

OPEIC | Outdoor Power Equipment Institute of Canada

ONLINE REGISTRATION & REPORTING SYSTEM GUIDELINES

Go to <https://www.opecireporting.ca> and click on:

CREATE NEW ACCOUNT

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04/23/2012

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Introduction

Outdoor Power Equipment Institute of Canada Registration & Reporting System

Welcome to OPEIC's Outdoor Power Equipment Program. Please register here if your company is responsible for reporting on sales of outdoor power equipment in British Columbia. You will return to this site to file monthly reports. For more information on the program, please visit www.opec.ca.

Registration for the OPEIC Outdoor Power Equipment Program is done online.

Please go to www.opecreporting.ca and click on the "Create New Account" button (pictured below) under the 'New Users' section on the left hand side of the page to access the registration site.

OPEIC Program reporting system: Log In page

New Users

To sign up as a Participant and be able to access the online reporting system, you will need an online account. Click the button below to start the 5 step process

CREATE NEW ACCOUNT

Existing Users Log In

User name:

Password:

Remember me

LOGIN

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 5 step registration process.

Step 1: Basic Member Information

Step 2: Product Categories

Step 3: Remitter Relationships

Step 4: Participant Agreement

Step 5: Username & Password

Step 1: Basic Participant Information

Company 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.

Step 1: Basic Participant Information

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

Company Information

* Note - Full legal name required for registration

* Company Name:	<input type="text" value="Sample 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="V1C 1A1"/>
* Country:	<input type="text" value="Canada"/> ▼
Company Website:	<input type="text"/>
* Main Company Phone:	(<input type="text" value="604"/>) <input type="text" value="222"/> - <input type="text" value="2222"/>
Fax Number:	(<input type="text"/>) <input type="text"/> - <input type="text"/>
* <input checked="" type="checkbox"/>	Please confirm that correct legal name for the company has been provided above.

Primary OPEIC Program 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 OPEIC Program 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:	(<input type="text" value="604"/>) <input type="text" value="222"/> - <input type="text" value="2222"/> Ext: <input type="text" value="2222"/>
* Email Address:	<input type="text" value="primarycontact@samplecompany.com"/>
* Repeat Email Address	<input type="text" value="primarycontact@samplecompany.com"/>
* <input checked="" type="checkbox"/>	I confirm that I am an authorize signatory of this company/organization.

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)**.

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.

Step 2: Product Categories

Indicate the product categories for which you will be reporting

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

If you are unsure, you can view list of detailed products at www.opec.ca/included-products.html.

Step 2: Indicate the product categories for which you will be reporting

Please indicate the product categories for which you are obligated and will be reporting for by checking the boxes below. For a detailed listing for products, in each category, please see the [Included Products](#)

	Category
<input type="checkbox"/>	Hand-Held OPE
<input type="checkbox"/>	Walk-Behind OPE
<input type="checkbox"/>	Free-Standing OPE
<input type="checkbox"/>	Lawn Tractors

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

Step 3: Remitter Relationships

Remitter Relationship Listing

Table – 3A: 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 – 3A.
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 – 3B: 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 – 3B.
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 3: Remitter Relationship Listing

On this page, please list in table 3A the names of any Producers/Brand Owners for which you have agreed to remit the fees, and in table 3B the names of any suppliers or customers who will be remitting fees on your behalf. This information is needed to help OPEIC ensure a "level playing field" i.e., fees apply to all sales.

Table - 3A

	We remit on behalf of the following Producers	ContactName	Email	Phone	Comments
	Test Producer Company	Test Person	test@test.com	604-222-2221	Testing
*					
Add New Record <input type="button" value="Add Producer"/>					

Table - 3B

	The following Suppliers / Customers remit on our behalf	ContactName	Email	Phone	Comments
	Test Supplier Company	Test Person	test1@test.com	604-222-2223	Testing
*					
Add New Record <input type="button" value="Add Remitter"/>					

ADVANCE TO STEP 4: PARTICIPANT AGREEMENT

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

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

Step 4: Membership Agreement

Acceptance of OPEIC Participant Agreement

1. Please take the time to read the OPEIC's Participant Agreement (www.opeireporting.ca/OPEIC-Participant-Agreement.pdf). You must agree to the OPEIC Participant Agreement to continue. Select **[Yes, Continue]**

Acceptance of OPEIC Participant Agreement

In order to complete the registration process, you must review and accept the [OPEIC Participant Agreement](#). By clicking the "Yes" option below, you confirm that you have read and accept OPEIC's Participant Agreement on behalf of your company.

Do you agree to be bound by the [OPEIC Participant Agreement](#)?

[Yes, Continue] Yes, I have read and accept the OPEIC Participant Agreement. Continue with the Participant Signup process.

[No, Cancel] No, I do not accept the OPEIC Participant Agreement, cancel the registration process.

"Please note, a list of all participants will be published on www.opec.ca"

ADVANCE TO STEP 5: SETUP USERNAME & PASSWORD

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

Step 5: Setup Username & Password

Sign up for your new account

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:	<input type="text" value="username"/>
★ Password:	<input type="password" value="••••••••"/>
★ Confirm Password:	<input type="password" value="••••••••"/>
★ E-mail:	<input type="text" value="1234@1234.com"/>
★ Security Question:	<input type="text" value="What is this website?"/>
★ Security Answer:	<input type="text" value="OPEIC"/>

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

You will receive an email confirming your registration. You will receive another email once your registration is confirmed, allowing you to login and file your monthly reports.