

# ITT/AV Performance Reporting Refurbisher Guide





# Table of Contents

## Introduction

- What is ITT/AV performance reporting?
- What data needs to be reported?
- How to log into the Registry
- How to manage contacts on your Registry account

## Performance Reporting

- Step-by step instructions on how to complete the report

## Additional Resources

- More resources to help further answer your questions



# Introduction





# What is ITT/AV performance reporting?

ITT/AV performance reporting is an annual report that refurbishers with obligations under the [Electrical and Electronic Equipment \(EEE\) Regulation](#) complete to report on their recovery and management activities in the previous calendar year.

This guide will assist ITT/AV refurbishers with understanding what data they need to report and provide step-by-step instructions on how to complete the report in the Registry.

Further information about the EEE Regulation can be found on RPRA's website:  
<https://rpri.ca/programs/electronics/>

# What data needs to be reported for the 2021 performance report?

If you are a **refurbisher of ITT/AV**, you are required to report:

- Weight of ITT/AV received from each hauler
- Weight of ITT/AV that was refurbished
- Weight of ITT/AV sent for processing

# How to log into the Registry as an account admin

The performance report is completed online through the RPRA's Registry.

You can access your Registry account here: [registry.rpra.ca](https://registry.rpra.ca)

## 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:

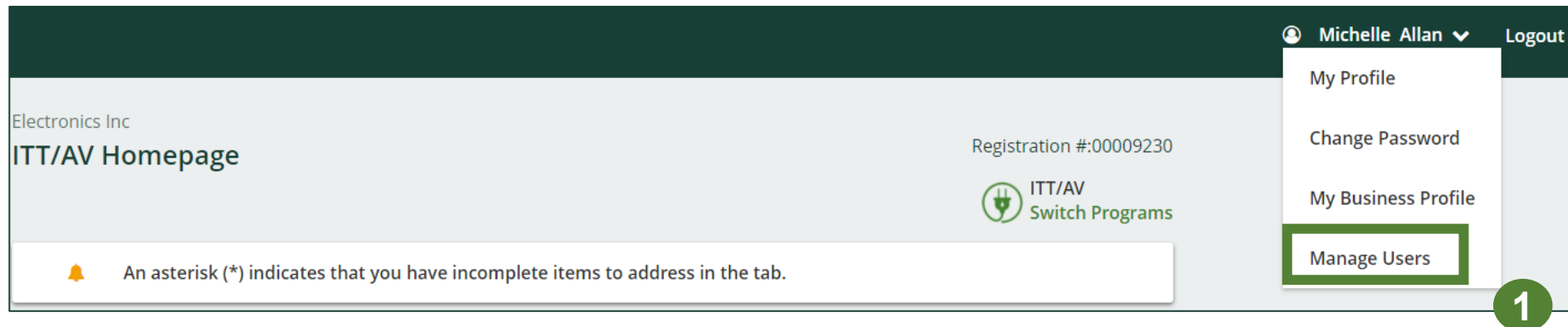
- If you already have an existing Tires account, you do not need to create a new one.
  - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
  - If you have forgotten your password, click "Forgot Password" on the login screen and follow the instructions provided.

# How to manage contacts on your Registry account

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

**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.



# How to manage contacts on your Registry account cont.

1. Under Actions, click **Manage** to update preferences of existing users.
2. Click **Add New User** to add an additional user to your account.

[< Back to Dashboard](#)

## Manage Users

**Active Users**

User ▲	Email	Program	Last Login	Action
John Lowe	weunenokugre-4608@...	ITTAV		<b>Manage</b> Disable

**1**

**2**

**3**

**4**

**5**

3. To give reporting abilities to a **Primary** or **Secondary** contact, select the program from the drop-down that you would like to grant the user access to.
4. Check the box to authorize the user.
5. Click **Save**.

Note: a **Primary** contact will be able to add **Secondary** contacts to a specific program.

## Manage Users

Email  
fake@email.com

First Name  
Fake

Last Name  
Contact

Job Title  
Owner

Business Phone Number  
2343434343

Phone Extension

Mobile Phone Number  
3243243243

**3**

Program  
Batteries

User Access Level ⓘ  
☒ Primary ☐ Secondary ⓘ

⚠ Saving will replace the current Primary Fake Account

☐ I hereby authorize this user to create/modify data.

**4**

Cancel

**5**

Save



# How to submit your Performance Report

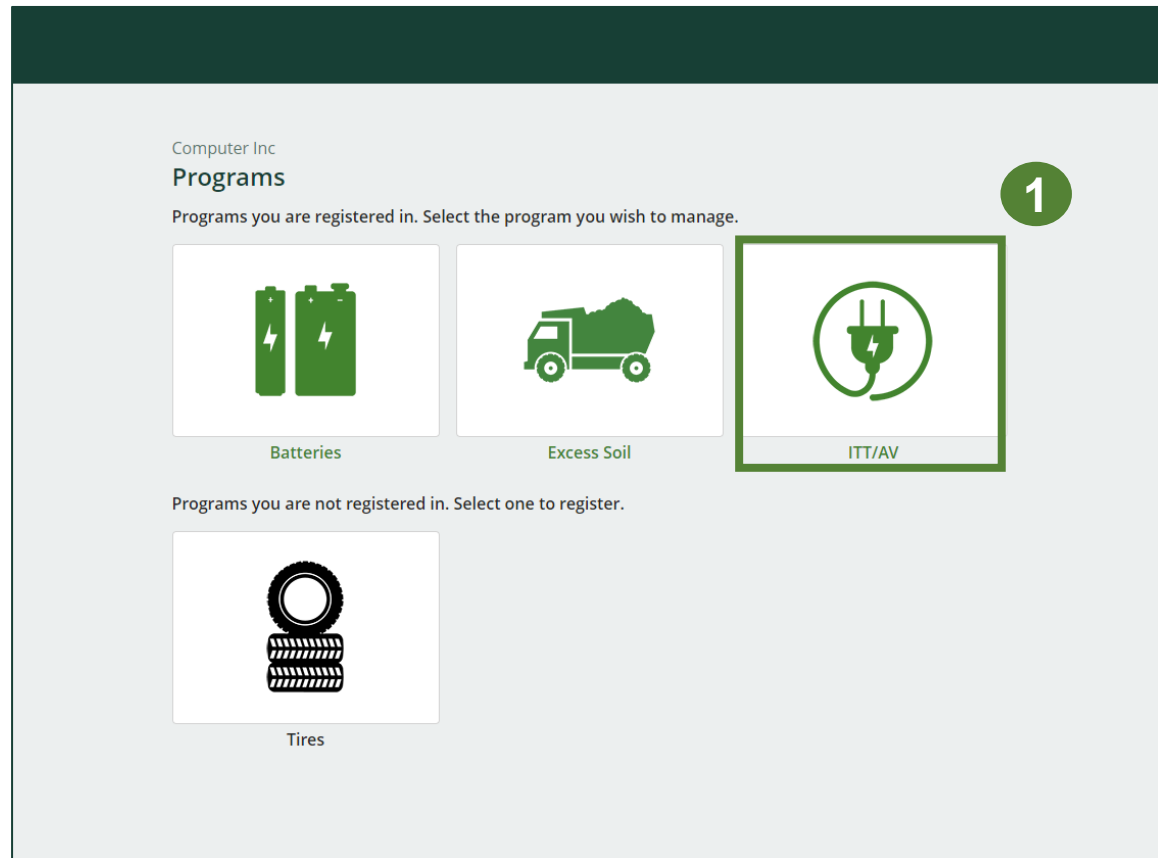




# Performance report

## Accessing your program

1. After logging in, click on the icon for the **ITT/AV** program on your dashboard.





# Performance report

## Starting your report

1. On the ITT/AV Homepage, click on the **Refurbisher** tab to navigate to the refurbisher reports.

**Note:** Only the roles you are enrolled in will be clickable (e.g. if you are only a refurbisher, you cannot click into the other role tabs.).

2. Under **Action**, click on **Start** to begin completing the report for 2021 ITT/AV Performance – Refurbisher.

The screenshot shows the ITT/AV Homepage for Computer Inc. The page includes a header with the company name, registration number, and a logo for ITT/AV Switch Programs. A notification banner states: "An asterisk (\*) indicates that you have incomplete items to address in the tab." Below this, a navigation bar contains tabs for Producer \*, Hauler, Refurbisher \*, Processor \*, PRO Status, and Add Roles. The Refurbisher \* tab is selected and highlighted with a green box and a green circle with the number 1. Below the navigation bar is a table with columns: Report, Status, Last Updated By, and Action. The first row shows "2021 ITT/AV Performance - Refurbisher" with a status of "Not Started" (Due Date: Apr 30, 2022) and an Action button labeled "Start", which is highlighted with a green box and a green circle with the number 2. At the bottom, there is a section titled "Refurbishing sites" with a description "List the address of each site where ITTAV are refurbished." and a "Manage" button.

Computer Inc  
ITT/AV Homepage

Registration #:00008689

ITT/AV Switch Programs

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

1 Producer \* Hauler Refurbisher \* Processor \* PRO Status Add Roles

Report▼	Status	Last Updated By	Action
2021 ITT/AV Performance - Refurbisher	Not Started Due Date: Apr 30, 2022		2 Start

Refurbishing sites

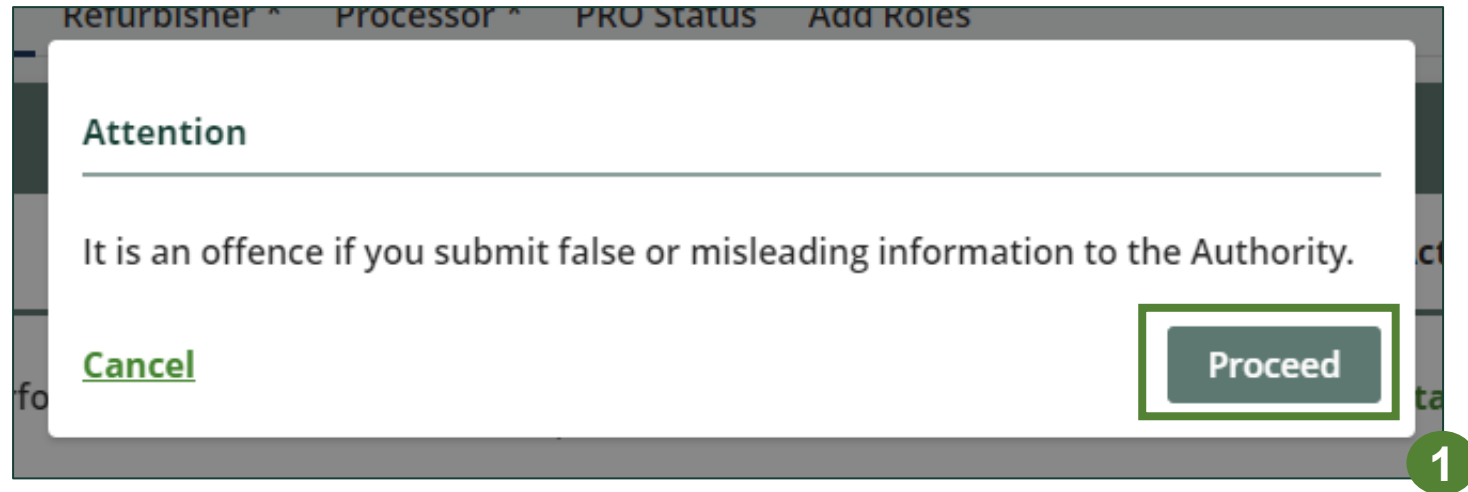
List the address of each site where ITTAV are refurbished.

Manage

# Performance report

## Starting your report

1. After clicking **Start**, the below notice will appear. After reading the notice, click **Proceed**.





# Performance report

## Begin ITT/AV received from hauler section

Before entering any information, your report status will be listed as **Not Started**, and 'submit report' will be disabled until the report is complete.

1. Under **Received from Hauler**, click **Start** to report the total weight of ITT/AV received from each hauler.

< Back to Dashboard

Computer Inc

2021 ITT/AV Performance - Refurbisher

**Received from Hauler**

Total Weight of ITT/AV received.

Received from Hauler	Total Kilograms
ITT/AV	

**Start**

**Report Status**  
**Not Started**

Submit Report

Make sure to provide all the required data before submitting.

1

# Performance report

## Adding haulers to your report

You will need to add each hauler that you received ITT/AV from to your report.

1. Use the **search bar** to look up the name of your hauler(s).
2. Once your hauler name appears in the list, click **Add**.
3. Hauler(s) added will appear in the **Step 2: Enter data for all your haulers** section.

[<Back to Report](#)

Computer Inc

### 2021 ITT/AV Performance - Refurbisher

Follow the steps below to identify and enter data for all the haulers you received from. Click **Continue** once you have finished entering data for all of your haulers.

#### Received from Haulers

Enter your haulers' registration number (#), name or address in the search bar to see the search results in the table below.

**Step 1: Search for and add all your haulers**

Registration #	Company Name	Primary Contact	Address	Action
00008689	Computer Inc	Mary Jane	2510 Hard Drive, Mississau.	<b>Add</b>

Haulers you have added in Step 1 above will appear in the table below.

**Step 2: Enter data for all your haulers**

Registration # ▼	Company Name	ITT/AV	Action
00008689	Computer Inc	0	<b>Enter</b> <b>Remove</b>

Continue only when you have finished entering data for all of your haulers [Continue >](#)



# Performance report

## How to begin entering in actual weight of ITT/AV received from each hauler

1. Under **Action**, click **Enter** to add the total weight in kg of each ITT/AV received for each hauler.

Haulers you have added in Step 1 above will appear in the table below.

Step 2: Enter data for all your haulers

Registration #▼	Company Name	ITT/AV	Action
00008689	Computer Inc	0	<div><div>Enter</div><div>Remove</div></div>

1

Continue only when you have finished entering data for **all** of your haulers

Continue >

# Performance report

Enter in actual weight of ITT/AV received from each hauler

1. Under **Total Kilograms**, enter the total actual weight of ITT/AV received from the hauler.
2. Click **Save & Next**.

Computer Inc

## 2021 ITT/AV Performance - Refurbisher

Enter your data and click **Save & Next** to move to the next reporting screen.

Received from Hauler

Total Weight of ITT/AV received.

Received from Hauler

ITT/AV

Total Kilograms

0

Clear Form

Save & Next

1

2

# Performance report

## Enter your ITT/AV data for weight refurbished

1. Under **Materials Tracking**, click **Start** to enter the weights for refurbished ITT/AV and ITT/AV sent for processing.

**Materials Tracking**

Weight Refurbished

Sent for Processing

Total weight of ITT/AV refurbished.

Weight Refurbished	Total Kilograms
ITT/AV	<div>Start</div>

1



# Performance report

## Enter your ITT/AV data for weight refurbished

1. Under **Weight Refurbished**, enter the total kilograms for ITT/AV in the **Total Kilograms** fields.
2. Click **Save & Next** to proceed.

Computer Inc

### 2021 ITT/AV Performance - Refurbisher

Enter your data and click **Save & Next** to move to the next reporting screen.

**Materials Tracking**

**Weight Refurbished** Sent for Processing

Total weight of ITT/AV refurbished.

**Weight Refurbished**

ITT/AV

**Total Kilograms**

Clear Form

Save & Next

# Performance report

## Enter your ITT/AV data sent for processing

1. Under **Sent for Processing**, enter the total kilograms for ITT/AV in the fields in the **Total Kilograms** fields.
2. If you did not send any ITT/AV for processing, click on the check box marked '**I did not send any ITT/AV for processing**'.
3. Click **Save & Next** to proceed.

Computer Inc  
2021 ITT/AV Performance - Refurbisher  
Enter your data and click **Save & Next** to move to the next reporting screen.

**Materials Tracking**

✓Weight Refurbished **Sent for Processing**

Total weight of ITT/AV sent for processing.

Sent for Processing

ITT/AV

☐ I did not send any ITT/AV for processing.

**Total Kilograms**

0

Clear Form Previous **Save & Next**

1

2

3

# Performance report

## Review and submit your report

1. Under **Report Summary**, you can review the data previously entered.
2. Click on **Edit**, if you need to make a change to the ITT/AV weight.
3. Click on **Submit Report** once you are finished reviewing and ready to submit.

< Back to Dashboard

Computer Inc  
2021 ITT/AV Performance - Refurbisher

Report Status  
In Progress

Submit Report

Make sure to provide all the required data before submitting.

✓ Received from Hauler

Total Weight of ITT/AV received.

Received from Hauler	Total Kilograms
ITT/AV	4,500

Received from Hauler data last updated by: Mary Jane on Feb 02, 2022 04:13 PM

Edit

Materials Tracking

✓ Weight Refurbished ✓ Sent for Processing

Total weight of ITT/AV refurbished.

Weight Refurbished	Total Kilograms
ITT/AV	1,000

Weight Refurbished data last updated by: Mary Jane on Feb 02, 2022 04:17 PM

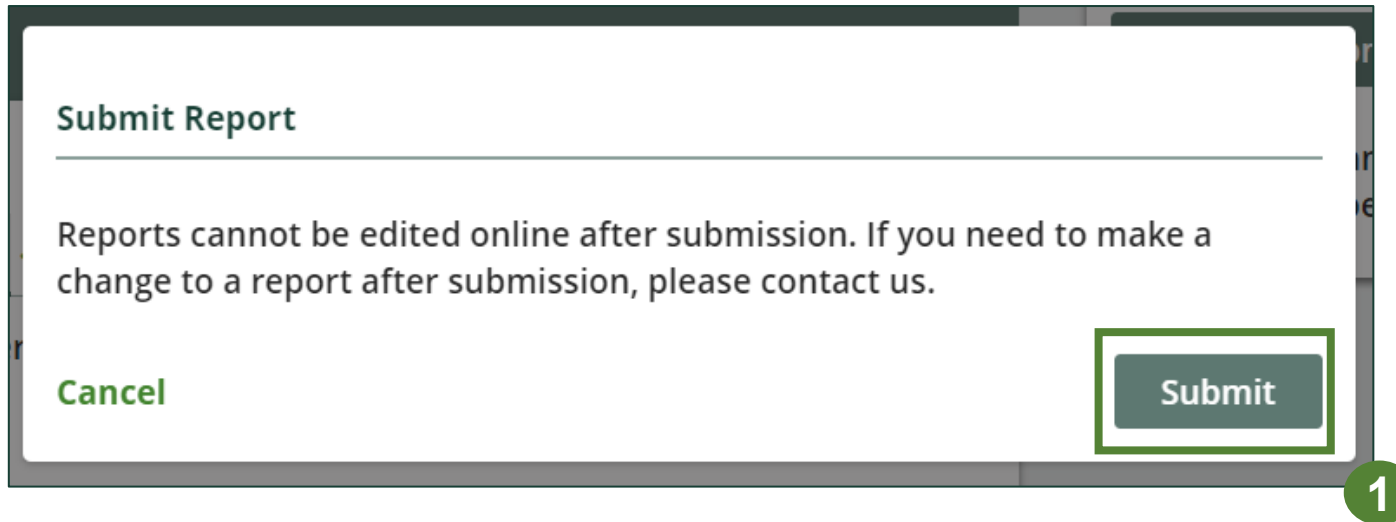
Edit



# Performance report

## Submit your report

1. After clicking on **Submit Report**, the below notice will appear. After reading the notice, click **Submit**.



# Performance report

## Submitted report

1. Your report status should now be changed to **Submitted**.
2. Click on **Back to Dashboard** to return to the ITT/AV homepage to view all reports.

2

1

< Back to Dashboard

Computer Inc  
2021 ITT/AV Performance - Refurbisher

Report Status  
Submitted  
Feb 02, 2022 01:07 PM

✓ Received from Hauler

Total Weight of ITT/AV received.

Received from Hauler	Total Kilograms
ITT/AV	4,500

Received from Hauler data last updated by: Mary Jane on Feb 02, 2022 04:13 PM

View

Materials Tracking

✓ Weight Refurbished ✓ Sent for Processing

Total weight of ITT/AV refurbished.

Weight Refurbished	Total Kilograms
ITT/AV	1,000

Weight Refurbished data last updated by: Mary Jane on Feb 02, 2022 04:17 PM

View

# Performance report

## View submitted report

1. On the **ITT/AV Homepage** under the **Refurbisher** tab, your 2021 ITT/AV Performance - Refurbisher report status should show **Submitted**, and who it was last updated by.
2. Under Action, you can either click **View** or **Download** to review and save your report submission.

The screenshot shows the ITT/AV Homepage for Computer Inc. (Registration #:00008689). The 'Refurbisher' tab is selected. A table displays the report status, with the 'Submitted' status and 'View'/'Download' actions highlighted by green boxes and numbered 1 and 2 respectively.

Computer Inc  
ITT/AV Homepage  
Registration #:00008689  
ITT/AV Switch Programs

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

Producer \*   Hauler   **Refurbisher \***   Processor \*   PRO Status   Add Roles

Report▼	Status	Last Updated By	Action
2021 ITT/AV Performance - Refurbisher	Submitted Feb 02, 2022 01:07 PM	Mary Jane	View Download

1

2

Refurbishing sites  
List the address of each site where ITTAV are refurbished.   Manage



# Additional Resources





# Have a question?

## Resources to help you submit your report(s):

- Visit our [ITT/AV](#) service provider webpage for additional information on reporting
- If you can't find the answer you're looking for, send us an email at [registry@rpra.ca](mailto:registry@rpra.ca) or call [1-833-600-0530](tel:1-833-600-0530) to speak to our Compliance and Registry Team