

Tires Producer Supply Data Reporting Guide

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Introduction



What is Tires supply data reporting?

Tires supply data reporting is an annual report that producers with obligations under the [Tire Regulation](#) complete to report on the number of units and weight of tires supplied into Ontario two years prior (e.g., in 2023, you are required to report your new tire supply data for the year 2021).

Submitting supply data determines a producer's collection and management requirements for the following year, along with the supply data submitted in the previous two years, using this formula:

$$(Y3 + Y4 + Y5) / 3 \times 0.85$$

Y3 – the weight of tires supplied in the calendar year three years prior to the collection year

Y4 – the weight of tires supplied in the calendar year four years prior to the collection year

Y5 – the weight of tires supplied in the calendar year five years prior to the collection year

This guide will assist producers of tires with understanding of what data they need to report and provide step-by-step instructions on how to complete their reporting in RPRA's Registry.

Further information about the Tires Regulation can be found on the Authority's website: <https://rpri.ca/programs/tires/>

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

What data needs to be reported for the supply report?

If you are a producer of tires, you are required to report:

- The number of units and weight of tires you supplied to the Ontario market two years prior.
 - For example, in 2023, you are required to report your new tire supply data for the year 2021.
- You will also be required to provide a verification report.
 - Please refer to the [Batteries, ITT/AV and Tires Supply Data Verification Procedure](#).

For more information on obligated tires, please see the compliance bulletin [“What Tires Have to be Reported”](#)

How to log into the Registry as an account admin

The supply data report is completed online through RPRA's Registry.

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

Tips for logging into the Registry for the first time:

- If you don't have an account, click "Don't have an Account? Create a new Account"
- The Registry **will not work** with the Internet Explorer web browser. Google Chrome is the recommended web browser to use

Tips for logging into an existing Registry account:

- If you already have an existing Registry account, you do not need to create a new one.
 - 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

Registration



New Registrants - Creating an Account

1. Enter the information required on each page. Click **Next Step** to reach the next page.
2. Click the checkbox to agree to the Registry Terms of Use
3. Once you reach the **Review** page, click **Create Account**.

1

Create Account

BusinessAddressIndividualReview

Business number and name

If your business does not have a CRA Business Number, please [contact us](#).

CRA Business Number (BN) ⓘ
987456321

Legal Business Name ⓘ
Test Producer

Business Operating Name ⓘ [Copy Legal Name](#)
Test Producer

Next Step >

Create Account

BusinessAddressIndividualReview

Business address and phone number

☒ My Business has a Canadian Address ⓘ

Street
123 Any St.

City
Toronto

Province
Ontario

Postal Code
M0M0M0

Country
Canada

Main Phone Number
4165555555

< Previous Step Cancel Next Step >

Create Account

BusinessAddressIndividualReview

Your profile and contact information

Enter the name and contact information of the Registry's primary user for your business.

First Name
Test

Last Name
User

Email (this will be your username)
[A link will be sent to the email you provide to complete your account registration](#)
test_producer@yopmail.com

Confirm Email
test_producer@yopmail.com

Job Title
Producer

☒ I have a Canadian Address ⓘ

Street [Copy Business Address](#)
123 Any St.

City
Toronto

Province
Ontario

Postal Code
M0M0M0

Country
Canada

Business Phone Number
4165555555

Phone Extension

Mobile Phone Number
4165555555

☒ Same as Business Phone Number

< Previous Step Cancel Next Step >

Create Account

BusinessAddressIndividualReview

Business number and name [Edit](#)

CRA Business Number (BN)987456321

Legal Business NameTest Producer

Business Operating NameTest Producer

Business address and phone number [Edit](#)

Address123 Any St. Toronto Ontario M0M0M0 Canada

Main Phone Number4165555555

Your profile and contact information [Edit](#)

NameTest User

Emailtest_producer@yopmail.com

Job TitleProducer

Office Address123 Any St. Toronto Ontario M0M0M0 Canada

Business Phone Number4165555555

Phone Extension

Mobile Phone Number4165555555

☒ I agree to The Registry Terms of Use ⓘ

< Previous Step Create Account

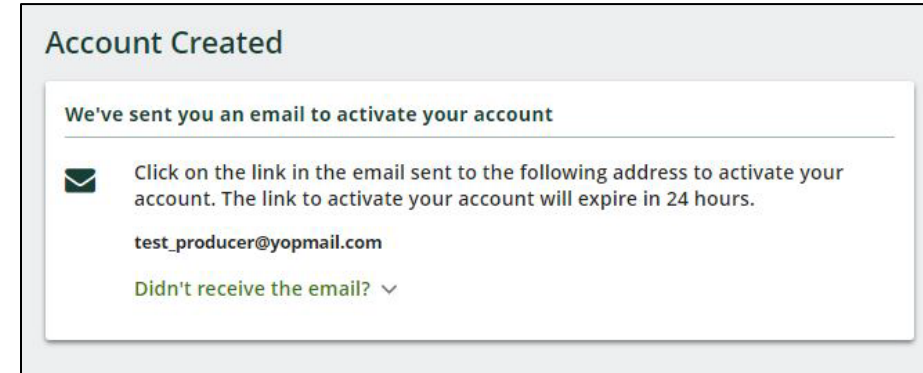
2

3

New Registrants - Creating an Account

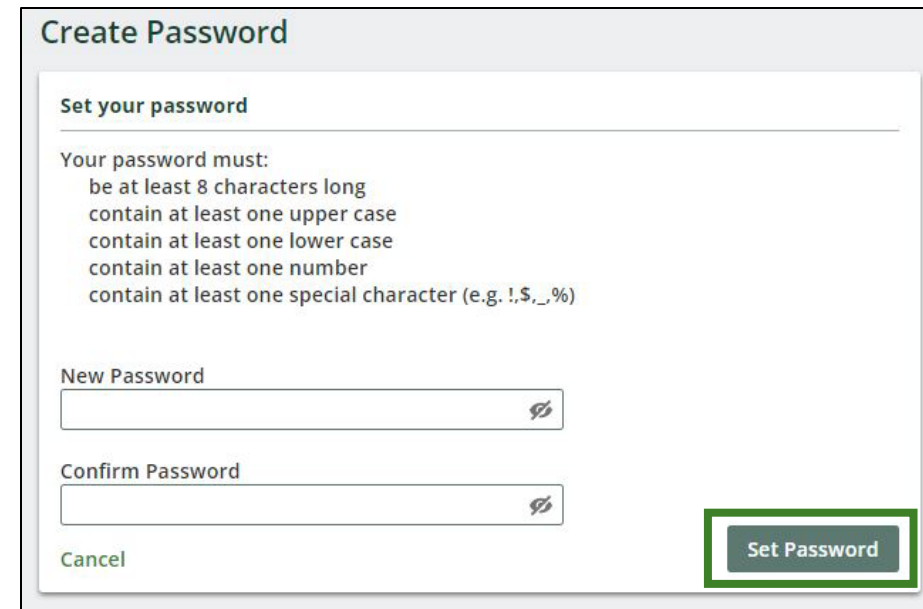
1. An email will be sent to the email address you entered with a link to activate the account and set up a password.
2. Clicking on the link in the email will bring you to the **Create Password** page.
3. Create a password that fulfills the password requirements and click **Set Password**.

1



The 'Account Created' screen features a light gray header with the title 'Account Created'. Below it, a white box contains the message 'We've sent you an email to activate your account'. An email icon is followed by the text: 'Click on the link in the email sent to the following address to activate your account. The link to activate your account will expire in 24 hours.' The email address 'test_producer@yopmail.com' is listed. At the bottom of the white box is a green link 'Didn't receive the email?' with a dropdown arrow.

2



The 'Create Password' screen has a light gray header with the title 'Create Password'. A white box contains the section 'Set your password'. Below this, the requirements are listed: 'Your password must: be at least 8 characters long, contain at least one upper case, contain at least one lower case, contain at least one number, and contain at least one special character (e.g. !, \$, %, _)'.

Below the requirements are two input fields: 'New Password' and 'Confirm Password', each with a toggle icon on the right. At the bottom left is a 'Cancel' link, and at the bottom right is a green 'Set Password' button, which is highlighted by a green box and a green circle with the number 3.

3

How to enroll in the Tires program as a new registrant

1

Test Producer

Programs

▼ Programs You Are Registered In

▼ Digital Reporting Services

You are not registered in any programs from this section.

▼ Producer Responsibility Programs

You are not registered in any programs from this section.

> Programs You Are Not Registered In


2

▼ Programs You Are Not Registered In


Select one to register.

> Digital Reporting Services


▼ Producer Responsibility Programs




Automotive Materials




Batteries




Blue Box




Fertilizers




ITT/AV




Lighting




Mercury-Containing Devices




Paints, Coatings and Solvents




Pesticides



Pressurized Containers
(Excluding Refillable Propane Containers)



Refillable Propane Containers



Tires

3

Role Selection

Select from the options below to add roles to your account: [\(more\)](#)

☒ Producer

☐ Processor

☐ Collector

☐ Hauler

☐ Retreader

4

☒ I confirm that the roles selected above are correct. I understand that after I click **Done**, I will have to contact Registry Support if I want to remove a role.

5

Cancel

Done

1.

After you log into the **Registry**, you will land on the **Programs** screen. Click on **Programs You Are Not Registered In**.

2.

Click **Tires**.

3.

Select the **Producer** role.

4.

Confirm **the role you have selected is correct**.

5.

Click **Done**.

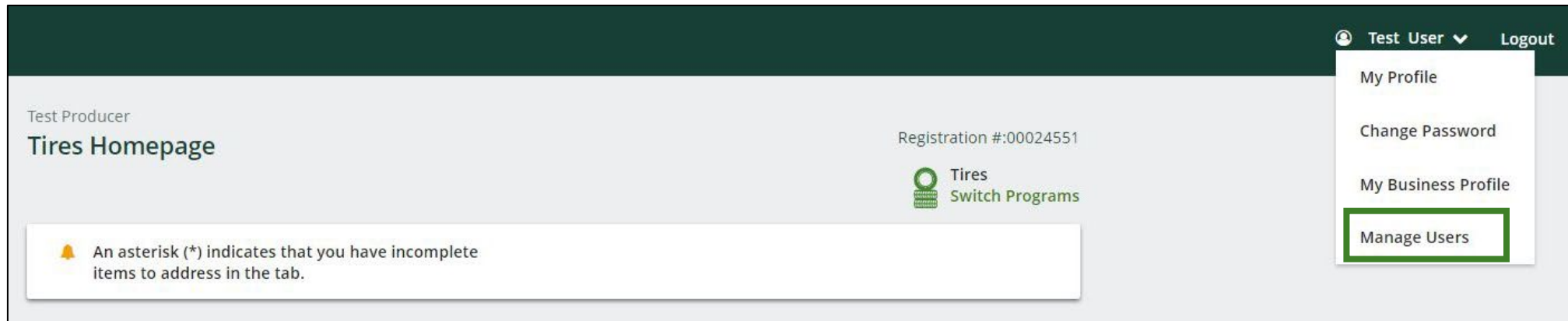
How to manage contacts on your Registry account

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

Please note that users are program-specific, i.e., if you register a primary user for Tires and register at a later date for another program (ex: Lighting), you will need to set up a primary user for that program.

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.

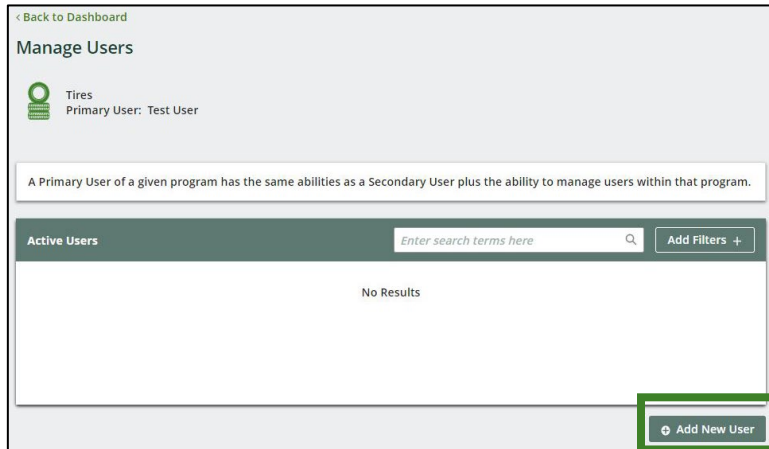


* Accounts Admins are usually the individual who will oversee the producer's reporting obligations.

How to manage contacts on your Registry account

Under Actions, click **Manage** to update preferences of existing users

1. Click **Add New User** to add an additional user to your account



Manage Users

Tires
Primary User: Test User

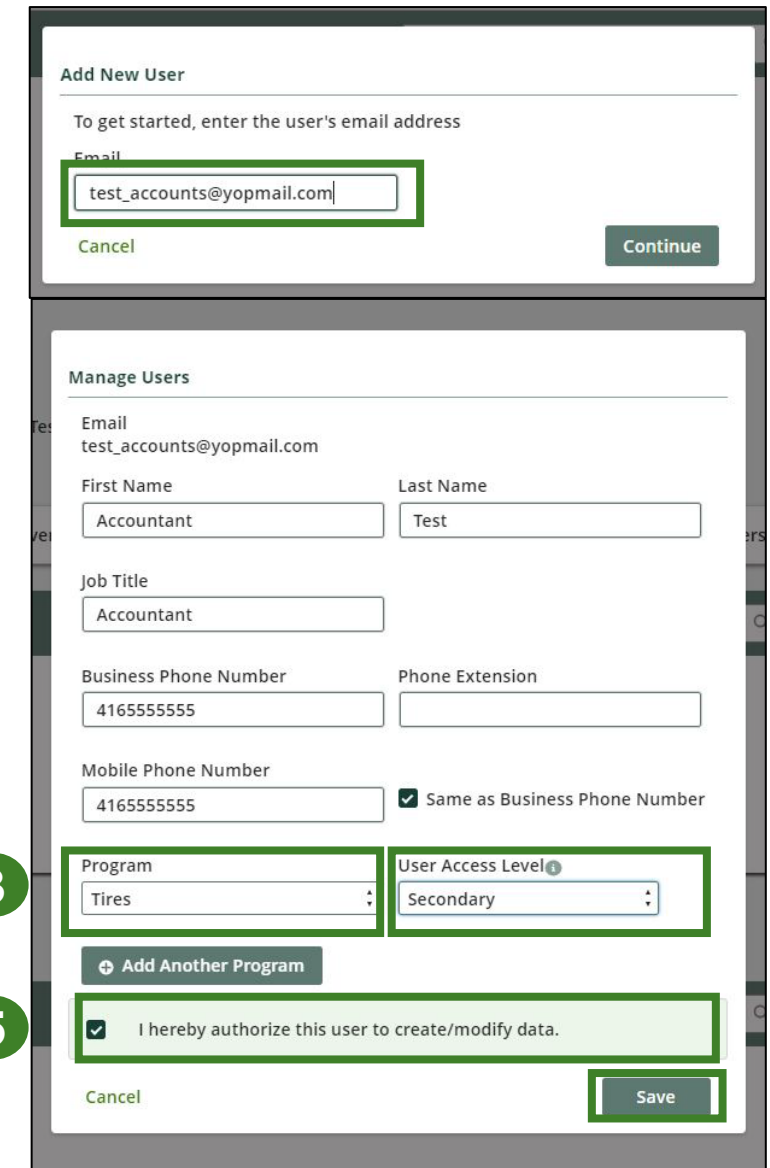
A Primary User of a given program has the same abilities as a Secondary User plus the ability to manage users within that program.

Active Users

No Results

2. Enter the user's email address in the **Search for User** window.
3. Ensure you have selected "Tires" in the **Program** field
4. Complete the rest of the user profile and click the **User Access Level** you wish for them to have*.
5. Click the checkbox to confirm that the individual is authorized to create/modify data.
6. Click **Save**

* See FAQ for more details on User Access levels.



Add New User

To get started, enter the user's email address

Email

Manage Users

Email
test_accounts@yopmail.com

First Name

Last Name

Job Title

Business Phone Number

Phone Extension

Mobile Phone Number
 ☒ Same as Business Phone Number

Program

User Access Level

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

Supply Reporting



Supply report


Starting your report


1. On the **Tires homepage**, you will be able to see all reports that require action
2. Under Action, click **start** on the earliest required supply report
 - Reports must be completed in chronological order. If you select the current year (e.g., 2023) and have an overdue report for 2022, you will get an error message
3. A window about submitting false or misleading information will then pop up, click **Proceed**

1

Test Producer
Tires Homepage

Registration #:00024551

 Tires Switch Programs

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

Producer * PRO Status Invoices Add Roles

Tires

Report ▼	Status	Last Updated By	Action
2022 Tire Supply	Not Started Due Date: May 31, 2022		Start

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

2

Producer * PRO Status Invoices Add Roles

Tires

Report ▼	Status	Last Updated By	Action
2022 Tire Supply	Not Started Due Date: May 31, 2022		Start

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

3

Attention

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

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

Supply report

Entering your supply data

1. On the **Tire Supply Report** screen, you can enter your supply data one of two ways:
 - Using Units and Actual Weights
 - Using the Weight Conversion Calculator
2. Complete reporting for each year available and click **Save Year**.
3. Click **Save & Next** for each year. Once all available years are completed, you can select the **Continue** button.

Test Producer
2022 Tire Supply
Enter and save your data for each year. Both total units and total kilograms are required. Then click Continue to view your collection targets and to submit your report.

2018 2019 2020

To use our weight conversion calculator to determine your tire supply click Open **Open**

	Units	Total Kilograms
2018 Passenger / Light Truck Tires	<input type="text" value="0"/>	<input type="text" value="0"/>
Medium Truck Tires	<input type="text" value="0"/>	<input type="text" value="0"/>
Off-Road Tires (Except Large)	<input type="text" value="0"/>	<input type="text" value="0"/>
Large tires greater than 700 kg	<input type="text" value="0"/>	<input type="text" value="0"/>

Was the tire unit information previously submitted to Ontario Tire Stewardship? ☐ Yes ☐ No

☐ No tires supplied this year **Clear Form** **Save Year**

Continue after saving entries for all years **Continue >**

2

Test Producer
2022 Tire Supply
Enter and save your data for each year. Both total units and total kilograms are required. Then click Continue to view your collection targets and to submit your report.

✓ 2018 ✓ 2019 ✓ 2020

Save successful. Click the Continue button below to proceed.

To use our weight conversion calculator to determine your tire supply click Open **Open**

	Units	Total Kilograms
2020 Passenger / Light Truck Tires	<input type="text" value="7000"/>	<input type="text" value="87500"/>
Medium Truck Tires	<input type="text" value="0"/>	<input type="text" value="0"/>
Off-Road Tires (Except Large)	<input type="text" value="0"/>	<input type="text" value="0"/>
Large tires greater than 700 kg	<input type="text" value="0"/>	<input type="text" value="0"/>

☐ No tires supplied this year **Clear Form** **Save Year**

2020 data last updated by: Test User on Mar 13, 2023 10:43 a.m.

Continue after saving entries for all years **Continue >**

3

Weight Conversion Calculator - Tires Supplied in 2018

For more information about how this conversion tool works please refer to [this article](#).

Tire Category	Units	Conversion Factor	Kilograms
1 - On-Road Passenger & Light Truck	<input type="text" value="0"/>	x 12.5 kg	0
2 - On-Road Medium Truck	<input type="text" value="0"/>	x 50 kg	0
3 - Off-Road Pneumatic 1 to ≤ 15kg	<input type="text" value="0"/>	x 10 kg	0
4 - Off-Road Pneumatic > 15 to ≤ 30kg	<input type="text" value="0"/>	x 20 kg	0
5 - Off-Road Pneumatic > 30 to ≤ 70kg	<input type="text" value="0"/>	x 50 kg	0
6 - Off-Road Pneumatic / Agricultural > 70 to ≤ 120kg / > 70 to ≤ 250kg	<input type="text" value="0"/>	x 80 kg	0
7 - Off-Road Pneumatic > 120 to ≤ 250kg	<input type="text" value="0"/>	x 200 kg	0
8 - Off-Road Pneumatic / Agricultural > 250 to ≤ 375kg / > 250 to ≤ 700kg	<input type="text" value="0"/>	x 310 kg	0
9 - Off-Road Pneumatic > 375 to ≤ 700kg	<input type="text" value="0"/>	x 600 kg	0
10 - Off-Road Pneumatic > 700 to ≤ 1200kg	<input type="text" value="0"/>	x 930 kg	0
11 - Off-Road Pneumatic > 1200kg	<input type="text" value="0"/>	x 2230 kg	0
12 - Off-Road Solid & Resilient 1 to ≤ 30kg	<input type="text" value="0"/>	x 20 kg	0
13 - Off-Road Solid & Resilient > 30 to ≤ 60kg	<input type="text" value="0"/>	x 40 kg	0
14 - Off-Road Solid & Resilient > 60 to ≤ 250kg	<input type="text" value="0"/>	x 100 kg	0
15 - Off-Road Solid & Resilient > 250 to ≤ 375kg	<input type="text" value="0"/>	x 310 kg	0
16 - Off-Road Solid & Resilient > 375 to ≤ 700kg	<input type="text" value="0"/>	x 600 kg	0
17 - Off-Road Solid & Resilient > 700 to ≤ 1200kg	<input type="text" value="0"/>	x 930 kg	0
18 - Off-Road Solid & Resilient > 1200kg	<input type="text" value="0"/>	x 2230 kg	0

Cancel **Next**

Supply report

Executive Attestation Form

1. Click **Download blank Executive Attestation form** to download a blank version of the form.
2. Have the appropriate executive complete the form. They must have authority to bind the corporation. Once you have saved the completed version of the form to your computer, click the **Upload** button. Navigate to your saved form and upload.

Note: The executive attestation form is only required for the first submission of data to RPRA within the portal.

< Back to Dashboard

Test Producer
2022 Tire Supply

Report Status
In Progress

Report Summary

Your minimum collection requirement for 2023

63,750 Kilograms	Total from all the tire categories
0 Kilograms	Minimum requirement for Large Tires

Your minimum collection requirements are calculated in accordance with Section 4 of the [Tires Regulation](#).

2018 2019 2020

2018	Units	Total Kilograms
Passenger / Light Truck Tires	5000	62500
Medium Truck Tires	0	0
Off-Road Tires (Except Large)	0	0
Large tires greater than 700 kg	0	0
Total	5000	62500

Was the tire unit information previously submitted to Ontario Tire Stewardship? ☐ Yes ☒ No

2018 data last updated by: Test User on Mar 13, 2023 10:43 a.m.

Edit

Submit Report

Upload Executive Attestation

Upload

Download blank Executive Attestation form

Registry Fee Payment

Sub Total	\$846.00
HST (13%)	\$109.98
Invoice Total	\$955.98

Select Payment Method

Supply report

Upload Verification Report

Producers who meet the definition of a large or medium producer, as outlined in the [Tire Supply Audit Procedure](#) are required to submit an Audit Report with their yearly Supply Report.

1. Click the upload button to attach your report as a PDF or an image.
2. Once the report is submitted, the Select Payment Method button will be highlighted in green.

The screenshot displays a web interface for submitting a supply report. At the top, a white box shows 'Report Status' as 'In Progress' in blue text. Below this is a dark green header for 'Submit Report'. The main section is titled 'Upload Verification Report' with an information icon. It features a text input field and a dark green 'Upload' button, which is marked with a green circle containing the number '1'. The bottom section, 'Registry Fee Payment' with an information icon, shows a fee of '\$122.40' and a greyed-out 'Select Payment Method' button, which is marked with a green circle containing the number '2'.

Section	Content
Report Status	In Progress
Submit Report	Header for the submission section
Upload Verification Report	Section title with an information icon
Upload Button	Dark green button to upload the report, highlighted with a green circle '1'
Registry Fee Payment	Section title with an information icon
Fee Amount	\$122.40
Select Payment Method	Greyed-out button to select a payment method, highlighted with a green circle '2'

Supply report

Confirm and Pay

Before submitting the report, you will need to select and submit payment for the **Registry Fee**. This amount has been calculated in the system based on the supply data you have provided.

1. Once you have uploaded your Executive Attestation form, the **Select Payment Method** button will become clickable.
2. Click **Select Payment Method**. Choose your desired payment method from the drop-down menu, fill in any required payment details.
3. Click **Submit**.

< Back to Dashboard

Test Producer
2022 Tire Supply

Report Status
In Progress

Report Summary

Your minimum collection requirement for 2023
63,750 Kilograms Total from all the tire categories
0 Kilograms Minimum requirement for Large Tires

Your minimum collection requirements are calculated in accordance with Section 4 of the [Tires Regulation](#).

2018 2019 2020

2018	Units	Total Kilograms
Passenger / Light Truck Tires	5000	62500
Medium Truck Tires	0	0
Off-Road Tires (Except Large)	0	0
Large tires greater than 700 kg	0	0
Total	5000	62500

Was the tire unit information previously submitted to Ontario Tire Stewardship? ☐ Yes ☒ No

2018 data last updated by: Test User on Mar 13, 2023 10:43 a.m. [Edit](#)

Submit Report

File has been successfully uploaded

Executive Attestation [?](#)
Executive Attestation Form (1).pdf
Remove [Replace](#)

[Download blank Executive Attestation form](#)

Registry Fee Payment [?](#)

Sub Total	\$846.00
HST (13%)	\$109.98
Invoice Total	\$955.98

Select Payment Method

1

Payment Method

Select Payment Method

--none--
--none--
Bank Withdrawal
Credit Card
EDI Payment Method
Cheque
Electronic Bill Payment

Submit

2

3

Supply report



Downloading your Invoice and Report

Once your report has been successfully submitted, you will return to the **Tires Homepage**.

1. To download a PDF of your invoice and report, click on the **Invoices** tab and click **Download PDF** next to the applicable report.
2. The document will include both your invoice and your minimum collection requirement(s).

Test Producer
Tires Homepage

Registration #:00024551

 **Tires**
 Switch Programs

Producer PRO Status **Invoices** Add Roles

View: **Supply Reports** Other

Below are all Supply Report invoices that have been issued.

Invoices issued prior to January 1, 2023 have been amended to separately display HST, which has been determined to be collectible. No changes to the Invoice Total have been made, and no additional payment for HST is required for amended invoices issued before January 1, 2023.


Supply Report Invoices

Invoice Number	Invoice Date	Invoice Amount	Payment Status	Report Submission	Action
000023732	Mar 13, 2023	\$955.98	Processing	2022 Tire Supply	Download PDF

1 entries << < Page 1 of 1 > >> 5 entries per page

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

2

 **RPRA**
Resource Productivity
& Recovery Authority

4711 Yonge Street, Suite 408
Toronto, Ontario
M2N 6R3 Canada
Q37H6T1 # 800476508

INVOICE

Tires Program
Supply Report Fees

Invoice Summary	
Invoice Number	000023732
Invoice Date	Mar 13, 2023
Payment Status	Processing
Payment Method	Cheque
Invoice Total	\$ 955.98

Billing Information	
Test User Test Producer 123 Any St. Toronto, Ontario M0M0M0, Canada	

Registrant Details	
Registration #	00024551
Email	test_producer@gmail.com
Phone	(416) 555-5555

REPORT INFORMATION

Report Details

Report Name 2022 Tire Supply

LINE ITEMS

Item	Taxable	Amount(CAD)
Registry Fees	✓	\$ 948.00
		Subtotal \$ 948.00
		HST (13%) \$ 109.98
		Invoice Total \$ 955.98

Remittance Information

EDI:

Beneficiary Bank: TD Canada Trust, 4480 Highway 7, Second Floor, Woodbridge, ON L4L 9A9

Beneficiary Account Name: Resource Productivity and Recovery Authority

Transit #: 0802 **Branch:** 004 **Account #:** 5323176 **Routing #:** 000419020 **US Bank:** **Swift Code:** TD0MCATTOR

Email payment details, including invoice number and amount paid, to: receivables@rprra.ca

Online Bill Payment: Using the bill payment functionality, log into your bank account, go to the bill payment section, and choose to add a payee. Search for and select "RPRA" as the payee. Once "RPRA" is selected, enter your registration number as the account number to make your payment. Your registration number can be found towards the top of this invoice under "Registrant Details".

Email payment details, including invoice number and amount paid, to: receivables@rprra.ca


Cheque

Pay to:
RESOURCE PRODUCTIVITY RECOVERY AUTHORITY
PO BOX 48114, STN A,
TORONTO, ON, M5W 4K9

Terms: due on receipt

Document Printed Mar 13, 2023 12:13 PM by Test User Page 1 of 2

1

 **RPRA**
Resource Productivity
& Recovery Authority

4711 Yonge Street, Suite 408
Toronto, Ontario
M2N 6R3 Canada
Q37H6T1 # 800476508

Your minimum collection requirement for 2023

63,760 Kilograms Total from all the tire categories

Your minimum collection requirements are calculated in accordance with Section 4 of the [Tires Regulation](#).

Tire Supply Data

Management Reductions

Recycled Content **Weight of Recycled Content (kg)**

Documents Submitted

Executive Attestation Form
Executive Attestation Form (1).pdf

Document Printed Mar 13, 2023 12:13 PM by Test User Page 2 of 2

How to Select and Manage a PRO



Managing a PRO

IMPORTANT: If you have chosen to work with a PRO you must report it in the Portal as soon as possible. If you have not yet chosen a PRO at the time of reporting, you must log back into the Portal and assign your PRO once you have made a decision.

As a Producer, you can **add a PRO(s)** to report on your behalf for Performance Reporting:

1. If you will not be contracting with any PRO, click the **No** button.
2. If you are contracting with one or more PROs to act on your behalf, click the **Yes** button.

1
2

Test Producer
Tires Homepage
Registration #:00024551
Tires Switch Programs

Producer PRO Status Invoices Add Roles

Report▼	Status	Last Updated By	Action
2022 Tire Supply	Submitted Mar 13, 2023 10:45 a.m.	Test User	View

Has your business contracted one or more Producer Responsibility Organizations (PROs) to act on your behalf? If so, click Yes to identify them, their responsibilities, and provide them access to report performance on your behalf. Only make a selection once you know whether or not you will be working with a PRO.

My business will not be contracting with any PROs.

My business has contracted one or more PROs.

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

*If you want a PRO to report your supply data on your behalf, please see [slide 11](#) to add them as a secondary user.

Managing a PRO

If you are contracting with one or more PROs to act on your behalf, and have clicked the Yes button, you will be taken to another screen to Manage Reporting Responsibilities.

1. Select the PRO that will be reporting on your behalf from the drop-down menu. Enter the **Service Start Date** and **Service Stop Date***. Check the **Responsible for Performance Report** box if this PRO will be completing your performance reporting.
2. You will need to manage a PRO for all applicable tire categories.
3. Click **Done**.

The PRO will now be listed as active on your Tires Homepage

Tires Homepage

Manage Reporting Responsibilities

For each category, indicate the PROs with which your company has existing agreements for Tires.

Category
Tires less than or equal to 700 kg

PRO	Service Start Date	Service Stop Date	Responsible for Performance Report
PRO Production Test Account	1-Jan-2023		<input checked="" type="checkbox"/>

1

2

Category
Large Tires greater than 700 kg

PRO	Service Start Date	Service Stop Date	Responsible for Performance Report
			<input checked="" type="checkbox"/>

3

☒ I confirm that I have a contract with the PROs I identified and that those for which I have checked the "Reporting" checkbox are authorized to have access to report performance data on my behalf.

Cancel Done

* If your PRO contract does not have an end date, you can leave the Service Stop Date blank.

FAQs



Frequently Asked Questions

1. What is the difference between an account admin, a primary and a secondary user in the Registry portal?
 - **Account admins** have access to all information within a registrant's account. They can create and assign primary and secondary users' access to the account, edit and submit reports and pay fees. They are the only ones who can manage PROs. Account admins can view all activities users undertake. They will also be the recipient of emails from the Registry portal. **Primary users** can only assign secondary users' access to the account, edit and submit reports and pay fees.
 - **Secondary users** can only edit and submit reports and pay fees.
2. What materials should I report?
 - Please see the compliance bulletin ["What Tires Have to be Reported."](#)
3. Where can I learn more about my collection and management requirements?
 - You can read more about producer's collection and management obligations [here](#).
4. What do I do if I misreported my supply data?
 - Please see this [FAQ](#) for the process to inform RPRA of the error.

Frequently Asked Questions

5. Why can't I see the Manage PRO widget to add my PRO choice?

- The Manage PRO option will appear on the dashboard below your list of supply data reports when your supply data reporting is complete and if you have management requirements. If your supply data reporting is below the supply exemption threshold you will not have management requirements, and therefore not need to assign a PRO to assist with your obligations.
- Account Admin are the only portal users that can manage your PRO's responsibility, so this widget is not viewable to primary and secondary users.

6. What payment methods are available in the Registry?

- When paying fees to RPRA, you can select from one of the following payment methods:
 - Bank withdrawal (pre-authorized debit)
 - Credit card
 - Electronic data interchange (EDI; also commonly known as ACH or EFT)
 - Electronic bill payment
 - Cheque
- You can find specific instructions about each payment method in this [FAQ](#)