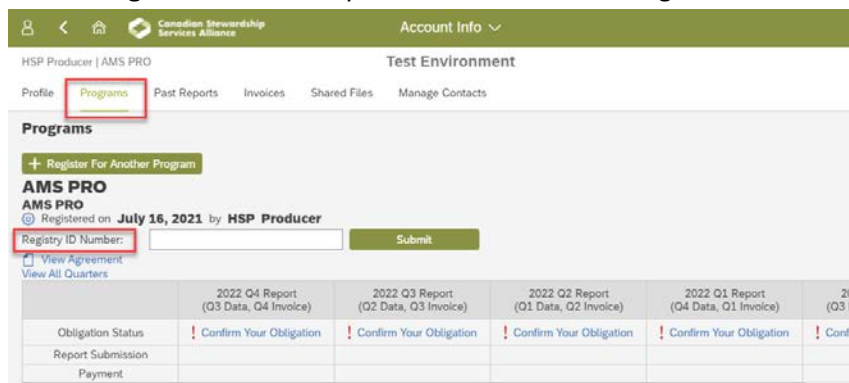
For assistance and further information contact RPRA at registry@rpra.ca or 1-833-600-0530.

RPRA will provide all registered producers an **8-digit Registry ID Number**. Once you have this number, you will need to login to the WeRecycle Portal and add it to your account:

Go to Account Management and select View/Edit Account:



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

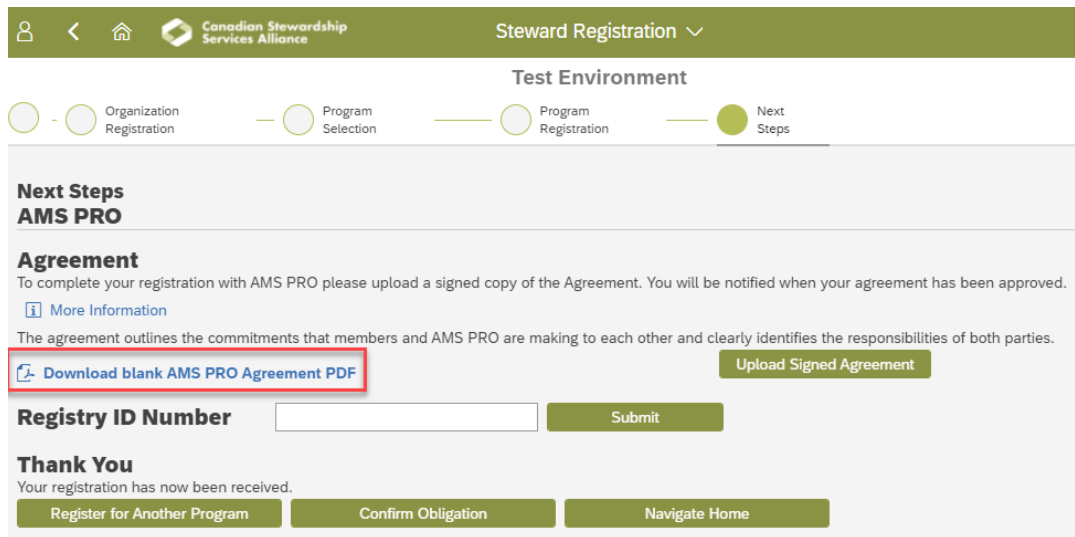


	2022 Q4 Report (Q3 Data, Q4 Invoice)	2022 Q3 Report (Q2 Data, Q3 Invoice)	2022 Q2 Report (Q1 Data, Q2 Invoice)	2022 Q1 Report (Q4 Data, Q1 Invoice)	2021 Q4 Report (Q3 Data, Q4 Invoice)
Obligation Status	! Confirm Your Obligation	! Confirm Your Obligation	! Confirm Your Obligation	! Confirm Your Obligation	! Confir
Report Submission					
Payment					

Step 3 – Complete Your Customer Agreement

As part of our PRO services launch in 2021, AMS committed to updating the Customer Agreement to reflect producer feedback and our operational experience as regulatory requirements were clarified by the RPPRA. Following consultation with customers early in 2022 and incorporating feedback provided during onboarding, the Board of Directors approved changes to the Customer Agreement that will take effect January 1, 2023. The current Customer Agreement applies until December 31, 2022.

1. Download the current Customer Agreement from the final registration page. It also available on request from the AMS website [here](#) or by email to producers@autostewardship.ca



The screenshot shows the 'Steward Registration' interface in a 'Test Environment'. The progress bar indicates four steps: Organization Registration, Program Selection, Program Registration, and Next Steps. The 'Next Steps' section is active and contains the following content:

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](#) (highlighted with a red box) [Upload Signed Agreement](#)

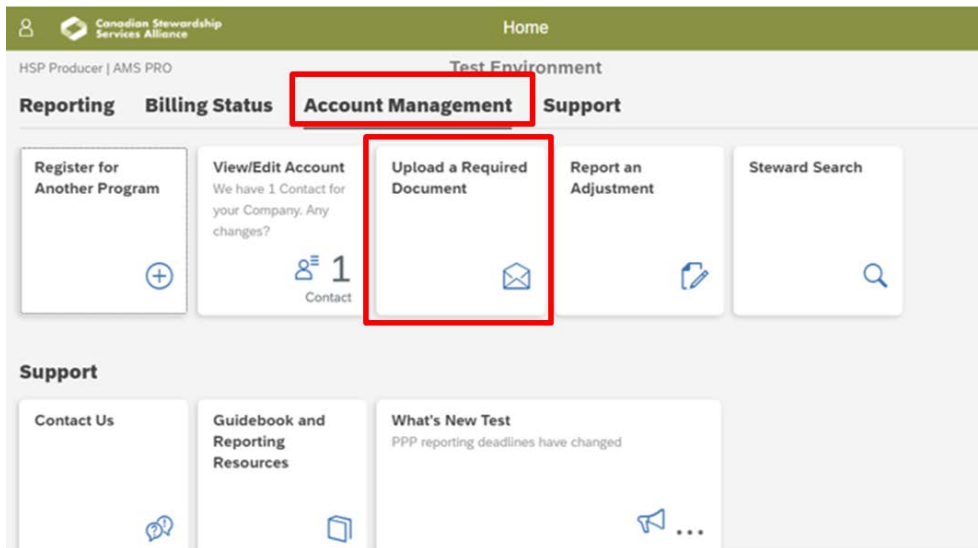
Registry ID Number [Submit](#)

Thank You
Your registration has now been received.

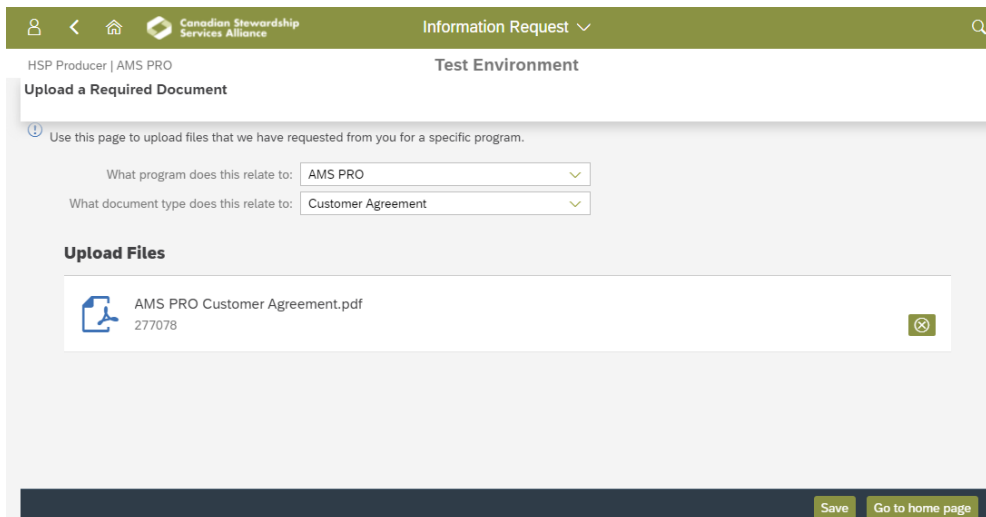
[Register for Another Program](#) [Confirm Obligation](#) [Navigate Home](#)

2. Review the Customer Agreement.
AMS utilizes a standard form agreement to support a fair and level playing field. If you have any questions about the agreement or any other part of the registration, please contact us at producers@autostewardship.ca or 1-888-575-4870.
Please ensure that the Signing Officer identified in Step 1 of the registration process signs the Agreement.
3. Make a pdf copy of your signed Agreement.

4. From the WeRecycle Portal home page select **Account Management** from the top menu and click on **Upload a Required Document** tile.



5. 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'.

Thank you for becoming an AMS customer!