productcare

Reporting Instructions

30th September 2015

Contents

Introduction

The following instructions are intended to provide assistance to members that are filing sales and fee reports. For information on any of Product Care's programs, please visit www.regeneration.ca.

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

Section 1 – Filing Sales Reports and Remitting Fees

Section 1 outlines the steps required to file sales reports and generate invoices in order to remit fees to Product Care Association.

Section 2 – Other Main Menu Options

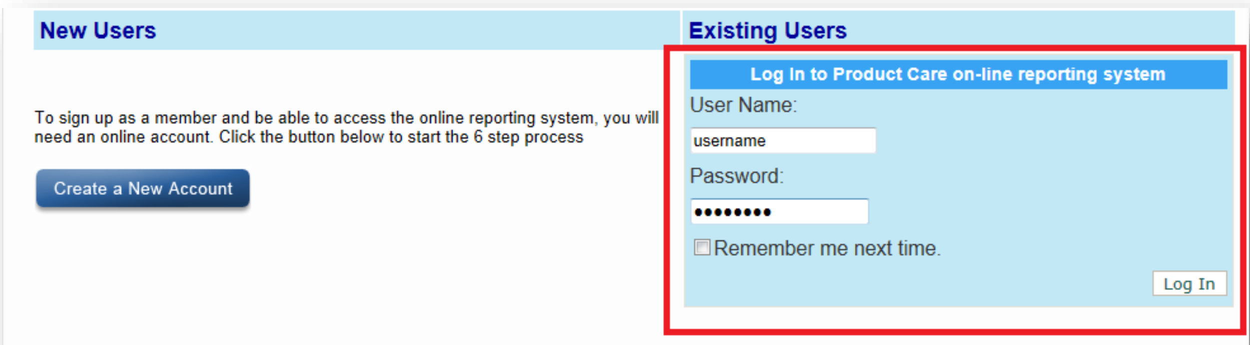
Section 2 outlines all other available functions from the Main Menu Screen.

Section 1 – 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, unless agreed upon otherwise. Reports and fee remittances are due by the end of the month following the reporting period (e.g. sales in October must be reported and received by the Program before the end of November).

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.

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 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

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

Access Applicable Report or File a New Fee/Sales Report

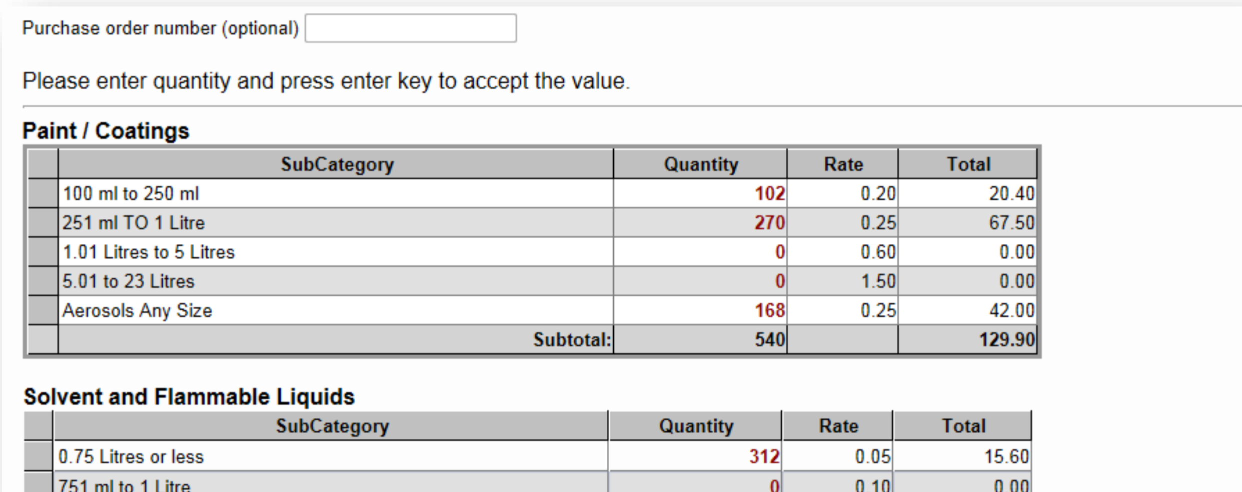
To view, modify or file a fee/sales report, please place your cursor over the applicable province and a list of reports will arise in a drop down menu. Select the report for which you would like to view, modify or file. Note that you cannot file a fee/sales report until you have completed the previous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



Purchase order number (optional)

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

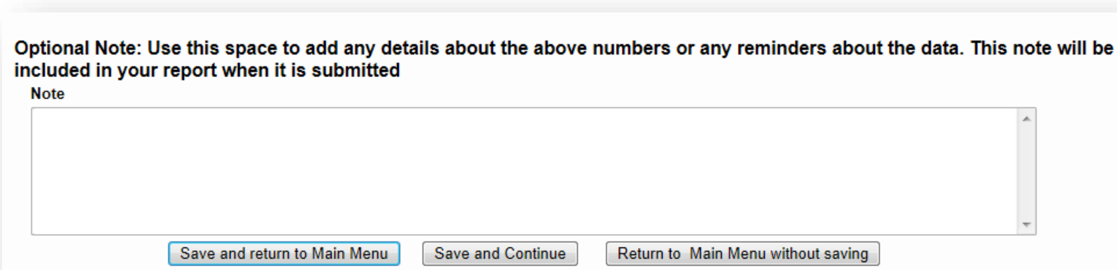
Paint / Coatings

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

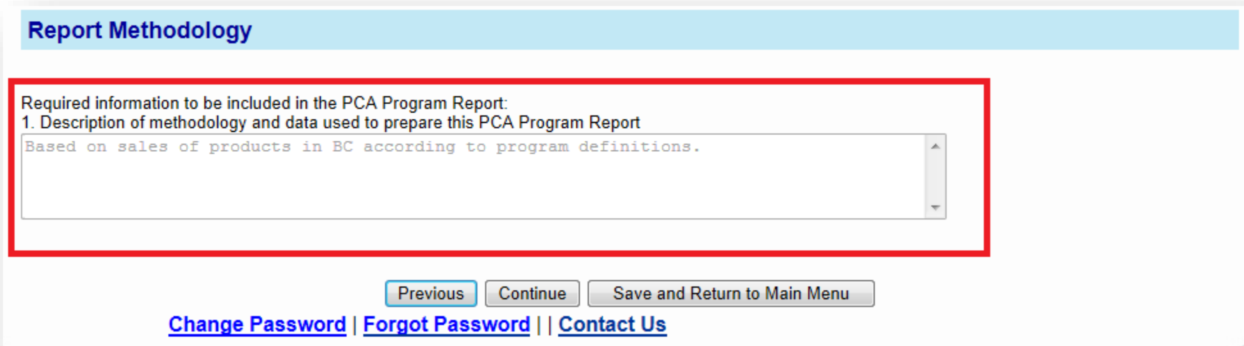
Save and return to Main Menu | Save and Continue | Return to Main Menu without saving

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

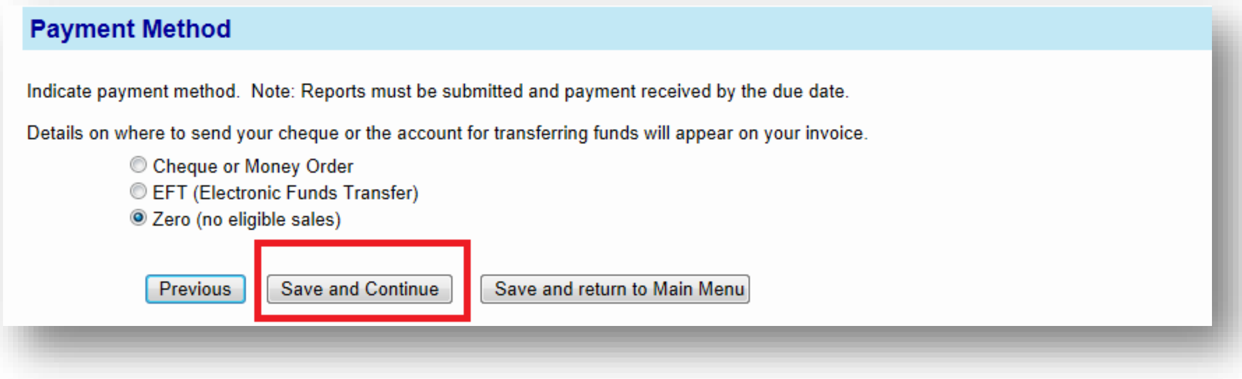
Please enter the methodology used to prepare your report, and confirm that the brand and remitter-relationship listings have been updated for any significant changes.



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

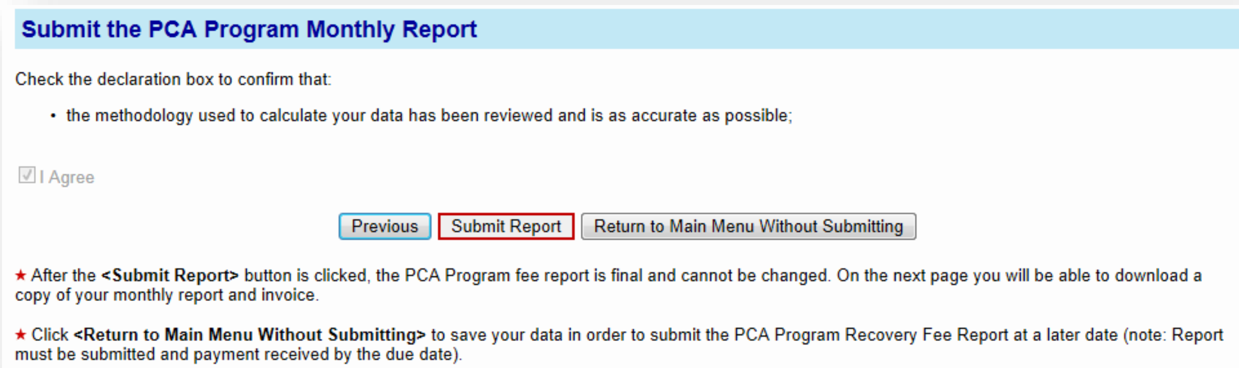
Select the method of payment for this report from the three options available. Details on where to send the cheque or the account for transferring funds will appear on the invoice.



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.

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.



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.

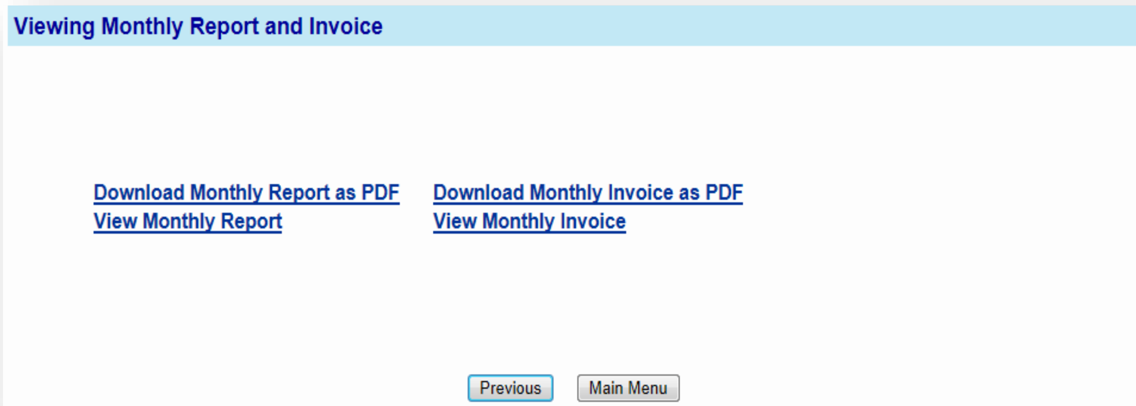
On the next page you will be able to download or view a copy of your report and invoice**.**

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.

Product Care Ass Select & Zoom **Invoice**

INVOICE

Province: British Columbia
Invoice Number:
Reporting Period: January 1 - June 30, 2012
PO Number:

Member Number:
Member Name:

Product Category	Quantity	Rate	Total
Aerosols			
Aerosols Any Size	168	0.25	$42.00
Paint			
100 ml to 250 ml	102	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

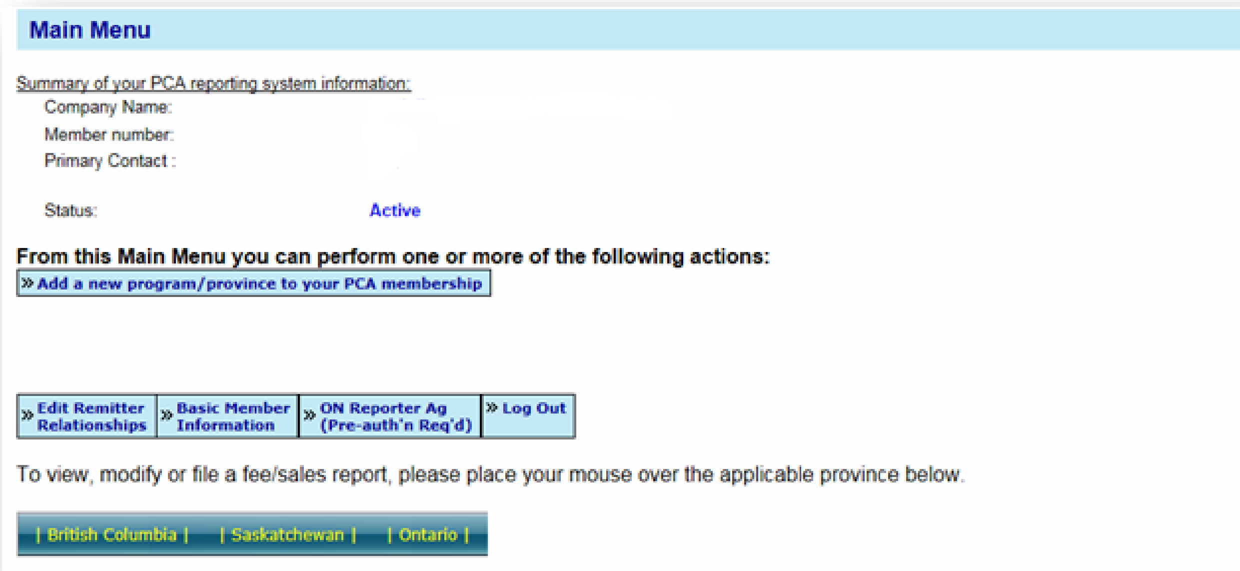
Electronic Funds Transfer Information
BANK NAME:
BRANCH ADDRESS:
BANK ID QUALIFIER:
ACCOUNT TYPE:
BANK ID:
BRANCH ID:
BANK ACCOUNT NUMBER:

Section 2 – 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 (Refer to the Registration Instructions online at http://www.regeneration.ca/member-support/)
2. File a new fee/sales report (Please see **Section 1** above)
3. Edit Remitter Relationships (below)
4. Update Basic Member Information (below)
5. Log Out (below)
6. Modify or view a fee/sales report (below)



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.

Log Out

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

Modify or View a Fee/Sales Report

Section 1 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 1.