Alberta recycling
MANAGEMENT AUTHORITY

REMITTANCE INSTRUCTIONS AND GUIDE TO ARMA CONNECT FOR USED OIL SUPPLIERS

CONTENT

REGISTRATION NUMBER

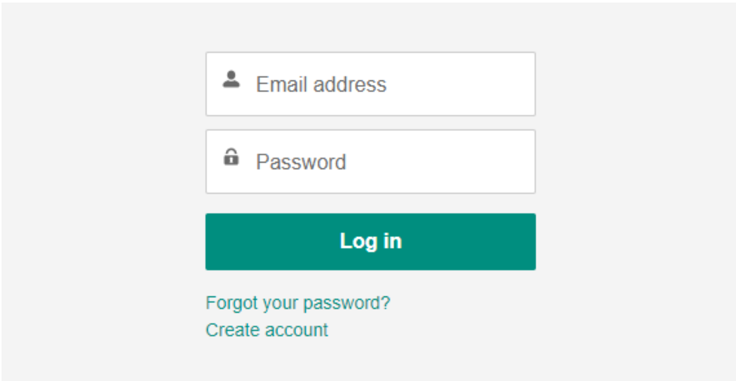
Your Supplier registration number is available on your program homepage. Please refer to this registration number on your communications with or payments to ARMA.

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.

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".

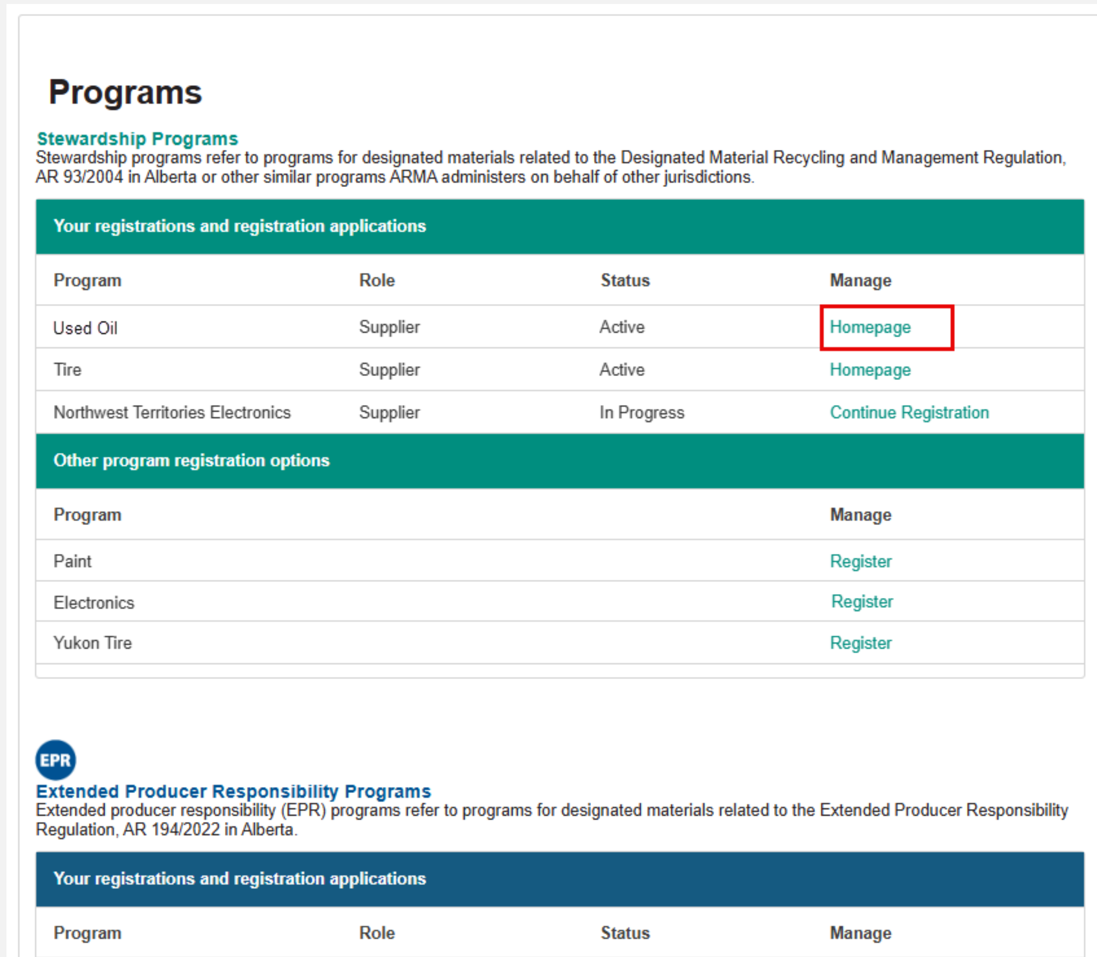


Passwords Reset

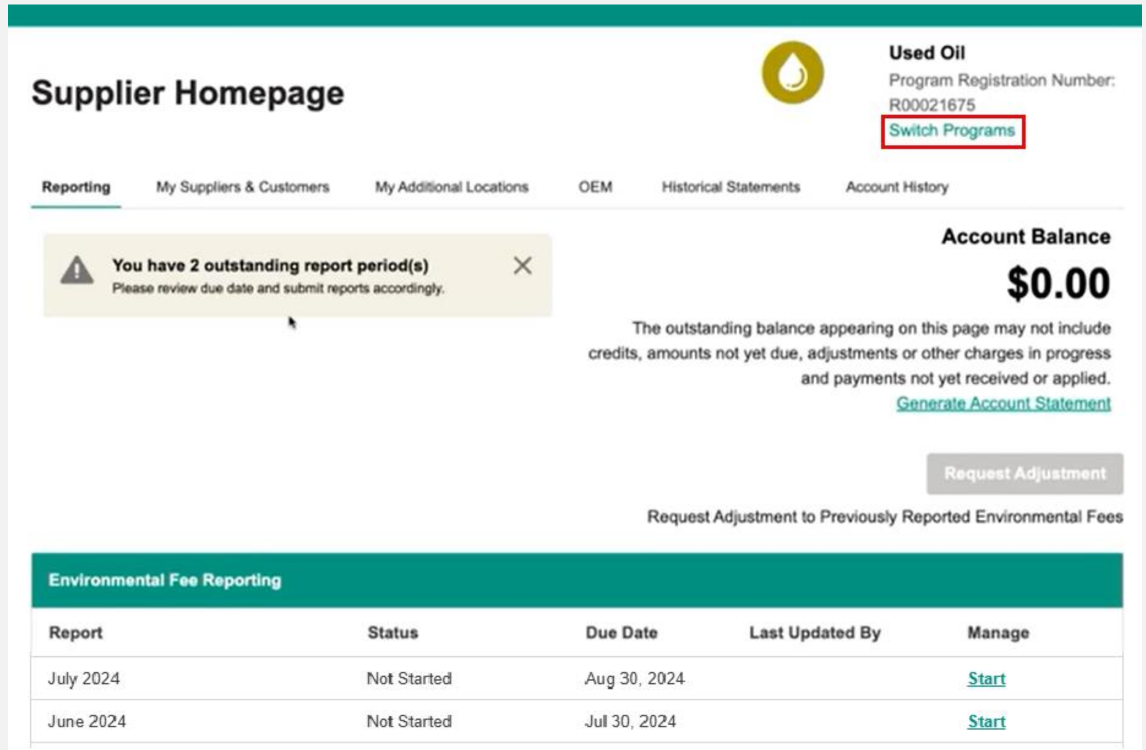
- If you have forgotten your password, click "Forgot your password" on the login page.
- Enter your email address.
- You will receive an email with a link to reset your password, click this link and follow the prompts. **NOTE:** this link will expire after 24 hours.

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

REPORTING ENVIRONMENTAL FEES

1	Click the ‘Homepage’ link next to the program you want to manage. *A notification in the top left of your homepage will indicate how many report periods need completing.*	

<table>
<tr>
<td>2</td>
<td>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.</td>
<td>


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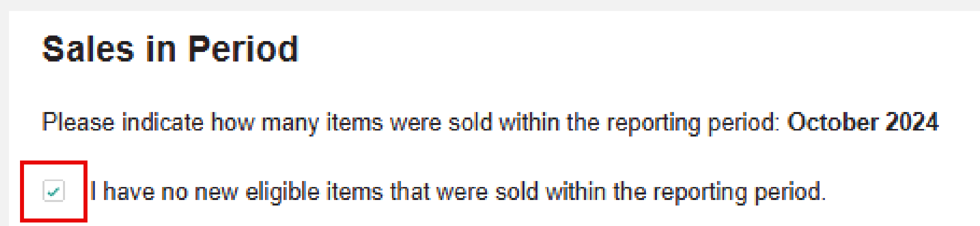
<tr>
<td>3</td>
<td>If there are no sales to be reported for the reporting period, select ‘I have no new eligible items that were sold within the reporting period’ to indicate a NIL report.

If there were sale during the reporting period, continue to the next step</td>
<td>


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Alberta recycling MANAGEMENT AUTHORITY

<table>
<tr>
<td>4</td>
<td>
Under each material category, select ‘Yes’ or ‘No’ to indicate if you have sales to report.

Under any category you select ‘Yes’ to, a drop-down section will appear where you can enter the sales.

Following are further instructions on how to report under each category.
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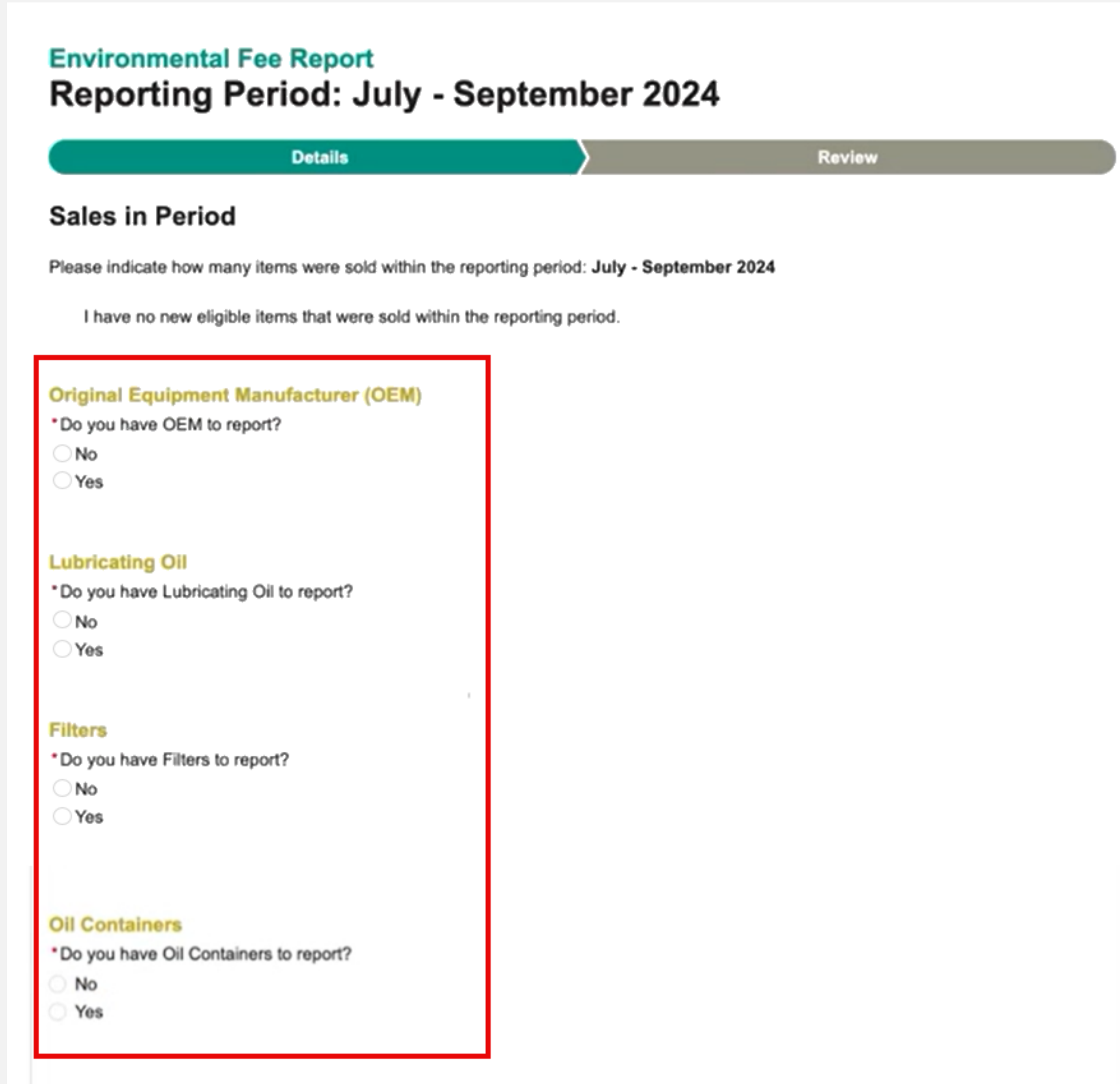
<td>


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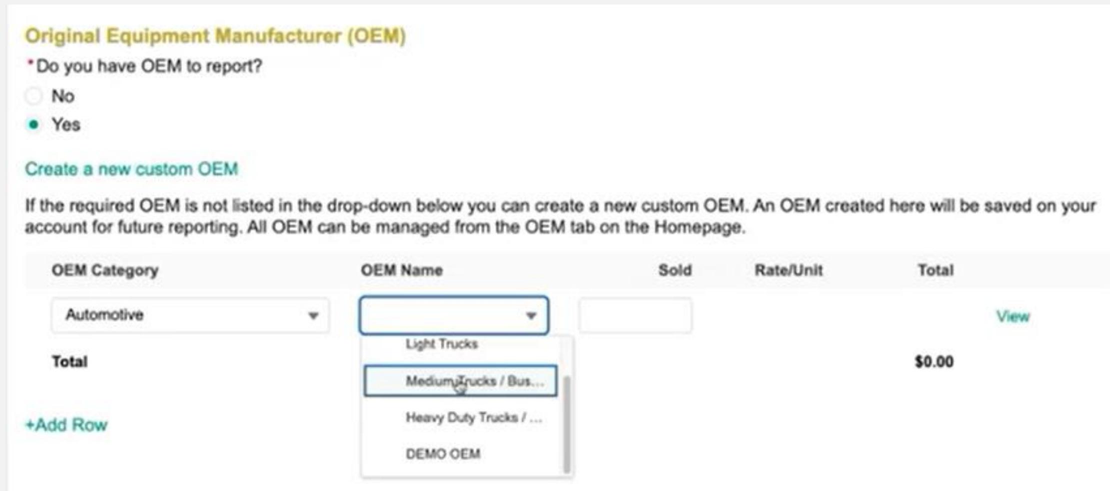
<table>
<tr>
<td></td>
<td>OEM

a. Select the OEM Category and OEM Name from the drop down.
b. Enter the number of units sold.
c. If you have more OEM products to report, click ‘Add Row’ and repeat for each product that requires reporting on.

All OEM products saved on your account will be available to select from the drop-downs. If the required OEM is not listed in the drop-down, you can select ‘Create a new custom OEM’. An OEM created here will be saved on your account for future reporting.

See the ‘Managing OEM Products’ section of this guide for further details on managing OEM products on your account.</td>
<td>
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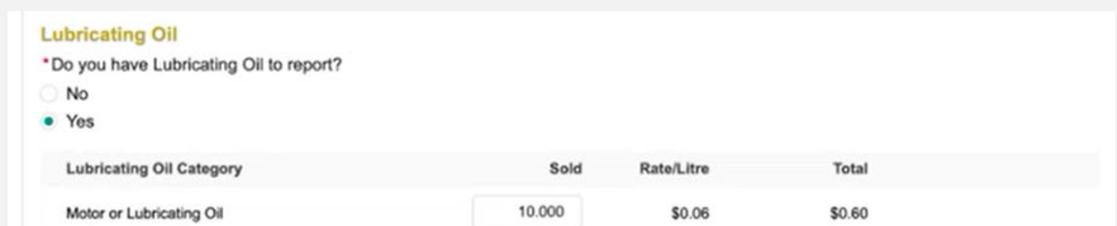
<tr>
<td></td>
<td>Lubricating Oil

a. Enter the number of litres sold.</td>
<td>
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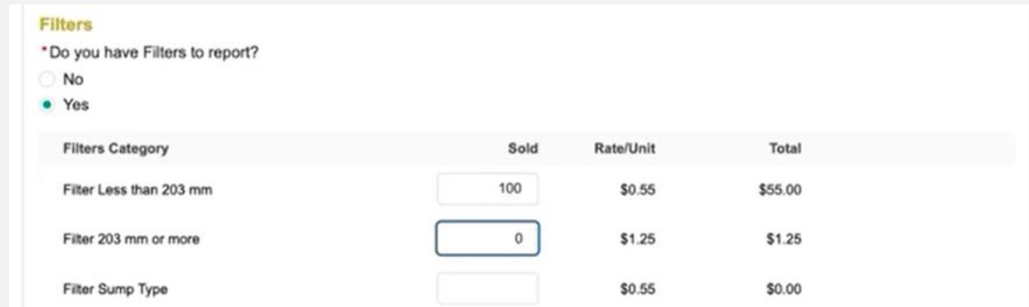
Filters

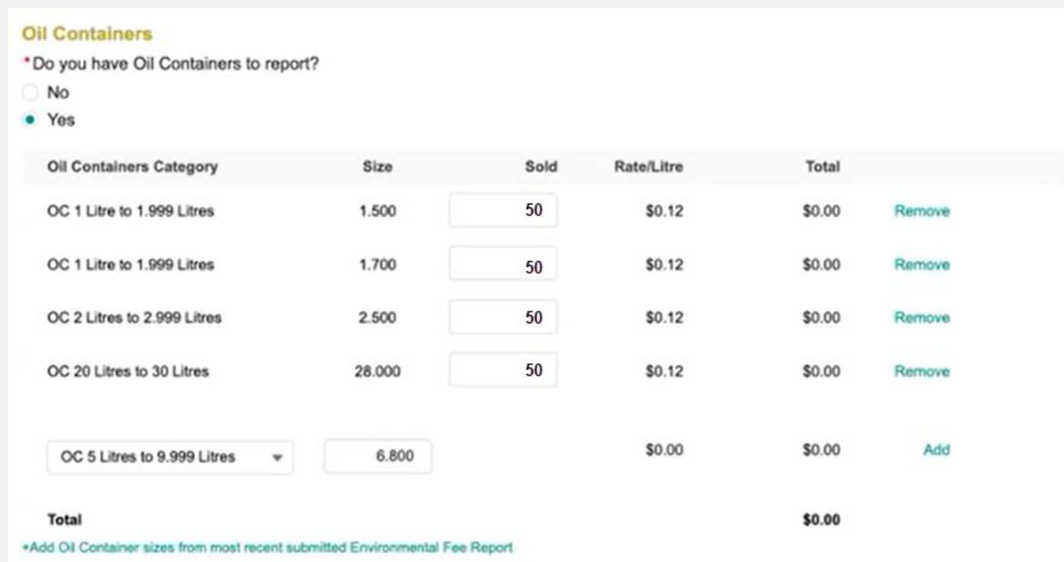
a. Enter the number of units sold for each filter type.

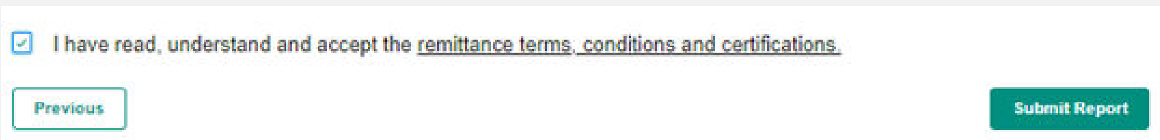


Oil Containers

a. From the drop-down, select the container product/size range.
b. Enter the container size.
c. Click ‘Add’
d. The container will be added to the table where you can enter the quantity sold.
e. Repeat for each container size that requires reporting.
f.

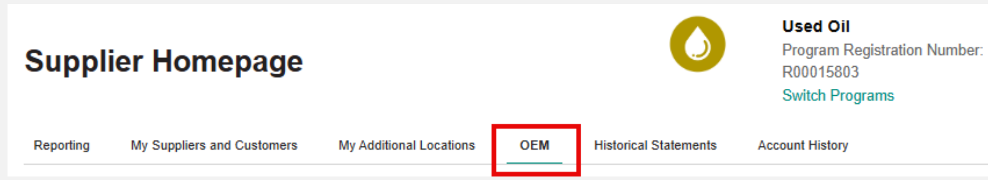
You also have the option to click the **‘Add Oil Container sizes from most recent submitted Environmental Fee Report’.** This will automatically add all the container sizes you reported last to the table where you can enter the number sold in the current report period. Note that you may still need to add additional container sizes or remove any that are not applicable for the current report period.



5	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.	
6	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 lubricating oil materials are examples of products that should be reported as disposals, unless you will return those products to a manufacturer located outside of Alberta.*	
7	Once complete, select ‘Next’.	
8	Review your report and check off box to agree you have read, understood, and accept the terms and conditions.	
9	Select ‘Submit Report’. 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.	

MANAGING OEM PRODUCTS

1. From the Homepage, select the 'OEM' tab to view and manage OEM Products on your account.

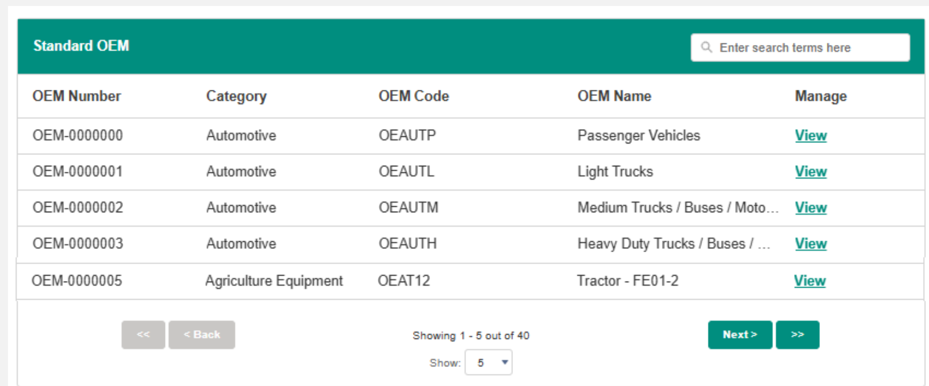


Standard OEM

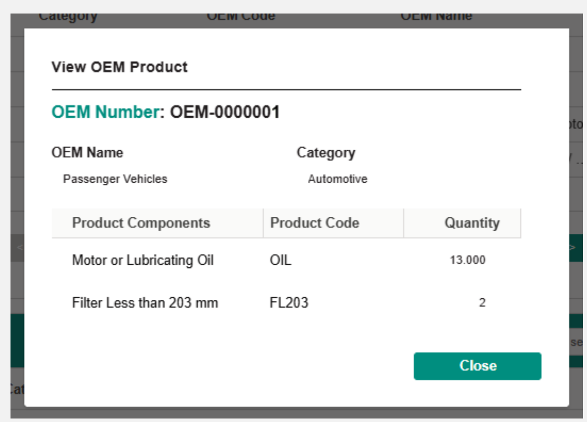
a. Standard OEM appears at the top of the page. These are OEM products that have been pre-built and are available for reporting on all Used Oil accounts.

You can search for a product using the search bar in the top right or you can scroll through the products using the 'Next' and 'Back' buttons.

b. Click on the 'View' button next to any product to see details on what product components make up the OEM.



OEM Number	Category	OEM Code	OEM Name	Manage
OEM-0000000	Automotive	OEAUTP	Passenger Vehicles	View
OEM-0000001	Automotive	OEAUTL	Light Trucks	View
OEM-0000002	Automotive	OEAUTM	Medium Trucks / Buses / Moto…	View
OEM-0000003	Automotive	OEAUTH	Heavy Duty Trucks / Buses / …	View
OEM-0000005	Agriculture Equipment	OEAT12	Tractor - FE01-2	View



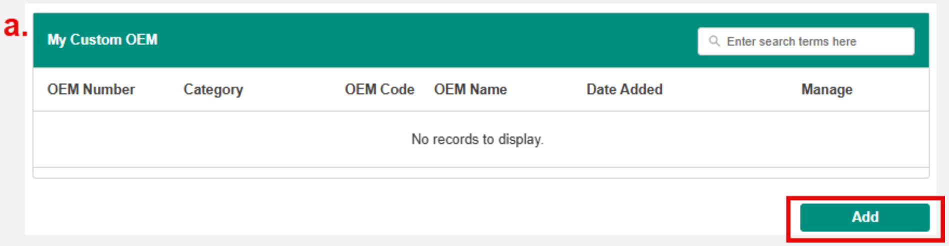
Product Components	Product Code	Quantity
Motor or Lubricating Oil	OIL	13.000
Filter Less than 203 mm	FL203	2

Custom OEM

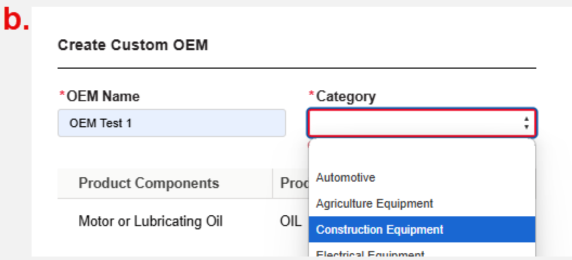
a. If you sell an OEM product that is not included in the list of standard OEM, you can create it here by clicking on the 'Add' button.
b. A modal will appear. Fill in the OEM name and select the relevant category from the drop-down. The name can be anything that will help you identify the product for future reporting.
c. Enter the quantity of each component that makes up the OEM product.
d. Click 'Confirm'

The new OEM you created will now appear in the 'My Custom OEM' table and will be available to select for reporting on in the future.

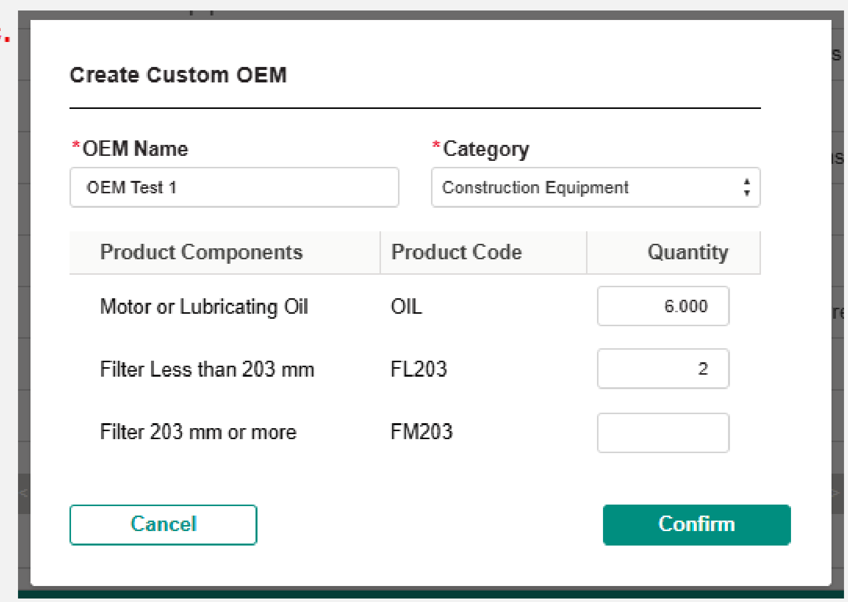
a.



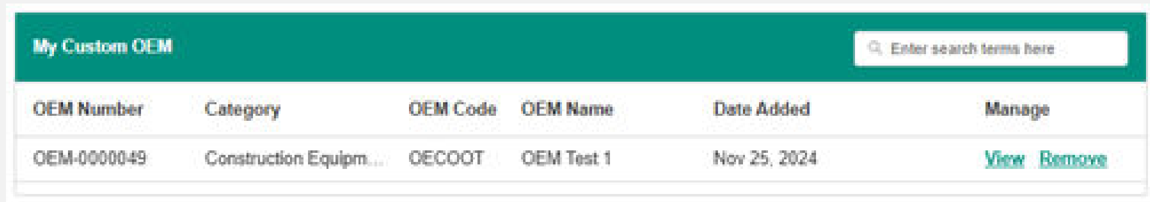
b.



c.



<table>
<tr>
<td>2.</td>
<td>If a custom OEM is no longer applicable, or you make an error whilst creating it, you can click the ‘Remove’ button.

You can also click the ‘view’ button to review the product components that make up the OEM.</td>
<td>
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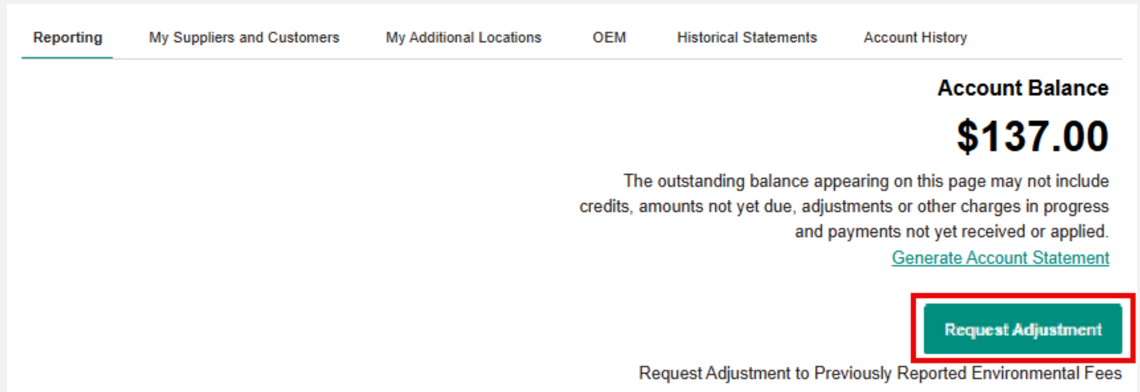
ADJUSTING PREVIOUSLY REPORTED ENVIRONMENTAL FEES

<table>
<tr><td>1.</td><td>On your Supplier Homepage click ‘Request Adjustment’.</td><td>
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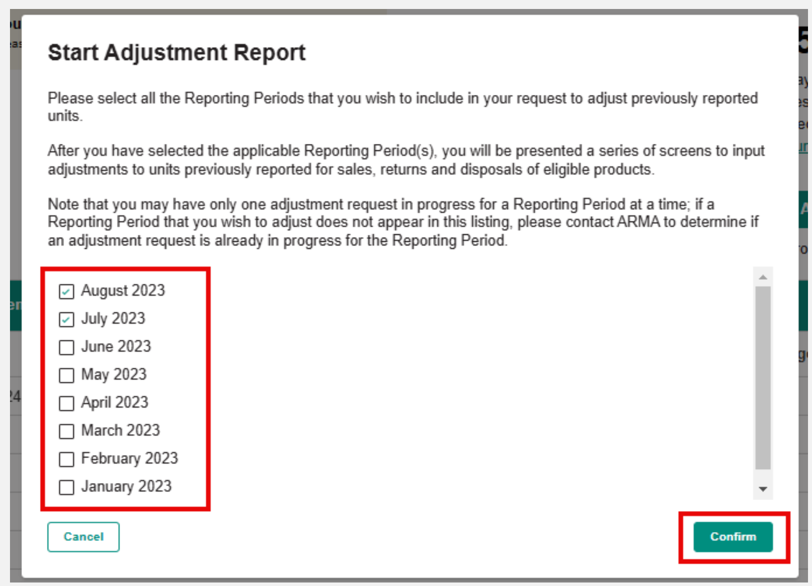
<tr><td>2.</td><td>Select the checkbox next to the reporting period(s) that require an adjustment and click ‘confirm’.</td><td>
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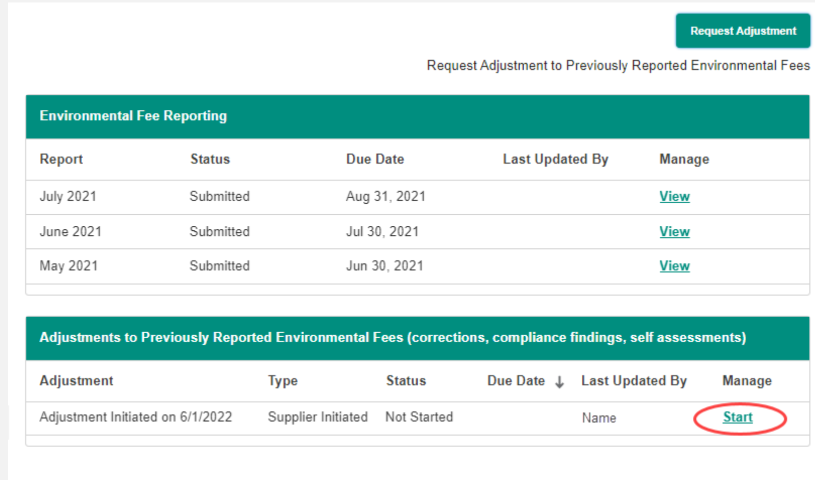
<tr>
<td>3.</td>
<td>An adjustment report will have been created under the ‘Adjustments to Previously Reported Environmental Fees (corrections, compliance findings, self assessments)’ section on your Homepage. To begin completing the report click ‘Start’.

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.</td>
<td>
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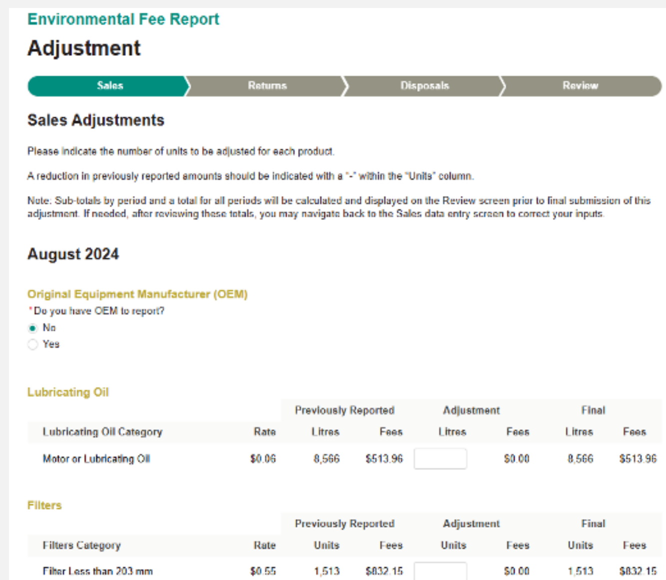
<tr>
<td>4.</td>
<td>a. Fill in the number of units to be adjusted for each product. A reduction in previously reported amounts should be indicated with a “-“ within the ‘Units’ column.
b. Once you have completed the adjustments to previously reported sales click ‘Next’.</td>
<td>
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5.	At this stage you will be given the option to report adjustments to previously reported returns. a. If you have no adjustments to previously reported returns, select 'No' and click 'Next'. b. 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'.
6.	The next screen will provide the opportunity to report adjustments to previously reported disposals. a. If you have no adjustment to previously reported disposals, select 'No' and click 'Next'. b. 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'.
7.	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*

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.

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: Used Oil Recycling Alberta Mail to: PO Box 189 Edmonton, Alberta T5J 2J1 Courier to: 10020 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 'Used Oil 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 usedoil@albertarecycling.ca.

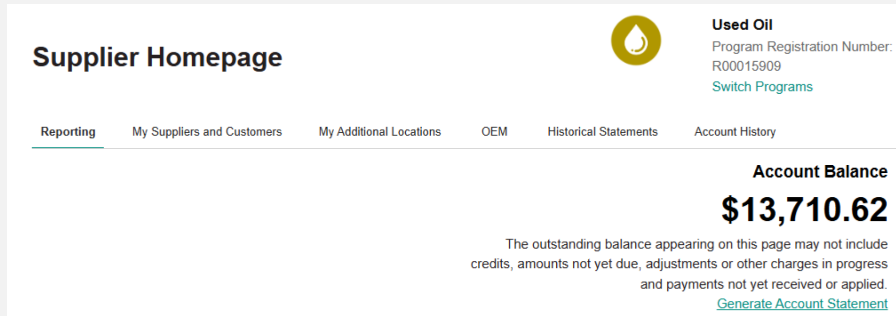
Note: For registered Suppliers outside of Canada who do not hold a bank account with a Canadian financial institution, only the first two payment options are available.

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

QUESTIONS ABOUT YOUR ACCOUNT BALANCE

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

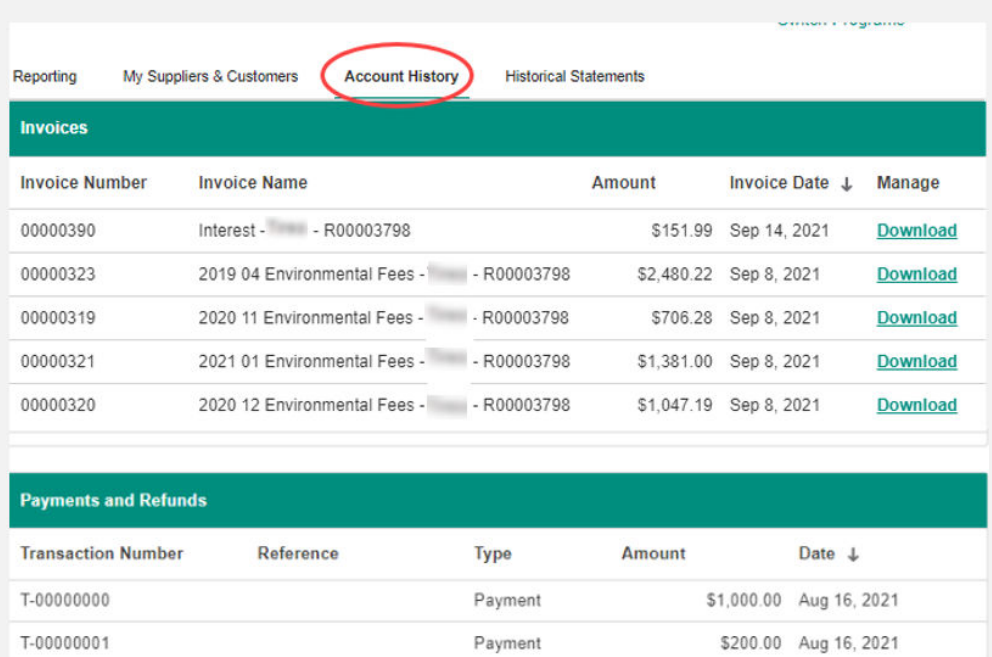
Note: The outstanding balance appearing on this page may not include credits, amounts not yet due, adjustments or other charges in progress, and payments not yet received or applied.



Your account statement will detail the items outstanding on your account. Please see the [‘View & Print Invoices & Account Statements’]() of this guide 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.

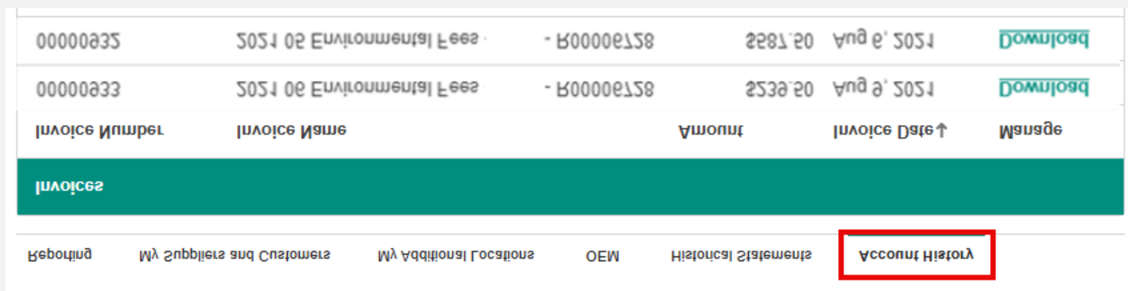


VIEW & PRINT INVOICES & ACCOUNT STATEMENTS

Environmental Fee Reports & Invoices

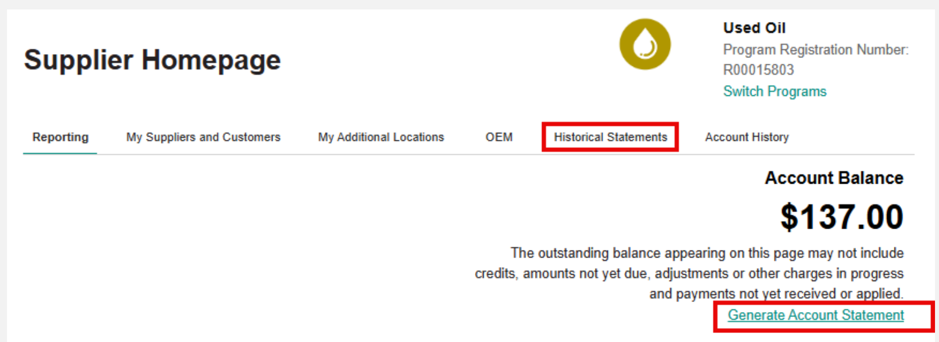
To view an Environmental Fee Report summary, select the 'View' button next to the reporting period on the "Reporting" tab on the Supplier Homepage.

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.



Account Statements

To download a current account statement, select "Generate Account Statement" on the "Reporting" tab on the Supplier Homepage. To view and download 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.

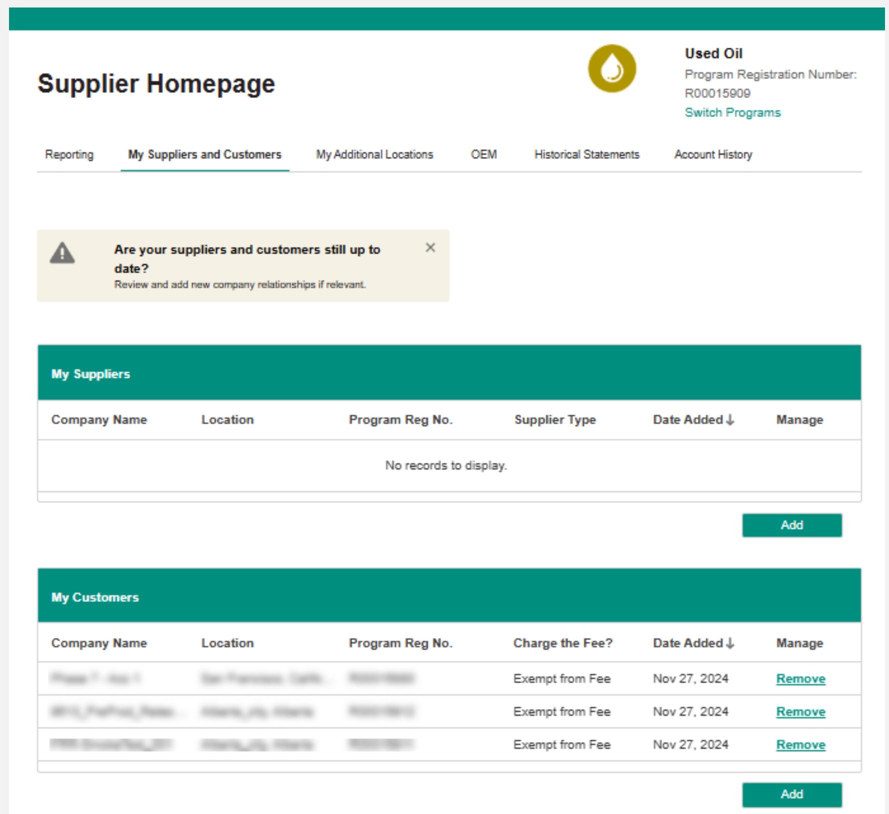


UPDATING YOUR SUPPLIER & CUSTOMER INFORMATION

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.

1.	a. Select the "My Suppliers & Customers" tab at the top of the Homepage b. Select "Add" below the supplier or customer section.	

<table>
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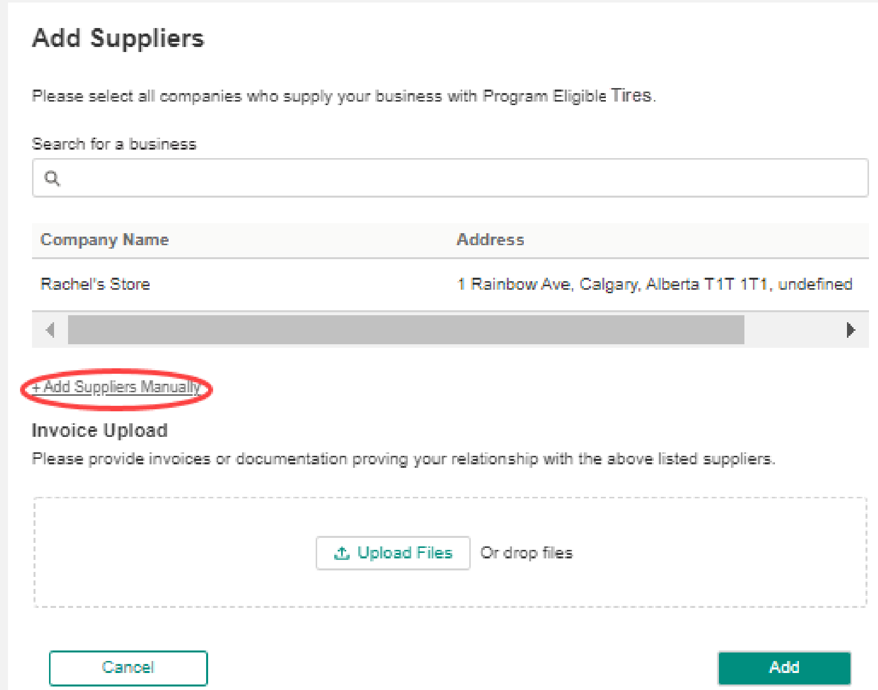
<td>2.</td>
<td>a. Enter the business name in 'Search for a Business'. When you locate the correct business, click on it to select it. You can repeat this step to add as many suppliers or customers as you need to.
b. If a business name does not show up in the search you will need to add it manually by 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.
c. When you have finished adding all your suppliers or customers, select "Add" and your suppliers/customers will now show up on your main list.</td>
<td>
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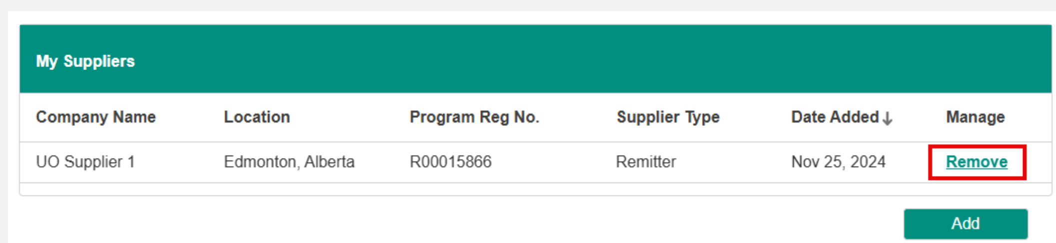
<tr>
<td>3.</td>
<td>If there are any suppliers or customers that you no longer purchase from/sell to, you can select "remove" to eliminate them from your list.</td>
<td>
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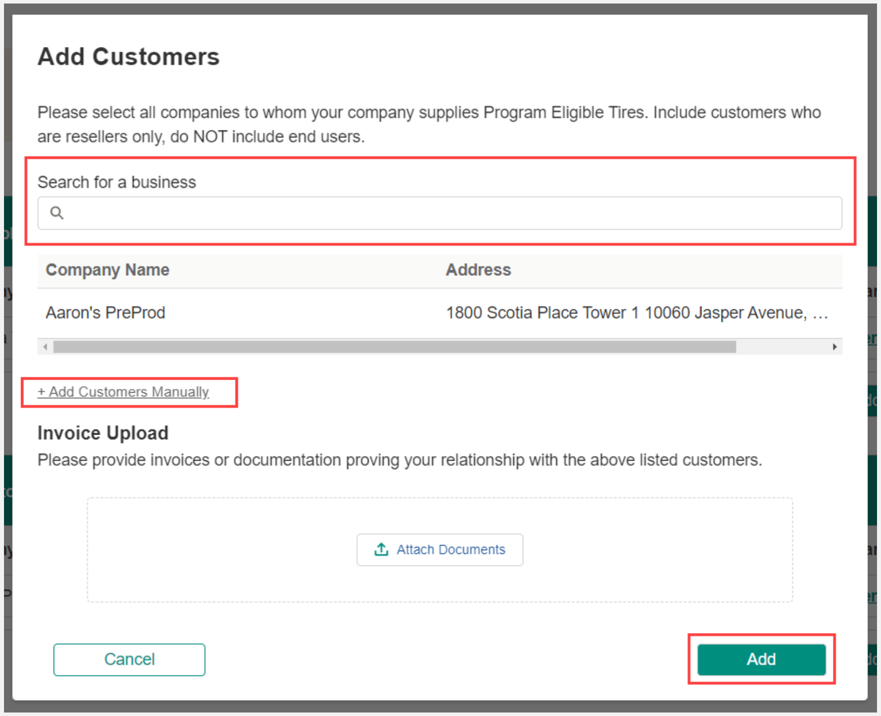
SEARCHING OTHER SUPPLIERS

1. 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.*
   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.



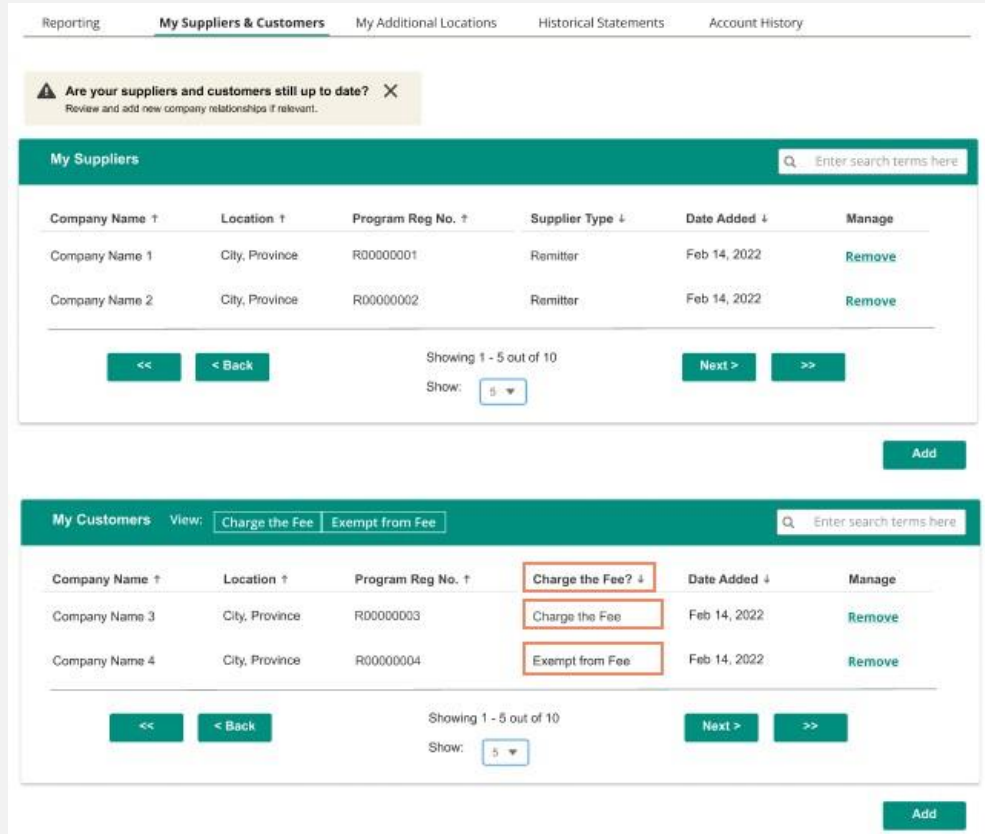
When to charge the Environmental Fee?

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

- 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.



MANAGING ACCOUNT USERS

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<td>1.</td>
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Account admins can manage other users on their account. Primary users for a Program can manage other users for that Program.

a) After logging in to ARMA Connect, click on your name in the top right.
b) Select ‘Manage users’ from the drop-down menu.
c) To add a new user select ‘Add a user’ and enter their email address.
d) 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”.
e) 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 for the program.
• **Secondary** users can complete environmental fee reports and access account information, but they cannot add/edit other users.
The new user you invited will receive an email with instructions on setting up a password to log in.

Note: Only the account admin receives emails related to the account. To change the account admin, please contact usedoil@albertarecycling.ca.
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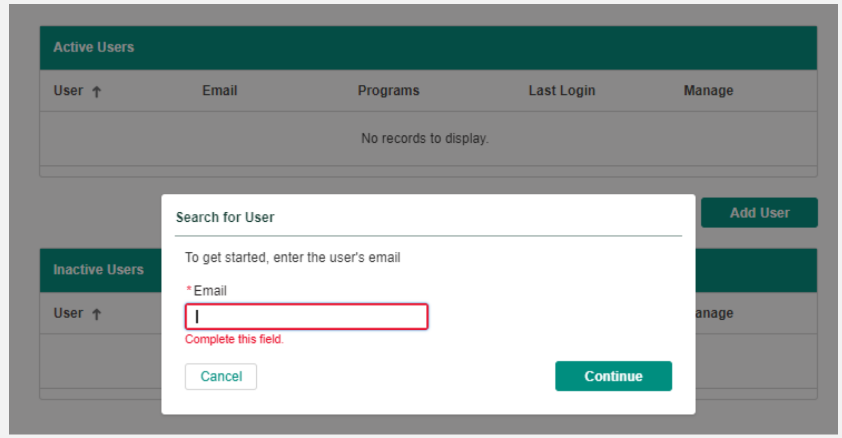

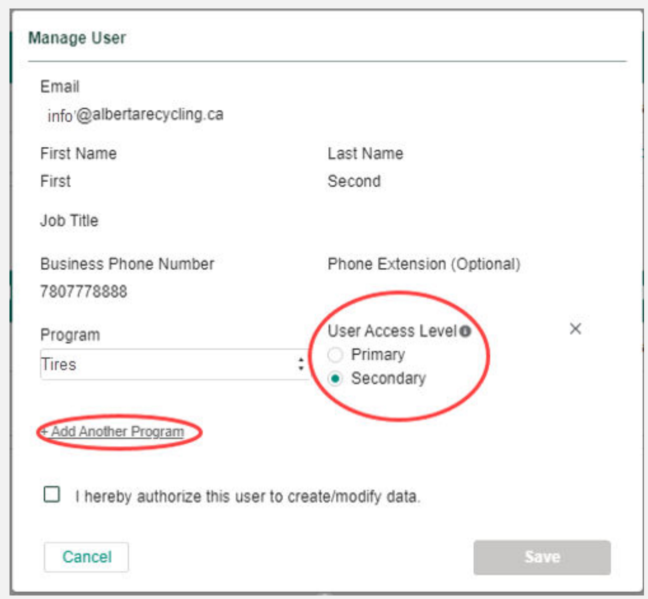

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2.	a) You can select 'Edit' next to a user's name to change either the programs or access level available to them. b) You can also select 'Disable' next to a user to remove all of their access entirely. **Note:** disabled user records will remain visible in the 'Inactive Users' box and you can re-enable them at any time by selecting 'Enable' next to their name.