

# ITT/AV Performance Reporting - Hauler Guide



**RPRA** Resource Productivity  
& Recovery Authority



# 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 batteries performance reporting?

Batteries performance reporting is an annual report that haulers 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 haulers 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 **hauler of ITT/AV**, you are required to report:

1. **Total weight of ITT/AV picked up**
2. **ITT/AV dropped off**
  1. Sent for processing
  2. Sent for refurbishing

# 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:

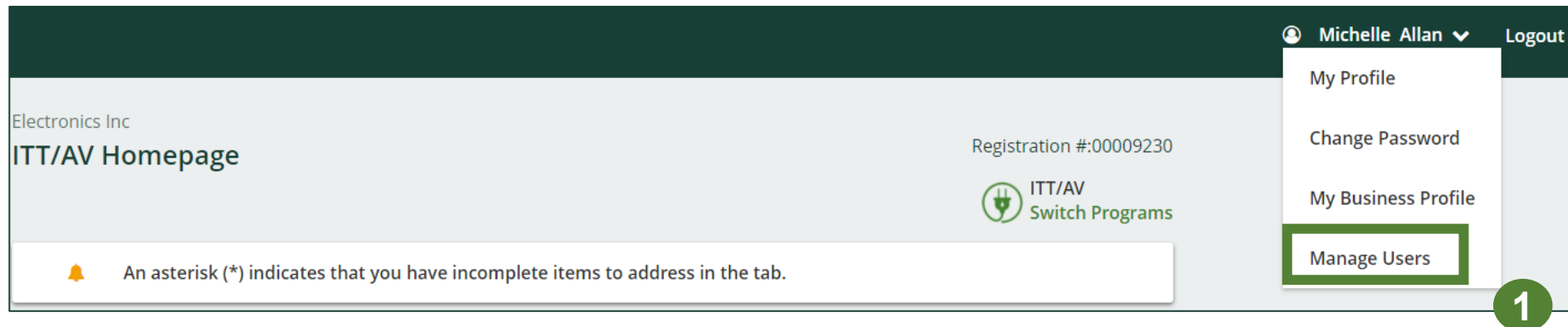
- If you already have an existing Tires account, you do not need to create a new one.
  - Simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
  - If you have forgotten your password, click "Forgot Password" on the login screen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

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**.

## 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  
Batteries  
ITTAV  
**+ Add Another Program**

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

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



# How to submit your Performance Report

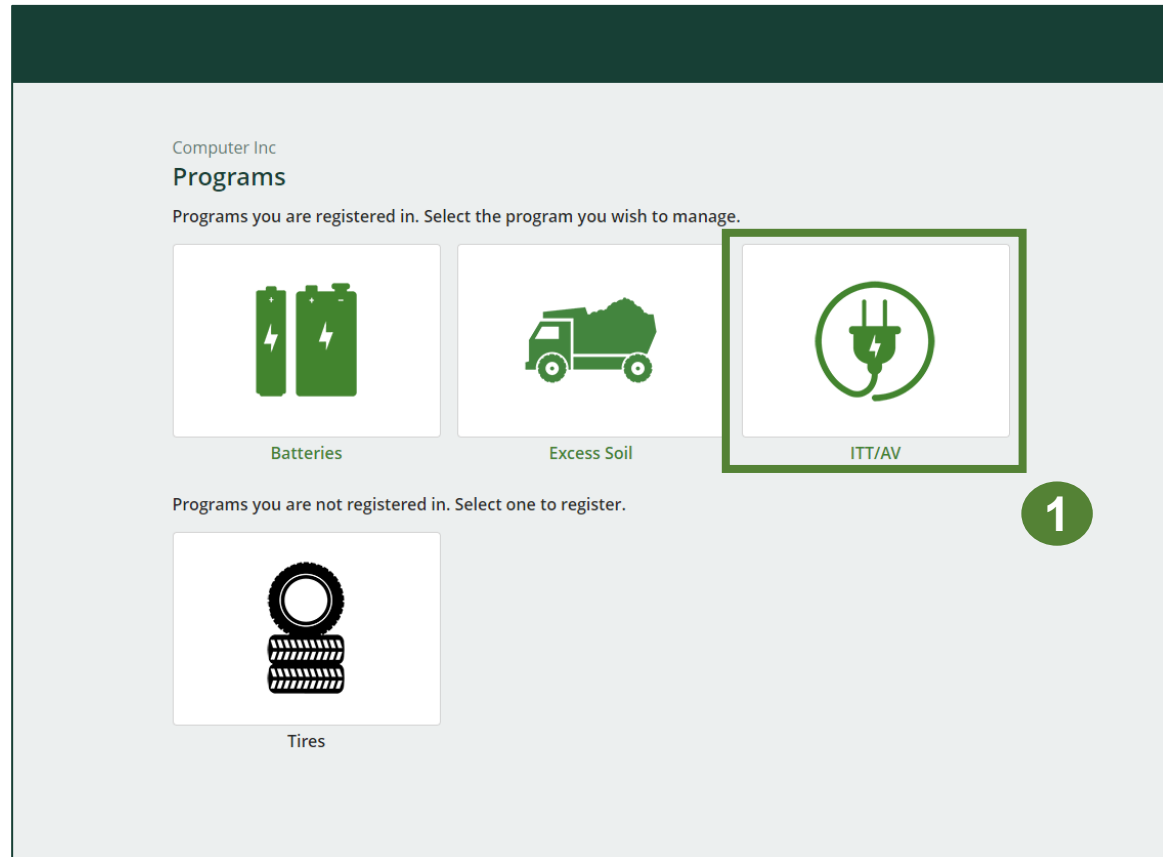




# Performance report

## 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 **Hauler** tab to navigate to the hauler reports.

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

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

The screenshot shows the ITT/AV Homepage for Computer Inc. The page includes a header with the company name, registration number, and a logo. 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. A table lists reports with columns for Report, Status, Last Updated By, and Action. The first row is "2021 ITT/AV Performance - Hauler" with a status of "Not Started" and a due date of "Apr 30, 2022". The "Start" button in the Action column is highlighted. A footer contains links for "Registry Help & Support" and "Contact Us".

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

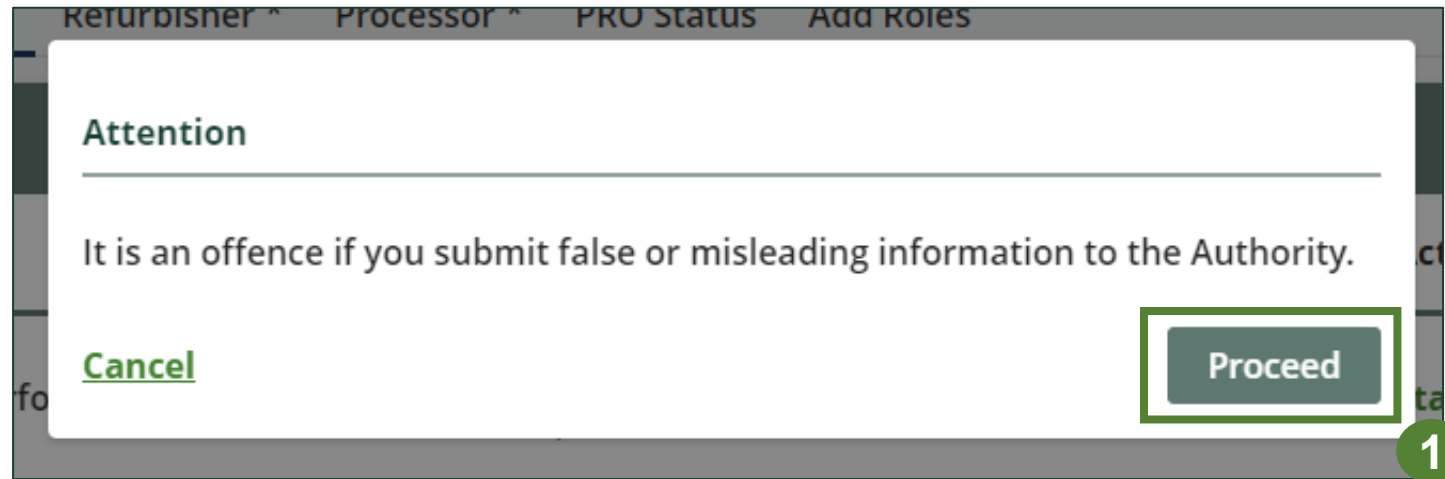
Report▼	Status	Last Updated By	Action
2021 ITT/AV Performance - Hauler	Not Started Due Date: Apr 30, 2022		<b>Start</b>

Need help? Search our [Registry Help & Support](#). Can't find an answer? [Contact Us](#)

# Performance report

## Starting your report

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





# Performance report

## Enter your ITT/AV data picked up inside and outside of Ontario

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 **ITT/AV Picked Up**, click **Start** to begin entering the ITT/AV weights.
2. Under **Total Picked Up**, enter the total kilograms of ITT/AV picked up inside and outside of Ontario.
3. Click **Save & Next** to proceed.

< Back to Dashboard

Computer Inc  
2021 ITT/AV Performance - Hauler

**Report Summary**

ITT/AV Picked up

Total Picked Up Outside Ontario

Total weight of ITT/AV picked up both inside and outside Ontario.

Total Picked Up Total Kilograms

ITT/AV

Start

Report Status  
Not Started

Submit Report

Your report cannot be submitted until all fields have been entered.

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

ITT/AV Picked up

Total Picked Up Outside Ontario

Total weight of ITT/AV picked up both inside and outside Ontario.

Total Picked Up Total Kilograms

ITT/AV 0

Clear Form Save & Next

# Performance report

## Enter your ITT/AV data picked up outside of Ontario

1. Under the **Outside Ontario** tab, enter the total kilograms of ITT/AV under the **Total Kilograms** fields if you picked up ITT/AV outside of Ontario.
2. If you did not pick up any batteries outside of Ontario, leave the kilograms field blank and select the check box for '**I did not pick up any ITT/AV outside Ontario**'.
3. Click **Save & Next** to proceed.

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

**ITT/AV Picked up**

✓ Total Picked Up **Outside Ontario** 1

Total weight of ITT/AV picked up outside Ontario.

Outside Ontario

ITT/AV

☐ I did not pick up any ITT/AV outside Ontario. 2

**Total Kilograms**

0

**Clear Form** **Previous** **Save & Next** 3



# Performance report

## Review your ITT/AV pick up data

Once you have begun entering in data for your report, your report status will change to '**In Progress**'. You will not be able to click 'submit report' until all fields in the report have been completed.

1. You can review the kilograms of ITT/AV picked up (entered previously).
2. Click on **Edit**, if you need to make a change to the ITT/AV weights.
3. Under **ITT/AV Dropped Off**, click **Start** to enter the ITT/AV weights dropped off for processing or refurbishing.

< Back to Dashboard

Computer Inc  
2021 ITT/AV Performance - Hauler

### Report Summary

#### ITT/AV Picked up

✓ Total Picked Up ✓ Outside Ontario

Total weight of ITT/AV picked up both inside and outside Ontario.

Total Picked Up	Total Kilograms
ITT/AV	5,000

Total Picked Up data last updated by: Mary Jane on Feb 01, 2022 11:10 AM

Edit

#### ITT/AV Dropped Off

Sent for Processing Sent for Refurbishing

Total weight of ITT/AV sent for processing.

Sent for Processing	Total Kilograms
ITT/AV	

Start

### Report Status

In Progress

Submit Report

Your report cannot be submitted until all fields have been entered.

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

ITT/AV Dropped Off

**Sent for Processing** Sent for Refurbishing

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 **Save & Next**

The screenshot shows a web form titled '2021 ITT/AV Performance - Hauler' for 'Computer Inc'. It has a header with the title and a sub-header 'Enter your data and click **Save & Next** to move to the next reporting screen.' Below this is a section 'ITT/AV Dropped Off' with two tabs: 'Sent for Processing' (active) and 'Sent for Refurbishing'. Under the active tab, there is a label 'Total weight of ITT/AV sent for processing.' followed by a sub-label 'Sent for Processing'. Below this is a label 'ITT/AV' and a checkbox with the text 'I did not send any ITT/AV for processing.' To the right of the checkbox is a text input field labeled 'Total Kilograms' containing the number '0'. At the bottom right, there are two buttons: 'Clear Form' and 'Save & Next'. Three green circular callouts with numbers 1, 2, and 3 are overlaid on the form. Callout 1 points to the 'Total Kilograms' input field. Callout 2 points to the checkbox. Callout 3 points to the 'Save & Next' button.



# Performance report

## Enter your ITT/AV data sent for refurbishing

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

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

**ITT/AV Dropped Off**

✓ Sent for Processing    **Sent for Refurbishing**

Total weight of ITT/AV sent for refurbishing.

**Sent for Refurbishing**

ITT/AV

☐ I did not send any ITT/AV to refurbishers.

**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 weights.
3. Click on **Submit Report** once you are finished reviewing and ready to submit.

< Back to Dashboard

Computer Inc

2021 ITT/AV Performance - Hauler

**Report Summary**

ITT/AV Picked up

✓ Total Picked Up ✓ Outside Ontario

Total weight of ITT/AV picked up both inside and outside Ontario.

Total Picked Up	Total Kilograms
ITT/AV	5,000

Total Picked Up data last updated by: Mary Jane on Feb 01, 2022 11:10 AM

Edit

ITT/AV Dropped Off

✓ Sent for Processing ✓ Sent for Refurbishing

Total weight of ITT/AV sent for processing.

Sent for Processing	Total Kilograms
ITT/AV	2,000

Sent for Processing data last updated by: Mary Jane on Feb 01, 2022 11:12 AM

Edit

Report Status

In Progress

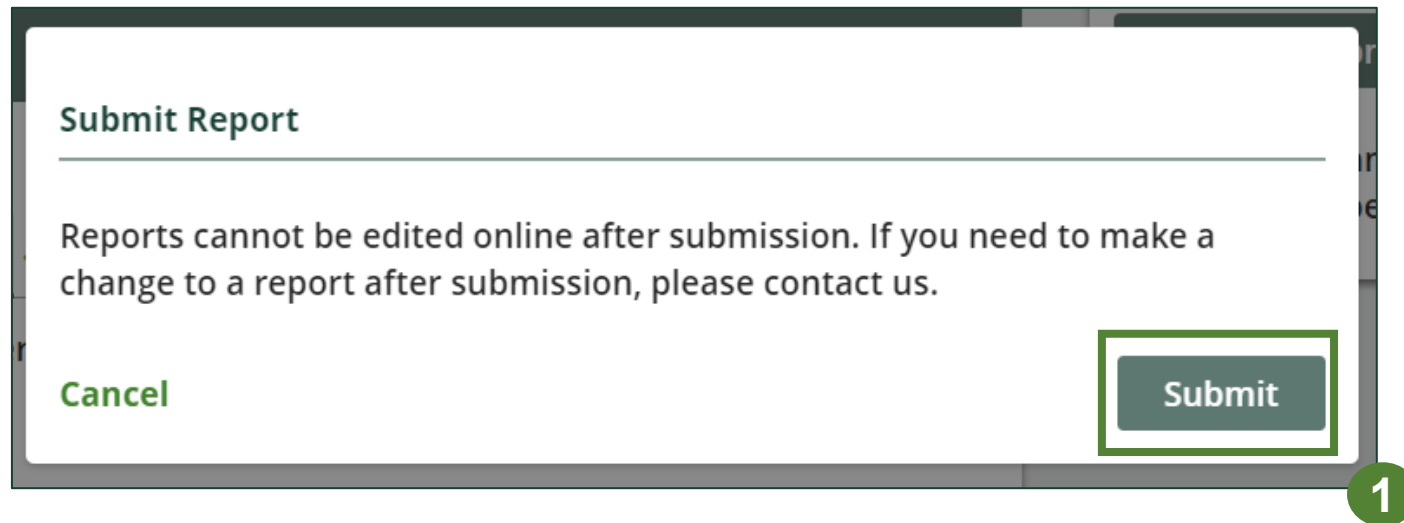
Submit Report

Your report cannot be submitted until all fields have been entered.

# 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 read as **Submitted**.
2. Click on **Back to Dashboard** to return to the ITT/AV homepage.

Computer Inc  
2021 ITT/AV Performance - Hauler

[Back to Dashboard](#)

**Report Status**  
**Submitted**  
Feb 01, 2022 11:14 AM

**Report Summary**

ITT/AV Picked up

**Total Picked Up** **Outside Ontario**

Total weight of ITT/AV picked up both inside and outside Ontario.

Total Picked Up	Total Kilograms
ITT/AV	5,000

Total Picked Up data last updated by: Mary Jane on Feb 01, 2022 11:14 AM

ITT/AV Dropped Off

**Sent for Processing** **Sent for Refurbishing**

Total weight of ITT/AV sent for processing.

Sent for Processing	Total Kilograms
ITT/AV	2,000

Sent for Processing data last updated by: Mary Jane on Feb 01, 2022 11:14 AM

# Performance report

## View submitted report

1. On the **ITT/AV Homepage** under the **Hauler** tab, your 2021 ITT/AV Performance - Hauler 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 displays the ITT/AV Homepage for Computer Inc. The page features a navigation bar with tabs for Producer, Hauler (selected), Refurbisher, Processor, PRO Status, and Add Roles. A message box indicates that an asterisk (\*) denotes incomplete items. Below the navigation bar, a table lists reports. The first report, '2021 ITT/AV Performance - Hauler', is highlighted with a green box and a circled '1'. Its status is 'Submitted' (dated Feb 01, 2022 11:14 AM) and it was last updated by 'Mary Jane'. The 'Action' column for this report contains 'View' and 'Download' links, which are also highlighted with a green box and a circled '2'. The footer includes links for 'Registry Help & Support' and 'Contact Us'.

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 - Hauler	Submitted Feb 01, 2022 11:14 AM	Mary Jane	View Download

Need help? Search our [Registry Help & Support](#). Can't find an answer? [Contact Us](#)



# 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