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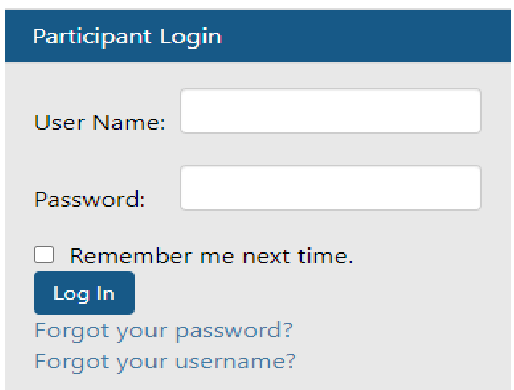
1. Introduction

This document provides an overview of how to use the Outdoor Power Equipment Institute of Canada's (OPEIC) Participant Fee Reporting System. For information regarding OPEIC's program, please visit www.opeic.ca

If you have any questions, please contact us using the online form provided in the reporting portal, as outlined in the final section of this document.

2. Accessing Your Account

Login to your account at www.opeicreporting.ca by entering your Username and Password in the Participant Login box on the Participant Fee Reporting System home page, then selecting "Log In".



If you have forgotten your password, click the "Forgot your password?" link, and a password reset link will be emailed to the email address associated with your username.

If you have forgotten your username, click the "Forgot your username?" link, and your username will be emailed to you.

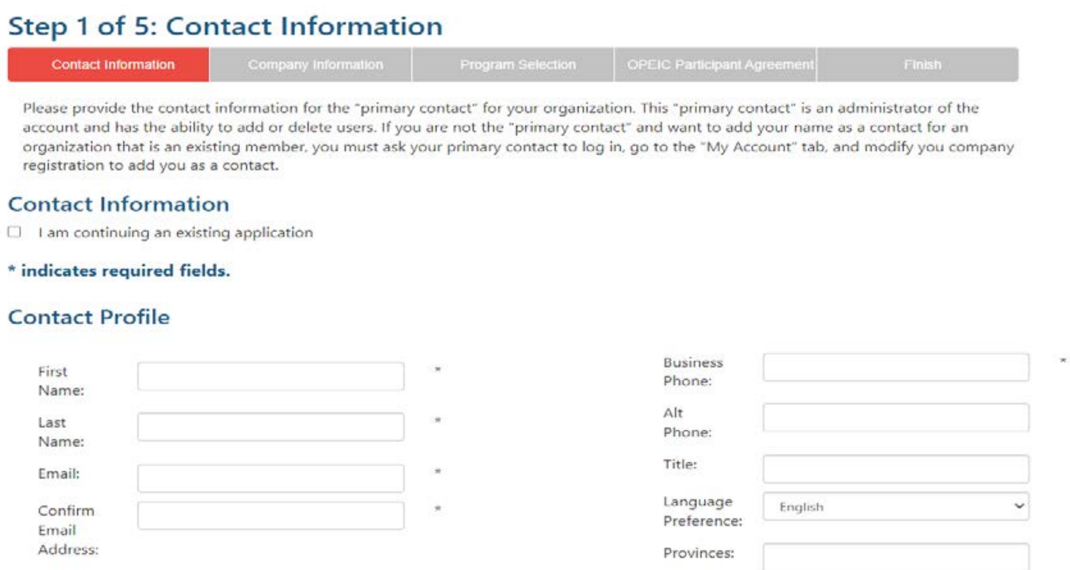
3. New Registrants – Creating an Account

If you need to join OPEIC as a Participant to report sales and remit Environmental Handling Fees (EHFs), select "Register" from the New Participants box on the Participant Fee Reporting System home page.

You will now be guided through a step-by-step process to register and create an account with OPEIC.

Step 1: Contact Information

Enter your contact information in the form fields. Required fields are indicated with an asterisk "*".



Step 1 of 5: Contact Information

Contact Information | Company Information | Program Selection | OPEIC Participant Agreement | Finish

Please provide the contact information for the "primary contact" for your organization. This "primary contact" is an administrator of the account and has the ability to add or delete users. If you are not the "primary contact" and want to add your name as a contact for an organization that is an existing member, you must ask your primary contact to log in, go to the "My Account" tab, and modify you company registration to add you as a contact.

Contact Information

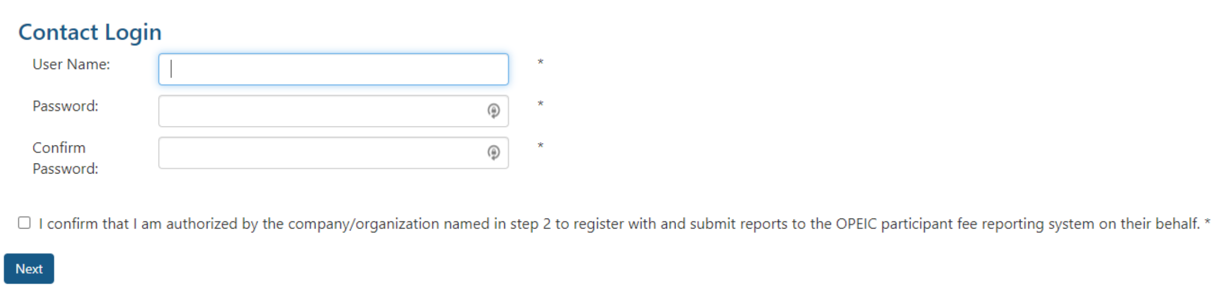
☐ I am continuing an existing application

*** indicates required fields.**

Contact Profile

First Name: *
Last Name: *
Email: *
Confirm Email Address: *
Business Phone: *
Alt Phone:
Title:
Language Preference: English
Provinces:

Set a username and password for your account, then select the confirmation box to confirm you are authorized to register your company.



Contact Login

User Name: *
Password: *
Confirm Password: *

☐ I confirm that I am authorized by the company/organization named in step 2 to register with and submit reports to the OPEIC participant fee reporting system on their behalf. *

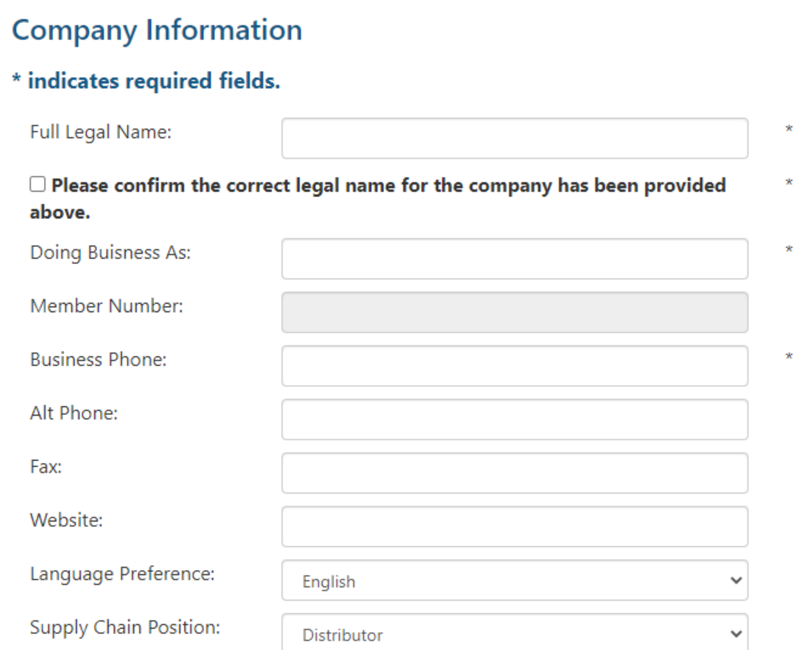
Next

If you have already started a registration but did not complete it, you can complete the existing registration by selecting the box "I am continuing an existing application". You will be prompted to enter the username and password you created when you first began the registration process. If you have forgotten either your username or password, you can use the links on the home page to have them emailed to you.

☐ I am continuing an existing application

Step 2: Company Information

Enter your company information in the form fields. Required fields are indicated with an asterisk "*".



Company Information

*** indicates required fields.**

Full Legal Name: *

☐ **Please confirm the correct legal name for the company has been provided above.** *

Doing Buisness As: *

Member Number:

Business Phone: *

Alt Phone:

Fax:

Website:

Language Preference: English

Supply Chain Position: Distributor

Enter your company's Primary Address. Note, the address entered here will be used to determine the tax rate applied on all EHF reports and remittances.

Primary Address:

Address 1:		*
Address 2:		
City:		*
Province/State:	Alberta	*
Postal/Zip Code:		*
Country:	Canada	*

☐ Please acknowledge that the primary address listed above is used to determine the GST/HST tax rate applied on EHF reports and remittances for all OPEIC programs.

Next

Step 3: Program Selection

Select the Product Categories for the categories of electric outdoor power equipment that you will need to report sales for, depending on the products you sell in B.C. If you are unsure of how to categorize your products, please refer to https://www.opeic.ca/recycle-outdoor-power-equipment/

Step 4: Participant Agreement

You must agree to the OPEIC Participant Agreement in order to continue with your registration.

You can download the agreement by selecting the link embedded in the words “OPEIC Participant Agreement”. You must click “Yes – I agree” in order to continue.

Step 4 of 5: OPEIC Participant Agreement

Contact Information	Company Information	Program Selection	OPEIC Participant Agreement	Finish

In order to complete the registration process, you must review and accept the OPEIC Participant Agreement
By clicking the "Yes" option below, you acknowledge and confirm that:

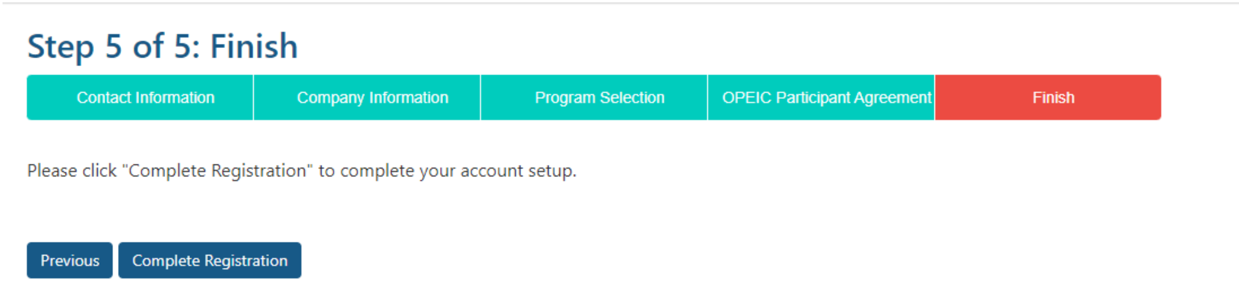
1. You have read and understood the terms and conditions of the OPEIC Participant Agreement;
2. You acknowledge that the terms of the OPEIC Participant Agreement are legally binding on your organization; and
3. Your organization agrees to abide by all the terms and conditions of the OPEIC Participant Agreement.

○ Yes - I agree ○ No - I do not agree

Previous Next

Step 5: Complete Registration

You must click the button “Complete Registration” in order to submit your application to OPEIC.

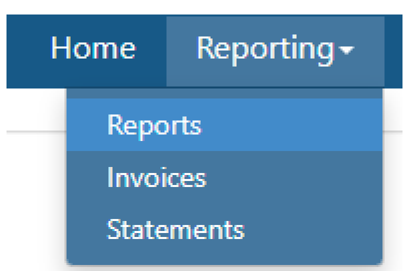


Once submitted, your application will be reviewed by OPEIC, and someone will contact you, typically within 2 business days, to confirm your account details. When your registration is approved, you will receive a confirmation email, at which time you can login to your account to submit EHF reports.

4. Submitting EHF Reports

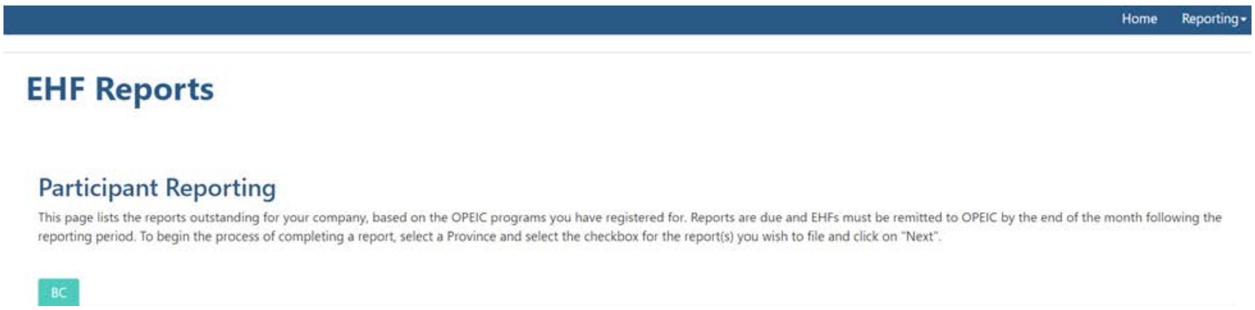
After logging in to your account, go to “Reporting” and then “Reports” to submit your EHF reports to OPEIC.

Note: Your application needs to be approved in order for you to submit data.

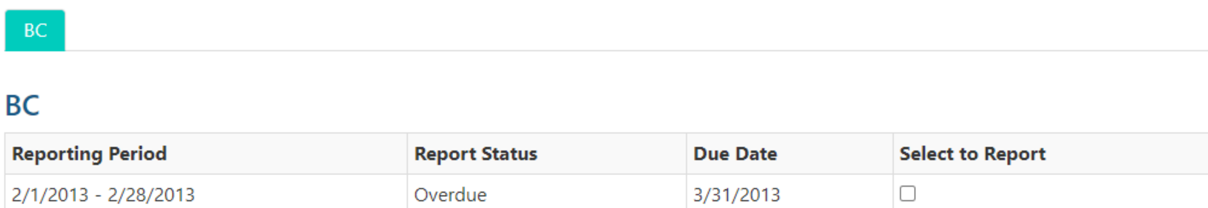


If you go to this page before your registration has been reviewed and approved by OPEIC, you will not see any outstanding reports:

Once your registration in each Program is approved, you will see available reports.



Click on BC then select the box under "Select to Report", then select "Next":



Reporting Period	Report Status	Due Date	Select to Report
2/1/2013 - 2/28/2013	Overdue	3/31/2013	☐

You will be taken to the reporting page, which will show you the reporting categories that need to be reported against, depending on the product categories you have registered for.

Fill out the quantity of each product category:

Outdoor Power Equipment

Hand-Held

Product Category	Quantity	EHF	Total
Hand-Held	0	$2.50	$0.00
Category Subtotal			**$0.00**

Walk-Behind

Product Category	Quantity	EHF	Total
Walk-Behind	0	$10.00	$0.00
Category Subtotal			**$0.00**

Free-Standing

Product Category	Quantity	EHF	Total
Free-Standing	0	$7.70	$0.00
Category Subtotal			**$0.00**

Lawn Tractors

Product Category	Quantity	EHF	Total
Lawn Tractors	0	$40.00	$0.00
Category Subtotal			**$0.00**

Total of all categories before tax			**$0.00**

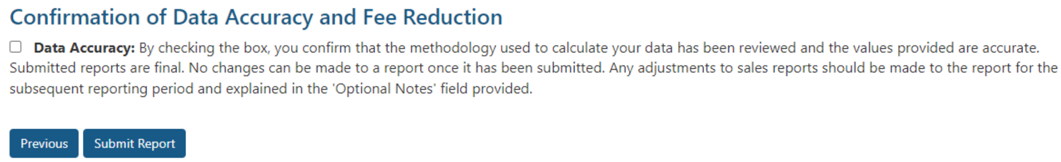
Purchase Order Number (optional):

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

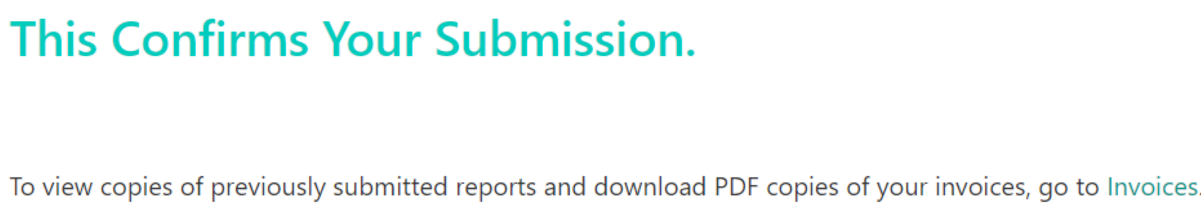
Previous | Save And Continue

At the bottom of the report, you can enter an optional PO Number, or any Optional Notes that you would like submitted with your report. The PO number and Optional Notes will appear on your invoice.

After you select “Save & Continue”, you will be taken to a confirmation screen. If you abandon the reporting page at this point, your data will be saved, and you can return and update your report at a later time. Once you are ready to submit, select the check box to confirm data accuracy, and select “Submit Report”.

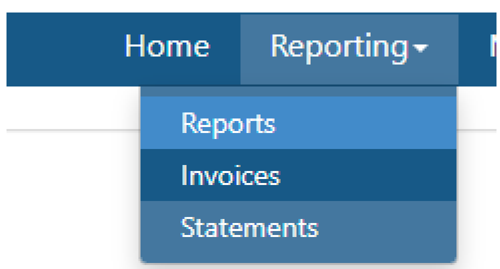


Once your report is submitted, there will be a confirmation screen where you can download a copy of your invoice:



5. Viewing Reports and Downloading Invoices

To view copies of previously submitted reports and to download PDF copies of your invoices, select "Invoices" from the reporting confirmation screen, or go to "Reporting" and then "Invoices".



Here you will see a table that lists all previously submitted reports for your company, including region, reporting period, and status of the invoice. You can view the details of each report by selecting the Invoice Number, or you can download a copy of each invoice by selecting the link "Download PDF".

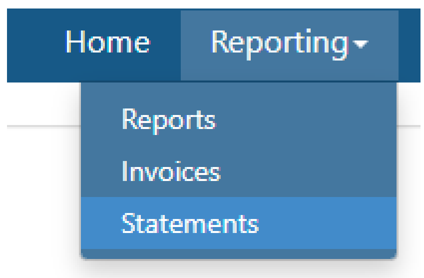
EHF Reports

Invoices

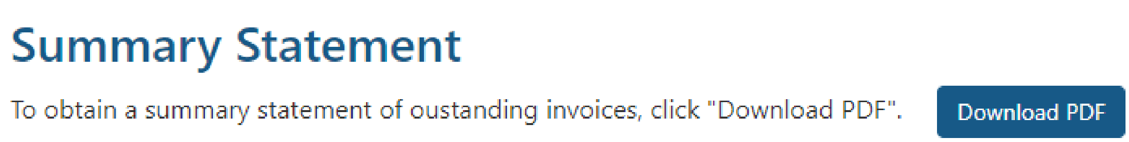
#	Type	Region (All Regions)	Start Date	End Date	Due Date	Invoice Date	Submitted By	Amount (CAD)	Balance Due (CAD)	Status	Download
7256	Invoice	BC	07/01/2012	07/31/2012	08/31/2012	03/10/2022	Richard1 Hodges1	$47,765.10	$47,765.10	Submitted	Download PDF

6. Downloading Statements

To download a PDF copy of your account summary statement, go to “Reporting” and then “Statements”.



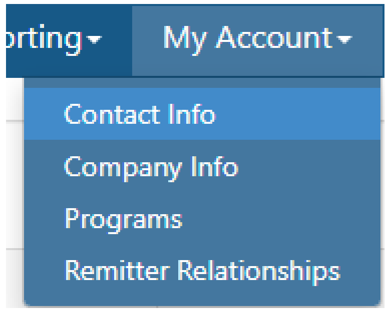
Here you will see a button to download your statement:



Your summary statement will show any outstanding invoices as well as any credits on your account.

7. Updating Contact Information

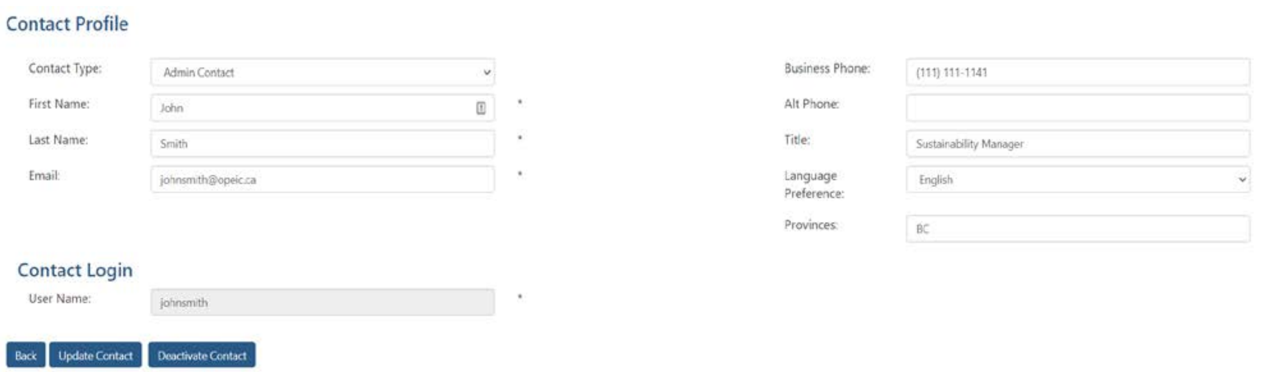
To update your contact information, go to “My Account” and then “Contact Info”.



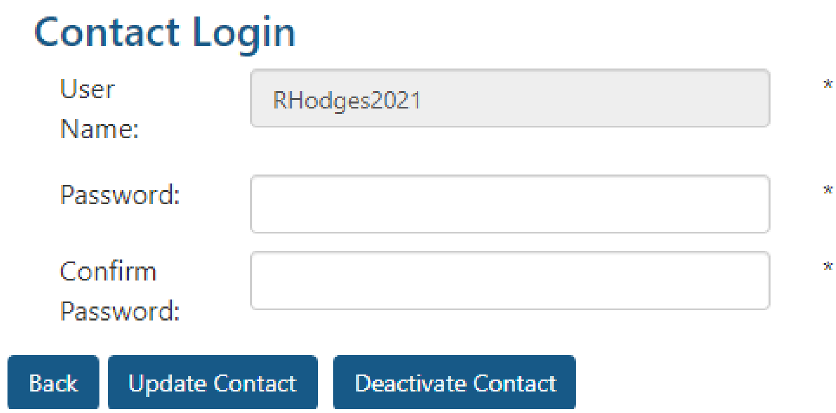
You will see a table with all of the contacts for your account listed. Click on the name of the person whose contact details you want to edit. Only Admin Contacts will be able to edit contact information for other contacts. All contacts are able to update their own details.

Type	Name	Email	Title	Primary Contact	Provinces	Status
Admin Contact	John Smith	johnsmith@opeic.ca	Sustainability Manager	Yes	BC	Active

Update the relevant fields in the online form.



Passwords can be reset at the bottom of this form:

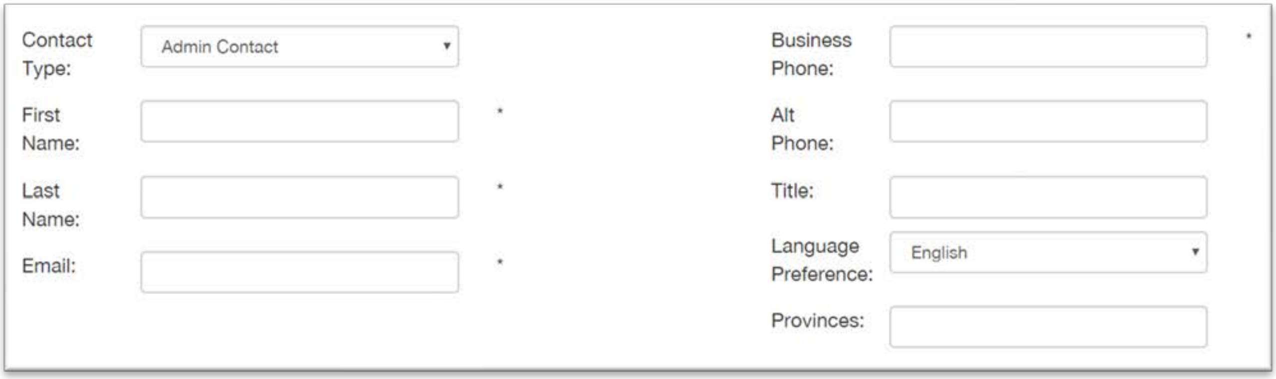


When you are done editing, select "Update Contact". If you no longer wish for a contact to have access to the online portal, select "Deactivate Contact".

8. Adding New Contacts

To add a new contact, go to "My Account" and then "Contact Info" and select "Add New Contact". You can add an unlimited number of contacts to your account, however only Admin Contacts can add new contacts to an account.

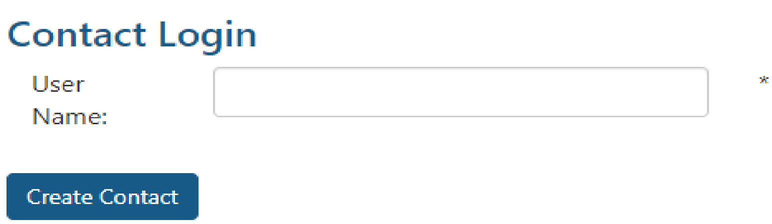
Fill out the relevant contact information for the contact you are adding.



There are two types of contact types in the system:

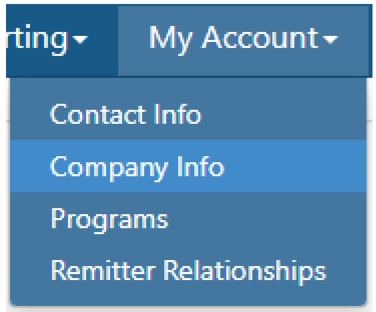
- Admin Contacts: Have the ability to edit company information, add and edit contacts, and submit and view EHF reports and invoices.
- Secondary Contacts: Cannot add or edit contacts or company info but can view account information and have the ability to submit and view EHF reports and invoices.

Assign a Username for the new contact, and then select “Create Contact”. The contact will be automatically emailed with their username and will be provided with a link to set a password, at which time they will have access to your account.



9. Updating Company Information

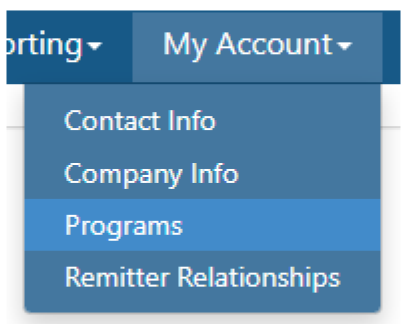
To update your company information, go to “My Account” and then “Company Info”. Only Admin Contacts can edit company info.



Edit the relevant fields that require changes, then select “Update Account”.

10. Adding or Removing Programs

To add or remove product categories, go to “My Account” and then “Programs”.

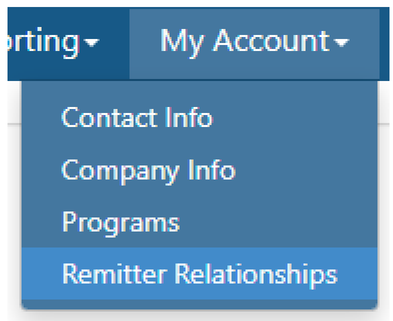


You will see the list of all product categories. To add a category, select the relevant check box and select “Next”, which will initiate a registration for that product. To remove a category, un-select the relevant check box and select “Next”, which will initiate the termination process.

You will receive a confirmation email to confirm your program changes, and someone from OPEIC will contact you, typically within 2 business days, to confirm the reason for changes.

11. Notifying OPEIC of Remitter Relationships

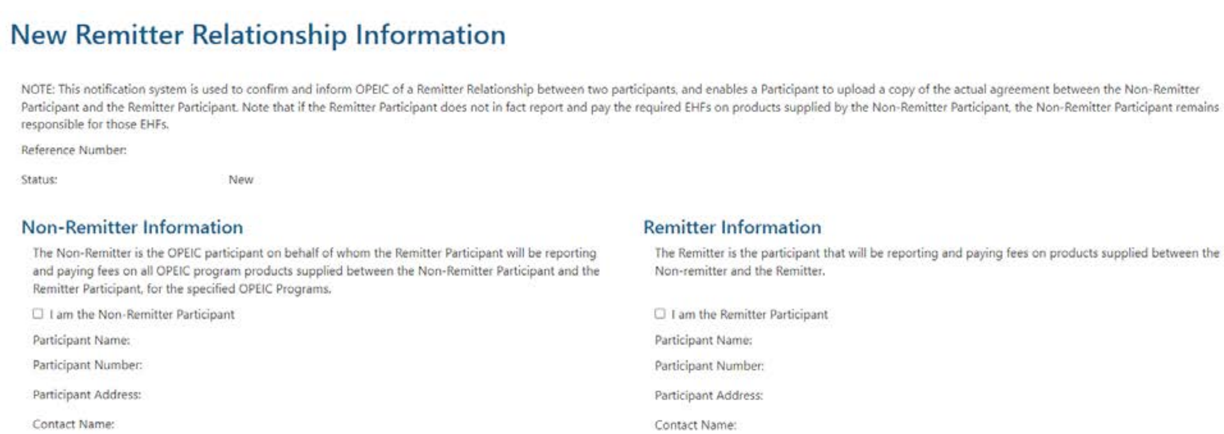
To notify OPEIC of a Remitter Relationship, where one OPEIC Participant is responsible for reporting and remitting EHFs on behalf of another Participant, go to “My Account” and then “Remitter Relationships”.



Initiating Notification of a Remitter Relationship

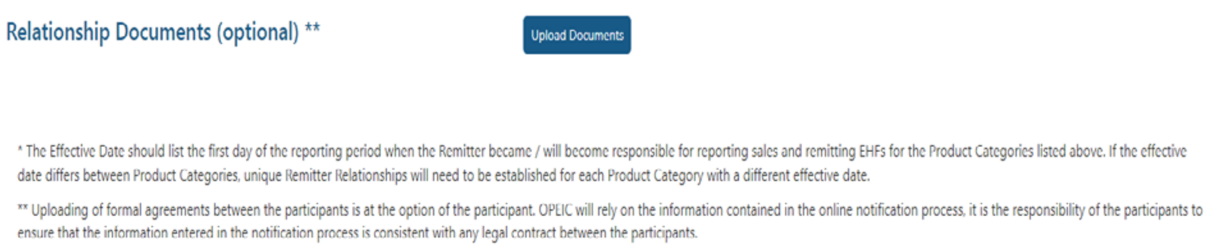
To initiate the notification process for a new relationship, select the button “New Relationship” and fill out the associated online form. You can only initiate the notification process for a new relationship with active OPEIC participants. The Participant that initiates the relationship notification is referred to as the “Initiating Participant” and the other Participant is the “Accepting Participant”.

Fill out the online form by indicating if you are the “Non-Remitter” or “Remitter”, and the form will automatically populate with your account data.



Select the Participant Name of the Accepting Participant, and fill out the other form details, such as the relevant OPEIC program product categories subject to the relationship and the effective date. Enter any comments and indicate if you would like other contacts associated with your account to be notified of the relationship as well.

If a formal, written remitter agreement exists, you can upload a copy for reference. This is an optional step, and OPEIC does not require a formal agreement to exist to be notified of a remitter relationship.



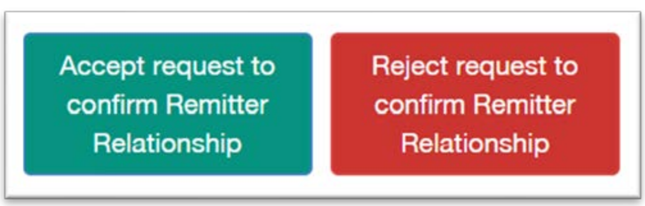
Select "Save & Continue", and you will be taken to a confirmation screen where you can review the relationship details before submitting. If you abandon the page after this point, the data will be stored in our system, and you can reference this relationship from the table on the remitter relationship page.

When you are satisfied the details are correct and are ready to have the Accepting Participant confirm the relationship details, select the confirmation box and select "Submit". The contacts associated with the Accepting Participant will be emailed and requested to confirm the relationship details. You and any associated contacts that you indicated should be copied on the email will also be copied. This relationship will now have a status of “Pending Acceptance” until the Accepting Participant has confirmed the relationship.

Accepting or Rejecting a Remitter Relationship

If you are the Accepting Participant and have been notified by email that you have a remitter relationship the is pending acceptance, go to the “Remitter Relationships” page, and select the Reference Number of the relationship from the summary table.

The online form that appears will be mostly read-only, but you can indicate which contact for your account should be listed as the relationship contact, add other contacts for notification, and add any comments or upload reference documents. To accept or reject the request to confirm the Remitter Relationship select the confirmation box and select either the green button to “Accept request to confirm Remitter Relationship” or the red button “Reject request to confirm Remitter Relationship”. The Initiating Participant will be emailed with a confirmation in either case. If the request to confirm the relationship is accepted, OPEIC will be notified.



Terminating a Remitter Relationship

To terminate an “Accepted” relationship, select the reference number from the table for the relationship in question. The Participant that initiates the termination now becomes the “Initiating Participant”, and the other Participant becomes the “Accepting Participant”. Enter the Relationship End Date, then select “Terminate Relationship” and the accepting Participant will be notified by email of the request to terminate the relationship. They must then accept the termination in order for the process to be complete, at which time OPEIC will be notified of the terminated relationship.

12. Contact Us

If you have any questions or encounter any issues with the reporting system, please use the online "Contact Us" form, and someone from OPEIC will contact you.