

# **Product Care Registration Guide for Ontario**

## **Hazardous and Special Product (HSP)**

**or**

## **Electrical and Electronic Equipment (EEE) Lighting**

## **Producers**

Revised May 2022



Product Care is ready to help Producers meet their requirements under the Hazardous and Special Products (HSP) regulations O.Reg. 449/21 and Electrical and Electronic Equipment (EEE) for lighting O.Reg 522.20. 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 Producer Responsibility Organization (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 pressurized containers. As soon as RPRA’s registration for EEE lighting is available, Product Care will register as a PRO for lighting.

The information below explains the procedure to “appoint” Product Care as a PRO for HSP or lighting products. HSP or lighting producers can register with Product Care immediately. HSP producers can register with RPRA immediately, lighting producers will be informed by RPRA to register once their registration portal is available.

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 Product Care’s registration process, please contact [ontario@productcare.org](mailto:ontario@productcare.org).

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# How to Register with Product Care for Ontario HSP products

## 1. If you are NEW Product Care Member

New Product Care members will be required to create an account with Product Care, select the HSP or EEE products the producer is appointing Product Care as their PRO, review and agree to the Ontario Supplementary agreement and PCA membership agreement. Follow the steps below to appoint Product Care as a PRO. Click on this link to [create a new account](#)

## Step 1. Contact Information

**Step 1 of 5: Contact Information**

Contact Information    Company Information    Program Selection    PCA Membership 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 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:	English <input type="button" value="v"/>
			Provinces:	<input type="text"/>

**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 above to register with and submit reports to the PCA member fee reporting system on their behalf. \*

 Complete the "Contact information" screen, check the "I confirm" box and click the "next" button

## Step 2. Company Information

**Step 2 of 5: Company Information**

Contact Information   **Company Information**   Program Selection   PCA Membership Agreement   Finish

Please provide your company information. Please note that the "Primary Address" determines the GST/HST tax rate applied on EHF reports and remittances for all PCA programs. For members without an address in Canada, the GST/HST tax rate applied to remittances for all PCA programs is the rate for the province where EHF remittances to PCA are the highest, according to your reporting history.

### Company Information

\* indicates required fields.

Full Legal Name:  \*

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

Doing Business As:  \*

Member Number:

Business Phone:  \*

Alt Phone:

Fax:

Website:

Language Preference:  ▼

Supply Chain Position:  ▼

### Primary Address:

Address of the company's main office in Canada. This address is used to determine the GST/HST tax rate applied on EHF reports and remittances for all PCA programs. For members without an address in Canada, the GST/HST tax rate applied to remittances for all PCA programs is the rate for the province where EHF remittances to PCA are the highest, according to your reporting history.

Address 1:  \*

Address 2:

City:  \*

Province/State:  ▼ \*

Postal/Zip Code:  \*

Country:  ▼ \*

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 PCA programs. For members without an address in Canada, the GST/HST tax rate applied to remittances for all PCA programs is the rate for the province where EHF remittances to PCA are the highest, according to your reporting history.

[Next](#)

→ Complete the "Company Information" screen. Remember to check the "Please confirm the correct legal name..." and "Please acknowledge that the primary address..." buttons, then click "next".

### Step 3. Product Selection

Select the HSP or EEE lighting products from the “Product Selection table” as shown below you are appointing Product Care as your PRO. You may select one of ore products as applicable. Click the “next” button at the bottom of the scree once you’ve selected the desired HSP or EEE lighting products.

#### Step 3 of 5: Program Selection

Contact Information
Company Information
Program Selection
PCA Membership Agreement
Finish

*Please indicate the product categories for each PCA program you will be reporting and remitting for, in each Province, by selecting the appropriate checkboxes below. Product categories are grouped into programs by PCA in accordance with the applicable regulations of the province of that program:*

**HSP & EEE Lighting Product Selection Table**



Province	Program	Product Category	Check All That Apply
ON	EEE - Lighting	Lighting Products	<input type="checkbox"/>
	HSP Paint	Paint (HSP)	<input type="checkbox"/>
	HSP PSF	Pesticides (HSP)	<input type="checkbox"/>
		Solvents (HSP)	<input type="checkbox"/>
		Fertilizers (HSP)	<input type="checkbox"/>
	HSP Non-Refillable Pressurized Containers	Non-Refillable Pressurized Containers	<input type="checkbox"/>
	HSP Refillable Pressurized Containers (propane)	Refillable Pressurized Containers (propane)	<input type="checkbox"/>

## Step 3A. Ontario Supplementary Agreement Appoint Product Care as the PRO

To appoint Product Care as your PRO, you will need to agree to the terms listed in the Ontario Supplementary Agreement then click **“Yes - I agree”** button. To view the Ontario Supplementary Agreement, click on **“View PCA PRO appointment supplementary agreement”** box as shown below. The RPPA registration number is not required to appoint Product Care as your PRO. If you do have a RPPA registration number, please enter it in the field indicated (optional). Once complete click **“next”** to continue.

### Step 3a of 5: Supplementary Agreement to appoint Product Care as PRO for Ontario programs

Contact Information Company Information Program Selection PCA Membership Agreement Finish

The Product Care Ontario Producer Responsibility Organization (PRO) Appointment Agreement (the “PCA PRO Agreement”), contains specific provisions for PCA members participating in PCA Ontario programs as required by Ontario law, which are supplementary to the provisions of the PCA membership agreement. Clicking on the link is for viewing and review purposes only. You will be asked to accept the supplementary agreement as part of the registration process.

[View PCA PRO appointment supplementary agreement](#)

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

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

Enter RPPA producer registration number:

Yes – I agree to appoint PCA as my HSP or Lighting PRO for my selected products.

\*Note: Enter your RPPA Producer registration number. If you do not have a RPPA registration number, leave the field blank and it can be added at a later date. Click “Next” to continue.

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## Step 4. Product Care Membership Agreement

To complete the registration with Product Care you will need to click **“Yes – I agree”** to the terms as listed in the PCA Membership Agreement. You may also view and download the PCA membership agreement by clicking on **“PCA Membership Agreement”** as shown below.

### Step 4 of 5: PCA Membership Agreement

Contact Information

Company Information

Program Selection

PCA Membership Agreement

Finish

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:

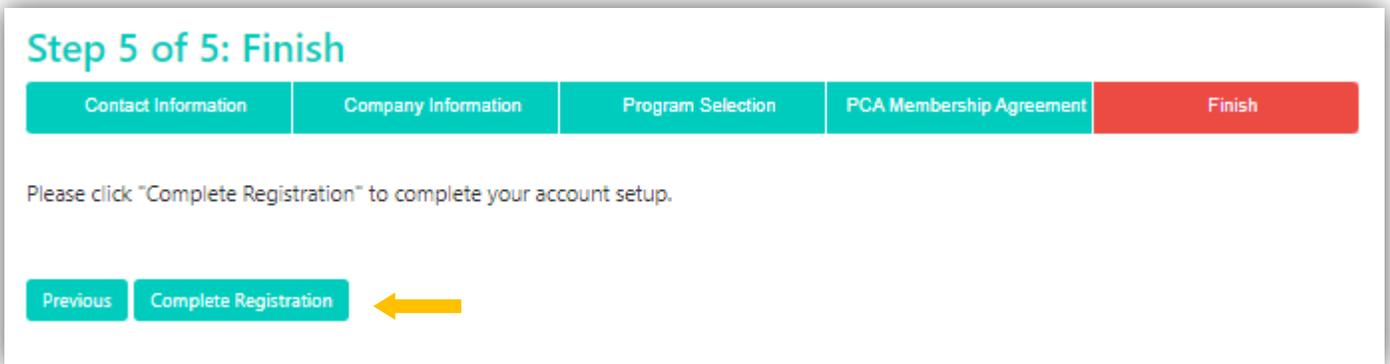
1. You have read and understood the terms and conditions of the PCA Membership Agreement;
2. You acknowledge that the terms of the PCA Membership Agreement are legally binding on your organization; and
3. Your organization agrees to abide by all the terms and conditions of the PCA Membership Agreement.

Yes - I agree  No - I do not agree

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## Step 5. Finish

To complete your registration, click on “**Complete Registration**” as indicated below, this action will confirm your registration with Product Care and return you back to the Product Care member home screen. Once back at the home screen, you have completed the Product Care HSP or EEE lighting registration process, you may log out. A confirmation email will be sent once the registration has been approved.



The screenshot shows a registration progress bar with five steps: Contact Information, Company Information, Program Selection, PCA Membership Agreement, and Finish. The 'Finish' step is highlighted in red. Below the progress bar, there is a text instruction: 'Please click "Complete Registration" to complete your account setup.' At the bottom, there are two buttons: 'Previous' and 'Complete Registration'. A yellow arrow points to the 'Complete Registration' button.

### Step 5 of 5: Finish

Contact Information	Company Information	Program Selection	PCA Membership Agreement	Finish
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Please click "Complete Registration" to complete your account setup.

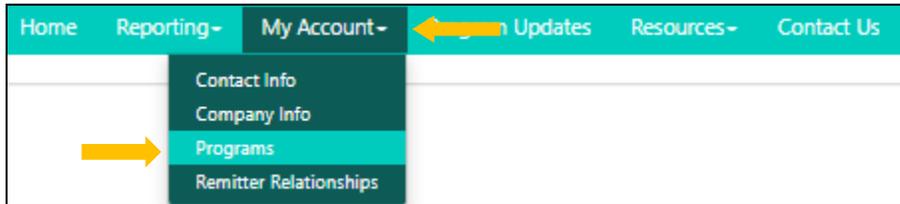
[Previous](#) [Complete Registration](#) ←

## 2. If you are an EXISTING Product Care member

HSP Producers can register with Product Care for HSP products through the [member reporting portal](#). Existing Product Care members will need to log into the Product Care member reporting portal using their current login in credentials.

### Step 1. Log into the Product Care member portal

On the member reporting home screen, select “My Account” then “Programs”



### Step 2. Select HSP Products

Select the HSP or EEE lighting products from the “Product Selection table”, as shown below in the “Check all that Apply” you are appointing Product Care as your PRO. You may select one of more HSP or EEE lighting products. Click the “next” button at the bottom of the screen when you’ve selected the desired products.

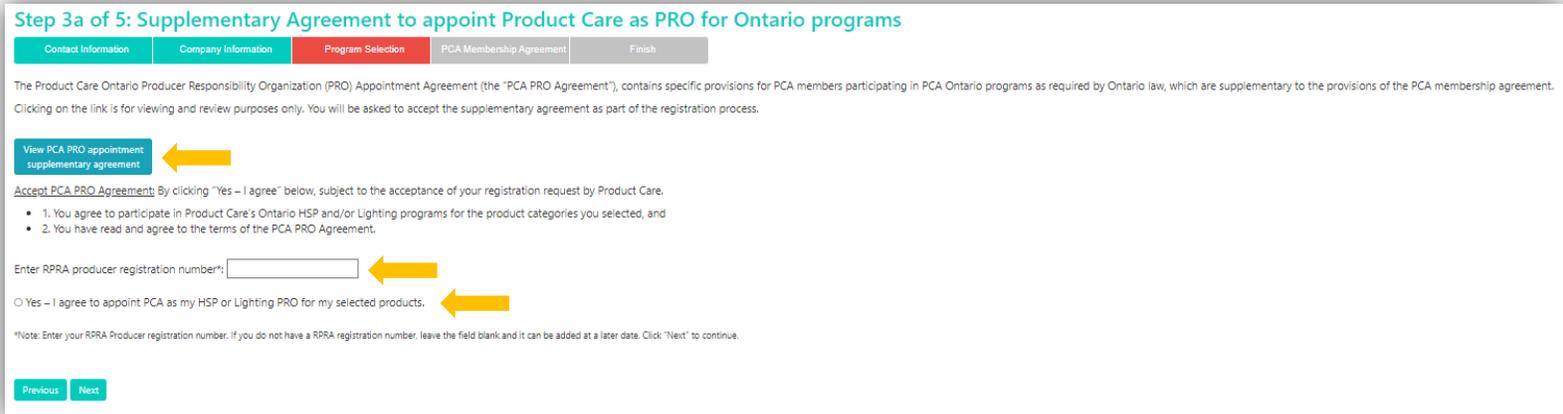
*HSP & EEE Product Selection Table*



Province	Program	Product Category	Check All That Apply
ON	EEE - Lighting	Lighting Products	<input type="checkbox"/>
	HSP Paint	Paint (HSP)	<input type="checkbox"/>
	HSP PSF	Pesticides (HSP)	<input type="checkbox"/>
		Solvents (HSP)	<input type="checkbox"/>
		Fertilizers (HSP)	<input type="checkbox"/>
	HSP Non-Refillable Pressurized Containers	Non-Refillable Pressurized Containers	<input type="checkbox"/>
	HSP Refillable Pressurized Containers (propane)	Refillable Pressurized Containers (propane)	<input type="checkbox"/>

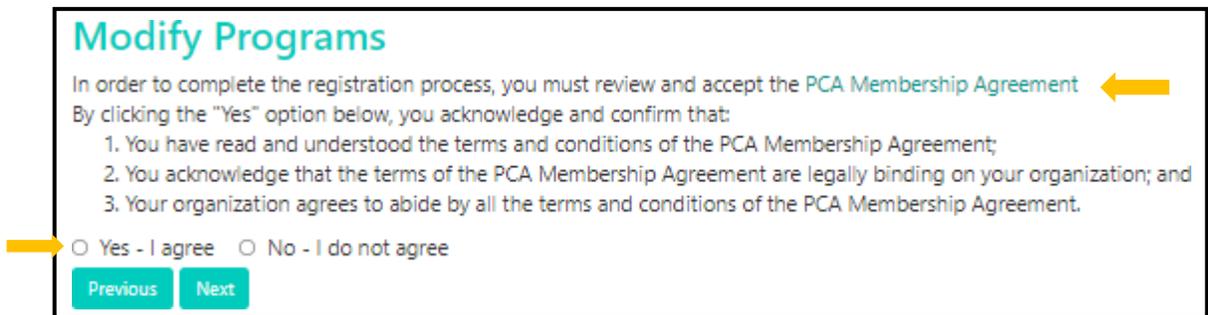
### Step 3. Ontario Supplementary Agreement Appoint Product Care as the PRO

To appoint Product Care as your PRO, you will need to agree to the terms listed in the Ontario Supplementary Agreement then click “Yes - I agree” button. To view the Ontario Supplementary Agreement, click on “View PCA PRO appointment supplementary agreement” box as shown below. The RPR registration number is not required to appoint Product Care as your PRO. If you do have a RPR registration number, please enter it in the field indicated (optional). Once complete click “next” to continue.



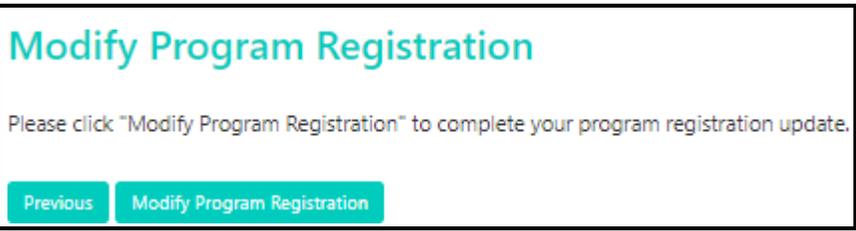
### Step 4. Modify Programs

To complete modifying the program registration with Product Care you will need to click “Yes – I agree” to the terms as listed in the PCA Membership Agreement. You may also view and download the PCA membership agreement by clicking on “PCA Membership Agreement”.



### Step 5. Modify Program Registration

To complete your HSP registration and appoint Product Care as your PRO, click on “Modify Program Registration” which will update the registration and take you back to the member home screen.



Your registration is complete. Product Care will email a confirmation email to each member once the HSP or EEE lighting registration is approved. Once back at the home screen you may log out of the Product Care member portal or continue with other member portal activities.

### 3. Contact Product Care

Should you have any questions regarding the Product Care Registration process for HSP or EEE Lighting products email [ontario@productcare.org](mailto:ontario@productcare.org)