

Batteries Performance PRO Reporting Guide



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Introduction



What is batteries performance reporting?

PROs reporting on their own performance

Batteries performance reporting is an annual report that PROs with obligations under the [Batteries Regulation](#) complete to report on recovery and management activities in the previous calendar year.

PROs reporting on behalf of producers

Producers are required to ensure that the batteries they supplied into Ontario are processed, refurbished or reused. As a PRO, you will have to report every year on the extent to which you were able to achieve the management requirement on behalf of your producer clients.

This guide will assist battery PROs with understanding what data they need to report and provide step-by-step instructions on how to complete the report in the Registry. Further information about the Batteries Regulation can be found on the Authority's website: <https://rprra.ca/programs/batteries/>

If you have further questions that are not answered in this guide, please contact the Compliance and Registry Team at registry@rprra.ca or call **647-496-0530** or toll-free at **1-833-600-0530**.

What data needs to be reported for the performance report?

Battery PROs are required to report the following information annually:

Reporting on their own performance

- Weight of single-use and rechargeable batteries collected.
- Weight of refurbished single-use and rechargeable batteries.
- Weight of recovered materials from processing the collected single-use and rechargeable batteries.

Reporting on behalf of producers

- Total weight of single-use and rechargeable batteries collected.
- Total weight of single-use and rechargeable batteries that were refurbished.
- Weight of materials recovered from processing the collected single-use and rechargeable batteries (e.g. metals, chemicals, etc.).

How to log into the Registry as an account admin

The performance report is completed online through the RPRA's Registry.

You can access your Registry account here: registry.rpra.ca

Tips for logging into the Registry for the first time:

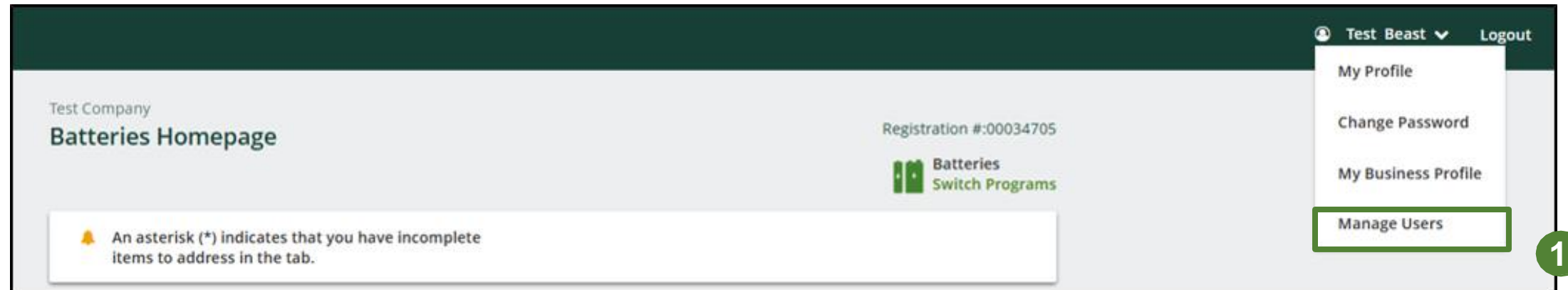
- The Registry **will not work** with the Internet Explorer web browser. Google Chrome is the recommended web browser to use.
- If you have an existing Registry account, simply log into your existing account, which will bring you to the homepage where you will see all programs you are enrolled in.
- If you have forgotten your password, click “Forgot Password” on the login screen and follow the instructions provided.

How to manage contacts on your Registry account

Account Admins must add any new, or manage existing, contacts under the program they wish to give them access to (e.g., permissions to view and complete Reports).

To manage contacts on your Registry account, please see the following steps:

1. Once you are logged into your account, click on the drop-down arrow in the top right corner and select **Manage Users** as shown below.



How to manage contacts on your Registry account cont.

1. Click **Add New User** to add an additional user to your account.
2. Under **Manage Users**, fill in user contact information.
3. Click “I hereby authorize this user to create/modify data.” to grant permission.
4. Click **Save**.

[< Back to Dashboard](#)

Manage Users

Active Users

User ▲	Email	Last Login	Action
No Results			

[+ Add New User](#)

2

Manage Users

Email
ITT.AVPRO@gmail.com

First Name Last Name

Job Title Preferred Language

Business Phone Number Phone Extension

Mobile Phone Number ☐ Same as Business Phone Number

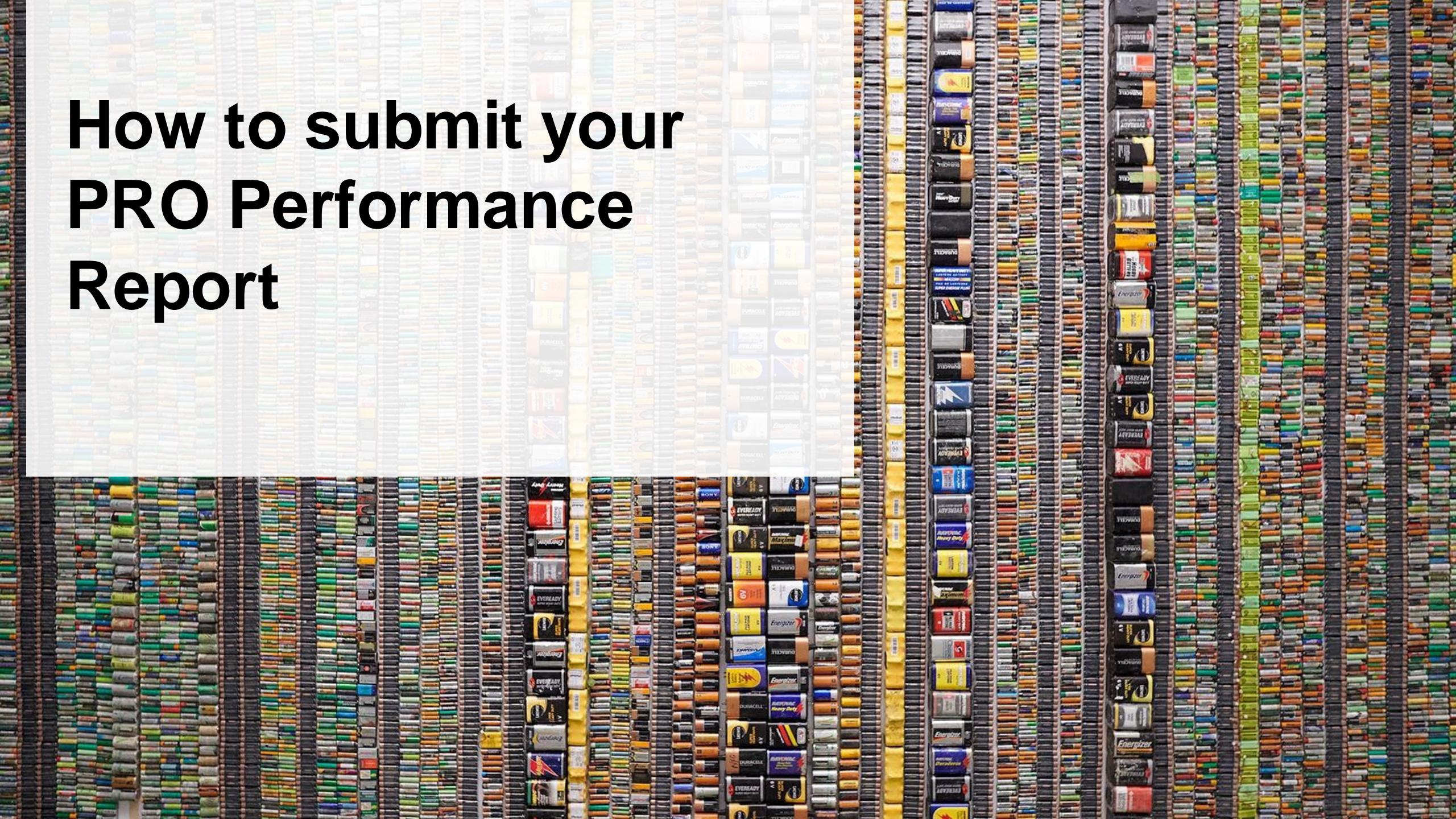
☐ I hereby authorize this user to create/modify data.

[Cancel](#) [Save](#)

3

4

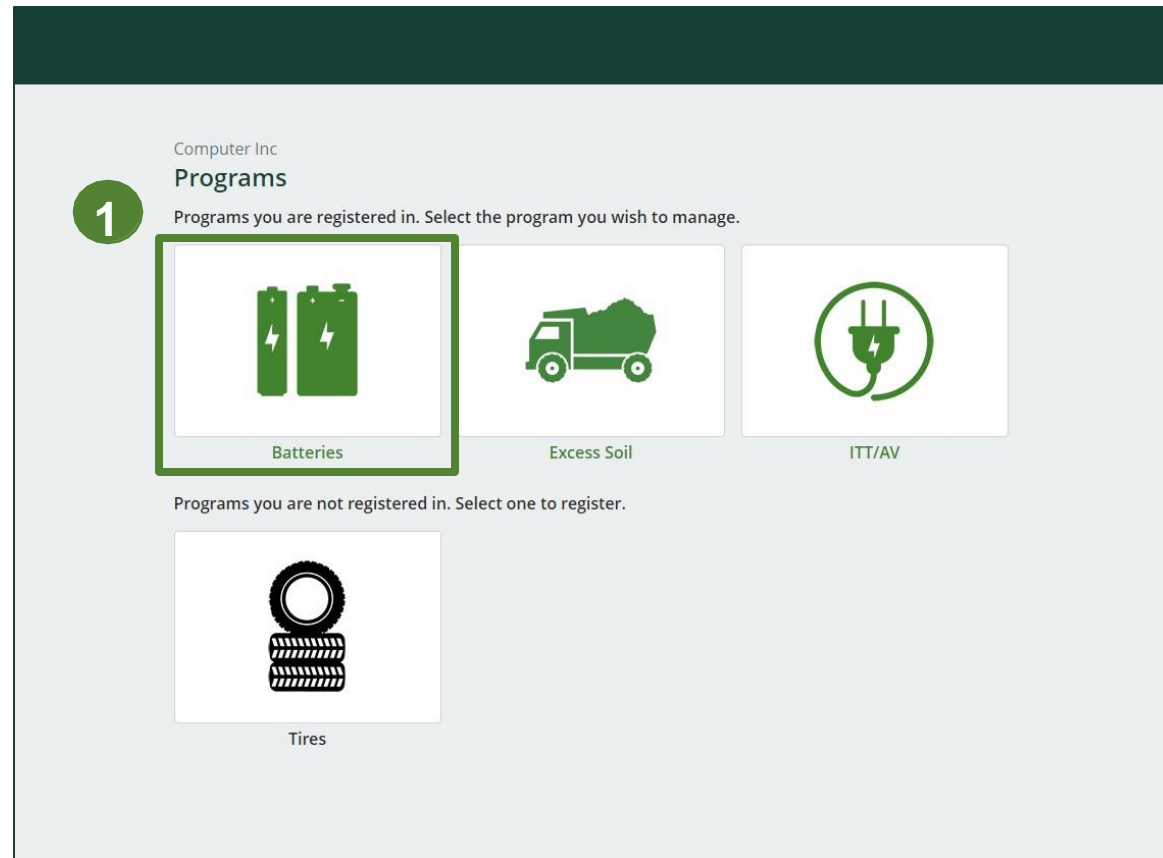
How to submit your PRO Performance Report



Performance report

Accessing your program

1. After logging in, click on the icon for the **Batteries** program on your dashboard.



Performance report

Starting your own report

1. Under **Action**, click on **Start** to begin completing the report for Batteries Performance – PRO.
2. After clicking **Start**, the notice below will appear. After reading the notice, click **Proceed**.

Refurbisher * Processor * PRO Status Add Roles

Attention

It is an offence if you submit false or misleading information to the Authority.

[Cancel](#) [Proceed](#)

Batteries Homepage Registration #:000

[Batteries Switch Programs](#)

An asterisk (*) indicates that you have incomplete items to address in the tab.

[PRO Reporting](#) [Producers](#) [Producer Reports](#) [Collection Activities](#) [Invoices](#)

Report ▼	Status	Last Updated By	Action
2024 Batteries Performance - PRO	Not Started Due Date: Apr 30, 2025	RPRA Admin	Start
2023 Batteries Performance - PRO	Submitted Apr 30, 2024 02:01 p.m.		View
2022 Batteries Performance - PRO	Submitted Apr 28, 2023 02:15 p.m.		View
2020/21 Batteries Performance - PRO	Submitted May 20, 2022 03:12 p.m.		View

Battery Management Systems [Manage](#)

Identify the haulers, processors and refurbishers you have contracted.

Need help? Explore our [Registry Resources](#) Can't find an answer? [Contact Us](#)

Performance report

Report summary page

Before entering any information, your report status will be listed as **Not Started**, and **Submit Report** will be disabled until the report is complete.

1. Under **Weight of Batteries Collected**, click **Start** to begin entering the total weight of batteries collected.

2024 Batteries Performance - PRO

Report Summary

Weight of Batteries Collected

Collected

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	
Rechargeable Batteries	
Total	

Start

Report Status
Not Started

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

1

Performance report

Enter your weight of batteries collected data

1. Under **Collected**, enter the total kilograms of single-use and rechargeable batteries collected under the **Total Kilograms**.
2. If you did not collect batteries, leave the kilograms field blank and check box for '**I did not collect any batteries**'.
3. Click **Save & Next** to proceed.

The screenshot shows a web form titled "Weight of Batteries Collected". At the top, there is a tab labeled "Collected". Below the tab, the text "Total weight of batteries collected." is displayed. The form is divided into two main sections. The left section, titled "Total Weight Collected", contains two input fields: "Single-use Batteries" and "Rechargeable Batteries", both with the value "0". Below these fields is a checkbox labeled "I did not collect any batteries.", which is currently unchecked. The right section, titled "Total Kilograms", contains two input fields, both with the value "0". At the bottom of the form, there are two buttons: "Clear Form" and "Save & Next". Three green circular callouts with numbers 1, 2, and 3 are overlaid on the form. Callout 1 points to the "Total Kilograms" input fields. Callout 2 points to the "I did not collect any batteries." checkbox. Callout 3 points to the "Save & Next" button.

Weight of Batteries Collected

Collected

Total weight of batteries collected.

Total Weight Collected

Single-use Batteries

Rechargeable Batteries

☐ I did not collect any batteries.

Clear Form

Save & Next

Total Kilograms

0

0

Performance report

Review your batteries collected data

Once you have begun entering in data for your report, your report status will change to '**In Progress**'. You will not be able to click 'submit report' until all fields in the report have been completed.

1. You can review the kilograms of batteries picked up (entered previously).
2. Click on **Edit**, if you need to make a change to the battery weights.
3. Under **Weight of Refurbished Batteries**, click **Start** to enter weights.

2024 Batteries Performance - PRO

Report Summary

Weight of Batteries Collected

✓ Collected

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	0
Rechargeable Batteries	0
Total	0

Collected data last updated by: Mar 10, 2025 01:53 p.m.

Edit

Weight of Refurbished Batteries

Refurbished

Total weight of collected batteries that were refurbished.

Total Weight Refurbished	Total Kilograms
Single-use Batteries	
Rechargeable Batteries	
Total	

Start

Report Status
In Progress

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

Performance report

Enter your refurbished batteries data

1. Under **Refurbished**, enter the total kilograms of single-use and rechargeable batteries collected under the **Total Kilograms**.
2. If you did not refurbish batteries, leave the kilograms field blank and check box for '**None of my batteries were refurbished**'.
3. Click **Save & Next** to proceed.

Enter your data and click **Save & Next** to move to the next reporting screen.

Weight of Refurbished Batteries

Refurbished

Total weight of collected batteries that were refurbished.

Total Weight Refurbished

Single-use Batteries

Rechargeable Batteries

☐ None of my batteries were refurbished.

Total Kilograms

0

0

Clear Form

Save & Next

1

2

3

Performance report

Enter your single-use batteries data for recovered materials

1. Under **Weight of Recovered Materials**, click **Start** to enter the weights of materials recovered from processing.
2. Under **Single-use Batteries**, enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
 - If applicable, specify the process included under “other”.
3. Click **Save & Next**.

Weight of Recovered Materials

Single-use Batteries Rechargeable Batteries

Input the weight of materials recovered from processing the collected single-use batteries.

Processed Materials	Total Kilograms
Paper	
Plastic	
Metal	
Chemicals	
Other	
Total	

List any materials included in the “Other” category (250 characters max.)

Start

Enter your data and click **Save & Next** to move to the next reporting screen.

Weight of Recovered Materials

Single-use Batteries Rechargeable Batteries

Input the weight of materials recovered from processing the collected single-use batteries.

Processed Materials	Total Kilograms
Paper	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Chemicals	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the “Other” category (250 characters max.)

Clear Form **Save & Next**

Performance report

Enter your rechargeable batteries data for recovered materials

1. Under **Rechargeable Batteries**, enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
 - If applicable, specify the process included under “other”.
2. Click **Save & Next**.

Weight of Recovered Materials

✓ Single-use Batteries **Rechargeable Batteries**

Input the weight of materials recovered from processing the collected rechargeable batteries.

Processed Materials	Total Kilograms
Paper	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Chemicals	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the “Other” category (250 characters max.)

[Clear Form](#) [Previous](#) **[Save & Next](#)**

Performance report

Submit your report

Under **Report Summary**, you can review the data previously entered.

1. Click on **Edit**, if you need to make a change to the data.
2. Click on **Submit Report** once you are finished reviewing and ready to submit.

< Back to Dashboard

2024 Batteries Performance - PRO

Report Summary

Weight of Batteries Collected

✓ Collected

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	0
Rechargeable Batteries	0
Total	0

Collected data last updated by: Mar 10, 2025 01:53 p.m.

Edit

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

Report Status
In Progress

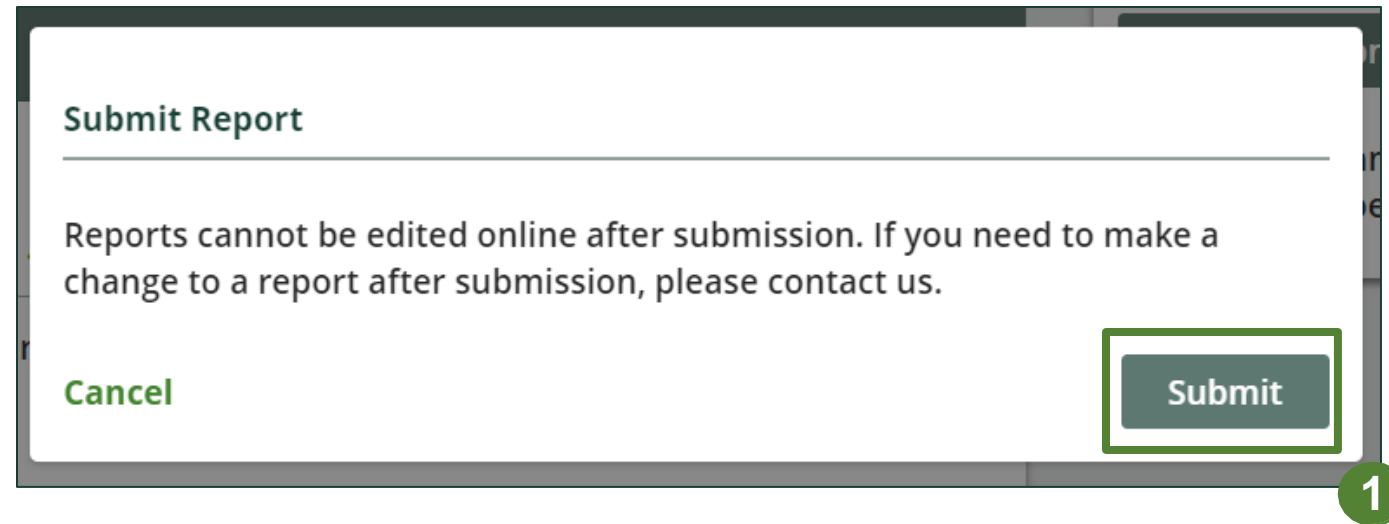
1

2

Performance report

Submit your report

1. After clicking on **Submit Report**, the notice below will appear. After reading the notice, click **Submit**.



Performance report

View submitted report

1. On the **Batteries Homepage**, your Batteries Performance - PRO report status should show **Submitted**, and who it was last updated by.
2. Under Action, you can click **View** to review your report submission.

The screenshot displays the 'Batteries Homepage' with a navigation bar at the top. The main content area features a table titled 'Batteries' with columns for 'Report', 'Status', 'Last Updated By', and 'Action'. The first row, highlighted with a green border and a green circle '1' next to it, shows '2024 Batteries Performance - PRO' with a status of 'Submitted' (last updated Mar 10, 2025 02:11 p.m.) by user 'G'. The 'Action' column for this row contains a 'View' button, which is also highlighted with a green border and a green circle '2'. Below the table, there is a section for 'Battery Management Systems' with a 'Manage' button. A footer at the bottom provides links for 'Need help?' and 'Can't find an answer?'.

Batteries Homepage

Registration #:00

Batteries Switch Programs

An asterisk (*) indicates that you have incomplete items to address in the tab.

PRO Reporting Producers Producer Reports Collection Activities Invoices

Report	Status	Last Updated By	Action
2024 Batteries Performance - PRO	Submitted Mar 10, 2025 02:11 p.m.	G	View
2023 Batteries Performance - PRO	Submitted Apr 30, 2024 02:01 p.m.		View
2022 Batteries Performance - PRO	Submitted Apr 28, 2023 02:15 p.m.		View
2020/21 Batteries Performance - PRO	Submitted May 20, 2022 03:12 p.m.		View

Battery Management Systems

Identify the haulers, processors and refurbishers you have contracted.

Manage

Need help? Explore our [Registry Resources](#) Can't find an answer? [Contact Us](#)

How to submit Performance Reports on behalf of producers



Performance report on behalf of producers

Starting a producer report

1. Click on the **Producers** tab to see all producers you have retained.
2. Click **Producer Reports** tab.
3. Under the **Producer Reports** tab, select the year for which you would like to submit a report for.
4. Click **Start** next to the producer you would like to begin reporting on behalf of.

Note: You must complete the steps above for every producer client.

The image consists of two screenshots of the 'Batteries Homepage' interface, illustrating the steps to start a producer report. The interface includes a header with 'Batteries Homepage' and 'Registration #:00', and a navigation bar with tabs: 'PRO Reporting', 'Producers', 'Producer Reports', 'Collection Activities', and 'Invoices'. A notification banner states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.'

Step 1: The 'Producers' tab is selected. A table lists producers with columns: 'Producer', 'Registration #', and 'Action'. The first row shows 'An' with registration '0003' and a 'View' link.

Step 2: The 'Producer Reports' tab is selected. The page shows 'Performance reports for your producers.' and a 'Select a performance year:' dropdown menu. The year '2024' is selected.

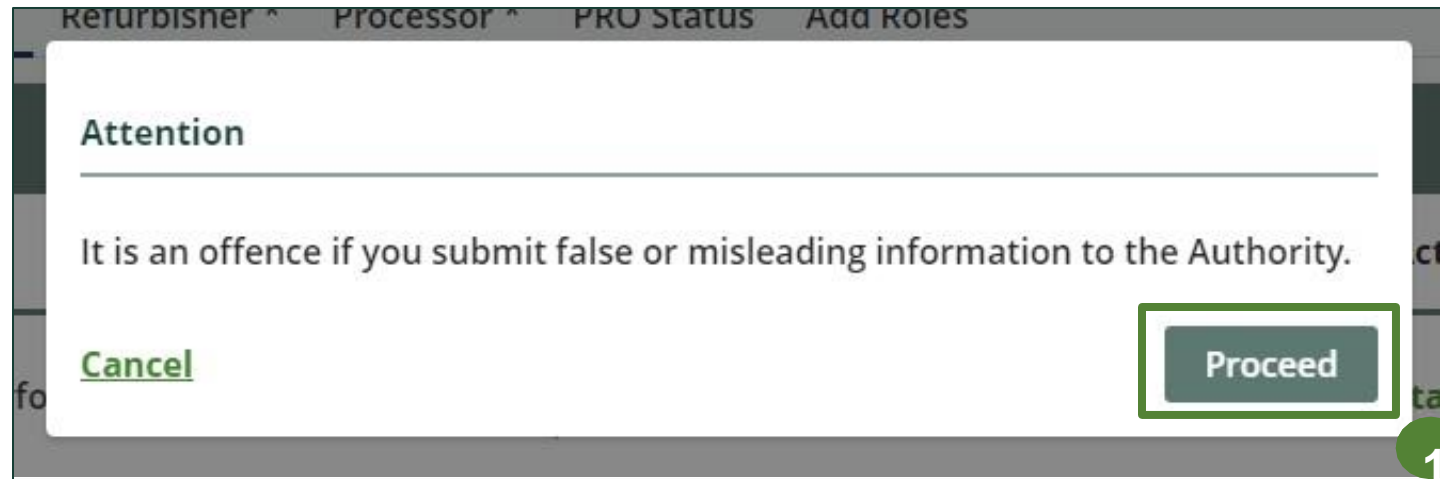
Step 3: The '2024' year is selected in the dropdown menu.

Step 4: The 'Batteries' section shows a table with columns: 'Producer', 'Status', 'Last Updated By', and 'Action'. The first row shows 'An' with status 'Submitted' (Mar 04, 2025 10:50 a.m.) and a 'View' link. The second row shows 'D' with status 'Not Started' (Due Date: Apr 30, 2025) and a 'Start' button.

Performance report on behalf of producers

Starting a producer report

1. After clicking **Start**, the notice below will appear. After reading the notice, click **Proceed**.



Performance report

Report summary page

Before entering any information, your report status will be listed as **Not Started**, and **Submit Report** will be disabled until the report is complete.

1. Under **Weight of Batteries Collected**, click **Start** to begin entering the total weight of batteries collected.

2024 Batteries Performance - PRO

Report Summary

Weight of Batteries Collected

Collected

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	
Rechargeable Batteries	
Total	

Start

Report Status
Not Started

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

1

Performance report

Enter your weight of batteries collected data

1. Under **Collected**, enter the total kilograms of single-use and rechargeable batteries collected under the **Total Kilograms**.
2. If you did not collect batteries, leave the kilograms field blank and check box for '**I did not collect any batteries**'.
3. Click **Save & Next** to proceed.

2024 Batteries Performance - PRO
Enter your data and click **Save & Next** to move to the next reporting screen.

Weight of Batteries Collected

Collected

Total weight of batteries collected.

Total Weight Collected

Single-use Batteries

Rechargeable Batteries

☐ I did not collect any batteries.

Total Kilograms

0

0

Clear Form

Save & Next

The form includes three green callout boxes: Callout 1 points to the 'Total Kilograms' input fields; Callout 2 points to the 'I did not collect any batteries' checkbox; Callout 3 points to the 'Save & Next' button.

Performance report

Review your batteries collected data

Once you have begun entering in data for your report, your report status will change to '**In Progress**'. You will not be able to click 'submit report' until all fields in the report have been completed.

1. You can review the kilograms of batteries picked up (entered previously).
2. Click on **Edit**, if you need to make a change to the battery weights.
3. Under **Weight of Refurbished Batteries**, click **Start** to enter weights.

[< Back to Dashboard](#)

2024 Batteries Performance - PRO

Report Summary

Weight of Batteries Collected

✓ Collected 1

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	1,000
Rechargeable Batteries	500
Total	1,500

Collected data last updated by: on Mar 10, 2025 02:45 p.m.

Edit 2

Weight of Refurbished Batteries

Refurbished

Total weight of collected batteries that were refurbished.

Total Weight Refurbished	Total Kilograms
Single-use Batteries	
Rechargeable Batteries	
Total	

Start 3

Report Status

In Progress

Submit Report

Submit Report

Make sure to provide all the required data before submitting.

Performance report

Enter your refurbished batteries data

1. Under **Refurbished**, enter the total kilograms of single-use and rechargeable batteries collected under the **Total Kilograms**.
2. If you did not refurbish batteries, leave the kilograms field blank and check box for '**None of my batteries were refurbished**'.
3. Click **Save & Next** to proceed.

The screenshot shows a web form titled "2024 Batteries Performance - PRO" with the instruction "Enter your data and click **Save & Next** to move to the next reporting screen." The form is divided into sections. The "Weight of Refurbished Batteries" section has a "Refurbished" tab selected. Below it, the text "Total weight of collected batteries that were refurbished." is followed by two input fields: "Total Weight Refurbished" (containing "0") and "Single-use Batteries" (containing "0"). Below these is a "Rechargeable Batteries" field (containing "0"). To the right, a "Total Kilograms" section contains two input fields, both containing "0". At the bottom left, there is a checkbox labeled "None of my batteries were refurbished." which is highlighted with a green box and a green circle with the number "2". At the bottom right, there is a "Clear Form" link and a "Save & Next" button, both highlighted with green boxes and green circles with the number "3". A green circle with the number "1" is positioned near the "Total Kilograms" input fields.

2024 Batteries Performance - PRO

Enter your data and click **Save & Next** to move to the next reporting screen.

Weight of Refurbished Batteries

Refurbished

Total weight of collected batteries that were refurbished.

Total Weight Refurbished

Single-use Batteries

Rechargeable Batteries

☐ None of my batteries were refurbished.

Clear Form

Save & Next

Total Kilograms

0

0

Performance report

Enter your single-use batteries data for recovered materials

1. Under **Weight of Recovered Materials**, click **Start** to enter the weights of materials recovered from processing.
2. Under **Single-use Batteries**, enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
 - If applicable, specify the process included under “other”.
3. Click **Save & Next**.

Weight of Recovered Materials

Single-use Batteries Rechargeable Batteries

Input the weight of materials recovered from processing the collected single-use batteries.

Processed Materials	Total Kilograms
Paper	
Plastic	
Metal	
Chemicals	
Other	
Total	

List any materials included in the "Other" category (250 characters max.)

Start

Enter your data and click **Save & Next** to move to the next reporting screen.

Weight of Recovered Materials

Single-use Batteries Rechargeable Batteries

Input the weight of materials recovered from processing the collected single-use batteries.

Processed Materials	Total Kilograms
Paper	0
Plastic	0
Metal	0
Chemicals	0
Other	0
Total	

List any materials included in the "Other" category (250 characters max.)

Clear Form Save & Next

Performance report

Enter your rechargeable batteries data for recovered materials

1. Under **Rechargeable Batteries**, enter the total weight of processed materials for each of the material(s) under **Total Kilograms**.
 - If applicable, specify the process included under “other”.
2. Click **Save & Next**.

The screenshot shows a web form titled "Weight of Recovered Materials". It has two tabs: "Single-use Batteries" (with a green checkmark) and "Rechargeable Batteries" (which is selected). Below the tabs, a green circle with the number "1" points to the instruction: "Input the weight of materials recovered from processing the collected rechargeable batteries." The form contains a table with two columns: "Processed Materials" and "Total Kilograms". The rows are "Paper", "Plastic", "Metal", "Chemicals", and "Other", each with a text input field containing the number "0". A green box highlights the "Total Kilograms" column. Below the table, there is a text area for "List any materials included in the 'Other' category (250 characters max.)". At the bottom, there are three buttons: "Clear Form", "Previous", and "Save & Next". A green box highlights the "Save & Next" button, and a green circle with the number "2" points to it.

Weight of Recovered Materials

✓ Single-use Batteries Rechargeable Batteries

Input the weight of materials recovered from processing the collected rechargeable batteries.

Processed Materials	Total Kilograms
Paper	<input type="text" value="0"/>
Plastic	<input type="text" value="0"/>
Metal	<input type="text" value="0"/>
Chemicals	<input type="text" value="0"/>
Other	<input type="text" value="0"/>

List any materials included in the "Other" category (250 characters max.)

Clear Form Previous Save & Next

Performance report

Submit your report

Under **Report Summary**, you can review the data previously entered.

1. Click on **Edit**, if you need to make a change to the data.
2. Click on **Submit Report** once you are finished reviewing and ready to submit.

< Back to Dashboard

2024 Batteries Performance - PRO

Report Summary

Weight of Batteries Collected

✓ Collected

Total weight of batteries collected.

Total Weight Collected	Total Kilograms
Single-use Batteries	1,000
Rechargeable Batteries	500
Total	1,500

Collected data last updated by: on Mar 10, 2025 02:45 p.m.

Edit

Report Status

In Progress

Submit Report

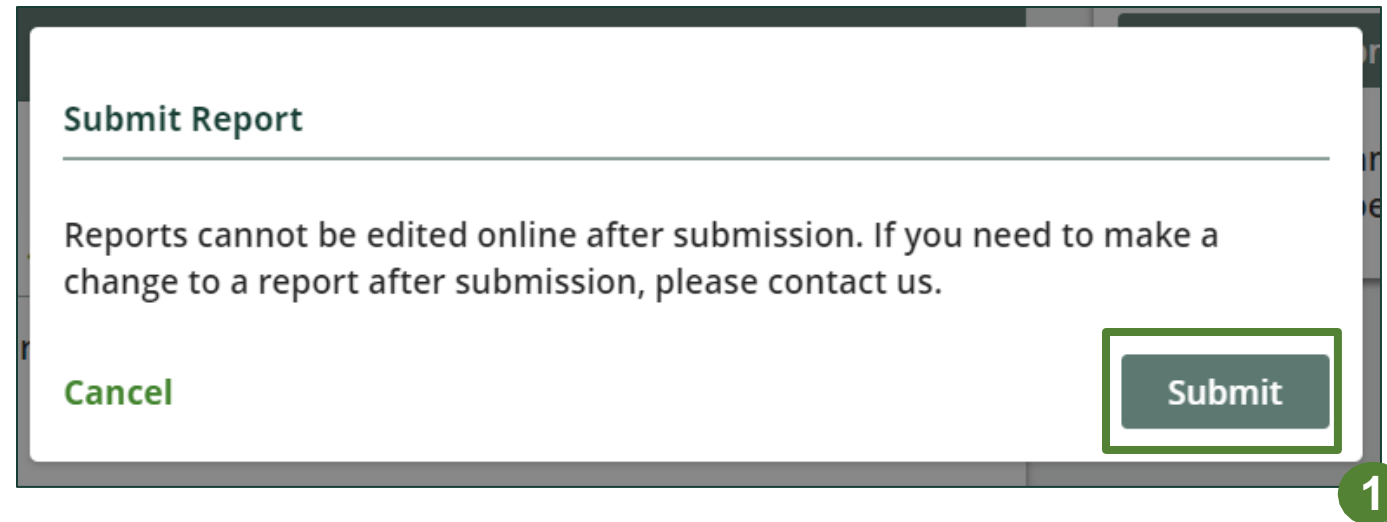
Submit Report

Make sure to provide all the required data before submitting.

Performance report

Submit your report

1. After clicking on **Submit Report**, the notice below will appear. After reading the notice, click **Submit**.



Performance report

View submitted report(s)

1. On the **Batteries Homepage** under the **Producer Reports** tab, reports submitted on behalf of producers will have a report status of **Submitted**, and who it was last updated by.
2. Under Action, you can click **View** to review the report submission.

The screenshot shows the 'Batteries Homepage' interface. At the top right, it says 'Registration #:00' and 'Batteries Switch Programs'. A notification banner states: 'An asterisk (*) indicates that you have incomplete items to address in the tab.' Below this is a navigation bar with tabs: 'PRO Reporting', 'Producers', 'Producer Reports' (selected), 'Collection Activities', and 'Invoices'. The main content area says 'Performance reports for your producers.' and 'Select a performance year:' with a dropdown menu showing '2024'. Below this is a table with the following columns: 'Producer', 'Status', 'Last Updated By', and 'Action'. The table contains one row with the following data: 'A...', 'Submitted', 'Mar 04, 2025 10:50 a.m.', and 'Gi...'. A green box highlights the 'Submitted' status and the 'View' button in the 'Action' column. A green circle with the number '1' is next to the 'Producer' column header, and a green circle with the number '2' is next to the 'View' button.

Producer	Status	Last Updated By	Action
A...	Submitted	Mar 04, 2025 10:50 a.m.	Gi... View