

# Product Care Registration Guide for Ontario Hazardous and Special Product (HSP) Producers

September 2021



Product Care is ready to help Producers meet their requirements under the Hazardous and Special Products (HSP) regulations O.Reg. 449/21. Product Care is a federally incorporated not-for-profit organization, managing Extended Producer Responsibility programs across Canada for 27 years and has an industry led board. We launched first Ontario Industry Stewardship Program (ISP) for paint in 2015 followed by pesticide, solvent and fertilizer in 2016. Currently, Product Care manages 16 programs in 9 provinces plus provides services to 3 client programs, ensuring Producers are compliance with local regulations.

Product Care has registered as a PRO (registration number: 00008937) with Resource Productivity and Recovery Authority (RPRA), and is registered for the following products: solvents, paints and coatings, pesticides, fertilizers, refillable propane containers, non-refillable and refillable pressurized containers.

The information below explains the procedure to “pre-register” with Product Care as PRO for HSP Products. Final registration can be completed after the Producer registers with RPRA for HSP. The date of availability of the RPRA HSP registration portal is not known. Existing Product Care members as well as new members will need to register with Product Care for HSP products using the Product Care member portal. Follow the steps below, if you have any questions about the registration process, please contact [ontario@productcare.org](mailto:ontario@productcare.org).

## Contents

How to Register with Product Care as a PRO.....	3
If you are NEW Ontario Product Care member .....	3
If you are an existing Ontario Product Care member .....	3
Other Registration options .....	6

# How to Register with Product Care for Ontario HSP products

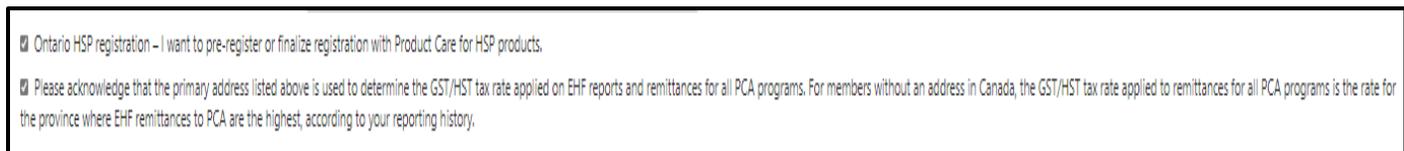
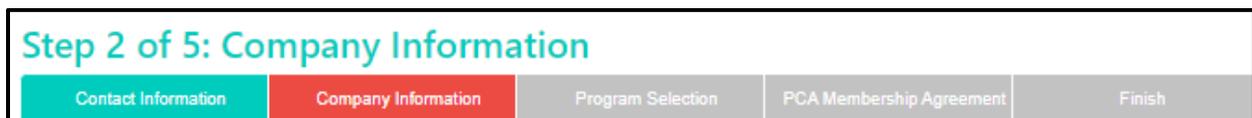
## 1. [If you are NEW Ontario Product Care member](#)

**Step 1.** New HSP producers will be required to create an account with Product Care. Click on this link to [create a new account](#)

**Step 2.** Complete the “Contact information” screen and click the “next” button



**Step 3.** Complete the “Company information” screen and select the “**Ontario HSP registration - I want to pre-register or finalize registration with Product Care for HSP products**” and “**Please acknowledge that the primary address...**” button, then click “next”.



You will be taken to the “**Steps required to appoint Product Care as your Producer Responsibility Organization (PRO) for Ontario**” screen (see instructions below for “existing member”). Read the instruction on this screen and follow **steps 2** and onward for:

- “**HSP Pre-Registration**” if you have not registered with RPRA,
- or
- “**HSP Final registration**” if you have registered with RPRA and have a RPRA registration number.

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## 2. [If you are an existing Ontario Product Care member](#)

Producers can register with Product Care for HSP products through the [member reporting portal](#).

### A. **HSP Pre-Registration steps**

Step 1. Log into the member reporting portal using your login credentials

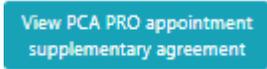
Step 2. review this information screen: “**Steps required to appoint Product Care as your Producer Responsibility Organization (PRO) for Ontario**”

Step 3. Pre-registration (if you do not have a RPRA registration number)

- a. Click on the “Select the HSP Product” button



- b. You may also “view only” the Product Care PRO appointment agreement by clicking on



this button

Step 4. “**Edit Programs**” Select the **HSP product(s)** you want Product Care to manage on your behalf, then “next”. Note: select only HSP products in this step.

ON	Paint	Paints/Coatings	<input type="checkbox"/>
	Pesticides, Solvents and Fertilizers (PSF)	Pesticides	<input type="checkbox"/>
		Solvents	<input type="checkbox"/>
		Fertilizers	<input type="checkbox"/>
	HSP Paint	Paint (HSP)	<input type="checkbox"/>
	HSP PSF	Pesticides (HSP)	<input type="checkbox"/>
		Solvents (HSP)	<input type="checkbox"/>
		Fertilizer (HSP)	<input type="checkbox"/>
	HSP Pressurized Containers	Non-Refillable Pressurized	<input type="checkbox"/>
		Refillable Pressurized Containers (non propane)	<input type="checkbox"/>
Refillable Pressurized Containers (propane)		<input type="checkbox"/>	

Step 5. “**Supplementary Agreement to appoint Product Care as PRO for Ontario programs**”

- a. Click on “[view here](#)” to view the revised Ontario Supplementary agreement.
- b. Once done, click on the “VIEW ONLY” button, then the “next” button at the bottom of the screen.



Clicking “next” will take you back to the member home page.

**Pre-registration is complete**

**B. HSP Final Registration steps (for new and existing members)**

Final Registration (this step can only be completed once you have registered with RPRA and have a RPRA registration number)

Step 1. Log into the [member reporting portal](#) using your login credentials.

Step 2. At the “[Steps required to appoint Product Care as your Producer Responsibility Organization \(PRO\) for Ontario](#)” information screen, click on the “Continue to Final HSP Registration” button.



Step 3. **“Edit Programs”** View the HSP Products previously selected and click “next” to continue.

You may add HSP products to your selection at this point if needed. If you need to remove HSP products previously selected, please contact [ontario@productcare.org](mailto:ontario@productcare.org)

ON	Paint	Paints/Coatings	<input type="checkbox"/>
	Pesticides, Solvents and Fertilizers (PSF)	Pesticides	<input type="checkbox"/>
		Solvents	<input type="checkbox"/>
		Fertilizers	<input type="checkbox"/>
	HSP Paint	Paint (HSP)	<input checked="" type="checkbox"/>
	HSP PSF	Pesticides (HSP)	<input checked="" type="checkbox"/>
		Solvents (HSP)	<input type="checkbox"/>
		Fertilizer (HSP)	<input type="checkbox"/>
	HSP Pressurized Containers	Non-Refillable Pressurized	<input type="checkbox"/>
		Refillable Pressurized Containers (non propane)	<input type="checkbox"/>
Refillable Pressurized Containers (propane)		<input type="checkbox"/>	

Step 4. **“Supplementary Agreement to appoint Product Care as PRO for Ontario programs”**

- Enter the RPRA Producer Registration number (this is a required step to complete final registration)
- Click on “Yes – I agree” to the Ontario Supplementary agreement and click the “next” button.

Accept PCA PRO Agreement: By clicking “Yes – I agree” below, subject to the acceptance of your registration request by Product Care and the confirmation of your RPRA registration number\*:

- 1. You agree to participate in Product Care’s Ontario HSP programs for the product categories you selected, and
- 2. You have read and agree to the terms of the PCA PRO Agreement.

Enter RPRA Producer Registration Number\* (required):  ←

Yes – I agree, complete final HSP registration and click “Next” to continue ←

Step 5. **“Modify Programs”** – PCA Membership Agreement

- Producers can view the PCA membership agreement from this screen
- Click the “Yes-I Agree” button and the “next” button to continue.

## Modify Programs

In order to complete the registration process, you must review and accept the [PCA Membership Agreement](#) ←

By clicking the "Yes" option below, you acknowledge and confirm that:

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

Yes - I agree     No - I do not agree ←

Step 6. “Modify Program”

- a. Click on “Modify Program Registration” to save your previous selections and return to the home page.

## Modify Program Registration

Please click “Modify Program Registration” to complete your program registration update.

“Return to Home Page”

Click on “return to Homepage”

**Final Registration is now complete and you have appointed Product Care as your PRO.**

Thank you for modifying your program membership with PCA.

Your registration request will be reviewed by PCA, usually within 2 business days, and:

- You will receive an initial email with your member number and user name. You can then log in to the system to update your account information, and add contacts to your account.
- Upon verification and acceptance of your account by PCA, you will receive a confirmation email for each program you registered for and you can then file EHF reports for that program.

Other Registration options

“Ask me later”

If a member is undecided or not ready to pre-register or appoint Product Care as their PRO, they can click on the “Ask me later” button which will take the user back to the home screen where they can log out or the member portal. Upon logging back into the member portal, the member will be presented with HSP registration options (step 2).

Ask me later - return to the  
member home page

### **“Decline Registration”**

If a member does not want to pre-register or appoint Product Care as their PRO. The member can click on the “Decline Registration” button which will take them back to the member home page. HSP registration options will not appear once a member has declined registration.

Decline registration, return  
to member home page

If you have any questions about HSP registration, please contact [ontario@productcare.org](mailto:ontario@productcare.org)