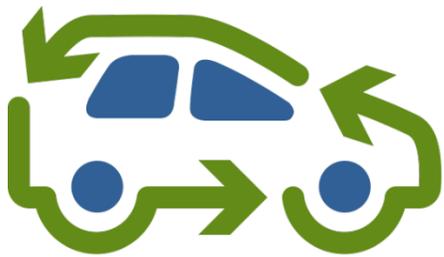


How to Register with AMS



**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.circularmaterials.ca/irj/portal>



Welcome to the WeRecycle Portal!

CIRCULAR MATERIALS

EXISTING USERS →

User ID

Password

Did you forget your password?

Login

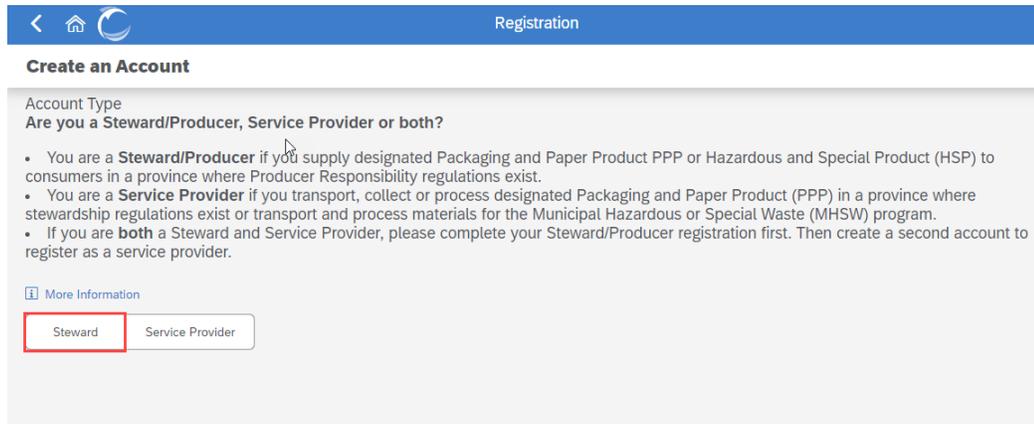
NEW USERS →

New to the WeRecycle Portal?
Create an Account

RECYCLEBC | Multi-Material Stewardship Western | MMSM Multi-Material Stewardship Manitoba | Stewardship Ontario | Automotive Materials Stewardship

2. Create a new account

Select Steward



Registration

Create an Account

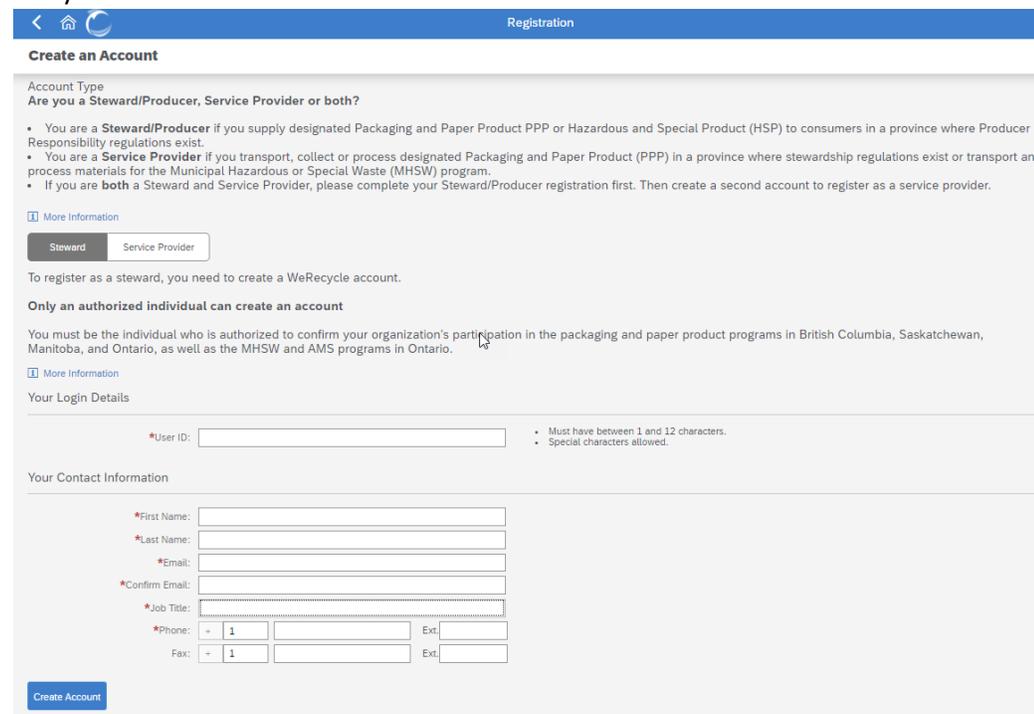
Account Type
Are you a Steward/Producer, Service Provider or both?

- 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](#)

Steward Service Provider

3. Add your contact information.



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.
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- 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](#)

Steward Service Provider

To register as a steward, you need to create a WeRecycle account.

Only an authorized individual can create an account

You must be the individual who is authorized to confirm your organization's participation in the packaging and paper product programs in British Columbia, Saskatchewan, Manitoba, and Ontario, as well as the MHSW and AMS programs in Ontario.

[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:

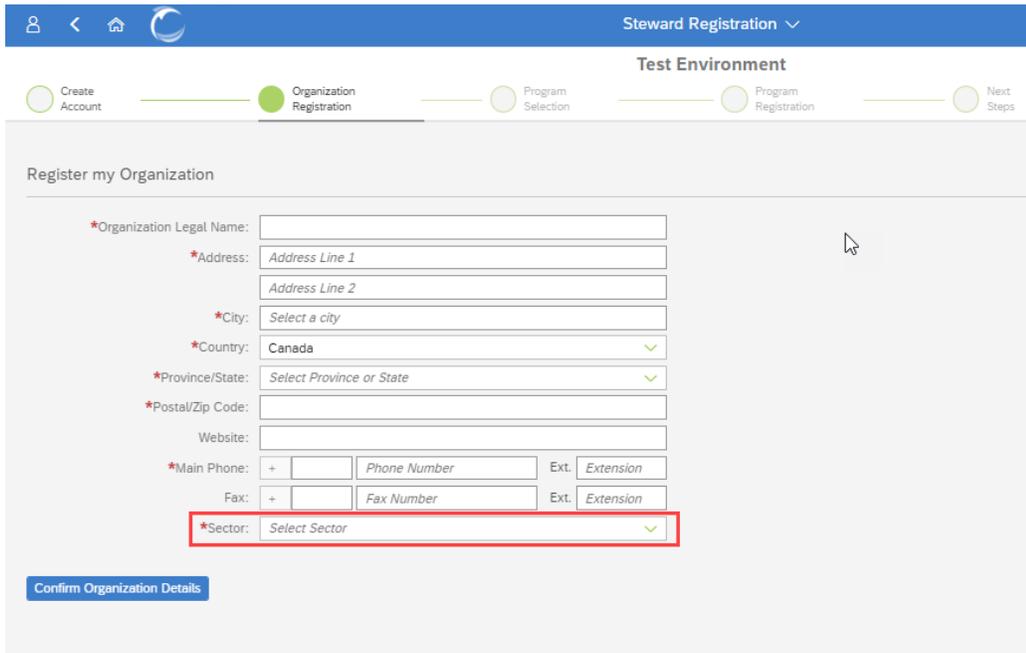
Fax: + 1 Ext:

Create Account

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 a web interface for 'Steward Registration' in a 'Test Environment'. A progress bar at the top indicates the current step is 'Organization Registration'. The main form is titled 'Register my Organization' and contains the following fields:

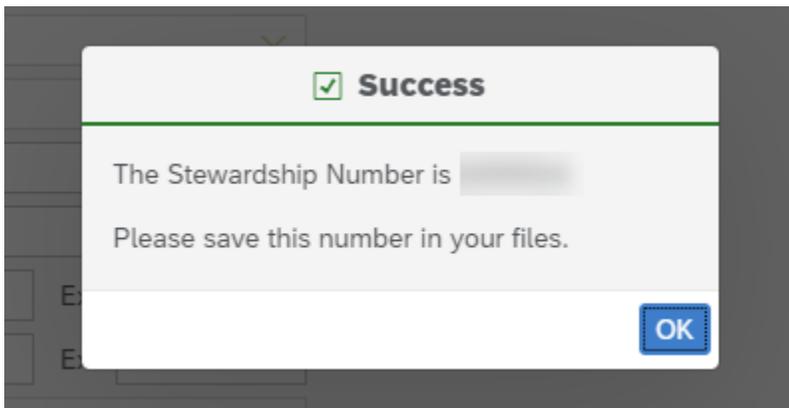
- *Organization Legal Name: [Text Input]
- *Address: [Address Line 1], [Address Line 2]
- *City: [Select a city]
- *Country: [Canada]
- *Province/State: [Select Province or State]
- *Postal/Zip Code: [Text Input]
- Website: [Text Input]
- *Main Phone: [+], [Phone Number], [Ext.], [Extension]
- Fax: [+],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

A blue button labeled 'Confirm Organization Details' is located at the bottom left of the form.

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.

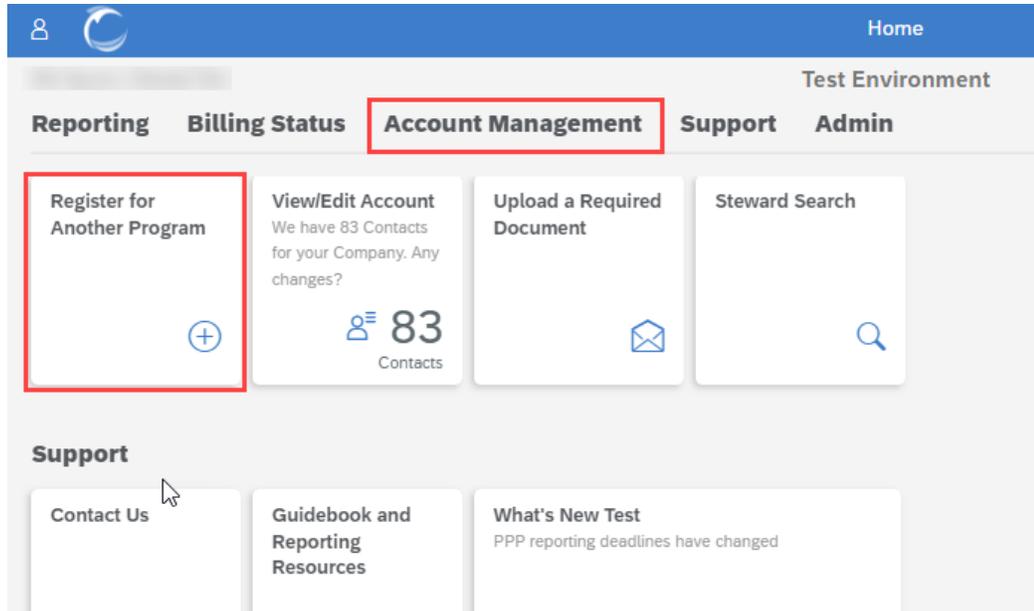
Make note of your stewardship number – it is important to keep it for your records as it is your unique identification number.



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

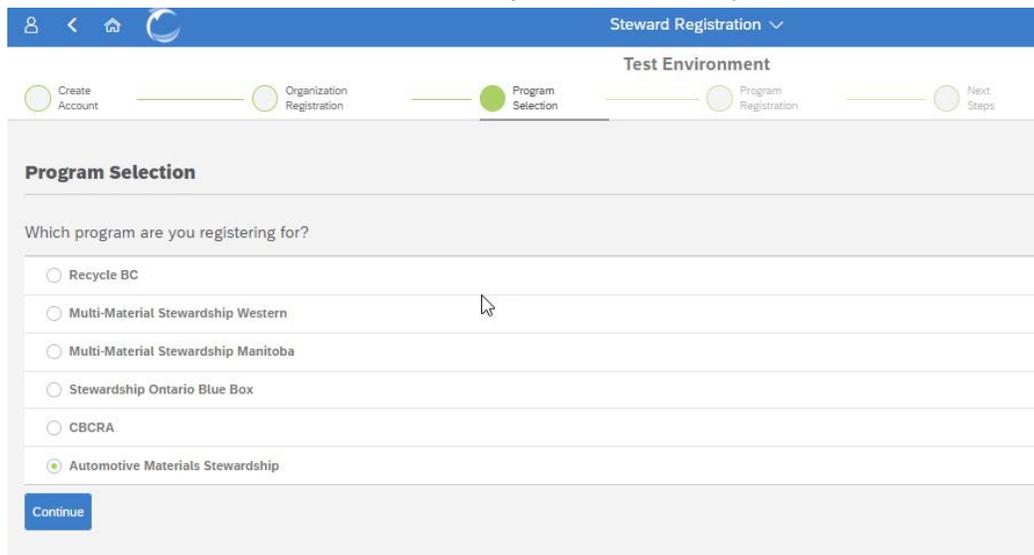
Current WeRecycle Portal Account

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



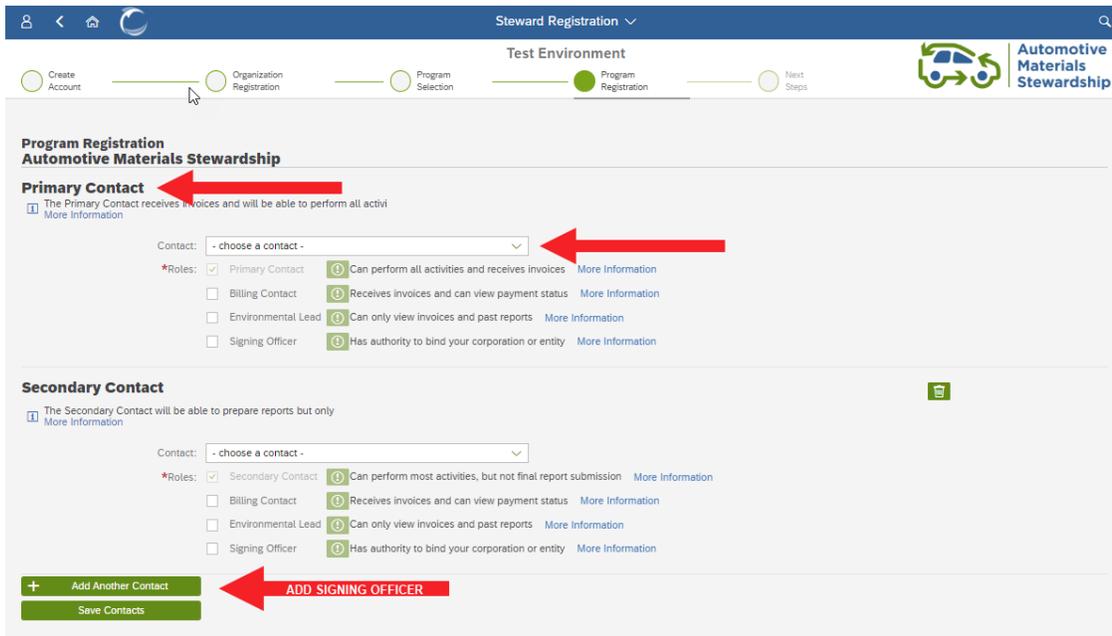
The screenshot shows the WeRecycle Portal Account Management page. The top navigation bar includes a user profile icon, a refresh icon, and a "Home" link. Below the navigation bar, there are several menu items: "Reporting", "Billing Status", "Account Management" (highlighted with a red box), "Support", and "Admin". The "Account Management" section contains four tiles: "Register for Another Program" (highlighted with a red box and a plus icon), "View/Edit Account" (showing 83 contacts), "Upload a Required Document" (with an envelope icon), and "Steward Search" (with a magnifying glass icon). Below the "Account Management" section, there is a "Support" section with three tiles: "Contact Us" (with a mouse cursor), "Guidebook and Reporting Resources", and "What's New Test" (with the text "PPP reporting deadlines have changed").

- Choose **Automotive Materials Stewardship** from the list of options.



The screenshot shows the Steward Registration page. The top navigation bar includes a user profile icon, a back arrow, a home icon, a refresh icon, and a "Steward Registration" dropdown menu. Below the navigation bar, there is a "Test Environment" section with a progress bar showing five steps: "Create Account", "Organization Registration", "Program Selection" (highlighted with a green circle), "Program Registration", and "Next Steps". The "Program Selection" section contains a form with the question "Which program are you registering for?" and a list of radio button options: "Recycle BC", "Multi-Material Stewardship Western", "Multi-Material Stewardship Manitoba", "Stewardship Ontario Blue Box", "CBCRA", and "Automotive Materials Stewardship" (selected with a green dot). A "Continue" button is located at the bottom left of the form.

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

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

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](#) **ADD SIGNING OFFICER**

[Save Contacts](#)

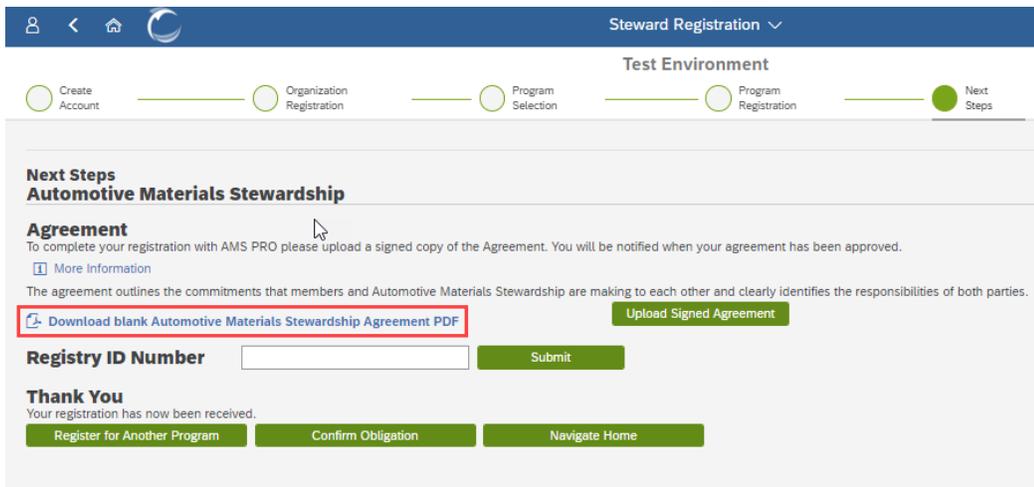
The role of **Signing Officer** can be assigned to a current contact (e.g. a Primary or Secondary Contact) or by clicking on **Add Another Contact**. This person can legally bind your organization and may also sign your Customer Agreement. This contact information is required under the HSP Regulation.

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
Automotive Materials Stewardship

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 Automotive Materials Stewardship are making to each other and clearly identifies the responsibilities of both parties.

[Download blank Automotive Materials Stewardship 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/>

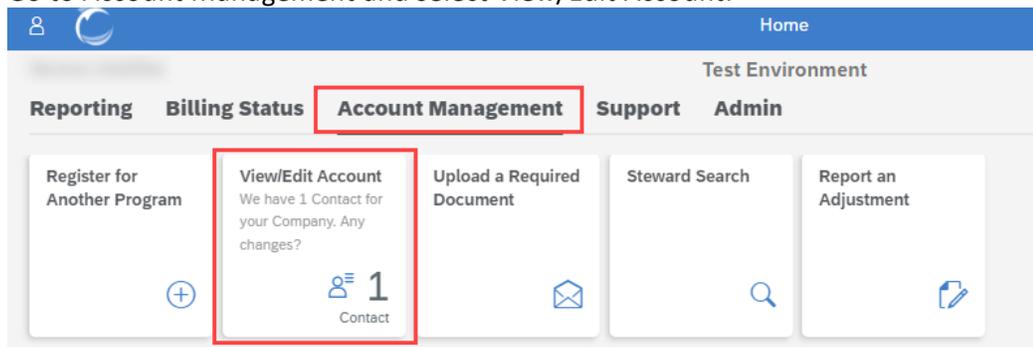
The following information must be provided to RPRA:

- 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.

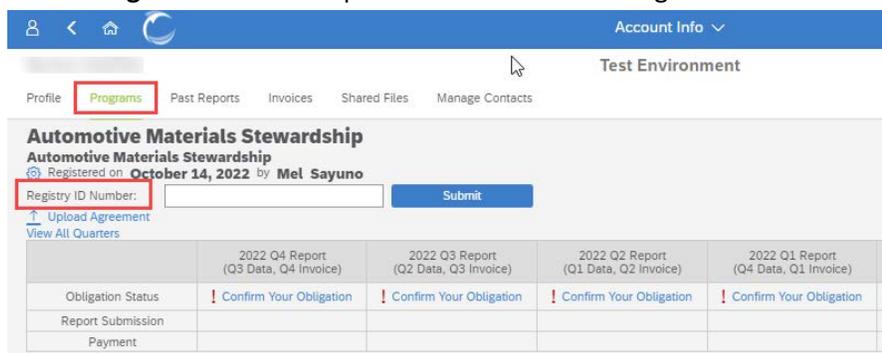
For assistance and further information contact RPRA at registry@rpra.ca or 1-833-600-0530.

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:

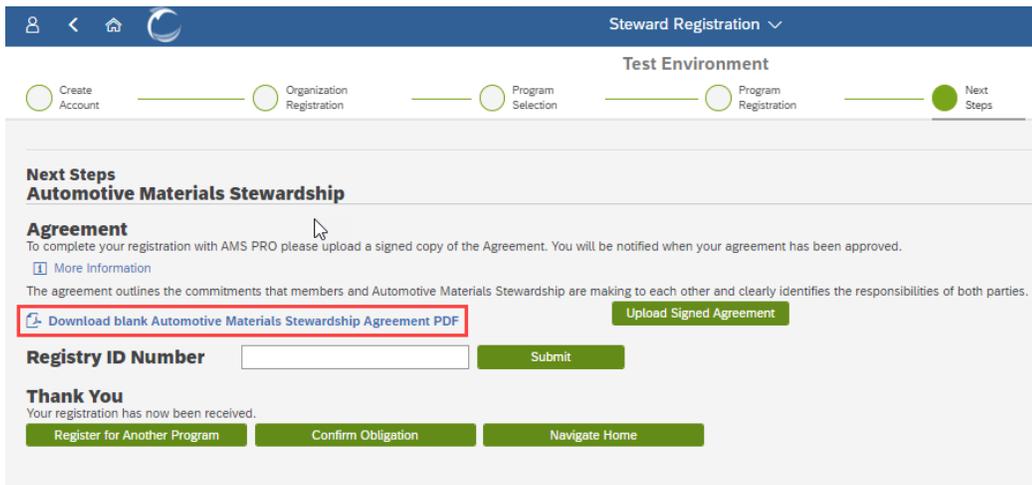


	2022 Q4 Report (Q3 Data, Q4 Invoice)	2022 Q3 Report (Q2 Data, Q3 Invoice)	2022 Q2 Report (Q1 Data, Q2 Invoice)	2022 Q1 Report (Q4 Data, Q1 Invoice)
Obligation Status	! Confirm Your Obligation			
Report Submission				
Payment				

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 RPR. 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



Steward Registration

Test Environment

Create Account Organization Registration Program Selection Program Registration Next Steps

Next Steps
Automotive Materials Stewardship

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 Automotive Materials Stewardship are making to each other and clearly identifies the responsibilities of both parties.

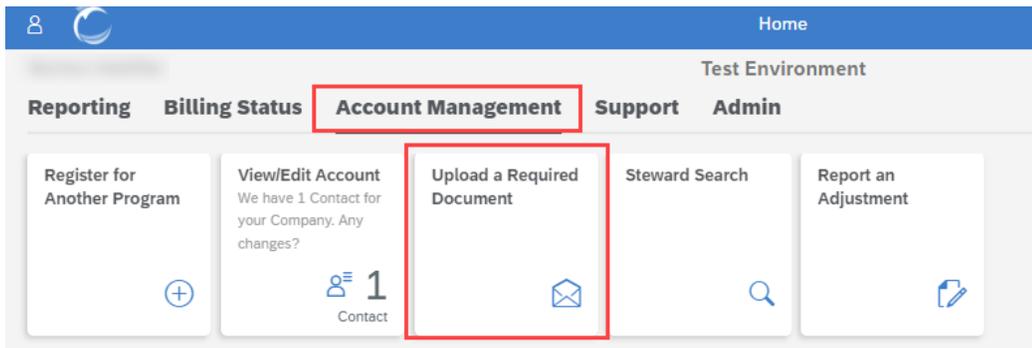
[Download blank Automotive Materials Stewardship Agreement PDF](#) [Upload Signed Agreement](#)

Registry ID Number [Submit](#)

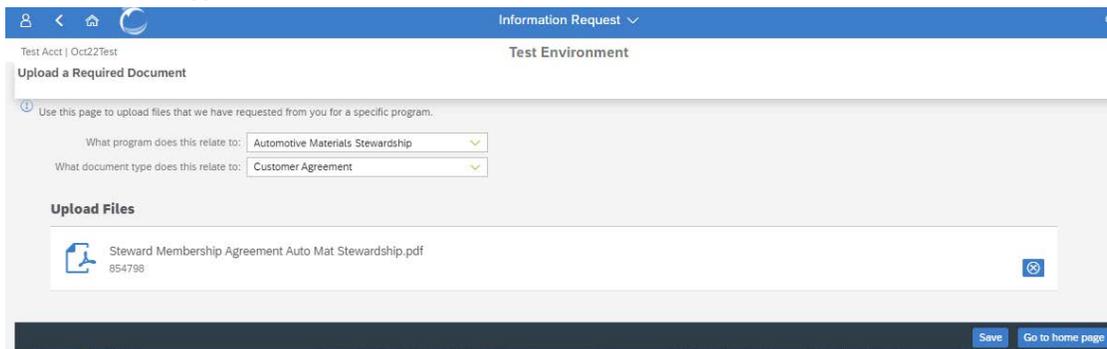
Thank You
Your registration has now been received.
[Register for Another Program](#) [Confirm Obligation](#) [Navigate Home](#)

2. Review the Customer Agreement.
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.

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



- Choose **Automotive Materials Stewardship** 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!