

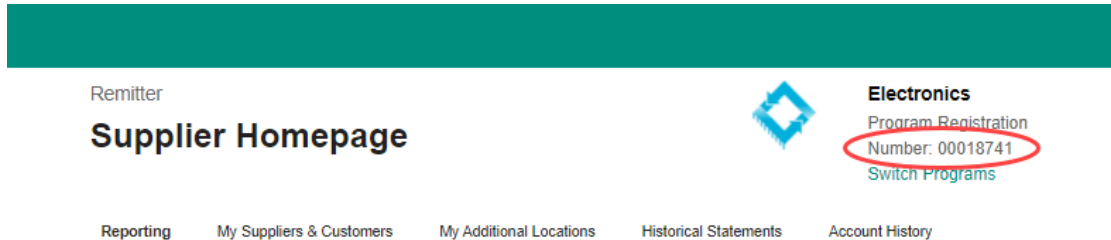
Remittance Instructions & Guide to ARMA Connect for Electronics Suppliers

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1. REGISTRATION NUMBER

Your Supplier registration number is available on your program homepage. Please refer to this registration number on your communications with or payments to ARMA.

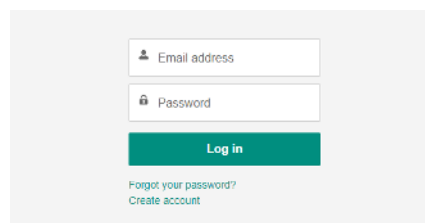


For organizations registered with the Program prior to the transition to ARMA Connect, your Supplier registration number with ARMA has been replaced with a new registration number.

This change will not affect your ability to access the system nor to submit your Environmental Fee Report. See the next section for instructions on accessing ARMA Connect utilizing your email address. Once logged in, you can obtain your new registration number.

2. LOGGING IN TO ARMA CONNECT

To complete your report online, please go to the ARMA Connect login page <https://armaconnect.albertarecycling.ca/s/login/>, enter your email and password and click “Log in”.



Passwords Reset

- If you have forgotten your password, click “Forgot your password” on the login page.
- Enter your email address.
- You will receive an email with a link to reset your password, click this link and follow the prompts.
NOTE: this link will expire after 24 hours.

If at anytime you need help logging in, please contact electronics@albertarecycling.ca

3. REPORTING ENVIRONMENTAL FEES

- a) Click the 'Homepage' link next to the program you want to manage.

Programs

Stewardship Programs
Stewardship programs refer to programs for designated materials related to the Designated Material Recycling and Management Regulation, AR 93/2004 in Alberta or other similar programs ARMA administers on behalf of other jurisdictions.

Your registrations and registration applications			
Program	Role	Status	Manage
Electronics	Supplier	Active	Homepage

Other program registration options

Program	Manage
Paint	Register
Northwest Territories Electronics	Register
Tires	Register
Yukon Tires	Register

EPR

Extended Producer Responsibility Programs
Extended producer responsibility (EPR) programs refer to programs for designated materials related to the Extended Producer Responsibility Regulation, AR 194/2022 in Alberta.

Your registrations and registration applications			
Program	Role	Status	Manage

A notification in the top left of your homepage will indicate how many reporting periods need completing. They will be listed with the status of "Not Started" or "In Progress".

Supplier Homepage

Electronics
Program Registration
Number: R00015591
[Switch Programs](#)

Reporting | My Suppliers & Customers | My Additional Locations | Historical Statements | Account History

You have 2 outstanding report period(s)
Please review due date and submit reports accordingly.

Account Balance
\$0.00

The outstanding balance appearing on this page may not include credits, amounts not yet due, adjustments or other charges in progress and payments not yet received or applied.
[Generate Account Statement](#)

[Request Adjustment](#)

Request Adjustment to Previously Reported Environmental Fees

Environmental Fee Reporting

Report	Status	Due Date	Last Updated By	Manage
January 2022	Not Started	March 2, 2022		Start

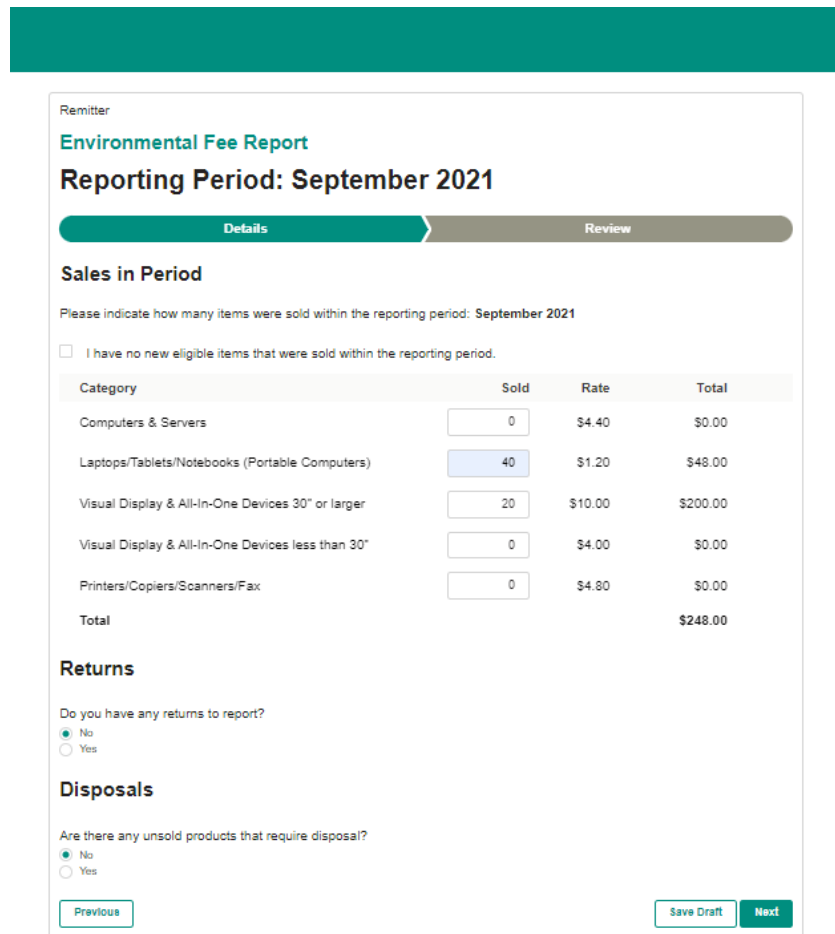
Note: You can navigate back to the Program selection page by clicking “Switch Programs” in the top right of the homepage.

b) Click “Start” next to the reporting period for which you intend to report.

Note: At any point during the reporting process - prior to submitting the report - you can select the “Previous” button to navigate back to the previous page or the “Save Draft” button to save your progress so far and return to complete the report at a later time.

c) Enter the number of units sold for each category during this reporting period.

- If there were no sales of a particular category, enter a 0.



Remitter

Environmental Fee Report

Reporting Period: September 2021

Details Review

Sales in Period

Please indicate how many items were sold within the reporting period: September 2021

☐ I have no new eligible items that were sold within the reporting period.

Category	Sold	Rate	Total
Computers & Servers	0	\$4.40	\$0.00
Laptops/Tablets/Notebooks (Portable Computers)	40	\$1.20	\$48.00
Visual Display & All-in-One Devices 30" or larger	20	\$10.00	\$200.00
Visual Display & All-in-One Devices less than 30"	0	\$4.00	\$0.00
Printers/Copiers/Scanners/Fax	0	\$4.80	\$0.00
Total			\$248.00

Returns

Do you have any returns to report?

☒ No
☐ Yes

Disposals

Are there any unsold products that require disposal?

☒ No
☐ Yes

Previous Save Draft Next

d) If there are **no sales** to be reported for the reporting period, select ‘I have no new eligible items that were sold within the reporting period’ to submit a NIL report.

e) If there are **returns** to report, select ‘Yes’ and enter the number of units returned. (Returns are only to be reported on products that are returned to be re-sold as new).

In the **returns** section, you will be permitted to select a reporting period to associate with the returns. In general, you should associate the reporting period in which the goods were returned. However, you will also be permitted to select a prior reporting period, to reflect the reporting period in which the returned units were originally sold if required. This may be required if the product was originally sold in a period where the environmental fee on the product differed from current rates. For example, if you sold the product in a period where the environmental fee on that product category was \$2.00, and the product is later returned in a period where the environmental fee is \$2.50, you can report the return at the \$2.00 rate by associating the return to the prior reporting period when the product was originally sold.

- f) If there are **disposals** to report, select 'Yes' and enter the number of units for disposal. Disposals are only to be reported on products that are scheduled for disposal but for which the environmental fee has not been submitted to the program.

Disposals are products that you have not sold that will enter the program for recycling / end-of-life management. Damaged or defective electronic goods are examples of products that should be reported as disposals, unless you will return those products to a manufacturer located outside of Alberta.

- g) Once complete, select "Next".
- h) Review your report and check off box to agree you have read, understood, and accept the terms and conditions.

☒ I have read, understand and accept the [remittance terms, conditions and certifications](#).

[Previous](#)

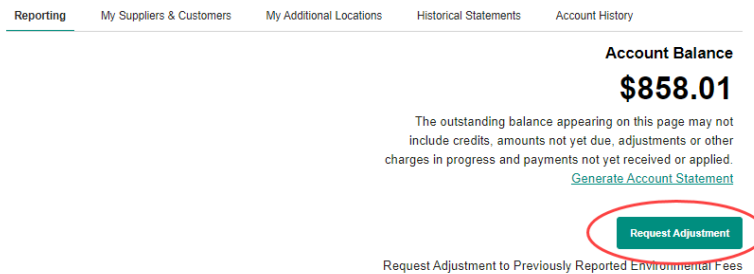
[Submit Report](#)

- i) Select "Submit Report".
- j) Once the report has been submitted you will receive an email confirmation. At this point you can choose to logout or select "Return to Homepage" button to start a new report or select "View Invoice" to download a copy.

4. ADJUSTING PREVIOUSLY REPORTED ENVIRONMENTAL FEES

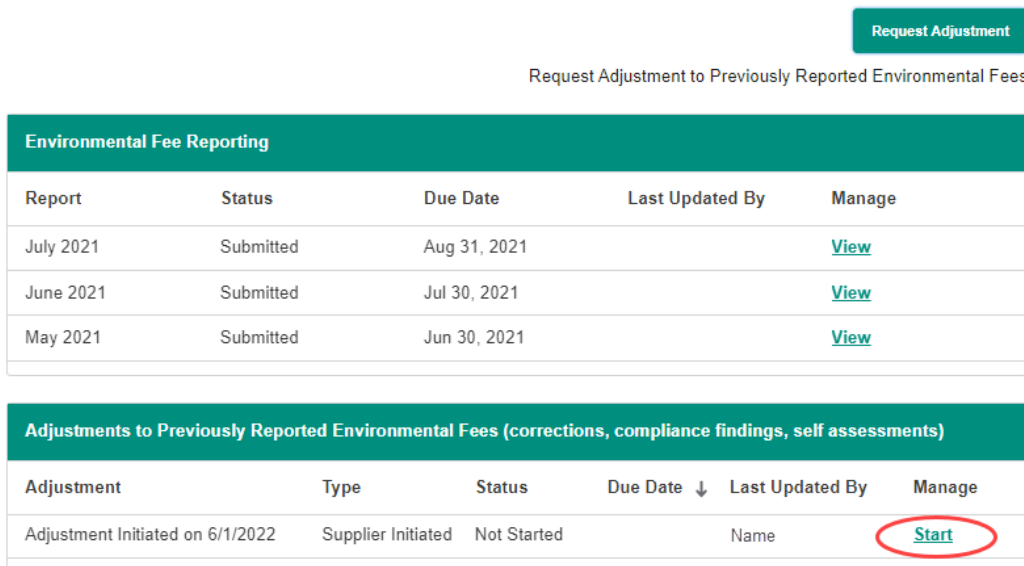
You can request an adjustment to previously reported Environmental Fees through your online account.

- a) On your Supplier Homepage click 'Request Adjustment'.



The screenshot shows the top navigation bar with links: Reporting, My Suppliers & Customers, My Additional Locations, Historical Statements, and Account History. Below this, the 'Account Balance' is displayed as \$858.01. A note states: 'The outstanding balance appearing on this page may not include credits, amounts not yet due, adjustments or other charges in progress and payments not yet received or applied.' Below the note is a link 'Generate Account Statement'. The 'Request Adjustment' button is circled in red. Below the button, the text 'Request Adjustment to Previously Reported Environmental Fees' is visible.

- b) Select the checkbox next to the reporting period(s) that require an adjustment and click 'confirm'.
- c) An adjustment report will have been created under the 'Adjustments to Previously Reported Environmental Fees (corrections, compliance findings, self assessments)' section on your Homepage. To begin completing the report click 'Start'.



The screenshot shows the 'Request Adjustment to Previously Reported Environmental Fees' page. At the top right is a 'Request Adjustment' button. Below it is the title 'Request Adjustment to Previously Reported Environmental Fees'. There are two tables:

Environmental Fee Reporting				
Report	Status	Due Date	Last Updated By	Manage
July 2021	Submitted	Aug 31, 2021		View
June 2021	Submitted	Jul 30, 2021		View
May 2021	Submitted	Jun 30, 2021		View

Adjustments to Previously Reported Environmental Fees (corrections, compliance findings, self assessments)					
Adjustment	Type	Status	Due Date ↓	Last Updated By	Manage
Adjustment Initiated on 6/1/2022	Supplier Initiated	Not Started		Name	Start

Note: At any point during the reporting process - prior to submitting the report - you can select the "Previous" button to navigate back to the previous page or the "Save Draft" button to save your progress and return to complete the report at a later time.

- d) Fill in the number of units to be adjusted for each product. A *reduction* in previously reported amounts should be indicated with a "-" within the 'Units' column.

Adjustment

Sales

Returns

Disposals

Review

Sales Adjustments

Please indicate the number of units to be adjusted for each product.

A reduction in previously reported amounts should be indicated with a "-" within the "Units" column.

Note: Sub-totals by period and a total for all periods will be calculated and displayed on the Review screen prior to final submission of this adjustment. If needed, after reviewing these totals, you may navigate back to the Sales data entry screen to correct your inputs.

April - June 2022

Category	Rate	Previously Reported		Adjustment		Final	
		Units	Fees	Units	Fees	Units	Fees
Computers & Servers	\$4.40	0	\$0.00	60	\$264.00	60	\$264.00
Laptops/Tablets/Notebooks (Portable Computers)	\$1.20	0	\$0.00	0	\$0.00	0	\$0.00
Printers/Copiers/Scanners/Fax	\$4.80	0	\$0.00	0	\$0.00	0	\$0.00
Visual Display & All-In-One Devices less than 30"	\$4.00	0	\$0.00	0	\$0.00	0	\$0.00
Visual Display & All-In-One Devices 30" or larger	\$10.00	2,000	\$20,000.00	-100	-\$1,000.00	1,900	\$19,000.00

Previous

Save Draft

Next

- e) Once you have completed the adjustments to previously reported sales click 'Next'.
- f) At this stage you will be given the option to report adjustments to previously reported returns.
 - I. If you have no adjustments to previously reported returns, select 'No' and click 'Next'.
 - II. If there are adjustments to previously reported returns, select 'Yes' and follow the instructions provided on the reporting screen. An *increase* in previously reported returns should be indicated with a "+" within the 'Units' column. Once you have completed the adjustment to previously reported returns click 'Next'.
- g) The next screen will provide the opportunity to report adjustments to previously reported disposals.
 - I. If you have no adjustment to previously reported disposals, select 'No' and click 'Next'.
 - II. If there are adjustments to previously reported disposals to report, select 'Yes' and follow the instructions provided on the reporting screen. A *reduction* in previously reported amounts should be indicated with a "-" within the 'Units' column. Once you have completed the adjustment to previously reported returns click 'Next'.
- h) Review the summary page. Once you have confirmed that all the adjustment entries are correct, acknowledge that you have read the terms and conditions and click 'Submit Report'.

Requests for adjustment are subject to review and acceptance by ARMA. ARMA will advise if additional information is required to review the adjustment request, and when the review is completed.

Where applicable, interest charges will be calculated and applied at the time of issuing an invoice for an accepted adjustment.

5. PAYMENT

Please be reminded that regardless of which payment method is utilized, the environmental fee report and payment must be received by the Program within 30 days following the close of the reporting period.

Electronic Funds Transfer (Utilizing your own EFT payment systems)	Through your EFT payment system (<i>for initial set-up, contact us at electronics@albertarecycling.ca and provide your organization's EFT agreement form</i>)
Cheque	Cheque payments will be reflected in your account once the cheque is received by Alberta Recycling. Please ensure to document the invoice number and Program Registration number on your cheque/cheque stub. Please make cheque payable to: Electronics Recycling Alberta Mail to: PO Box 189 Edmonton, Alberta T5J 2J1 Courier to: 10002 108 St NW Edmonton, Alberta T5J 1K6
Online Banking	Once you have submitted your online Environmental Fee Report, you will need to login to your online banking separately to locate 'Electronics Recycling Alberta' as a payee and process the payment.
Interac E-Transfer	Subject to daily and transaction limits set by your financial institution. Send to electronics@albertarecycling.ca .

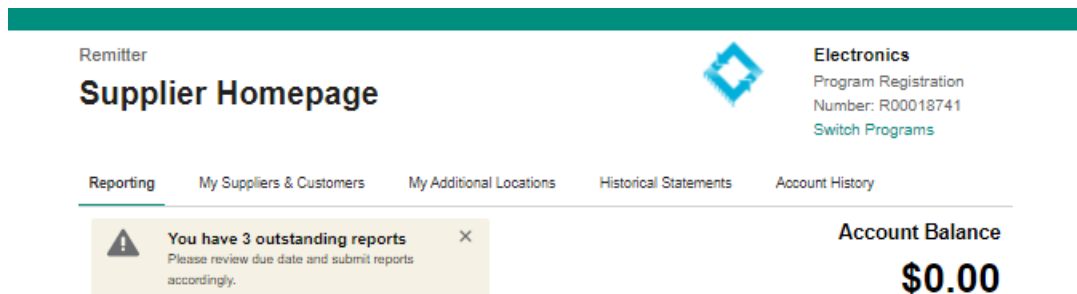
Note: For registered Suppliers outside of Canada who do not hold a bank account with a Canadian financial institution, only the first two payment options are available.

ARMA does not offer the option to pay directly at your financial institution.

6. QUESTIONS ABOUT YOUR ACCOUNT BALANCE

You can view your account balance on your Program Registration homepage.

Note: The outstanding balance appearing on this page may not include credits, amounts not yet due, adjustments or other charges in progress and payments not yet received or applied.

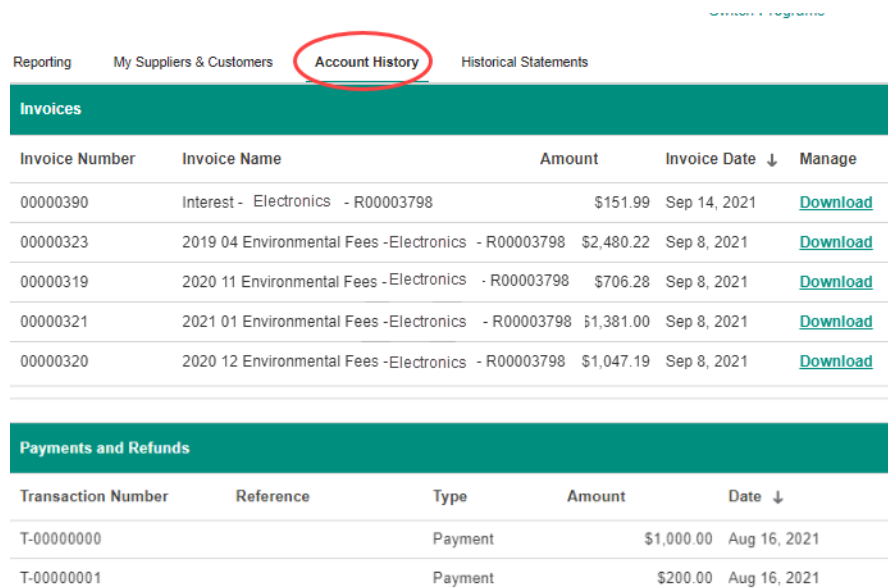


The screenshot shows the 'Supplier Homepage' for the 'Electronics' program. The account balance is displayed as \$0.00. A notification indicates that there are 3 outstanding reports. The navigation menu includes Reporting, My Suppliers & Customers, My Additional Locations, Historical Statements, and Account History.

Your account statement will detail the items outstanding on your account. Please see section 6 below for instructions to access a historical account statement or to generate a current account statement.

ARMA applies payments received to the oldest outstanding balance on your account. This may mean that a payment provided for a current invoice, such as an Environmental Fee Report, will be applied to older balances, such as outstanding interest charges.

To view the transactions that comprise your net account balance, select the 'Account History' tab and view the transactions in the 'Invoices' table and the 'Payments & Refunds' table.



The screenshot shows the 'Account History' tab selected. It displays two tables: 'Invoices' and 'Payments and Refunds'.

Invoice Number	Invoice Name	Amount	Invoice Date	Manage
00000390	Interest - Electronics - R00003798	\$151.99	Sep 14, 2021	Download
00000323	2019 04 Environmental Fees -Electronics - R00003798	\$2,480.22	Sep 8, 2021	Download
00000319	2020 11 Environmental Fees -Electronics - R00003798	\$706.28	Sep 8, 2021	Download
00000321	2021 01 Environmental Fees -Electronics - R00003798	\$1,381.00	Sep 8, 2021	Download
00000320	2020 12 Environmental Fees -Electronics - R00003798	\$1,047.19	Sep 8, 2021	Download

Transaction Number	Reference	Type	Amount	Date
T-00000000		Payment	\$1,000.00	Aug 16, 2021
T-00000001		Payment	\$200.00	Aug 16, 2021

7. VIEW & PRINT INVOICES & ACCOUNT STATEMENTS

a) Invoices

- To view an Environmental Fee Report summary, select the “View” button next to the reporting period on the “Reporting” tab on the Supplier Homepage.

Environmental Fee Reporting				
Report	Status	Due Date	Last Updated By	Manage
November 2021	Not Started	Dec 30, 2021		Start
October 2021	Not Started	Nov 30, 2021		Start
September 2021	Submitted	Oct 30, 2021	Gerry Siperius	View

- To download a copy of an invoice, select the “Account History” tab and choose “Download” next to the invoice that you want. From here you can choose to save a copy to your computer or print a copy.

Reporting	My Suppliers & Customers	Account History	Historical Statements		
Invoices					
Invoice Number	Invoice Name	Amount	Invoice Date ↓	Manage	
00000933	2021 06 Environmental Fees Electronics - R00006728	\$239.50	Aug 9, 2021	Download	
00000932	2021 05 Environmental Fees -Electronics- R00006728	\$587.50	Aug 6, 2021	Download	

b) Account Statements

- To download a current account statement, select “Generate Account Statement” on the “Reporting” tab on the Supplier Homepage.

Remitter
Supplier Homepage


Electronics
Program Registration
Number: R00018741
[Switch Programs](#)

Reporting My Suppliers & Customers My Additional Locations Historical Statements Account History


You have 2 outstanding reports
Please review due date and submit reports accordingly.

Account Balance
\$248.00
The outstanding balance appearing on this page may not include credits, amounts not yet due, adjustments or other charges in progress and payments not yet received or applied.
[Generate Account Statement](#)

[Request Adjustment](#)
Request Adjustment to Previously Reported Environmental Fees

- To view and download historical statements, select the “Historical Statements” tab, and select “Download” next to the one you wish to download. From here you can choose to download the file to your computer or print a copy.

Historical Statements		
Statement Name	Created Date ↓	Manage
2021-09-16 Statement of Account - Tires - R00003798.pdf	Sep 15, 2021	Download

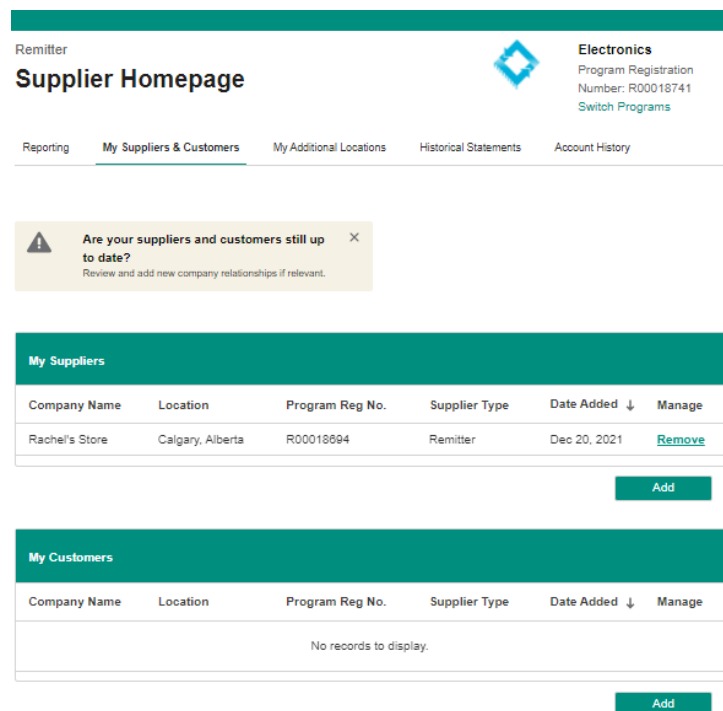
1. UPDATING YOUR SUPPLIER & CUSTOMER INFORMATION

As a registered Supplier it is your responsibility to keep your supplier and customer information up to date.

Suppliers – List all suppliers from whom you purchase program eligible material.

Customers – List all Alberta-based re-seller customers. These are customers who purchase program eligible material from you for the purpose of re-selling.

- Select the “My Suppliers & Customers” tab at the top of the Homepage
- Select “Add” above the supplier or customer section.



Remitter

Supplier Homepage

Electronics
Program Registration Number: R00018741
Switch Programs

Reporting **My Suppliers & Customers** My Additional Locations Historical Statements Account History

Are your suppliers and customers still up to date?
Review and add new company relationships if relevant.

My Suppliers

Company Name	Location	Program Reg No.	Supplier Type	Date Added ↓	Manage
Rachel's Store	Calgary, Alberta	R00018094	Remitter	Dec 20, 2021	Remove

[Add](#)

My Customers

Company Name	Location	Program Reg No.	Supplier Type	Date Added ↓	Manage
No records to display.					

[Add](#)

- Start entering the business name in ‘Search for a Business’ and when you locate the correct business, click on it to select it. You can repeat this step to add as many suppliers or customers as you need to.
- If a business name does not show up in the search you will need to add it manually by selecting “Add Supplier Manually” and entering the required information and clicking “Add Supplier”. You will also have the option to upload documents that prove your relationships with your suppliers and customers e.g., invoices showing that you pay the fees directly to your suppliers.
- When you have finished adding all your suppliers or customers, select “Add” and your suppliers/customers will now show up on your main list.

Add Suppliers

Please select all companies who supply your business with Program Eligible Electronics.

Search for a business

Company Name	Address
Rachel's Store	1 Rainbow Ave, Calgary, Alberta T1T 1T1, undefined

[+ Add Suppliers Manually](#)

Invoice Upload

Please provide invoices or documentation proving your relationship with the above listed suppliers.

Or drop files

- f) If there are any suppliers or customers that you no longer purchase from/sell to, you can select “remove” to eliminate them from your list.

2. SEARCHING OTHER SUPPLIERS

In addition to updating your supplier and customer lists, the ‘My Suppliers & Customers’ tab can also be used to search for other Suppliers and confirm their status with the program.

- a) Select the “My Suppliers & Customers” tab at the top of the Homepage.
- b) Select “Add” above the supplier or customer table depending on which one you are searching for.
- c) Start entering the name of your supplier or customer in the ‘Search for a Business’ bar and click to select once you find the business you are searching for.
- d) Continue to search and select additional businesses as required.
- e) If you cannot locate a business in the search bar - click ‘Add Suppliers/Customers Manually’ and enter the details here. **Note:** *only businesses that sell/supply eligible material should be added, do not add end users.*

Add Customers

Please select all companies to whom your company supplies Program Eligible Tires. Include customers who are resellers only, do NOT include end users.

Search for a business

Company Name	Address
Aaron's PreProd	1800 Scotia Place Tower 1 10060 Jasper Avenue, ...

+ Add Customers Manually

Invoice Upload

Please provide Invoices or documentation proving your relationship with the above listed customers.

- f) Once you have finished adding your suppliers or customers click the 'Add' button. They will now appear in the 'My Suppliers' or 'My Customers' table.
- g) If a business relationship ends, or you add a business in error, you can click the 'Remove' button on the right to remove them from the list.

When to charge the Environmental Fee?

When searching and adding customers on the portal it will indicate if the business should be charged the environmental fees or not.

Reporting
My Suppliers & Customers
My Additional Locations
Historical Statements
Account History

Are your suppliers and customers still up to date?
Review and add new company relationships if relevant.

My Suppliers

Company Name ↑	Location ↑	Program Reg No. ↑	Supplier Type ↓	Date Added ↓	Manage
Company Name 1	City, Province	R00000001	Remitter	Feb 14, 2022	Remove
Company Name 2	City, Province	R00000002	Remitter	Feb 14, 2022	Remove

<<
< Back
Showing 1 - 5 out of 10
Show: 5
Next >
>>

Add

My Customers

View: **Charge the Fee** Exempt from Fee

Company Name ↑	Location ↑	Program Reg No. ↑	Charge the Fee? ↓	Date Added ↓	Manage
Company Name 3	City, Province	R00000003	Charge the Fee	Feb 14, 2022	Remove
Company Name 4	City, Province	R00000004	Exempt from Fee	Feb 14, 2022	Remove

<<
< Back
Showing 1 - 5 out of 10
Show: 5
Next >
>>

Add

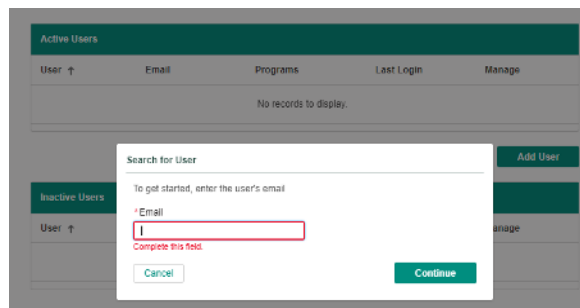
- If your customer is a reseller not registered with the Program, they may not appear in an ARMA Connect search (i.e., you will need to add them manually). For these customers, you must charge the environmental fee. Please advise those customers who are re-sellers but not registered with the Program to contact ARMA to complete their registration.
- If your customer is an end user (a customer or business that is not a reseller), you must charge an environmental fee.

Please contact ARMA if you require further clarification on your customer's reporting status with the Program.

10. MANAGING ACCOUNT USERS

Account admins can manage other users on their account. Primary users for a Program can manage other users for that Program.

- After logging in to ARMA Connect, click on your name in the top right.
- Select 'Manage users' from the drop-down menu.
- To add a new user select 'Add a user' and enter their email address.



- On the following pop-up screen enter their details and which programs you want them to have access to. You can select additional programs by selecting "Add Another Program".
- Use the check off boxes to select if they will be the primary or secondary contact for that program. **Primary** users have the ability to complete environmental fee reports, access account information and add/edit other users. **Secondary** users can complete environmental fee reports and access account information, but they cannot add/edit other users.

Note: you will remain the account admin. Only the account admin and the primary user (if different) have the permissions to add new users. To change the account admin, please contact electronics@albertarecycling.ca.

- f) The new user you invited will receive an email with instructions on setting up a password to log in.

Manage User

Email
info@albertarecycling.ca

First Name
First

Last Name
Second

Job Title

Business Phone Number
7807778888

Phone Extension (Optional)

Program
Electronics

User Access Level

☐ Primary

☒ Secondary

[+ Add Another Program](#)

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

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

- g) You can select 'Edit' next to a user's name to change either the programs or access level available to them.
- h) You can also select 'Disable' next to a user to remove all of their access entirely.

Note: disabled user records will remain visible in the 'Inactive Users' box and you can re-enable them at any time by selecting 'Enable' next to their name.