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Canadian Electrical Stewardship Association Member Fee Reporting System Registration and Reporting Instructions

1. Introduction

This document provides an overview of how to use the Canadian Electrical Stewardship Association (CESA) Member Fee Reporting System. For information regarding CESA's Small Appliance and Power Tool Program, ElectroRecycle, please visit electrorecycle.ca.

If you have any questions, please contact us using the online form provided in the reporting portal, as outlined in the final section of this document.

2. Accessing Your Account

Login to your account at cesareporting.ca by entering your User Name and Password in the Member Login box on the Member Fee Reporting System home page, then selecting "Log In".

A screenshot of the 'Member Login' form. It has a green header bar with the text 'Member Login'. Below the header, there are two input fields: 'User Name:' and 'Password:'. Below the 'Password:' field, there is a checkbox labeled 'Remember me next time.' and a green 'Log In' button. At the bottom of the form, there are two green links: 'Forgot your password?' and 'Forgot your username?'.

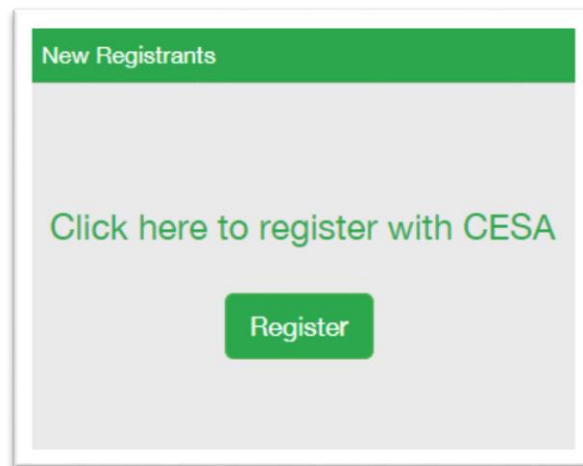
If you have forgotten your password, click the "Forgot your password?" link, and a password reset link will be emailed to the email address associated with your user name.

If you have forgotten your user name, click the "Forgot your username?" link, and your username will be emailed to you.



3. New Registrants – Creating an Account

If you need to join CESA as a member to report sales and remit Environmental Handling Fees (EHFs), select “Register” from the New Registrants box on the Member Fee Reporting System home page.



You will now be guided through a step-by-step process to register and create an account with CESA.

Step 1: Contact Information

Enter your contact information in the form fields. Required fields are indicated with an asterisk.

Contact Profile	
First Name:	<input type="text"/> *
Last Name:	<input type="text"/> *
Email:	<input type="text"/> *
Confirm Email Address:	<input type="text"/> *
Business Phone:	<input type="text"/> *
Alt Phone:	<input type="text"/>
Title:	<input type="text"/>



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Set a user name and password for your account, then select the confirmation box to confirm you are authorized to register your company.

Contact Login

User Name: *

Password: *

Confirm Password: *

☐ I confirm that I am authorized by the company/organization named above to register with and submit reports to the CESA member fee reporting system on their behalf. *

If you have already started a registration but did not complete it, you can complete the existing registration by selecting the box “I am continuing an existing application”. You will be prompted to enter the user name and password you created when you first began the registration process. If you have forgotten either your user name or password, you can use the links on the home page to have them emailed to you.

Contact Information

☒ I am continuing an existing application

User Name: *

Password: *



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Step 2: Company Information

Enter your company information in the form fields. Required fields are indicated with an asterisk. Your Member Number will be assigned when you complete your registration.

Company Information

* indicates required fields.

Full Legal Name:	<input type="text"/>	*
<input type="checkbox"/> Please confirm the correct legal name for the company has been provided above.		*
Doing Business As:	<input type="text"/>	*
Member Number:	<input type="text"/>	
Business Phone:	<input type="text"/>	*
Alt Phone:	<input type="text"/>	
Fax:	<input type="text"/>	
Website:	<input type="text"/>	

Primary Address:

Address 1:	<input type="text"/>	*
Address 2:	<input type="text"/>	
City:	<input type="text"/>	*
Province/State:	<input type="text" value="Alberta"/>	*
Postal/Zip Code:	<input type="text"/>	*
Country:	<input type="text" value="Canada"/>	*



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Step 3: Product Selection

Select the CESA product categories for which your company will be reporting and remitting by selecting the appropriate checkboxes from the list. Products can be added and removed at a later time if changes are required.

Product Categories	Check All That Apply
Air Treatment Appliances	<input type="checkbox"/>
Bench-Top, Demolition, Free-Standing Power Tools	<input type="checkbox"/>
Designated Very Small Items	<input type="checkbox"/>
Exercise Machines	<input type="checkbox"/>
Full-size Floor Cleaning Appliances	<input type="checkbox"/>
Garment Care Appliances	<input type="checkbox"/>
Hand-held Power Tools	<input type="checkbox"/>
Kitchen Countertop - Heating Appliances	<input type="checkbox"/>
Kitchen Countertop – Heating Appliances (coffee/tea)	<input type="checkbox"/>
Kitchen Countertop - Motorized Appliances	<input type="checkbox"/>
Microwave Ovens	<input type="checkbox"/>
Personal Care Appliances	<input type="checkbox"/>
Sewing / Textile Machines	<input type="checkbox"/>
Smaller Floor/Surface Cleaning Appliances	<input type="checkbox"/>
Sports, Leisure, Arts, Crafts and Hobby Devices	<input type="checkbox"/>
Test and Measurement Tools	<input type="checkbox"/>
Time Measurement & Display Devices	<input type="checkbox"/>
Weight Measurement	<input type="checkbox"/>



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Step 4: Membership Agreement

You must agree to the CESA Membership Agreement in order to continue with your registration.

You can download the agreement by selecting the link embedded in the words “CESA Membership Agreement”. You must click “Yes – I agree” in order to continue.

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

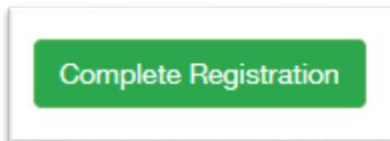
By clicking the "Yes" option below, you acknowledge and confirm that:

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

☐ Yes - I agree ☐ No - I do not agree

Step 5: Complete Registration

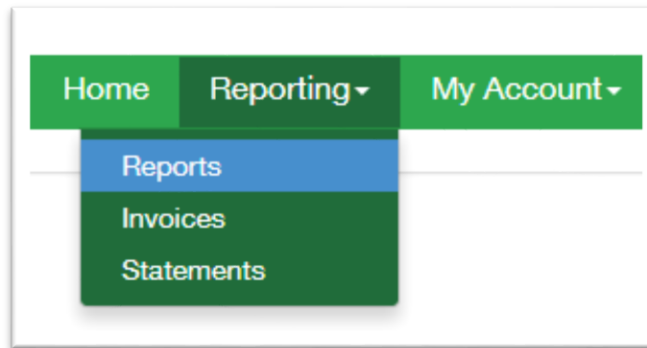
You must click the button “Complete Registration” in order to submit your application to CESA.



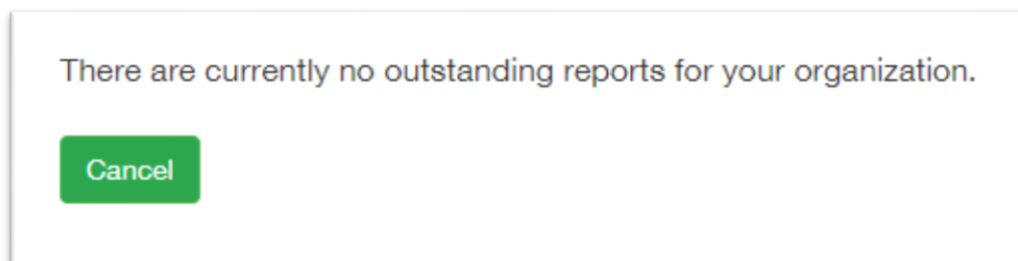
Once submitted, your application will be reviewed by CESA, and someone will contact you, typically within 2 business days, to confirm your account details. When your registration is approved, you will receive a confirmation email, at which time you can login to your account to submit EHF reports.

4. Submitting EHF Reports

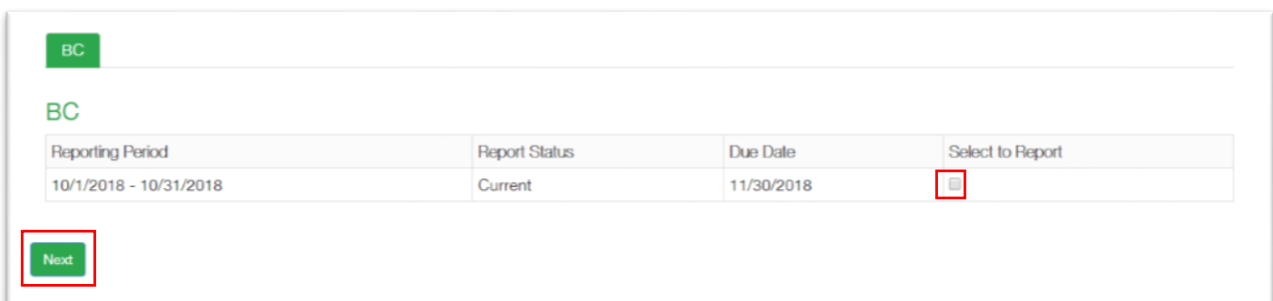
After logging in to your account, go to “Reporting” and then “Reports” to submit your EHF reports to CESA.



If you go to this page before your registration has been reviewed and set to Active by CESA, you will not see any outstanding reports:



Once your registration is Active, you will see your available report listed. Select the box under “Select to Report”, then select “Next”:



You will be taken to the reporting page, which will show you the reporting categories that need to be reported against, depending on the product categories you selected when you registered.



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If you need to make a change to the products listed on your report, go to the My Account > Products page to make a change.

Fill out the quantity of each product category:

Product Category	Quantity	EHF	Total
1 - Kitchen Countertop – Motorized Appliances	<input type="text" value="0"/>	\$0.50	\$0.00
2 - Kitchen Countertop – Heating Appliances	<input type="text" value="0"/>	\$0.80	\$0.00
3 - Kitchen Countertop – Heating Appliances (coffee/tea)	<input type="text" value="0"/>	\$0.70	\$0.00
4 - Microwave Ovens	<input type="text" value="0"/>	\$5.00	\$0.00
5 - Time Measurement & Display Devices	<input type="text" value="0"/>	\$0.20	\$0.00
6 - Weight Measurement	<input type="text" value="0"/>	\$0.30	\$0.00
7 - Garment Care Appliances	<input type="text" value="0"/>	\$0.60	\$0.00
8 - Air Treatment Appliances	<input type="text" value="0"/>	\$0.95	\$0.00
9 - Personal Care Appliances	<input type="text" value="0"/>	\$0.25	\$0.00
10 - Full-size Floor Cleaning Appliances	<input type="text" value="0"/>	\$2.50	\$0.00
11 - Smaller Floor/Surface Cleaning Appliances	<input type="text" value="0"/>	\$0.50	\$0.00
12 - Test and Measurement Tools	<input type="text" value="0"/>	\$0.35	\$0.00
13 - Hand-held Power Tools	<input type="text" value="0"/>	\$0.55	\$0.00
14 - Bench-Top, Demolition, Free-Standing Power Tools	<input type="text" value="0"/>	\$1.20	\$0.00
15 - Sewing / Textile Machines	<input type="text" value="0"/>	\$2.75	\$0.00
16 - Exercise Machines	<input type="text" value="0"/>	\$1.85	\$0.00
17 - Sports, Leisure, Arts, Crafts and Hobby Devices	<input type="text" value="0"/>	\$0.75	\$0.00
18 - Designated Very Small Items	<input type="text" value="0"/>	\$0.20	\$0.00

At the bottom of the report you can enter an optional PO Number, or any Optional Notes that you would like submitted with your report. The PO number and Optional Notes will appear on your invoice.

Purchase Order Number (optional):	<input type="text"/>
Optional Notes: Use this space to add any details about the methodology used to obtain the numbers entered above, or any reminders about the data. This note will be included in your report when it is submitted.	
<div></div>	

After you select “Save & Continue”, you will be taken to a confirmation screen. If you abandon the reporting page at this point, your data will be saved and you can return and update your



Canadian Electrical Stewardship Association Member Fee Reporting System Registration and Reporting Instructions

report at a later time. Once you are ready to submit, select the check box to confirm data accuracy, and select "Submit Report".

Confirmation of Data Accuracy

☐ By checking the box, you confirm that the methodology used to calculate your data has been reviewed and the values provided are accurate. Submitted reports are final. No changes can be made to a report once it has been submitted. Any adjustments to sales reports should be made to the report for the subsequent reporting period and explained in the 'Optional Notes' field provided.

[Previous](#) [Submit Report](#)

Once your report is submitted, there will be a confirmation screen with a link to the invoices page, where you can download a copy of your invoice:

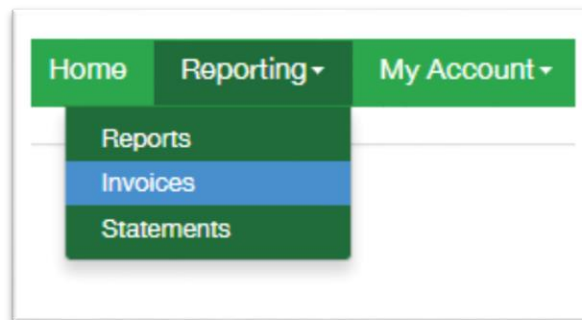
This Confirms Your Submission.

To view copies of previously submitted reports and download PDF copies of your invoices, go to [Invoices.](#)



5. Viewing Reports and Downloading Invoices

To view copies of previously submitted reports and to download PDF copies of your invoices, select “Invoices” from the reporting confirmation screen, or go to “Reporting” and then “Invoices”.



Here you will see a table that lists all previously submitted reports for your company, including the invoice type, region, reporting period, and status of the invoice. You can view the details of each report by selecting the Invoice Number, or you can download a copy of each invoice by selecting the link “Download PDF”.

Invoices										
#	Type	Start Date	End Date	Due Date	Invoice Date	Submitted By	Amount (CAD)	Balance Due (CAD)	Status	Download
CESA0000038	Invoice	10/01/2018	10/31/2018	11/30/2018	11/17/2018	Jane Doe	\$1,962.45	\$1,962.45	Submitted	Download PDF

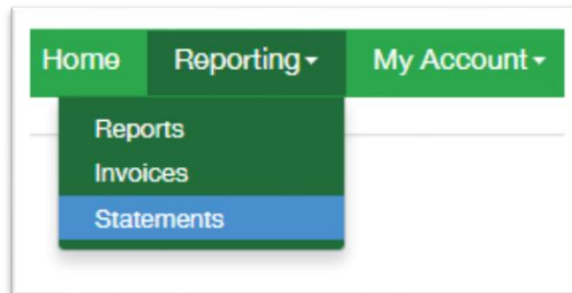
6. Delinquency Penalty Invoices

Penalty invoices for delinquency may be issued if a member is late in reporting or remitting EHF's to CESA. When delinquency penalty invoices are issued, they are emailed to the primary contact listed for the member account, but are also available to be viewed or downloaded from the “Invoices” page.

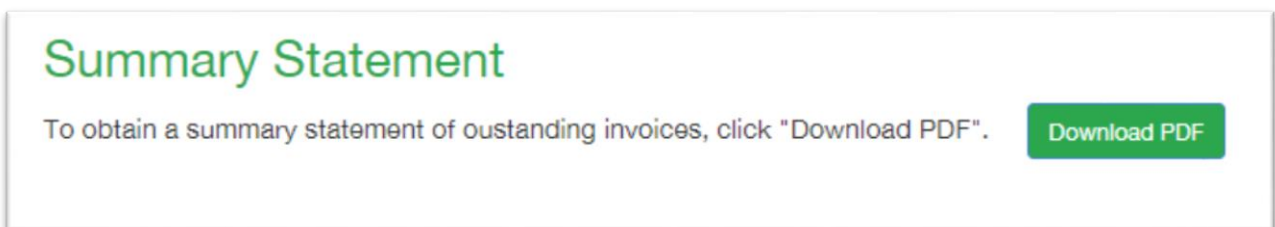
Invoices										
#	Type	Start Date	End Date	Due Date	Invoice Date	Submitted By	Amount (CAD)	Balance Due (CAD)	Status	Download
PEN0000021	Penalty				11/09/2018		\$75.00	\$75.00	Submitted	Download PDF

7. Downloading Statements

To download a PDF copy of your account summary statement, go to “Reporting” and then “Statements”.



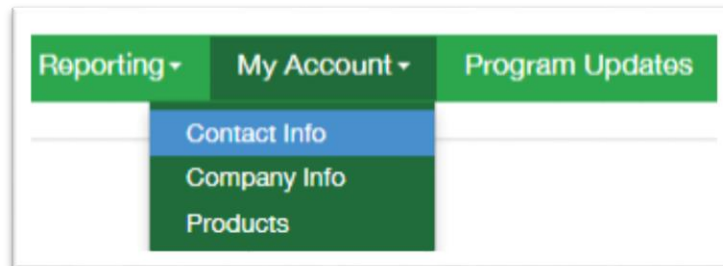
Here you will see a button to download your statement:



Your summary statement will show any outstanding invoices, including delinquency penalty invoices, as well as any credits on your account.

8. Updating Contact Information

To update your contact information, go to “My Account” and then “Contact Info”.



You will see a table with all of the contacts for your account listed. Click on the name of the person whose contact details you want to edit. Only Admin Contacts will be able to edit contact information for other contacts. All contacts are able to update their own details.

Type	Name	Email	Title	Primary Contact	Status
Admin Contact	Jane Doe	jane.doe@companyABC.com	Environmental Compliance Manager	Yes	Active

Update the relevant fields in the online form.

Contact Type:	<input type="text" value="Admin Contact"/>	Business Phone:	<input type="text" value="(604) 123-4567"/>
First Name:	<input type="text" value="Jane"/>	Alt Phone:	<input type="text"/>
Last Name:	<input type="text" value="Doe"/>	Title:	<input type="text" value="Environmental Compliance Manager"/>
Email:	<input type="text" value="jane.doe@companyABC.com"/>		



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Passwords can be reset at the bottom of this form:

Contact Login

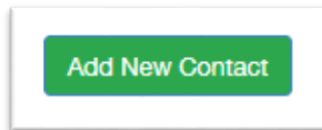
User Name:	<input type="text" value="jane_doe"/>	*
Password:	<input type="password"/>	*
Confirm Password:	<input type="password"/>	*

When you are done editing, select “Update Contact”. If you no longer wish for a contact to have access to the online portal, select “Deactivate Contact”.



9. Adding New Contacts

To add a new contact, go to “My Account” and then “Contact Info” and select “Add New Contact”. You can add an unlimited number of contacts to your account, however only Admin Contacts can add new contacts to an account.



Fill out the relevant contact information for the contact you are adding.

Contact Type:	<input type="text" value="Admin Contact"/>	Business Phone:	<input type="text"/>
First Name:	<input type="text"/>	Alt Phone:	<input type="text"/>
Last Name:	<input type="text"/>	Title:	<input type="text"/>
Email:	<input type="text"/>		

There are two types of contact types in the system:

- Admin Contacts: Have the ability to edit company information, add and edit contacts, and submit and view EHF reports and invoices.
- Secondary Contacts: Cannot add or edit contacts or company info, but can view account information and have the ability to submit and view EHF reports and invoices.

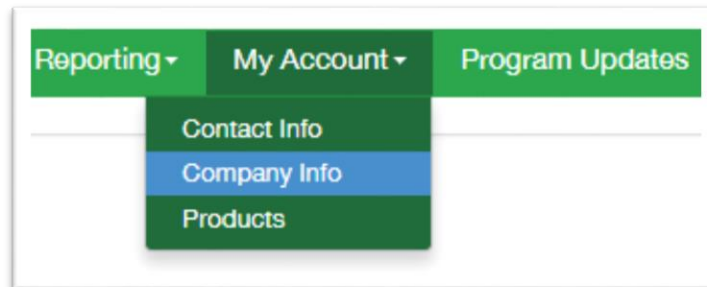
Assign a User Name for the new contact, and then select “Create Contact”. The contact will be automatically emailed with their user name and will be provided with a link to set a password, at which time they will have access to your account.

Contact Login

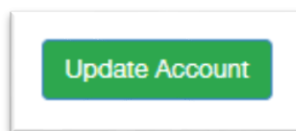
User Name:

10. Updating Company Information

To update your company information, go to “My Account” and then “Company Info”. Only Admin Contacts can edit company info.

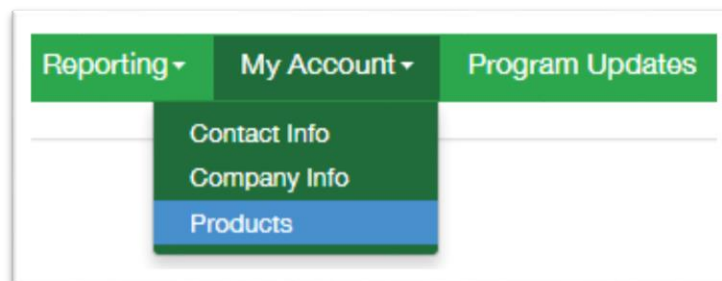


Edit the relevant fields that require changes, then select “Update Account”.



11. Adding or Removing Products

To add or remove product categories to be included on your EHF reports, go to “My Account” and then “Products”.



You will see a list of all product categories, and those that you have previously selected will appear with a check box in green, and those that have not been added will have no check box in red.



Canadian Electrical Stewardship Association Member Fee Reporting System Registration and Reporting Instructions

To add or remove a product category, select or unselect the relevant check box and select “Next”.

Product Categories	Check All That Apply
Air Treatment Appliances	<input checked="" type="checkbox"/>
Bench-Top, Demolition, Free-Standing Power Tools	<input checked="" type="checkbox"/>
Designated Very Small Items	<input checked="" type="checkbox"/>
Exercise Machines	<input type="checkbox"/>
Full-size Floor Cleaning Appliances	<input checked="" type="checkbox"/>
Garment Care Appliances	<input type="checkbox"/>
Hand-held Power Tools	<input checked="" type="checkbox"/>
Kitchen Countertop - Heating Appliances	<input checked="" type="checkbox"/>
Kitchen Countertop – Heating Appliances (coffee/tea)	<input checked="" type="checkbox"/>
Kitchen Countertop - Motorized Appliances	<input checked="" type="checkbox"/>
Microwave Ovens	<input type="checkbox"/>
Personal Care Appliances	<input type="checkbox"/>
Sewing / Textile Machines	<input checked="" type="checkbox"/>
Smaller Floor/Surface Cleaning Appliances	<input checked="" type="checkbox"/>
Sports, Leisure, Arts, Crafts and Hobby Devices	<input type="checkbox"/>
Test and Measurement Tools	<input checked="" type="checkbox"/>
Time Measurement & Display Devices	<input checked="" type="checkbox"/>
Weight Measurement	<input checked="" type="checkbox"/>



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On the next page you will see a text box, please enter the reason for your product change, and then select “Next”.

Please provide the reason for adding or removing products. *

[Previous](#) [Next](#)

On the next page, select “Update Products” to complete your product change. Now if you go to Reporting > Reports, your report will reflect the updated list of product categories.

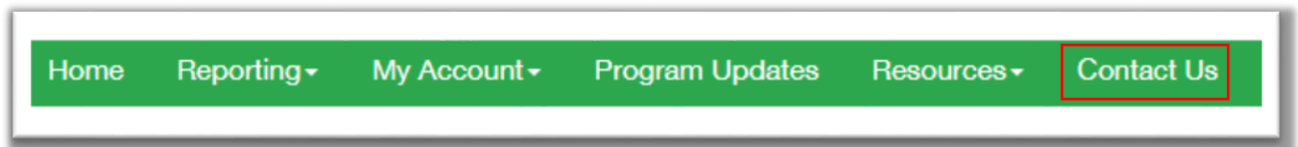
Please click "Update Products" to complete your product change.

[Previous](#) [Update Products](#)



12. Contact Us


If you have any questions or encounter any issues with the reporting system, please use the online “Contact Us” form, and someone from CESA will contact you.



Contact Us

First Name:	<input type="text"/>	*
Last Name:	<input type="text"/>	*
Email:	<input type="text"/>	*
Business Phone:	<input type="text"/>	
Company Name:	<input type="text"/>	*
Member Number:	<input type="text"/>	
Comments:	<input type="text"/>	

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