



“Product Stewardship Solutions”

ONLINE MEMBERSHIP & REPORTING SYSTEM GUIDELINES

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Product Care Association
Online Membership and Reporting System Guidelines

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Introduction

The following guidelines are intended to provide assistance to members that are registering for Product Care, extending their membership to a new program/province and/or filing sales and fee reports. For information on any of Product Care's programs, please visit www.productcare.org

Section 1- Member Registration

Section 1 outlines the six steps that must be completed to register as a completely new member of Product Care Association and create an online account. These steps should only be completed once by each company to join Product Care Association as a new member. Existing members that registered using Product Care's old paper registration system and already have an online account are not required to complete these steps.

Section 2 – Extending your Membership

Section 2 outlines the three steps that must be completed to extend a company's membership to a new province/program. These steps should be completed by an existing member that needs to begin reporting sales and remitting fees in a new province or program. Existing members with an online account that wish to join a new Product Care program should NOT create a new account or repeat the six steps outlined in Section 1.

Section 3 – Filing Sales Reports and Remitting Fees

Section 3 outlines the steps required to file sales reports and generate invoices in order to remit fees to Product Care Association.

Section 4 – Other Main Menu Options

Section 4 outlines all other available functions from the Main Menu Screen

Section 1 – Member Registration

The following section outlines the six steps that must be completed to register as a completely new member of Product Care Association and create an online account. These steps should only be completed once by each company to join Product Care Association as a new member. Existing members that registered using Product Care’s old paper registration system and already have an online account are not required to complete these steps.

To register as a member and create an online account, please go to www.ecofeereporting.com/EcoFee and click on the “Create New Account” button under the ‘New Users’ section on the left hand side of the page.

| New Users | Existing Users |
|---|---|
| <p>To sign up as a member and be able to access the online reporting system, you will need an online account. Click the button below to start the 6 step process</p> <p>Create a New Account</p> | <p>Log In to Product Care on-line reporting system</p> <p>User Name: <input type="text"/></p> <p>Password: <input type="password"/></p> <p><input type="checkbox"/> Remember me next time.</p> <p>Log In</p> |

These registration instructions are intended to act as a guide to assist you through the registration process.

The registration system for new members is a 6 step registration process.

- Step 1: Basic Member Information
- Step 2: Product Categories
- Step 3: Membership Agreement
- Step 4: Remitter Relationship Listing
- Step 5: Username & Password
- Step 6: Notification Letters to Provincial Regulators

If you have any questions, please contact us at ecofee@productcare.org or by telephone at 1-887-592-2972 ext. 200.

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Step 1: Basic Member Information

1. Enter the complete **legal name** of the company, **full mailing address**, and **telephone**.
2. Please confirm that the correct information of the company has been provided. A legal name often includes language like "Inc.," "Co.," or "Ltd." and must be included, if applicable.

Step 1: Basic Member Information

Please ensure that all fields marked with an asterisk () are completed*

Company Information

| | |
|-----------------------|---|
| * Company Name: | <input type="text" value="Example Company Ltd."/> |
| * Address: | <input type="text" value="1234 Test Street"/> |
| Address 2: | <input type="text"/> |
| * City: | <input type="text" value="Vancouver"/> |
| * Province/State: | <input type="text" value="British Columbia"/> |
| * Postal/Zip Code: | <input type="text" value="V1K 1A1"/> |
| * Country: | <input type="text" value="Canada"/> |
| Company Website: | <input type="text"/> |
| * Main Company Phone: | (604) 333 - 3333 |
| Fax Number: | (604) 444 - 4444 |

* Please confirm the correct legal name for the company has been provided above (often must include "Inc.," "Co.," or "Ltd.").

Primary Contact Information

1. Enter the **name** of the primary program contact, contact's **title**, **telephone**, and **email address**.
2. Please confirm that you have authorization to sign-up on behalf of the company/organization.

Primary Contact Information

| | |
|------------------------|--|
| * First Name: | <input type="text" value="Primary Contact's First Name"/> |
| * Last Name: | <input type="text" value="Primary Contact's Last Name"/> |
| * Title: | <input type="text" value="Primary Contact's Position in the Company"/> |
| * Phone Number: | (604) 333 - 3333 Ext: 333 |
| * Email Address: | <input type="text" value="primarycontact@examplecompany.com"/> |
| * Repeat Email Address | <input type="text" value="primarycontact@examplecompany.com"/> |

* I confirm that I am authorized to sign-up on behalf of this company/organization.

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Alternate Contact Person(s) (Optional)

If there are additional contacts for the company, enter their contact information in **Alternate Contact Person 1 (Optional)** and/or **Alternate Contact Person 2 (Optional)**. This contact will receive all important notices on the relevant program(s).

Alternate Contact Person 1 (optional)

First Name:

Last Name:

Title:

Phone Number: () - Ext:

Email Address:

Repeat Email Address:

Alternate Contact Person 2 (optional)

First Name:

Last Name:

Title:

Phone Number: () - Ext:

Email Address:

Repeat Email Address:

[Advance to Step 2: Product Categories](#)

To complete this step, click on **Advance to Step 2: Product Categories** at the bottom of the page.

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Step 2: Product Categories

Indicate the product categories for which you will be reporting

Select the province/categories for which you will be reporting. You may check more than one category if applicable.

For more information on the relevant programs, please visit www.productcare.org

Step 2: Product Categories

Step 2: Indicate the product categories you will be reporting and remitting for, in each Province, by selecting the appropriate checkboxes below:

| Categories | Provinces | | | | | | | |
|--|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| | BC | SK | MB | QC | NB | NS | PEI | NL |
| Lighting Products | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Smoke/CO Alarms | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Paint | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Flammable Liquids | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pesticides | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Gasoline | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Toxics/Corrosives/Physically Hazardous | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Information for each PCA program, including program plans, fee rates and other information is available on the PCA website.

[Advance to Step 3: Membership Agreement](#)

To complete this step, click on **Advance to Step 3: Membership Agreement** at the bottom of the page.

Step 3: Membership Agreement

Acceptance of Product Care Membership Agreement

1. Please take the time to read By-Laws No. 1 and No. 2 of PCA https://www.ecofeereporting.com/EcoFee/ProductCare_ByLaws_1_and_2.pdf . You must agree to comply with the obligations of a member of PCA as set out in the By-Laws of PCA. Select **[Yes, Continue]** to continue with the membership sign-up process.

Step 3: Membership Agreement.

By clicking on "Yes" below you acknowledge and agree that:

1. you have reviewed [By-Laws No. 1 and No. 2](#) of PCA and, upon your application being accepted by PCA, you agree to comply with the obligations of a member of PCA as set out in the bylaws of PCA;
2. you intend to form a legally binding contract;
3. a printout of the terms and conditions of By-Laws No. 1 and No. 2 of PCA will constitute a "writing" under any applicable law or regulation.

- [Yes, Continue]** – I have read and accept By-Laws No. 1 and No. 2 of PCA. Continue with the membership sign-up process.
- [No, Cancel]** – I do not accept. Cancel the registration process

Advance to Step 4: Remitter Relationship

To complete this step, click on **Advance to Step 4: Remitter Relationship** at the bottom of the page.

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Step 4: Remitter Relationship

Sometimes it is more convenient for a producer’s supplier or customer “The Remitter” to report sales and remit fees. This is permissible if the Remitter is a member of PCA and PCA has agreed to the arrangements. Please list in Table 4A the names of any Producer/Brand Owners for which you have agreed to remit the fees, and in table 4B the names of any suppliers or customers who will be remitting fees on your behalf. This information is not required to complete the membership process if it is not yet available. Please follow up with Product Care to submit this information at a later date, if applicable.

Table – 4A: Producers/Brand Owners for which you have agreed to remit the fees

1. If you are remitting the fees for a producer or brand owner, click **Add Producer** underneath Table – 4A.
2. Enter the **company name, contact name, email, phone,** and any **additional comments**.
3. Repeat this process for any additional producers and/or brand owners.

Table – 4B: Suppliers or customers who will be remitting fees on your behalf

1. If a supplier or customer is remitting on your behalf, click **Add Remitter** underneath Table – 4B.
2. Enter the **company name, contact name, email, phone,** and any **additional comments**.
3. Repeat this process for any additional suppliers and/or customers.

Step 4: Remitter Relationship Listing

Sometimes it is more convenient for a producer’s supplier or customer (the “Remitter”) to report sales and remit fees. This is permissible if the Remitter is a member of PCA and PCA has agreed to the arrangements. Please list in table 4A the names of any Producer/Brand Owners for which you have agreed to remit the fees, and in table 4B the names of any suppliers or customers who will be remitting fees on your behalf. This information is not required to complete the membership process if it is not yet available. Please follow up with Product Care to submit this information at a later date, if applicable.

Table - 4A

| We remit on behalf of the following Producers | ContactName | Email | Phone | Comments |
|---|-------------|-----------------|--------------|----------|
| * Test Producer Company | Test Person | testperson@test | 604-888-8888 | test |
| Add New Record Add Producer | | | | |

Table - 4B

| The following Suppliers/Customers remit on our behalf | ContactName | Email | Phone | Comments |
|---|-------------|-----------------|--------------|----------|
| * Test Supplier Company | Test Person | testperson2@tes | 604-999-9999 | test |
| Add New Record Add Remitter | | | | |

[Advance to Step 5: Setup Username & Password](#)

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Product Care is aware that some companies have not finalized discussions within their supply chains to determine all of the brands to report or determined all of their remitter arrangements. Companies in this situation are encouraged to proceed with registering and submit this information at a later time. You can continue to modify these Tables after your registration process is complete.

To complete this step, click on **Advance to Step 5: Setup Username & Password** at the bottom of the page.

Step 5: Setup Username & Password

A user name is required in order to log-in to the site to submit sales reports and generate invoices.

1. Enter your desired **User Name** and **password**.
2. Your email address should be auto-filled based on Step 1.
3. Enter a **security question** and **answer** that will be used in case you forget your password.

Step 5: Setup Username & Password

Sign Up for Your New Account

User Name:

Password:

Confirm Password:

E-mail:

Security Question:

Security Answer:

[Advance to Step 6: Notification Letters](#)

To complete this step, click on **Advance to Step 6: Notification Letters** at the bottom of the page.

Step 6: Notification Letters to Provincial Regulators

Download Applicable Letter and Follow Instructions to Submit

Provincial regulators for some, but not all, provinces require a notification letter to indicate your membership in PCA for the relevant province and program. Please download the applicable letters. This step is only required for the provinces and programs listed below:

- Saskatchewan Paint
- New Brunswick Paint
- Nova Scotia Paint
- Newfoundland Paint
- Quebec Mercury Containing Lamps

Click on the appropriate Province and Program listed, and then follow the directions outlined in the form to submit your notification.

Step 6: Notification Letters to Provincial Regulators

Provincial regulators for some, but not all, provinces require a notification letter to indicate your membership in PCA for the relevant province and program. Please download the applicable letters below and follow the instructions to submit the letters. Note that this step is only required for the provinces and programs listed below.

- [Saskatchewan Paint – Letter to Saskatchewan Environment](#)
- [New Brunswick Paint – Letter to Recycle New Brunswick](#)
- [Nova Scotia Paint – Letter to Department of Environment](#)
- [Newfoundland Paint – Letter to MMSB](#)
- [Quebec Mercury-Containing Lamps – Letter to MDDEP](#)

Please click on the “Submit Membership Signup Information” button to complete the registration process. You will receive an email confirming receipt and indicating your selected username and password. Your application will be reviewed and your account will be activated within two business days after verification, subject to approval. You will then receive confirmation by email after your account has been activated. If you do not receive an email after two business days, please contact Truong Le at 604-592-2972 ext. 207 or truong@productcare.org

[Submit Membership Signup Information](#)

To complete the final step, click on **Submit Membership Signup Information** at the bottom of the page.

After Submitting Membership Signup Information

You will receive an email confirming receipt and indicating your selected username and password. You will also be assigned a Product Care member number at this time. Your application will be reviewed and your account will be activated within two business days after verification, subject to approval. You will then receive confirmation by email after your account has been activated. If you do not receive an email after two business days, please contact Truong Le at 604-592-2972 ext. 207 or truong@productcare.org

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Once your account has been approved and activated, you are considered a member of Product Care Association and your member number will be considered valid.

Section 2 – Extending your Membership

The following Section outlines the three steps that must be completed to extend a company's membership to a new province/program. These steps should be completed by an existing member that needs to begin reporting sales and remitting fees in a new province or program. Existing members with an online account that wish to join a new Product Care program should NOT create a new account or repeat the six steps outlined in Section 1.

If you are an existing member please go to <https://www.ecofeereporting.com/EcoFee/Login.aspx> and fill out your User Name and Password under the 'Existing Users' section on the right hand side of the page to access the registration site.

| New Users | Existing Users |
|--|---|
| <p>To sign up as a member and be able to access the online reporting system, you will need an online account. Click the button below to start the 6 step process</p> <p>Create a New Account</p> | <p>Log In to Product Care on-line reporting system</p> <p>User Name: username</p> <p>Password: ••••••</p> <p><input type="checkbox"/> Remember me next time.</p> <p>Log In</p> |

These registration instructions are intended to act as a guide to assist you extend a company's membership to a new province/program

Adding a new province/program extension is a 3 step process.

- Step 1: Update Program Membership Chart
- Step 2: Update PCA Membership Agreement to Include New Programs
- Step 3: Membership Agreement

If you have any questions, please contact us at ecofee@productcare.org or by telephone at 1-887-592-2972 ext. 200.

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Main Menu

Once logged in the Main Menu lists the options you have for your account. To add a new program/province to your PCA membership click on the box titled 'Add a new program/province to your PCA membership'.

The screenshot displays the 'Main Menu' interface. At the top, there is a light blue header with the text 'Main Menu'. Below this, a section titled 'Summary of your PCA reporting system information:' contains a table with the following details:

| | |
|-------------------|--------|
| Company Name: | |
| Member number: | |
| Primary Contact : | |
| Status: | Active |

Below the table, a red-bordered box highlights the text: 'From this Main Menu you can perform one or more of the following actions:'. Underneath this box is a button labeled '» Add a new program/province to your PCA membership'. Below that is another button labeled '» Add Test Province'. Further down, there are three buttons: '» Edit Remitter Relationships', '» Basic Member Information', and '» Log Out'. At the bottom, a text prompt reads: 'To view, modify or file a fee/sales report, please place your mouse over the applicable province below.' Below this prompt is a horizontal bar with three buttons: '| Alberta |', '| British Columbia |', and '| Manitoba |'.

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Step 1: Update Program Membership Chart

Select the categories or province for which you wish to add to reporting. You may check more than one category if applicable. Note that the programs/provinces for which you are already a member will already be checked off.

For more information on the relevant programs, please visit www.productcare.org

Step 1: Update program membership chart

To extend your PCA membership to a new program (i.e. new product categories) and/ or province, please select the appropriate checkbox(es) below:

| Categories | Provinces | | | | | | | |
|--|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| | BC | SK | MB | QC | NB | NS | PEI | NL |
| Lighting Products | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Smoke/CO Alarms | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Paint | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Flammable Liquids | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pesticides | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Gasoline | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Toxics/Corrosives/Physically Hazardous | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Information for each PCA program, including program plans, fee rates and other information is available on the PCA website.

To complete this step, click on **Advance to Step 2** at the bottom of the page

Step 2: Update PCA Membership Agreement to Include New Programs

Acceptance of Product Care Participant Agreement

1. Please take the time to read the By-Laws No. 1 and No. 2 of PCA https://www.ecofeereporting.com/EcoFee/ProductCare_ByLaws_1_and_2.pdf . You must agree to comply with the obligations of a member of PCA as set out in the By-Laws of PCA for the new provinces/program for which you are joining. Select **[Yes, Continue]** to continue with the membership sign-up process.

Step 2: Update PCA Membership Agreement to include new programs

By clicking on "Yes" below you acknowledge and agree that:

1. You are applying for and requesting PCA approval to modify your membership agreement with PCA to include the additional programs you added to the program membership chart in Step 1;
2. You have reviewed [By-Laws No. 1 and No. 2](#) of PCA and, upon your application being accepted by PCA, you agree to comply with the obligations of a member of PCA as set out in the bylaws of PCA;
3. You intend to form a legally binding contract;
4. A printout of the terms and conditions of By-Laws No. 1 and No. 2 of PCA will constitute a "writing" under any applicable law or regulation.

Yes – I agree to extend my membership in PCA to include all of the programs indicated in the PCA programs membership chart. I have read and agree to comply with PCA By-Laws. Continue with the membership agreement extension process.

No – I do not accept. Cancel the membership extension process. Your existing membership agreement with PCA remains unchanged.

Advance to Step 3

To complete this step, click on **Advance to Step 3** at the bottom of the page

Step 3: Notification Letters to Provincial Regulators

Download Applicable Letter and Follow Instructions to Submit

Provincial regulators for some, but not all, provinces require a notification letter to indicate your membership in PCA for the relevant province and program. Please download the applicable letters. This step is only required for the provinces and programs listed below:

- Saskatchewan Paint
- New Brunswick Paint
- Nova Scotia Paint
- Newfoundland Paint
- Quebec Mercury Containing Lamps

Click on the appropriate Province and Program listed, and then follow the directions outlined in the form to submit your notification.

Step 3: Notification letters to provincial regulators (for specified programs only)

For certain programs, the provincial regulator requires a special form to be completed and submitted to confirm membership in PCA for the relevant province and program. Please download the applicable notification forms below and follow the instructions to submit the letters. Note that this step is only required if you have applied to PCA extend your membership to any of the provinces and programs listed below. Existing members of any of the below programs are not required to complete this step.

- [Saskatchewan Paint – Letter to Saskatchewan Environment](#)
- [New Brunswick Paint – Letter to Recycle New Brunswick](#)
- [Nova Scotia Paint – Letter to Department of Environment](#)
- [Newfoundland Paint – Letter to MMSB](#)
- [Quebec Mercury-Containing Lamps – Letter to MDDEP](#)

Please click on the “Submit Membership Extension Information” button to complete the membership extension process. You will receive an email confirming receipt.

[Submit Membership Extension Information](#)

Complete the step to extend your company’s membership to an additional province/program, by clicking on **Submit Membership Extension Information** at the bottom of the page

After Submitting Membership Extension Information

You will receive an email confirming receipt of the information you have submitted. Your membership will then be considered valid for the selected provinces/programs. If you do not receive an email after two business days, please contact Truong Le at 604-592-2972 ext. 207 or truong@productcare.org

Section 3 – Filing Sales Reports and Remitting Fees

Members of Product Care Association must report their sales and remit applicable fees on a monthly basis using Product Care’s online reporting system. Reports and fee remittances are due by the end of the month following the reporting period (e.g. sales in October 2012 must be reported and received by the Program before the end of November).

The following Section outlines the steps required to file sales reports and generate invoices in order to remit fees to Product Care Association using the online reporting system.

To log-in to the online reporting system, please visit <https://www.ecofeereporting.com/EcoFee/Login.aspx> and fill out your User Name and Password under the ‘Existing Users’ section on the right hand side of the page.

The screenshot shows a web interface with two main sections: 'New Users' and 'Existing Users'. The 'New Users' section on the left contains a paragraph of text and a 'Create a New Account' button. The 'Existing Users' section on the right is highlighted with a red border and contains a login form titled 'Log In to Product Care on-line reporting system'. The form includes a 'User Name:' label with a text input field containing 'username', a 'Password:' label with a masked password field, a 'Remember me next time' checkbox, and a 'Log In' button.

These instructions are intended to act as a guide to assist you as you file sales reports, generate invoices and remit fees to Product Care Association.

The filing of fee/sales reports, generation of invoices and fee remittance is a 6 step process.

- Step 1: Select Option: View, Modify or File a Report
- Step 2: Enter Quantity of Products Sold and Additional Information
- Step 3: Enter Report Methodology
- Step 4: Select Payment Method to Remit Fees
- Step 5: Submit Your Report
- Step 6: View Invoices from a Previously Filed Report

Please note: the following steps can be completed using the “test province” option outlined on the main menu if you want to practice these steps without generating a real report/invoice.

If you have any questions, please contact us at ecofee@productcare.org or by telephone at 1-887-592-2972 ext. 200.

Step 1: Select Option to View, Modify or File a Fee/Sales Report

Access Applicable Report or File a New Fee/Sales Report

To view, modify or file a fee/sales report, please place your cursor over the applicable province and a list of reports will arise in a drop down menu. Select the report for which you would like to view, modify or file. Note that you cannot file a fee/sales report until you have completed the previous month's report, where applicable.



Complete this step by clicking on the desired option from the drop down menu. **The steps illustrated below outline the steps required if you are submitting a new report.**

Step 2: Enter Quantity of Products Sold

Enter Units per Subcategory and Additional Information for the Report

To report fees/sales of products within the period for which you are reporting type in the quantity of applicable units sold in the 'Quantity' column and hit enter. Your total fees for the period will be automatically calculated. Please enter a "purchase order number" at the top of the page if applicable. Note that the product categories/programs listed will correspond to the programs you indicated when you registered with Product Care. If you need to report fees/sales for a program (i.e. group of products) that is not listed, please complete the steps outlined in Section 2 to extend your membership to that program.

Purchase order number (optional)

Please enter quantity and press enter key to accept the value.

Paint / Coatings

| SubCategory | Quantity | Rate | Total |
|-------------------------|------------|------|---------------|
| 100 ml to 250 ml | 102 | 0.20 | 20.40 |
| 251 ml TO 1 Litre | 270 | 0.25 | 67.50 |
| 1.01 Litres to 5 Litres | 0 | 0.60 | 0.00 |
| 5.01 to 23 Litres | 0 | 1.50 | 0.00 |
| Aerosols Any Size | 168 | 0.25 | 42.00 |
| Subtotal: | 540 | | 129.90 |

Solvent and Flammable Liquids

| SubCategory | Quantity | Rate | Total |
|---------------------|----------|------|-------|
| 0.75 Litres or less | 312 | 0.05 | 15.60 |
| 751 ml to 1 Litre | 0 | 0.10 | 0.00 |

Enter any additional information or details pertaining to the above numbers in the 'Note' section at the bottom of the page. Enter any reminders about the data or other comments you wish to be included in the report.

Optional Note: Use this space to add any details about the above numbers or any reminders about the data. This note will be included in your report when it is submitted

Note

Finish this Step by clicking one of the following icons: Click 'Save and Return to the Main Menu' to save your work and complete the report at another time. Click 'Save and Continue' to proceed filing your report. Click 'Return to Main Menu without Saving' to return to the main menu and begin filing your report at another time.

Step 3: Enter the Report Methodology

Enter a Description of your Data Recording Procedure

Please enter the methodology used to prepare your report, and confirm that the brand and remitter-relationship listings have been updated for any significant changes.

Report Methodology

Required information to be included in the PCA Program Report:
1. Description of methodology and data used to prepare this PCA Program Report
Based on sales of products in BC according to program definitions.

[Previous](#) [Continue](#) [Save and Return to Main Menu](#)

[Change Password](#) | [Forgot Password](#) | | [Contact Us](#)

Click 'Previous' to return back to the previous step. Click 'Continue' to proceed filing your report. Click 'Save and Return to Main Menu' to return to the main menu and finish filing your report at another time.

Step 4: Select Payment Method to Remit Fees

Select the method of payment for this report from the three options available. Details on where to send the cheque or the account for transferring funds will appear on the invoice.

Payment Method

Indicate payment method. Note: Reports must be submitted and payment received by the due date.
Details on where to send your cheque or the account for transferring funds will appear on your invoice.

Cheque or Money Order
 EFT (Electronic Funds Transfer)
 Zero (no eligible sales)

[Previous](#) [Save and Continue](#) [Save and return to Main Menu](#)

Click 'Previous' to return to the previous step. Click 'Save and Continue' to proceed filing your report. Click 'Save and Return to Main Menu' to return to the main menu and finish filing your report at another time.

Product Care Association
Online Membership and Reporting System Guidelines

Step 5: Submit Your Report

Check the declaration box 'I Agree' to confirm that the methodology used has been reviewed and is as accurate as possible. Click 'Submit Report' to complete your report filing.

Submit the PCA Program Monthly Report

Check the declaration box to confirm that:

- the methodology used to calculate your data has been reviewed and is as accurate as possible;

I Agree

[Previous](#) [Submit Report](#) [Return to Main Menu Without Submitting](#)

★ After the <Submit Report> button is clicked, the PCA Program fee report is final and cannot be changed. On the next page you will be able to download a copy of your monthly report and invoice.

★ Click <Return to Main Menu Without Submitting> to save your data in order to submit the PCA Program Recovery Fee Report at a later date (note: Report must be submitted and payment received by the due date).

After clicking 'Submit Report' the PCA Program fee report is final and cannot be changed.

Click 'Return to Main Menu without Submitting' to save your data in order to submit the report at a later date. The report must be submitted and payment must be received by the due date.

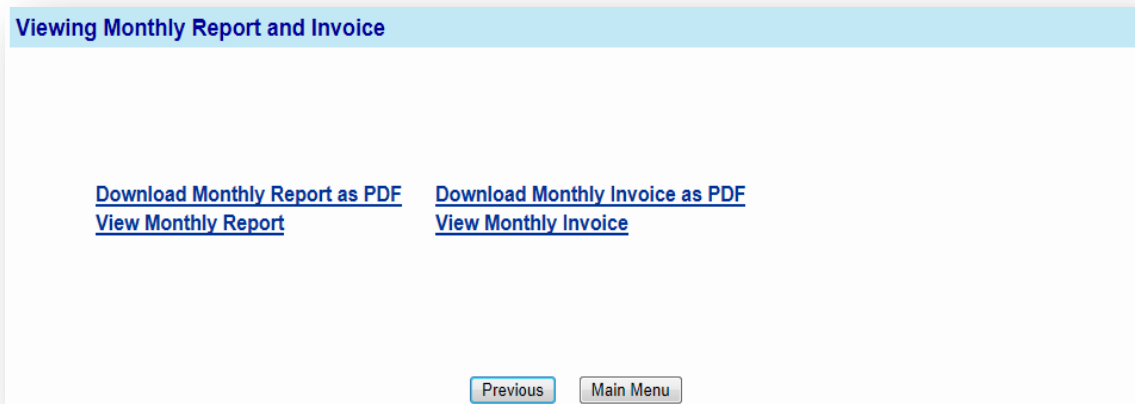
On the next page you will be able to download or view a copy of your report and invoice.

Step 6: View Report and/or Invoice

Once you have submitted your report (Step 5 above), you will have 4 options available to you:

- a. Download Monthly Report as PDF
- b. View Monthly Report
- c. Download Monthly Invoice as PDF
- d. View Monthly Invoice

Now that your report has been submitted, it is your responsibility to pay the invoice associated with that report by the date indicated on the invoice. The invoice can be saved and/or printed for your own files.



Please follow all relevant instructions and information on the invoice to submit payment. Late penalties may apply if invoices are not paid in a timely manner.

The following page outlines an example of an invoice.

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| Product Care Ass | <input type="button" value="Select & Zoom"/> | Invoice | <h2 style="margin: 0;">INVOICE</h2> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|---|-------------------------------------|------------------|----------|------|-------|-----------------|--|--|--|-------------------|-----|------|---------|--------------|--|--|--|------------------|-----|------|---------|-------------------|-----|------|---------|-----------------|--|--|--|---------------------|-----|------|---------|---------------------------------|-------|------|----------|----------------------------------|--|--|-------------------|---|--|--|-----------------|-----------------------|--|--|-------------------|
| Province: British Columbia Invoice Number: Reporting Period: January 1 - June 30, 2012 PO Number: Member Number: Member Name: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #92d050;"> <th style="text-align: left;">Product Category</th> <th style="text-align: center;">Quantity</th> <th style="text-align: center;">Rate</th> <th style="text-align: right;">Total</th> </tr> </thead> <tbody> <tr> <td colspan="4">Aerosols</td> </tr> <tr> <td>Aerosols Any Size</td> <td style="text-align: center;">168</td> <td style="text-align: center;">0.25</td> <td style="text-align: right;">\$42.00</td> </tr> <tr> <td colspan="4">Paint</td> </tr> <tr> <td>100 ml to 250 ml</td> <td style="text-align: center;">103</td> <td style="text-align: center;">0.20</td> <td style="text-align: right;">\$20.40</td> </tr> <tr> <td>251 ml TO 1 Litre</td> <td style="text-align: center;">270</td> <td style="text-align: center;">0.25</td> <td style="text-align: right;">\$67.50</td> </tr> <tr> <td colspan="4">Solvents</td> </tr> <tr> <td>0.75 Litres or less</td> <td style="text-align: center;">312</td> <td style="text-align: center;">0.05</td> <td style="text-align: right;">\$15.60</td> </tr> <tr> <td>Aerosol Solvent 201 ml and over</td> <td style="text-align: center;">8,752</td> <td style="text-align: center;">0.10</td> <td style="text-align: right;">\$875.20</td> </tr> <tr> <td colspan="3" style="text-align: right;">Subtotal, before GST/HST:</td> <td style="text-align: right;">\$1,020.70</td> </tr> <tr> <td colspan="3" style="text-align: right;">12% GST/HST (GST/HST 87626 0613 RT0001):</td> <td style="text-align: right;">\$122.48</td> </tr> <tr> <td colspan="3" style="text-align: right;">Total Payable:</td> <td style="text-align: right;">\$1,143.18</td> </tr> </tbody> </table> | | | | Product Category | Quantity | Rate | Total | Aerosols | | | | Aerosols Any Size | 168 | 0.25 | \$42.00 | Paint | | | | 100 ml to 250 ml | 103 | 0.20 | \$20.40 | 251 ml TO 1 Litre | 270 | 0.25 | \$67.50 | Solvents | | | | 0.75 Litres or less | 312 | 0.05 | \$15.60 | Aerosol Solvent 201 ml and over | 8,752 | 0.10 | \$875.20 | Subtotal, before GST/HST: | | | \$1,020.70 | 12% GST/HST (GST/HST 87626 0613 RT0001): | | | \$122.48 | Total Payable: | | | \$1,143.18 |
| Product Category | Quantity | Rate | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Aerosols | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Aerosols Any Size | 168 | 0.25 | \$42.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Paint | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 100 ml to 250 ml | 103 | 0.20 | \$20.40 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 251 ml TO 1 Litre | 270 | 0.25 | \$67.50 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Solvents | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0.75 Litres or less | 312 | 0.05 | \$15.60 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Aerosol Solvent 201 ml and over | 8,752 | 0.10 | \$875.20 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Subtotal, before GST/HST: | | | \$1,020.70 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 12% GST/HST (GST/HST 87626 0613 RT0001): | | | \$122.48 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total Payable: | | | \$1,143.18 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Due Date: July 31, 2012 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Method of Payment selected: | | Cheque | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cheque payable to: | | Product Care Association | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Mail/courier cheques to: | | 105 West 3rd Avenue, Vancouver, British Columbia, V5Y 1E6 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <u>Electronic Funds Transfer Information</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BANK NAME: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BRANCH ADDRESS: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BANK ID QUALIFIER: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| ACCOUNT TYPE: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BANK ID: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BRANCH ID: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| BANK ACCOUNT NUMBER: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

Section 4 – Other Main Menu Options

The Main Menu

After logging in you will be taken to the 'Main Menu' which will allow you to:

1. Add a new program/province to your PCA membership (Please see **Section 2** above)
2. Add Test Province (to File a Practice Sales Report- please refer to **Section 3** above)
3. File a new fee/sales report (Please see **Section 3** above)
4. Edit Remitter Relationships (below)
5. Update Basic Member Information (below)
6. Log Out (below)
7. Modify or view a fee/sales report (below)

Main Menu

Summary of your PCA reporting system information:
Company Name:
Member number:
Primary Contact :

Status:

From this Main Menu you can perform one or more of the following actions:

» Add a new program/province to your PCA mebership

» Add Test Province

» Edit Remitter Relationships » Basic Member Information » Log Out

To view, modify or file a fee/sales report, please place your mouse over the applicable province below.

| British Columbia | | Manitoba |

You can change any information you provided during your registration using the Main Menu and selecting the appropriate section you want to modify.

Edit Remitter Relationships

Please click 'edit remitter relationships' to update the information for any Producer/Brand Owners for which you have agreed to remit the fees or any suppliers or customers who will be remitting fees on your behalf.

Update Basic Member Information

Please click 'basic member information' to update the information provided your company if there have been any changes. For example, the primary or secondary contact for your company may have changed.

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Log Out

Please click 'log out' to finish your session on the PCA Online Reporting System.

Modify or View a Fee/Sales Report

Section 3 above outlines the steps required to submit a new fee/sales report.

To view or modify an existing fee/sales report, please place your cursor over the applicable province and a list of reports will arise in a drop down menu. Select the report for which you would like to view or modify. To make changes, follow the applicable steps outlined in Section 3.