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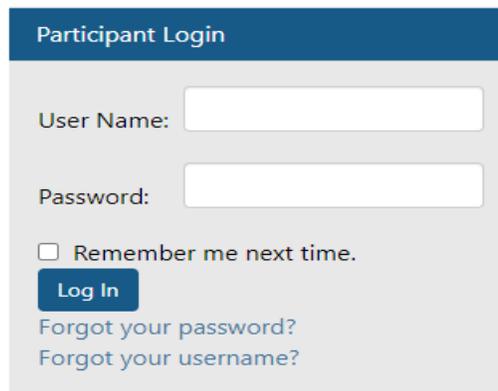
1. Introduction

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.opec.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.opecreporting.ca by entering your Username and Password in the Participant Login box on the Participant Fee Reporting System home page, then selecting "Log In".



The image shows a screenshot of the 'Participant Login' form. It features a dark blue header with the text 'Participant Login'. Below the header, there are two input fields: 'User Name:' and 'Password:'. Under the 'Password:' field, there is a checkbox labeled 'Remember me next time.' Below the checkbox is a blue 'Log In' button. At the bottom of the form, there are two links: 'Forgot your password?' and 'Forgot your username?'.

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
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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 your company registration to add you as a contact.

Contact Information

I am continuing an existing application

* indicates required fields.

Contact Profile

First Name:	<input type="text"/>	*	Business Phone:	<input type="text"/>	*
Last Name:	<input type="text"/>	*	Alt Phone:	<input type="text"/>	
Email:	<input type="text"/>	*	Title:	<input type="text"/>	
Confirm Email Address:	<input type="text"/>	*	Language Preference:	<input type="text" value="English"/>	▼
			Provinces:	<input type="text"/>	

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:	<input type="text"/>	*
Password:	<input type="password"/>	*
Confirm Password:	<input type="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:	<input type="text"/>	*
<input type="checkbox"/> Please confirm the correct legal name for the company has been provided above.		*
Doing Business As:	<input type="text"/>	*
Member Number:	<input type="text"/>	
Business Phone:	<input type="text"/>	*
Alt Phone:	<input type="text"/>	
Fax:	<input type="text"/>	
Website:	<input type="text"/>	
Language Preference:	<input type="text" value="English"/>	▼
Supply Chain Position:	<input type="text" value="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:	<input type="text"/>	*
Address 2:	<input type="text"/>	
City:	<input type="text"/>	*
Province/State:	<input type="text" value="Alberta"/>	*
Postal/Zip Code:	<input type="text"/>	*
Country:	<input type="text" value="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.opecic.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
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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.

Step 5 of 5: Finish



Please click “Complete Registration” to complete your account setup.



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.

EHF Reports

Participant Reporting

This page lists the reports outstanding for your company, based on the OPEIC programs you have registered for. Reports are due and EHF's must be remitted to OPEIC by the end of the month following the reporting period. To begin the process of completing a report, select a Province and select the checkbox for the report(s) you wish to file and click on "Next".

BC

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

BC

BC

Reporting Period	Report Status	Due Date	Select to Report
2/1/2013 - 2/28/2013	Overdue	3/31/2013	<input type="checkbox"/>

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	<input type="text" value="0"/>	\$2.50	\$0.00
Category Subtotal			\$0.00

Walk-Behind

Product Category	Quantity	EHF	Total
Walk-Behind	<input type="text" value="0"/>	\$10.00	\$0.00
Category Subtotal			\$0.00

Free-Standing

Product Category	Quantity	EHF	Total
Free-Standing	<input type="text" value="0"/>	\$7.70	\$0.00
Category Subtotal			\$0.00

Lawn Tractors

Product Category	Quantity	EHF	Total
Lawn Tractors	<input type="text" value="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”.

Confirmation of Data Accuracy and Fee Reduction

Data Accuracy: By checking the box, you confirm that the methodology used to calculate your data has been reviewed and the values provided are accurate. Submitted reports are final. No changes can be made to a report once it has been submitted. Any adjustments to sales reports should be made to the report for the subsequent reporting period and explained in the 'Optional Notes' field provided.

[Previous](#) [Submit Report](#)

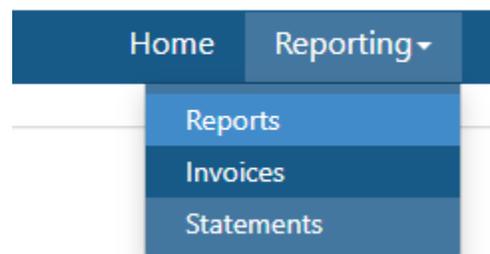
Once your report is submitted, there will be a confirmation screen where you can download a copy of your invoice:

This Confirms Your Submission.

To view copies of previously submitted reports and download PDF copies of your invoices, go to [Invoices](#).

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	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:

Summary Statement

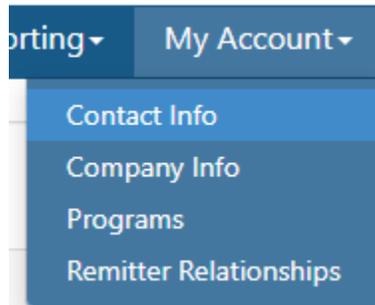
To obtain a summary statement of outstanding invoices, click “Download PDF”.

[Download PDF](#)

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.

Contact Profile

Contact Type:	<input type="text" value="Admin Contact"/>	Business Phone:	<input type="text" value="(111) 111-1141"/>
First Name:	<input type="text" value="John"/>	Alt Phone:	<input type="text"/>
Last Name:	<input type="text" value="Smith"/>	Title:	<input type="text" value="Sustainability Manager"/>
Email:	<input type="text" value="johnsmith@opeic.ca"/>	Language Preference:	<input type="text" value="English"/>
		Provinces:	<input type="text" value="BC"/>

Contact Login

User Name:

[Back](#) [Update Contact](#) [Deactivate Contact](#)

Passwords can be reset at the bottom of this form:

Contact Login

User Name:	<input type="text" value="RHodges2021"/>	*
Password:	<input type="password"/>	*
Confirm Password:	<input type="password"/>	*

[Back](#) [Update Contact](#) [Deactivate Contact](#)

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.

[Add New Contact](#)

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

Contact Type:	<input type="text" value="Admin Contact"/>	Business Phone:	<input type="text"/>
First Name:	<input type="text"/>	Alt Phone:	<input type="text"/>
Last Name:	<input type="text"/>	Title:	<input type="text"/>
Email:	<input type="text"/>	Language Preference:	<input type="text" value="English"/>
		Provinces:	<input type="text"/>

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.

Contact Login

User Name:

[Create Contact](#)

9. Updating Company Information

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

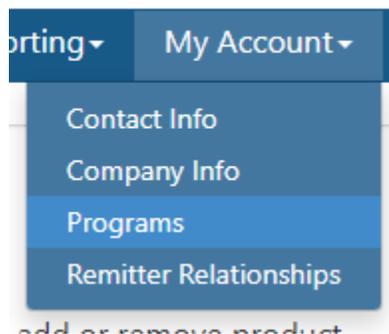


Edit the relevant fields that require changes, then select “Update Account”.

Update Account

10. Adding or Removing Programs

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

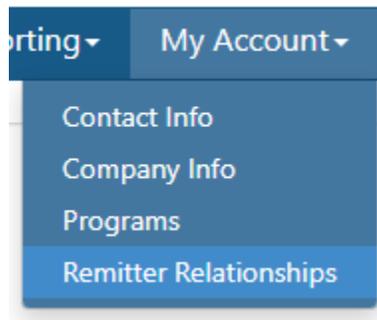


You will see the list of all product categories. To add a category, select the relevant check box and select “Next”, which will initiate a registration for that product. To remove a category, un-select the relevant check box and select “Next”, which will initiate the termination process.

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 EHF's 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.

New Remitter Relationship Information

NOTE: This notification system is used to confirm and inform OPEIC of a Remitter Relationship between two participants, and enables a Participant to upload a copy of the actual agreement between the Non-Remitter Participant and the Remitter Participant. Note that if the Remitter Participant does not in fact report and pay the required EHF's on products supplied by the Non-Remitter Participant, the Non-Remitter Participant remains responsible for those EHF's.

Reference Number:

Status: New

Non-Remitter Information

The Non-Remitter is the OPEIC participant on behalf of whom the Remitter Participant will be reporting and paying fees on all OPEIC program products supplied between the Non-Remitter Participant and the Remitter Participant, for the specified OPEIC Programs.

I am the Non-Remitter Participant

Participant Name:

Participant Number:

Participant Address:

Contact Name:

Remitter Information

The Remitter is the participant that will be reporting and paying fees on products supplied between the Non-remitter and the Remitter.

I am the Remitter Participant

Participant Name:

Participant Number:

Participant Address:

Contact Name:

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.

Relationship Details

OPEIC Program Product
Categories which are subject to
the Remitter Relationship:

Effective Date *:

Initiating Participant

Initiating Participant Comments
(optional):

Additional Contacts for Email
Confirmation:

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.

Relationship Documents (optional) **

Upload Documents

* The Effective Date should list the first day of the reporting period when the Remitter became / will become responsible for reporting sales and remitting EHF's for the Product Categories listed above. If the effective date differs between Product Categories, unique Remitter Relationships will need to be established for each Product Category with a different effective date.

** Uploading of formal agreements between the participants is at the option of the participant. OPEIC will rely on the information contained in the online notification process, it is the responsibility of the participants to ensure that the information entered in the notification process is consistent with any legal contract between the participants.

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

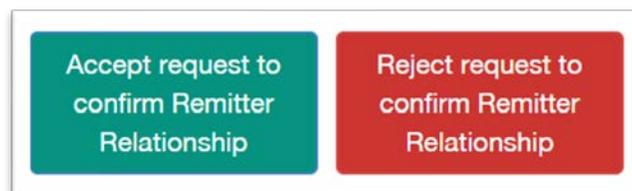
relationship will now have a status of “Pending Acceptance” until the Accepting Participant has confirmed the relationship.

Accepting or Rejecting a Remitter Relationship

If you are the Accepting Participant and have been notified by email that you have a remitter relationship that 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”.

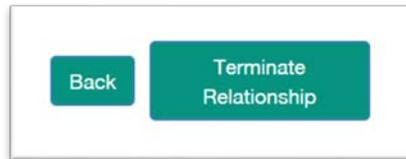
The Initiating Participant will be emailed with a confirmation in either case. If the request to confirm the relationship is accepted, OPEIC will be notified.



Terminating a Remitter Relationship

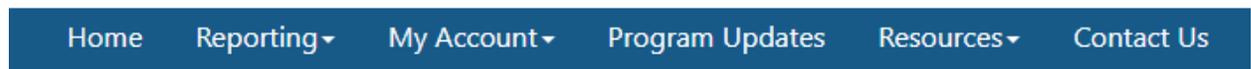
To terminate an “Accepted” relationship, select the reference number from the table for the relationship in question. The Participant that initiates the termination now becomes the “Initiating Participant”, and the other Participant becomes the “Accepting Participant”. Enter the Relationship End Date, 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.

Relationship End Date***:



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.



Contact Us

First Name:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
Email:	<input type="text"/>	*
Business Phone:	<input type="text"/>	
Company Name:	<input type="text"/>	*
Participant Number:	<input type="text"/>	
Program:	<input type="text" value="No Program Selected"/>	▼
Comments:	<input type="text"/>	
<input type="checkbox"/> I'm not a robot  reCAPTCHA Privacy - Terms		