







Portal User Guide

Welcome to the WeRecycle Portal

   **Canadian Stewardship Services Alliance**

User ID *

[Forgot Password](#)

Password *

LOG ON

-----New to the WeRecycle Portal?-----

Create your WeRecycle Account

WeRecycle Registration and Reporting Portal



**Canadian Stewardship
Services Alliance**

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Assistance and Advice

National Steward Services is available to assist with any questions about the WeRecycle Portal, registration or reporting: 1-888-980-9549 or stewards@cssalliance.ca

Inquiries about invoices and billing can be directed to: Accounts Receivable at 1-855-354-2772 or accounting@cssalliance.ca

About the Portal

Welcome to the WeRecycle Registration and Reporting Portal. Canadian Stewardship Services Alliance (CSSA) offers the WeRecycle Registration and Reporting Portal (WeRecycle Portal) as a place where Stewards can meet their registration and reporting obligations under Packaging and Printed Paper (PPP) programs in British Columbia, Saskatchewan, Manitoba and Ontario. It also supports Ontario's Municipal Hazardous or Special Waste program and Automotive Materials Stewardship program. This guide is not intended for collectors or service providers.

Get Started

Are you a Steward?
Browser configurations

Portal Tools

How to move around and enter information

User ID and Password

Create a User ID and Password



**Canadian Stewardship
Services Alliance**

Get Started

Is my company or organization a Steward?

To be a Steward, a company or organization must:

- meet the residency requirements as defined for each province
- supply any packaging or printed paper into the province where the company or organization has residency and Steward obligations
- be responsible for the designated packaging and printed paper as a brand owner, first importer, or franchisor in the province where the Steward has residency

Browser configuration

The WeRecycle Portal can be found online at <https://werecycle.cssalliance.ca>. This site is designed to work on common internet browsers including Apple Safari, Google Chrome, Firefox, and Microsoft Internet Explorer 9.0 or 10.0.

Welcome to the WeRecycle Portal

RECYCLEBC Multi-Material Stewardship Western MMSM Multi-Material Stewardship Manitoba Stewardship Ontario Automotive Materials Stewardship Canadian Stewardship Services Alliance

Welcome to WeRecycle

1 Login Information 2 User type selection 3 Confirmation

Previous Next

Create a User ID as your unique identification for registration and reporting. User ID can be no more than 12 characters, including spaces.

You will need your User ID every time you enter the WeRecycle Registration and Reporting System.

User ID: * steward700

First Name: * Jane

Last Name: * Smith

E-Mail Address: * info@email.com

Confirm E-Mail Address: * info@email.com



To use every available feature, configure your internet browser to allow pop-up windows from this website.

Portal Tools

How to move around and enter information

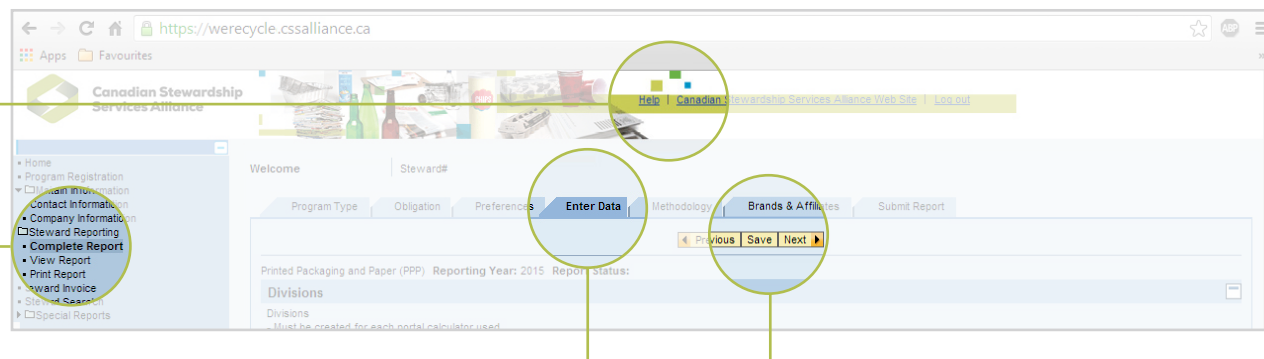
Users of the WeRecycle Portal can move from page to page and enter data with ease.

Home links

Ask for help with the Portal, visit the CSSA website, or log out of the Portal using the home links.

Navigation bar

The blue navigation bar lists every option in the Portal. The option you are viewing will be highlighted in a darker blue.



Tabs

A selected option might have several pages. Each page is labelled with a tab. The page you are viewing will be highlighted in a darker blue.

Navigation icons

Save data or move from one tab to the next by clicking a yellow navigation icon.

Province
<input checked="" type="radio"/> Ontario (Main Address)

Radio buttons

Click a round radio button to select an option. A selected radio button will have a dot in the middle.

Address 1: *	<input type="text"/>
Address 2:	<input type="text"/>
PO Box:	<input type="text"/>

Text fields

Click any white text field to enter data. Text fields marked with * must be filled. Blue text fields are filled automatically.

Secondary Contact	Billing Contact	Envir
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	

Check boxes

Click any white check box to select an option. Blue check boxes are not available options. A selected check box will be filled with a check mark.

▼ 2014
▶ Stewardship Ontario Blue Box
▶ Multi-Material Stewardship Manitoba
▶ Multi-Material British Columbia

Expand or collapse a list

Click a ► icon to view a list.
Click a ▼ icon to hide a list.

▼
11001 NA14 Furniture, Bedding Furniture
11002 NA14 Furniture, Bedding and Linen
16001NA14 Kitchen/Household Appl Sml CBC
16002NA14 Kitchen/Household Appl CBC

Dropdown menus

Click a dropdown menu icon to display a list of options. The selected option will be yellow.



View pages

Shows a dropdown menu of pages within a selected option.



Open tray

Display every row of data.



Jump to the last tab.



Jump to the first tab.



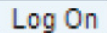
Scroll bars

Click and drag a scroll bar to move around a window.

User ID and Password

Stewards must register to use the WeRecycle Portal. Once you have a User ID and Password, you will be able to fulfill your reporting obligations under participating programs. Click the **Register Now** link to begin.

Log On with your User ID and Password

1. Go to the Portal at <https://werecycle.cssalliance.ca>.
2. Enter your User ID and Password into the supplied text fields.
3. Click the **Log On** icon. 

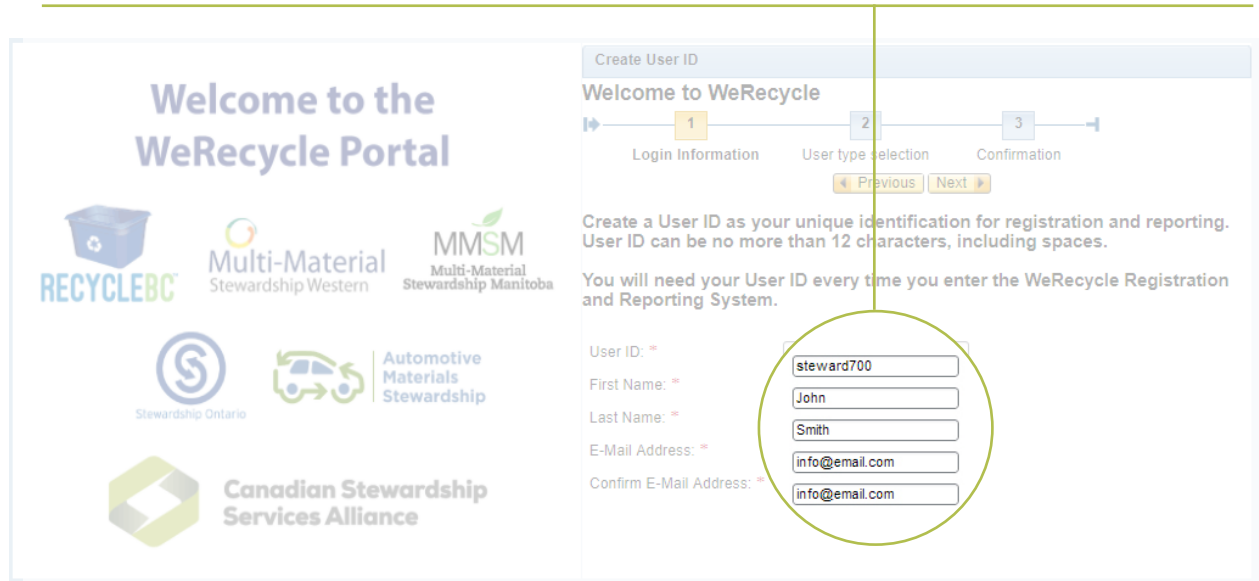
Did you forget your Password?

Request a new Password by clicking the Get Support link. This link is below the **Log On** icon.

Create a User ID and Password

1 Login information

Create a User ID with no more than 12 characters (including spaces). Consider combining your first initial and surname. This unique User ID will be needed every time you use the Portal. Type your first name, last name and email address in the supplied text fields, and confirm your email address in the final text field. Once all this information is entered, click the **Next** icon.



Create a User ID and Password (continued)

2 User type selection

Click one of the round radio buttons to select a user type for your company or organization. You can identify as a Steward of Packaging and Printed Paper (PPP), Municipal Hazardous or Special Waste (MHSW) and/or Automotive Materials Stewardship, or as a service provider for the Municipal Hazardous or Special Waste (MHSW) program. If you are both a Steward *and* a service provider, register first as a Steward. Once this registration is complete, you can repeat the Register Now process to create a second User ID and register as a service provider.

A black dot will appear in the middle of a radio button that has been selected. Once you select a user type, click the **Proceed with Registration** icon to continue. Click the **Previous** icon to review or change text supplied in the Login Information page.

3 Confirmation

A Confirmation page will appear when the information has been submitted. Check your email inbox for a message from werecycle@cssalliance.ca, with a subject line of WeRecycle Password and System Information. This will include a temporary Password.



If you copy and paste the temporary Password included in the email, be careful to highlight only the text. Do not copy any spaces which appear around the temporary Password.

The top screenshot shows the 'Welcome to the WeRecycle Portal' page with logos for RECYCLEBC, Multi-Material Stewardship Western, MMSM Multi-Material Stewardship Manitoba, Stewardship Ontario, Automotive Materials Stewardship, and Canadian Stewardship Services Alliance. The 'Create User ID' progress bar shows steps 1 (Login Information), 2 (User type selection), and 3 (Confirmation). The 'User type selection' step is active, showing a list of user types: 'Stewards of Packaging and Printed Paper (PPP) and/or Hazardous Waste Stewardship Program(s)' and 'Service Providers for the Municipal Hazardous or Special Waste (MHSW) program.' The 'Steward' radio button is selected. A green circle highlights the 'Steward' radio button and the 'Proceed with registration' button.

The bottom screenshot shows the 'Confirmation' step. The 'Create User ID' progress bar shows steps 1 (Login Information), 2 (User type selection), and 3 (Confirmation). The 'Confirmation' step is active, showing the message 'INFORMATION RECEIVED' and 'Thank you for creating a WeRecycle User ID. We will email you a temporary Password soon.' A green circle highlights the 'Next' button and the 'INFORMATION RECEIVED' message.

Registration

After creating a User ID and Password for the WeRecycle Portal, Stewards must provide contact and program information for registration. This includes identifying a Primary Contact for your company, with the option to include secondary, billing and environmental contacts. Program selection requires information about provincial residency and your obligation years. Contact and company information should be kept up to date on the portal.

- **Program Registration**
Register to use the Portal
- **Maintain Contact Information**
Add or change contact information
- **Maintain Company Information**
Add or change company information



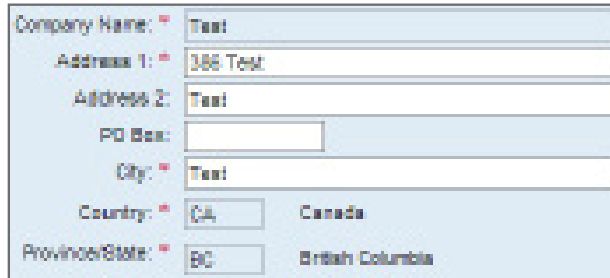
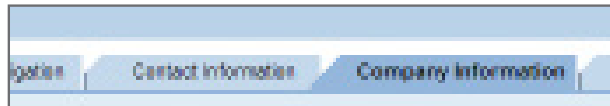
**Canadian Stewardship
Services Alliance**

Program Registration

To register as a Steward, you must be authorized to confirm that your company or organization participates in a program. You will also need information about your company's residency for each program, as well as gross sales figures within each program's jurisdiction. Once you are ready to register, click the **Next** icon.

How to enter information

- a** Each page in Program Registration is identified with a tab. The page you are viewing will be shown as a dark blue tab.
- b** Data in a blue text field is filled automatically, but data in a white text field can be changed. Point and click on a white text field to enter or change the field's data.
- c** Information must be provided wherever you see a red asterisk (*).
- d** To save your data and move to another step in the registration process, click the Previous or Next icon¹. These icons are near the top of the window, just below the tabs.



You will have 30 minutes to register once you begin. A session which takes any longer than this will "time out", and all the information you entered will be lost. All the information will also be lost if you do not complete a session, so be sure to assign a Primary Contact to all relevant programs.

¹ The only way to move between program registration pages is to use the yellow navigation icons (such as Previous, Next, or Submit Registration).

Register to use the Portal

1 Contact information

Enter contact details for you and your company. Data can be typed in the white text fields. Every text field marked with an * must be completed. Once your contact information is complete, click the **Submit Registration** icon.

2 Program selection

Choose the programs in which your company or organization will participate. The available programs are provided as a list. Click every check box that applies to your company or organization, and then click the **Next** icon.

3 Confirm provincial residency

A Provincial Residency Validation window will appear. Confirm that your company or organization has residency in a program's jurisdiction. Residency means an organization or company has a permanent establishment in a province where stewardship obligations have been regulated. A permanent establishment can include an office, workshop, factory, warehouse or some other type of fixed place of business such as an employee's home office. It also includes Franchisors with headquarters located inside or outside of the respective province who are obligated for the PPP generated by their resident franchise systems. Refer to Section One of Canadian Stewardship Services Alliance's (CSSA's) National Guidebook for a complete definition of residency.

4 Obligation

A list of questions will appear for each program and year. Click every box that applies to your company or organization. To view the full list of questions for a specific program or obligation year, click its ► icon. Based on the answers, the obligation status column will show whether your company or organization is obliged to report. Some provinces allow a non-resident business to register as a Voluntary Steward. Refer to Section One of CSSA's National Guidebook for further clarification. You must click the **Confirm Answers** icon for every program and year to be able to enter data in your report before moving to the next page. Click and drag the scroll bar on the right side of the window to see the full list of programs and obligation years. Click the **Next** icon to continue.

The screenshot shows the 'Program Registration - SA' web application. The browser address bar displays 'https://werecycle.cssalliance.ca'. The page title is 'Program Registration - SA'. The sidebar on the left contains a navigation menu with the following items: Home, Program Registration, Maintain Information, Steward Reporting, Steward Invoice, Steward Search, and Special Reports. The main content area is titled 'Welcome | Steward#'. Below the title, there is a 'Steward Program Registration' section with a 'Next' button. The main table displays a list of obligations for various years (2014, 2013, 2012, 2011, 2010). Each row lists questions with checkboxes and a 'Report Status' column. Callouts highlight the 'Report Status' column, the 'Confirm Answers' button, and the 'I am not obligated' status.

Obligation Year	Checked	Yes	Obligation Status	Report Status
Stewardship Ontario Blue Box			I am not obligated	Confirm Answers
Did your company distribute Designated Blue Box Waste in Ontario?	<input type="checkbox"/>			
Did your company have gross sales of \$2 million or more in Ontario?	<input type="checkbox"/>			
Was your company resident in Ontario?	<input type="checkbox"/>			
Stewardship Ontario Blue Box			I am not obligated	Confirm Answers
Did your company distribute Designated Blue Box Waste in Ontario?	<input type="checkbox"/>			
Did your company have gross sales of \$2 million or more in Ontario?	<input type="checkbox"/>			
Was your company resident in Ontario?	<input type="checkbox"/>			
Stewardship Ontario Blue Box			I am not obligated	Confirm Answers
Did your company distribute Designated Blue Box Waste in Ontario?	<input type="checkbox"/>			
Did your company have gross sales of \$2 million or more in Ontario?	<input type="checkbox"/>			
Was your company resident in Ontario?	<input type="checkbox"/>			
Stewardship Ontario Blue Box			I am not obligated	Confirm Answers
Did your company distribute Designated Blue Box Waste in Ontario?	<input type="checkbox"/>			
Did your company have gross sales of \$2 million or more in Ontario?	<input type="checkbox"/>			
Was your company resident in Ontario?	<input type="checkbox"/>			
Stewardship Ontario Blue Box			I am not obligated	Confirm Answers
Did your company distribute Designated Blue Box Waste in Ontario?	<input type="checkbox"/>			
Did your company have gross sales of \$2 million or more in Ontario?	<input type="checkbox"/>			
Was your company resident in Ontario?	<input type="checkbox"/>			

5 Contact information – Assign a Primary Contact for each program

A Primary Contact can confirm obligation questions, enter data, and submit reports to CSSA. A Secondary Contact can confirm obligation questions and enter data, but cannot submit reports. Optional Environmental Leads will receive communications from CSSA, but cannot log on to the Portal. Billing Contacts will receive copies of invoices and financial statements relating to the Steward's account.

Maintain Contact Information

A company or organization can register multiple users on the WeRecycle Portal. The Contact Information page offers a place to provide the contact information for each user and manage the roles each user will play in a program.

Add or change contact information

1 Create a new contact

Click the **Add Another Contact** link on the left side of the window to create a new contact. Fill the white text fields with the contact's first name, last name, telephone number and email address. Optional data can include a job title, fax, extension, address, city, country, province/state, or postal/zip code. Click the icon next to the country or province/state fields to access a dropdown menu of options.

Once the contact information is complete, click the **Save** icon. To cancel changes, click the **Cancel** icon. To delete the contact, click the **Delete** icon.

Canadian Stewardship Services Alliance

Welcome | Steward#

Maintain Contacts Information

To modify contact information (email address, telephone number) - Click on the contact's name.
To assign or modify contact roles (Primary, Secondary, Billing, Environmental) - Click on Manage roles.
To create a new contact - Click on Add another contact.

Contact Program/Role selection

Please select the relevant Program(s) and Role(s)

Name:

Program	Primary Contact	Secondary Contact	Billing Contact	Environmental Lead
Multi-Material British Columbia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Multi-Material Stewardship Manitoba	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stewardship Ontario Blue Box	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stewardship Ontario MHSW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cancel | All program / Role actions completed



A welcome message will appear at the top of the Maintain Contacts Information screen. It will show your User ID and 7-digit Steward Number. If this is not your User ID and Steward Number, log out using the link at the top of the screen. Then use your unique User ID and Password to log on to the Portal.



When registering for any new program, one of the contacts must be listed as the Primary Contact.

A contact must have a User ID to access the Portal.

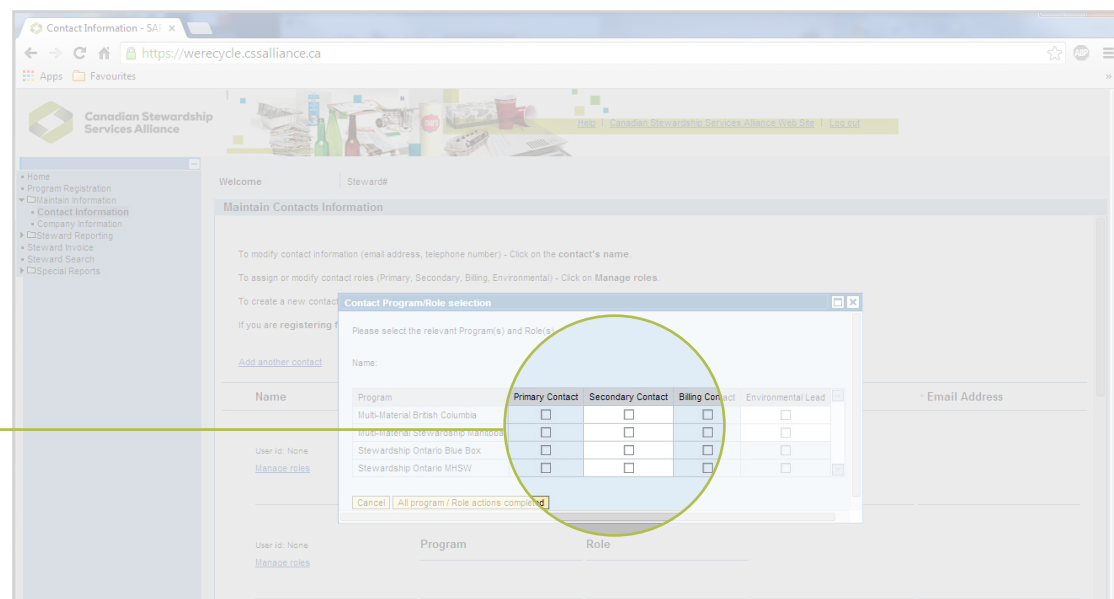
Maintain Contact Information (continued)

2 Manage roles

To view or change a contact's roles, click the **Manage Roles** link under the contact's User ID. A Contact Program/Role Selection window will appear, showing a checklist of 4 potential roles for each program:

- **Primary Contacts** – can confirm obligation questions, enter data, and submit reports to Canadian Stewardship Services Alliance (CSSA). The Steward identifies this individual as the officer or agent under whose authority a Steward's report is filed or amended.
- **Secondary Contacts** – can confirm obligation questions and enter data, but cannot submit reports.
- **Environmental Leads** – will receive communications from CSSA, but cannot log on to the Portal. Environmental Leads are optional roles.
- **Billing Contacts** – will receive copies of invoices and financial statements relating to the Steward's account.

To assign a role to the contact, click a white check box. A check mark will appear in the box if a role is selected. The light blue check boxes are filled automatically by the Portal. It is possible to register the same person as both a Secondary Contact and an Environmental Lead, but there can be only one Primary Contact per program. Confirm choices by clicking the **All Program/Role Actions Completed** icon. Cancel choices by clicking the **Cancel** icon.

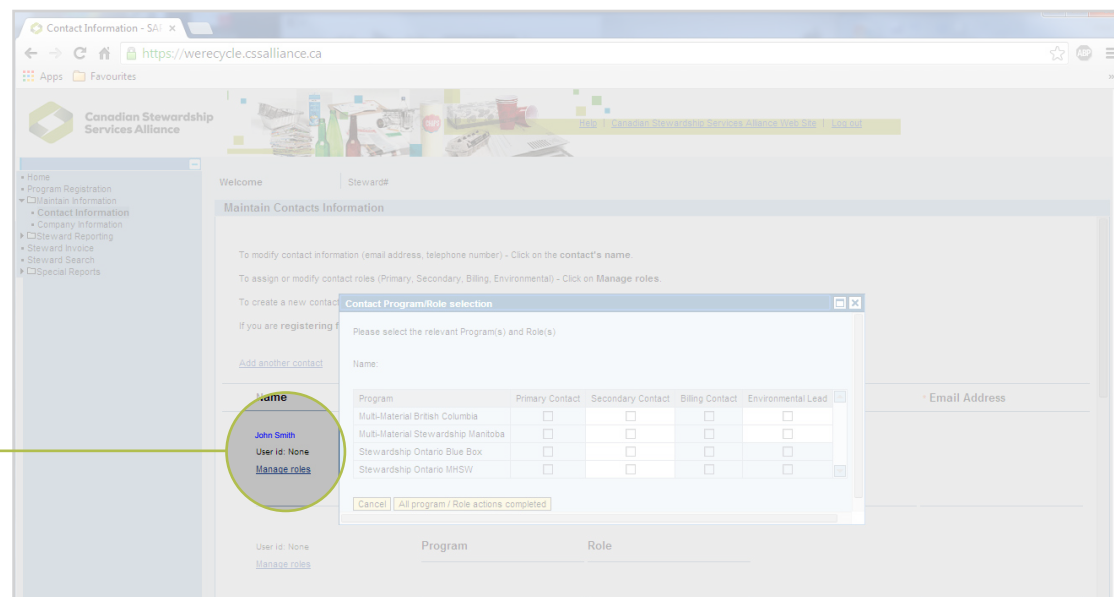


3 Modify contact information

To change a contact's information, click the contact's **name**. Fill the white text fields with the new telephone number and email address, job title, fax, extension, address, city, country, province/state, or postal/zip code. Click the icon next to the country or province/state field to access a dropdown menu of options.

Once the contact information is complete, click the **Save** icon. To cancel any changes, click the **Cancel** icon. To delete the contact, click the **Delete** icon.

Only Primary Contacts can delete Secondary, Environmental, or Billing Contacts. Primary Contacts can only be changed by contacting Steward Services and completing the Primary Contact Authorization form.



Maintain Company Information

Add or change company information

- 1 Choose a province**
Click the round radio button to choose the jurisdiction for which you are reporting as a Steward. The selected radio button will have a black dot in the middle.
- 2 Provide company information**
Company information can be typed in any white text field. Every text field marked with a red asterisk (*) must be filled before continuing. Every blue text field is filled automatically.
- 3 Choose a sector**
Use the dropdown list of options to choose the sector which best describes your company or organization.
- 4 Click the yellow Save icon when finished.**

The screenshot shows the 'Maintain Company Information' page on the WERECYCLE portal. The browser address bar shows 'https://werecycle.cssalliance.ca'. The page header includes the 'Canadian Stewardship Services Alliance' logo and a navigation menu on the left with options like Home, Program Registration, Maintain Information, Contact Information, Company Information, Steward Reporting, Steward Invoice, Steward Search, and Special Reports. The main content area is titled 'Maintain Company Information' and includes a 'Province' section with a radio button for 'Ontario (Main Address)' selected. Below this is the 'Company Information' section with fields for Company Name, Address 1, Address 2, PO Box, City, Country (Canada), Province/State (Ontario), Postal/Zip Code, Company Website, Main Company Phone, Extension, Fax Number, and Sector (Hardware & Automotiv). A yellow 'Save' button is located at the bottom right of the form. Green circles and lines highlight the 'Province' section, the 'Company Information' fields, the 'Sector' dropdown, and the 'Save' button, corresponding to the numbered instructions on the left.

Reporting

Stewards for packaging and printed paper programs are required to submit annual reports of their materials by May 31 every year. Other programs have quarterly reporting requirements. This section provides information on preparing to report, entering data in the WeRecycle Portal and reviewing reports and invoices.

- **Ready to Report Checklist**
- **Complete Report**
Complete a Steward Report in 7 steps
- **View or Print Reports**
- **Steward Invoice**
Review and pay invoices
- **Steward Search**
Search for registered Stewards



**Canadian Stewardship
Services Alliance**

Ready to Report Checklist – PPP Programs

This checklist summarizes everything packaging and printed paper (PPP) Stewards should have on hand when preparing to submit report(s) on the WeRecycle Portal.

User ID & Password

Registered Stewards will need a User ID and password to log in to the portal. Use the '[Request Password Reset](#)' link to recover your login information, or contact NSS for assistance.

Understand Your Obligation

Know whether your organization is an [Obligated Steward](#) or a [Voluntary Steward](#). Steward lists will identify how each Steward is registered. Additionally, be aware of any [reporting or payment exemptions for which your organization is eligible](#), or if you qualify for flat fee or low volume reporting (Recycle BC & MMSW only).

Material List

Stewards can choose Provincial or National [material lists](#) to prepare data. Choose the material list that matches what you used to prepare your figures. Selecting the right list will ensure the correct table of materials is presented on the portal when entering data.

Invoice Preferences

Your organization can choose annual or quarterly invoicing and whether each PPP program is invoiced individually or combined nationally.

Data Table

Create a simple summary table or spreadsheet that shows the material categories you are reporting and the number of kg supplied before entering data in the portal.

Methodology

You will need to summarize your [methodology](#) in the portal, including information about your data collection process, changes from prior reports, deducted materials and explanations for any significant year-over-year changes in tonnage. Consider drafting this in advance. Stewards reporting deductions will need to provide details in the Deduction Declaration Form.

Brands & Affiliates

If you have many brands, you can prepare a list of all brands you are reporting in a spreadsheet (CSV file). This can be uploaded to the portal as an attachment, rather than typing in each brand manually. A separate CSV file should be created for any affiliates, if applicable.

Submission

While a Secondary Contact can enter all your data, only the Primary Contact can click 'submit' on a report. If you need to change your existing Primary Contact, please complete Form 1 in the [Primary Contact Authorization Forms](#) and send it to stewards@cssalliance.ca.

The National Steward Services team is available to assist with questions about the checklist or completing reports: stewards@cssalliance.ca or 1-888-950-9549

Complete Report

Once registered to use the WeRecycle Portal, you can begin reporting data to fulfill your organization's stewardship obligations.

Complete a Steward Report in 7 steps

1 Program type

Click the round radio button to identify the program for which you are reporting. The options include Printed Packaging and Paper (PPP), Municipal Hazardous or Special Waste (MHSW) or Automotive Materials Stewardship (AMS). Click the **Next** icon to continue.

2 Obligation

Click the ► icon next to the **obligation year** for which you are reporting. This will expand the list of programs for that year. As an example, your 2017 reporting year would contain 2016 data for which you will be billed in 2018.

The obligation status column will confirm if you are obligated or not obligated to report data. The report status column can also show if an existing report is in progress (BB Rpt in Progress), or if the year's data cannot be changed (Year Locked).

Membership agreement

For applicable programs, upload a completed pdf of the membership agreement for your company or organization. Click the **Choose File** icon to search your computer for the document. After selecting the file from your hard drive or network, click the **Upload** icon.



All reports are listed chronologically. The portal will automatically default to the earliest available time period.

The screenshot shows the 'Complete Report' interface for the Canadian Stewardship Services Alliance. The 'Obligation' tab is selected, showing a table of programs and their reporting status. The table has columns for 'Program Type', 'Obligation Status', and 'Report Status'. The 'Program Type' column lists 'Printed Packaging and Paper (PPP)'. The 'Obligation Status' column shows 'Confirmed - I am obligated'. The 'Report Status' column shows 'BB Rpt in Progress'. The table is filtered by the year '2015'. Below the table, there is a 'Membership Agreement' section with an 'Upload' button and a 'Choose File' button. A note states: 'Note: The file must be a PDF'.

Program Type	Obligation Status	Report Status
Printed Packaging and Paper (PPP)	Confirmed - I am obligated	BB Rpt in Progress
Printed Packaging and Paper (PPP)	Confirmed - I am obligated	BB Rpt in Progress
Printed Packaging and Paper (PPP)	Confirmed - I am obligated	BB Rpt in Progress
Printed Packaging and Paper (PPP)	Confirmed - I am obligated	Year locked
Printed Packaging and Paper (PPP)	Confirmed - I am not obligated	Not Obligated
Printed Packaging and Paper (PPP)	Confirmed - I am not obligated	Not Obligated

Complete a Steward Report in 7 steps (continued)

3 Preferences

Identify how your company or organization wants to report and manage invoices.

Material lists

Click the round radio buttons to identify whether you want to use a national material list or provincial material list when reporting. The provincial material lists are displayed as per the rules for each specific program. But those who use the national material list will eliminate the need to consult multiple provincial lists.

National or provincial

Click the round radio button to choose how you want to report. You have 3 reporting choices:

1. Use the standardized national material list and report separately by province.
2. Use the standardized national material list and report all provinces at once.
3. Report one province at a time using the material list included in the rules of the membership agreement by province.

Invoicing

Choose to receive:

- one annual invoice
- all four quarterly invoices at once, with a separate due date for each quarter

If reporting data for an individual province, select that province from the dropdown menu.

Complete Report - SAP N. x
https://werecycle.cssalliance.ca

Canadian Stewardship Services Alliance

Welcome | Steward#

Program Type | Obligation | Preferences | Enter Data | Methodology | Brands & Affiliates | Submit Report

Reporting for program: Printed Packaging and Paper (PPP), Year: 2015

☒ I want to use a National Material List (Displays all materials covered by CSSA programs)

☐ I want to report nationally (Reporting nationally allows you to see all provinces on one screen)

☐ Report using the national list entering percentages by province

☐ Report using the national list entering data by province

☐ I want one national invoice

☐ I want provincial invoices

☐ I want to report provincially (Reporting provincially allows you to use the National List, but you report one province at a time)

☐ I want to use a Provincial Material List (Displays provincially-specific materials)

Billing Options

☒ Receive invoices on a quarterly basis

☐ Receive four invoices with quarterly due dates

☐ Receive one invoice for the full amount

Preference Guide

Selecting "Report percentages of sales for each province" allows you to enter your total national sales and apply a percentage by province.

ZCSSA_SEPARATE_INVOICES You will receive four separate invoices, once per quarter.

Complete Report - SAP N. x
https://werecycle.cssalliance.ca

Canadian Stewardship Services Alliance

Welcome | Steward#

Program Type | Obligation | Preferences | Enter Data | Methodology | Brands & Affiliates | Submit Report

Reporting for program: Printed Packaging and Paper (PPP), Year: 2015

☒ I want to use a National Material List (Displays all materials covered by CSSA programs)

☐ I want to report nationally (Reporting nationally allows you to see all provinces on one screen)

☐ I want to report provincially (Reporting provincially allows you to use the National List, but you report one province at a time)

☐ I want to use a Provincial Material List (Displays provincially-specific materials)

Select Province:
British Columbia
Manitoba
Ontario

Billing Options

☒ Receive invoices on a quarterly basis

☐ Receive four invoices with quarterly due dates

☐ Receive one invoice for the full amount

Complete a Steward Report in 7 steps (continued)

4 Enter data

Click the white cell in the spreadsheet to enter the weight of material your company or organization supplies into the jurisdiction. Data should be in the form of kilograms unless another Unit of Measurement (UoM) has been identified. Data should be rounded (no decimals).

If you have used portal calculators in the past, you will need to create a separate division for each calculator that is used.

Click the **Save** icon at any time to save entered data. To move to the next screen, click the **Next** icon.

5 Methodology

The white text fields in the Methodology page are used to clarify supplied data. Please be as clear as possible when providing details.

- **Data** – Describe how you arrived at supplied data. Refer to tools such as software, mathematical formulas, packaging weights, or Average Bill of Materials (ABOM).
- **Changes** – Explain methods that have changed since the previous report was submitted (e.g., a supplied calculator is no longer used).
- **Actual deductions** – Identify types of Packaging and Printed Paper materials that were not included in the report and why. Also explain how these deductions were determined or calculated (e.g., customer survey).
- **Increases/decreases** – Explain the reason for any significant changes in the data (e.g., higher sales volumes or lighter packaging).



Data can only be entered in the spreadsheet's white cells.

Control what you see

- Click the ► icon to see every option within main category.
- To see every available option when entering data, click the Expand All icon.
- To see only the main categories, click the Collapse All icon.
- To hide historical data, click the Hide Prior Report's Data icon.
- Click and drag the vertical scroll bar at the right edge of the window to view hidden content above or below. Click and drag the horizontal scroll bar across the bottom of the window to view content to the left or right.

Complete a Steward Report in 7 steps (continued)

6 Brands and affiliates

List every brand name or trademark reflected in the data. This list will include all private labels and brands for which your company or organization is responsible. Limit one brand or affiliate to each cell in the chart. You can also follow the steps below to upload a spreadsheet including multiple brands and/or affiliates.

Brands

To enter the list of brands and affiliates using a separate spreadsheet, click the **Download Template** icon. This template will be a .csv file that can be opened in spreadsheet software such as Microsoft Excel. Enter your data in the spreadsheet but do not change any formatting.

When the spreadsheet is complete, save it as a .csv file. Return to the Brands and Affiliates page and click the **Upload Completed Spreadsheet** icon. Find the completed .csv file saved on your computer or network, and upload the information.

To use the same list as a previous report, click the **Copy from Previous Report** icon.

Affiliates and/or franchisees

List the names of affiliated companies and franchisee locations included in the submitted data. To enter the list of affiliates and/or franchisees using a separate spreadsheet, click the **Download Template** icon. This template will be a .csv file that can be opened in spreadsheet software such as Microsoft Excel. Enter your data in the spreadsheet but do not change any formatting. When the spreadsheet is complete, save it as a .csv file. Return to the Affiliates and/or Franchisees page and click the **Upload Completed Spreadsheet** icon. Find the completed .csv file saved on your computer or network, and upload the information.

The screenshot shows the 'Complete Report - SAP N...' window with the URL 'https://werecycle.cssalliance.ca'. The 'Brands & Affiliates' tab is selected. The 'Brands' section has a table with columns for 'Brands' and 'Brands'. The 'Changes' section has a text area for 'Where applicable please document any brands, private labels etc. that you removed or added from your previous report. Please provide rationale for the changes (e.g. a sale or acquisition of a brand), the name of the purchaser or seller, and the date of the transaction(s)'. The 'Affiliates and/or Franchisees' section has a table with columns for 'Companies' and 'Companies'. Green circles and lines highlight the 'Download Template', 'Upload Completed Spreadsheet', and 'Copy from previous report' buttons in each section.

Changes

Identify any previous brands or private labels that were removed, and why the change was made (e.g., the sale or acquisition of a brand). Include the names of purchasers or sellers, and the dates of the related transactions. To copy a previous report's notes about changes, click the **Copy from Previous Report** icon. You can copy and edit text if you are using the same preferences when reporting.

Click the **Save** icon at the bottom of the window to save entered data. To move to the next screen, click the **Next** icon found just under the tabs.

Complete a Steward Report in 7 steps (continued)

7 Submit report

Once all the data has been entered, it is time to submit your report. Review the terms and conditions published on the Portal before agreeing, and then click the **Submit** icon. Please note that the initial amount owing may be displayed as \$0 until fees have been set.

Terms and conditions

By clicking on the **Submit** icon, you confirm the following:

- You are either the Primary Contact for your company, or the authorized agent for the Steward on whose behalf you are reporting
- You have read the program rules and/or uploaded your signed membership agreement
- The information and data in your report and any uploaded documents are complete and accurate
- You understand and agree that your company must retain supporting documentation for 5 years from the submission date, and that your report may be subject to audit

Membership agreement

For applicable programs, upload a completed pdf of the membership agreement for your company or organization. Click the **Choose File** icon to search your computer for the document. After selecting the file from your hard drive or network, click the **Upload** icon. Membership agreements do not need to be resubmitted each year.

Complete Report - SAP N: x
https://werecycle.cssalliance.ca

Apps Favourites

Canadian Stewardship Services Alliance

Welcome Steward#

Program Type Obligation Preferences Enter Data Methodology Brands & Affiliates Submit Report

Previous Submit

Submit Steward's Report

There are only a few more steps before finalizing your report.
Review the Terms and Conditions below and tick the box to signify your agreement.

- Press the **Submit Report** button to finalize your Steward's Report
- Please note, invoices will not be populated with fees until fee setting has been completed

Declaration For 2015

Company: Name:
Steward No.: Title:
Please record and retain your Steward No.

Description of Obligation	Total Fee

Terms and Conditions

By clicking on the button below, you confirm the following:

- You are either the Primary Contact for your company or are the authorized agent for the Steward that you are reporting on behalf of.
- You have read the program rules (and/or have uploaded your signed membership agreement).
- The information and data contained in your report and any uploaded documents are complete and accurate.
- You understand and agree that your company must retain supporting documentation for five years from submission date and that your report may be subject to audit.

☐ Please click the box to confirm

Membership Agreement

You will need to upload a PDF of your signed Membership Agreement in order to submit your report for Multi-Material British Columbia

Upload Choose File No file chosen

Note: The file must be a PDF

View or Print Reports

Once data is submitted through the WeRecycle Portal, you have the option to view or print the reports submitted in any year. A pdf copy of a report can also be downloaded through the Print Report option.

View report

Select report

Choose an invoice year from the dropdown menu, or type a report name in the white search field and hit your keyboard's **Enter** key to narrow your search. Then click the name of the report to view. It will be highlighted in orange. Click the **Next** icon to continue.

The invoice year is the year in which invoices are generated, and it follows the reporting/obligation year. For example, a 2018 invoice year will reflect data reported in 2017 and identify materials supplied in 2016.

The screenshot displays the 'View Report' interface of the WeRecycle Portal. The browser address bar shows 'https://werecycle.cssalliance.ca'. The page features a sidebar with navigation options: Home, Program Registration, Maintain Information, Steward Reporting (with sub-options: Complete Report, View Report, Print Report), Steward Invoice, Steward Search, and Special Reports. The main content area has tabs for 'Select Report', 'Enter Data', 'Methodology', and 'Brand & Affiliates'. The 'Select Report' tab is active, showing a search box with a 'Select a year' dropdown set to '2012'. Below the search box is a list of reports, with the first item '2012 Stewardship Ontario MHSW Provincial First Quarter' highlighted in orange. A green circle highlights the search area and the first report item. A 'Next' button is visible at the top right of the report list.

Print report

1 Select report

Review the list of available reports and click the name of the report you wish to view or download. The selected name will be highlighted. Click and drag the grey scroll bar to move up and down the list.

2 Review report status

The current status of each report is identified in the Report Status column. Submitted reports will be identified by fiscal quarter (i.e. Q1 RPT Submitted means the report for the first quarter has been submitted). Other options include Year Locked, Deficit Recovery, Q1 Transitional, and Annual True Up.

3 View report

Click the **View** icon next to the name of a report you wish to view with your internet browser.

4 Download report

Click the **Download** icon next to the name of the report you wish to save to as an Adobe .pdf.

Print Report - SAP NetWe... x
https://werecycle.cssalliance.ca

Apps Favourites

Canadian Stewardship Services Alliance

Welcome | Steward#

Steward Print Report

Below you can see list of available reports. You can view or download the report using the appropriate buttons.

Invoice Year	Description	Sales Doc.	Report Status	View Document	Download Document
2010A	Stewardship Ontario MHSW	1835	Q1 RPT Submitted		
2010A	Stewardship Ontario MHSW	2658	Q2 RPT Submitted		
2010B	Stewardship Ontario MHSW	3220	Q3 RPT Submitted		
2010B	Stewardship Ontario MHSW	3904	Q4 RPT Submitted		
2011	Stewardship Ontario MHSW	4336	Q1 RPT Submitted		
2009	Stewardship Ontario Blue Box	4768	Year locked		
2011	Stewardship Ontario MHSW	6599	Q2 RPT Submitted		
2010	Stewardship Ontario Blue Box	7251	Year locked		
2011	Stewardship Ontario MHSW	7303	Q3 RPT Submitted		
2011	Stewardship Ontario Blue Box	7671	Year locked		
2011	Stewardship Ontario MHSW	7984	Q4 RPT Submitted		
2012	Stewardship Ontario MHSW	8610	Q1 RPT Submitted		
2012	Stewardship Ontario Blue Box	8654	Year locked		
2013	Stewardship Ontario Blue Box	11045	Year locked		
2012	Stewardship Ontario MHSW	11292	Q2 RPT Submitted		
2012	Stewardship Ontario MHSW	11754	Deficit Recovery		
2012	Stewardship Ontario MHSW	12207	Q1 Transitional		
2012	Stewardship Ontario MHSW	13224	Q3 RPT Submitted		
2012	Stewardship Ontario MHSW	15479	Q4 RPT Submitted		

Reports can be filtered by categories including invoice year, description, sales document number, and report status. Enter a search query in the white cell at the top of any column to find matching results, and press **Enter**. Please note that any search queries will need to match the column's contents exactly. **To return to the full list, delete any search queries entered in the white cells and click the Filter icon.**

Print Report - SAP NetWe... x
https://werecycle.cssalliance.ca

Apps Favourites

Canadian Stewardship Services Alliance

Welcome | Steward#

Steward Print Report

Below you can see list of available reports. You can view or download the report using the appropriate buttons.

Invoice Year	Description	Sales Doc.	Report Status	View Document	Download Document
2010A	Stewardship Ontario MHSW	1835	Q1 RPT Submitted		
2010A	Stewardship Ontario MHSW	2658	Q2 RPT Submitted		
2010B	Stewardship Ontario MHSW	3220	Q3 RPT Submitted		
2010B	Stewardship Ontario MHSW	3904	Q4 RPT Submitted		
2011	Stewardship Ontario MHSW	4336	Q1 RPT Submitted		
2009	Stewardship Ontario Blue Box	4768	Year locked		
2011	Stewardship Ontario MHSW	6599	Q2 RPT Submitted		

Steward Invoice

Steward invoices are published according to the timelines outlined in the Steward program rules or membership agreement and your billing preferences. All invoice amounts are in Canadian funds.

Review and pay invoices

1 View invoice

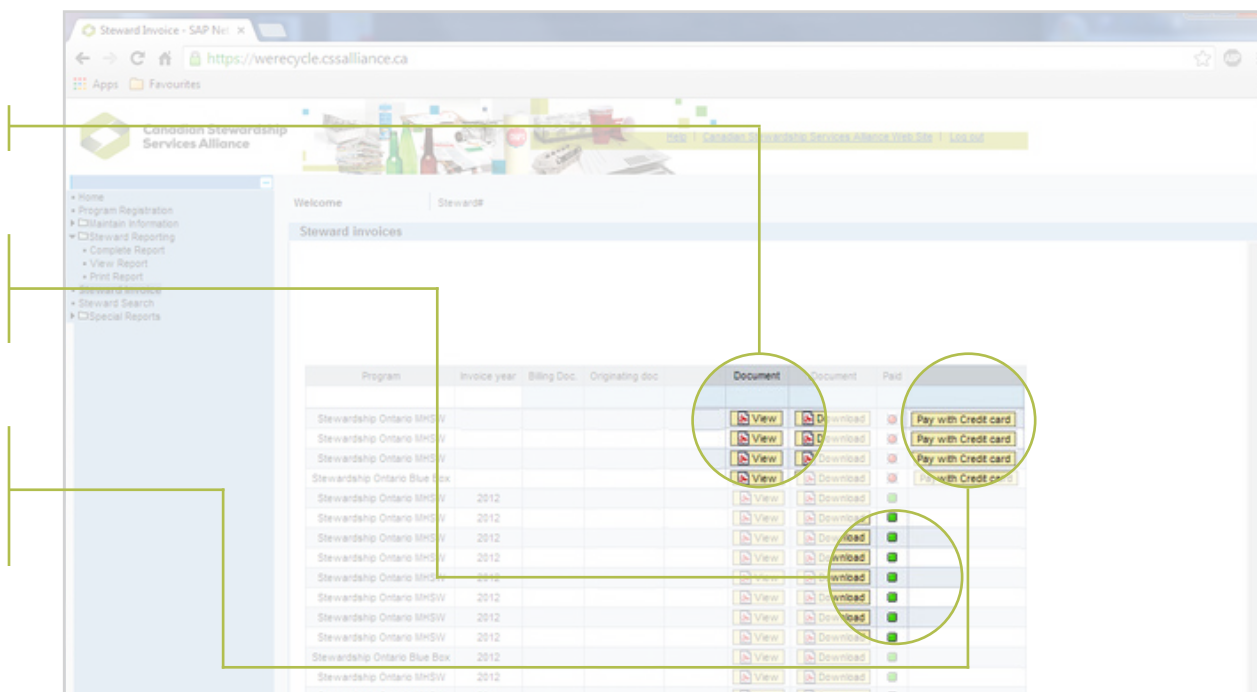
To review a published invoice, click the **View** icon in the same row as the Billing Document number.

2 Review payment status

Paid invoices will be marked with a green dot. Unpaid invoices will be marked with a red dot. A yellow dot indicates a payment is in process. A changing payment status will be updated within 72 hours.

3 Pay invoice

Invoices of \$2,500 or less can be paid online through a secure online payment facility. Click the **Pay with Credit Card** icon to process the payment. Your payment status will be updated within 72 hours. Invoices greater than \$2,500 can be paid by Electronic Funds Transfer or cheque – please refer to your invoice for details.



Definitions

Assignment – This is the invoice year. The invoice year is the year in which invoices are generated, and it follows the reporting/obligation year. For example, a 2018 assignment year will reflect your 2017 report containing 2016 data.

Billing Doc – An 8-digit invoice number unique to every invoice.

Originating Doc – A sales order number issued by Canadian Stewardship Services Alliance (CSSA).



The list of invoices can be narrowed by typing an invoice year or program name in the white cell at the top of a column. Then press your keyboard's **Enter** key. Any search query must match the cell contents exactly. To return to a full list of invoices, delete any text entered in the white cell and press your keyboard's **Enter** key.



Inquiries about invoices and
billing can be directed to:
Accounts Receivable at
1-855-354-2772 or
accounting@cssalliance.ca

Steward Search

This search function displays Stewards who have registered on the WeRecycle Portal. Also consult CSSA's National Steward List available at www.cssalliance.ca/resources-list.

Search for registered Stewards

There are 2 ways to search for a registered Steward.

1 Search by program

Use the dropdown menu in the Selection Criteria box to choose from the list of participating programs.

To view the selected list in your internet browser, click the **PDF Display** icon. To save a copy of the selected list on your computer, click the **PDF Download** icon.

2 Search by company name

Type the Steward's name in the Name of Company text field. Define the maximum number of results you wish to view at a time in the Maximum Hits text field. Then click the **Search** icon.

Every result will include the name of the company, its registration date, and whether it registered voluntarily.

The screenshot shows the 'Steward Search - SAP Net' portal. The left sidebar contains a navigation menu with options: Home, Program Registration, Maintain Information, Steward Reporting, Complete Report, View Report, Print Report, Steward Invoice, Steward Search, and Special Reports. The main content area is titled 'Welcome Steward#'. Below this, a message states: 'This page allows you to view stewards that have registered with CSSA programs'. The 'Selection Criteria' section includes a dropdown menu for 'Program to search:' with 'Stewards' selected. Below this is the 'Steward Full List Search' section, which has two buttons: 'PDF Display' and 'PDF Download'. The 'Search by Company Name' section includes a text field for 'Name of Company' with 'Cok' entered, a 'Maximum Hits' field with '100' entered, and a 'Search' button. Below the search fields, a table displays search results. The table has columns for 'Name of Company', 'Registration Date', and 'Voluntary'. The first row shows 'Nanticoke Greenhouses Ltd', '2006/10/19', and a checked box for 'Voluntary'. A disclaimer at the bottom states: 'Please Note: This list is intended for Stewards' reference purposes only and contains information that is protected, confidential, proprietary, or otherwise protected by Canadian Stewardship Services Alliance. Any dissemination, distribution or copying is prohibited.'

Name of Company	Registration Date	Voluntary
Nanticoke Greenhouses Ltd	2006/10/19	<input checked="" type="checkbox"/>