



# Major Appliance Recycling Roundtable

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## ONLINE REGISTRATION & REPORTING SYSTEM INSTRUCTIONS

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## Introduction

This document provides step by step instructions to assist you through the Major Appliance Recycling Roundtable (MARR) online registration & reporting systems. This document is divided into three sections:

**Section 1** – This section provides instructions on how to complete the MARR online registration process. Companies can register to become a participant of MARR and appoint MARR as their “agent” under the BC Recycling Regulation.

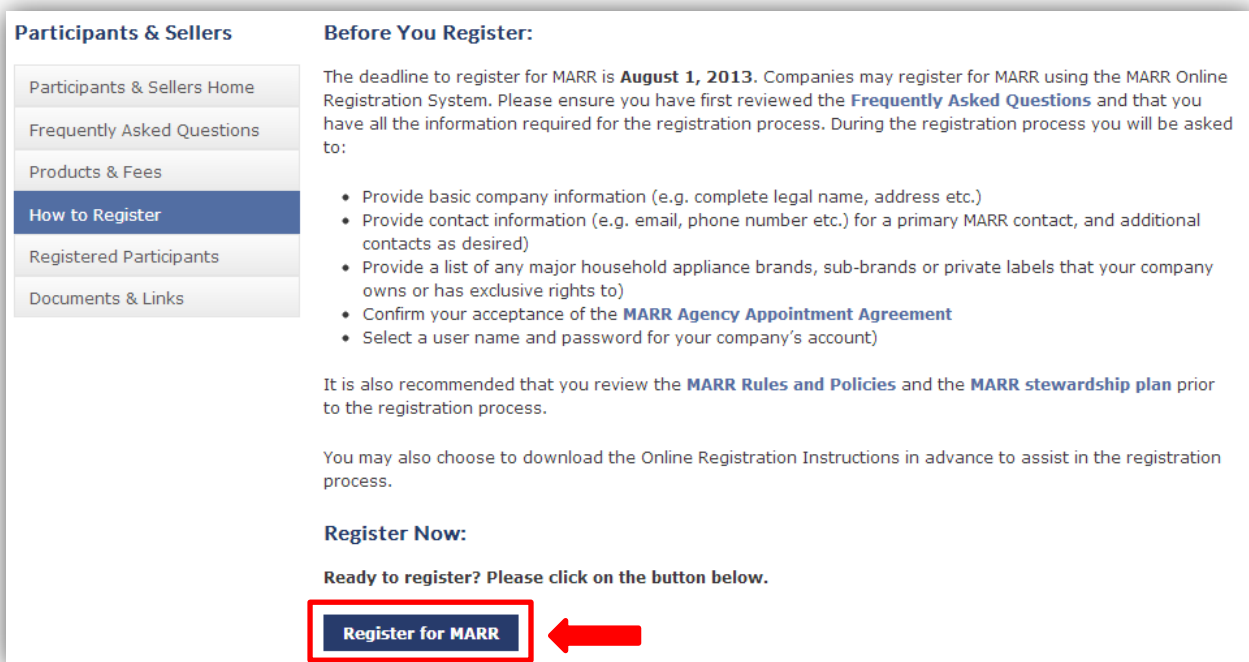
**Section 2** – This section provides instructions on how registered participants can file an APR remittance report, generate an invoice, and remit the fees associated with that invoice.

**Section 3** – This section provides instructions on how registered participants can update their company information on file, add or modify company users and update account passwords.

Please refer to this document as you go through the registration & reporting process. If you are still experiencing difficulties after having reviewed this document, please contact MARR at [info@marrbc.ca](mailto:info@marrbc.ca) or by telephone at 1-888-252-4621.

## Accessing the Registration & Reporting Site

To access the registration and reporting site, please click on the “Register for MARR” button at the bottom of the page at [www.marrbc.ca/participants/register](http://www.marrbc.ca/participants/register). You can also access the registration and reporting site directly by going to [www.marrbcreporting.ca](http://www.marrbcreporting.ca)



The screenshot shows the 'Participants & Sellers' section of the MARR website. On the left is a navigation menu with 'How to Register' highlighted. The main content area is titled 'Before You Register:' and contains the following text:

The deadline to register for MARR is **August 1, 2013**. Companies may register for MARR using the MARR Online Registration System. Please ensure you have first reviewed the **Frequently Asked Questions** and that you have all the information required for the registration process. During the registration process you will be asked to:

- Provide basic company information (e.g. complete legal name, address etc.)
- Provide contact information (e.g. email, phone number etc.) for a primary MARR contact, and additional contacts as desired)
- Provide a list of any major household appliance brands, sub-brands or private labels that your company owns or has exclusive rights to)
- Confirm your acceptance of the **MARR Agency Appointment Agreement**
- Select a user name and password for your company's account)

It is also recommended that you review the **MARR Rules and Policies** and the **MARR stewardship plan** prior to the registration process.

You may also choose to download the Online Registration Instructions in advance to assist in the registration process.

**Register Now:**

Ready to register? Please click on the button below.

A red box highlights a button labeled 'Register for MARR', with a red arrow pointing to it from the right.

## Section 1- MARR Registration System

### Welcome to the MARR Online Registration and Reporting System

This is the site that you will go to join MARR as a new participant and will return to file quarterly Administrative Program Fee (APF) reports. For more information on the MARR program, please visit [www.marrbc.ca](http://www.marrbc.ca)

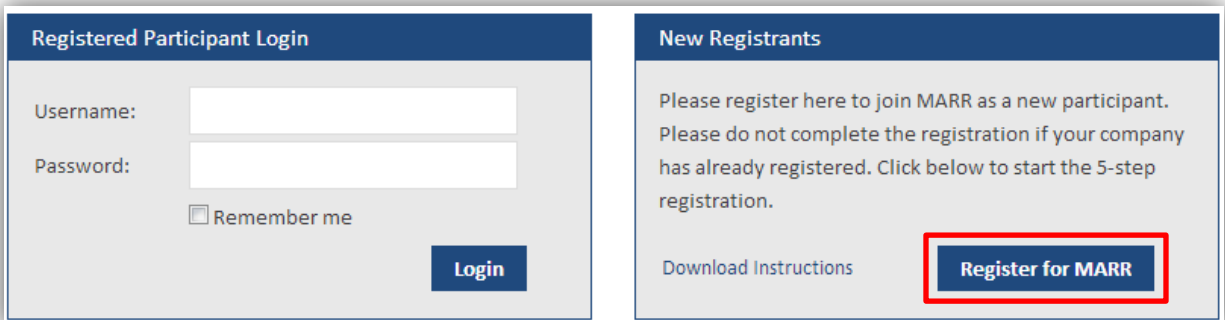
The registration system for new participants is a 5 step registration process:

- Step 1: Company Information
- Step 2: Contact Information
- Step 3: Brand Information
- Step 4: Agency Appointment Agreement
- Step 5: Username & Password

In order to complete the registration process you will have to confirm your acceptance of the **MARR Agency Appointment Agreement**, which can be found at [www.marrbc.ca/participants/register](http://www.marrbc.ca/participants/register). It is strongly recommended that you review this document prior to beginning the registration process.

#### Getting Started

To start the registration process, please click on the “Register for MARR” button (pictured below) under the “New Registrants” section on the right hand side of the page.



The screenshot displays two side-by-side panels. The left panel, titled "Registered Participant Login", contains input fields for "Username:" and "Password:", a "Remember me" checkbox, and a "Login" button. The right panel, titled "New Registrants", contains a paragraph of text: "Please register here to join MARR as a new participant. Please do not complete the registration if your company has already registered. Click below to start the 5-step registration." Below this text are two buttons: "Download Instructions" and "Register for MARR". The "Register for MARR" button is highlighted with a red rectangular border, and a red arrow points to it from the right side of the image.

If you have any have any questions during the registration process, please contact MARR at [info@marrbc.ca](mailto:info@marrbc.ca) or by telephone at 1-888-252-4621.

## Step 1: Company Information

The first step in the registration process will require you to fill out your basic company information. You will need to have the information listed below on hand and will need to provide your company's legal name, if applicable.

### Basic Company Information

1. Enter the complete legal name of the company, full mailing address, and telephone.
2. Please confirm that the correct information of the company has been provided. A legal name often includes language like "Inc.," "Co.," or "Ltd.," and must be included, if applicable.

*Please ensure that all fields marked with an asterisk (\*) are completed.*

#### Basic Company Information

\* Legal Company Name:

\*  Please confirm that the complete legal name has been provided. (often must include 'Inc.', 'Co.', or 'Ltd.')

Doing Business As:

Unit Number:

\* Street Address 1:

Street Address 2:

\* City:

\* Province/State:

\* Postal/Zip Code:

\* Country:

Website:

\* Main Company Phone: (  )  -

Fax Number: (  )  -

### Additional Company Information

1. **For all companies:** Please list any companies that are associated with your company that you are aware of that may be registering separately. This could include sister companies or individual store locations. If this is not applicable to your company, please proceed without completing this step.
2. **For retailers, distributors and wholesalers only:** Please confirm whether you will be registering and reporting/remitting fees on behalf of all BC locations under your company banner (e.g. franchise locations). If the answer is no, please briefly explain in the “Relevant Notes” Section how MARR should proceed (e.g. MARR should contact each location individually or you will forward the information to your franchise locations but MARR is responsible for all follow up communications etc.). You are not required to fill out the “Relevant Notes” section.

This information will be used as required by MARR to follow up with companies or store locations that will be registering separately.

#### Additional Company Information

*For all companies:*  
Are there any additional companies associated with your company that will be registering separately (e.g. sister companies, individual store locations)? If yes, please list, separated by commas, or explain briefly:

*For retailers, wholesalers and distributors only:*  
Are you registering and will you be reporting/remitting fees to MARR on behalf of all BC locations under your company banner (e.g. franchise locations)?  
 Yes  No

*Relevant Notes:*

[Advance to Step 2: Contact Information](#)

To complete this step, click on **Advance to Step 2: Contact Information** at the bottom of the page.

## Step 2: Contact Information

In this section you will be asked to provide a primary contact for MARR and will have the option to provide additional contacts. For the primary contact please ensure that you have their full name, phone number (including extension if applicable), and e-mail address.

### Primary MARR Program Contact

1. Enter the name of the primary MARR contact, contact's position, phone number (including extension when applicable) and e-mail address
2. Please confirm that you have authorization to register for MARR on behalf of this company/organization

*Please ensure that all fields marked with an asterisk (\*) are completed.*

Primary MARR Program Contact	
* First Name:	Primary Contact's First Name
* Last Name:	Primary Contact's Last Name
Position	Primary Contact's Position
* Phone:	( 604 ) 333 - 3333 Ext - 3333
* Email Address:	primarycontact@samplecompany.com
* Confirm Email Address:	primarycontact@samplecompany.com
* <input checked="" type="checkbox"/> I confirm that I am authorized to register for MARR on behalf of this company/organization.	

### Alternate Contact(s) (Optional)

If there are additional contacts for the company, enter their contact information in **Alternate Contact 1 (Optional)** and/or **Alternate Contact 2 (Optional)**. These contacts will receive all important notices on the MARR program.

Should you require more than three contacts please contact MARR at [info@marrbc.ca](mailto:info@marrbc.ca) with the following information for the additional contacts: full name, position, phone number with extension and e-mail address.

#### Alternate Contact 1 (Optional)

First Name:

Last Name:

Position:

Phone: (  )  -  Ext -

Email Address:

Confirm Email Address:

#### Alternate Contact 2 (Optional)

First Name:

Last Name:

Position:

Phone: (  )  -  Ext -

Email Address:

Confirm Email Address:

*Additional Contacts?*  
If you wish to add additional contacts, please email the required information to [info@marrbc.ca](mailto:info@marrbc.ca)

[Back](#) [Advance to Step 3: Brand Information](#)

To complete this step, click on **Advance to Step 3: Brand Information** at the bottom of the page.



### Step 3: Brand Information

In this step you will be asked to provide a list of brands, sub-brands or private labels that your company owns or has exclusive rights to.

**Please Note: If you are a retailer, wholesaler or distributor you are NOT required to list all of the brands that your company sells.** You are only required to provide a list of brands, sub-brands or private labels that your company owns or has exclusive rights to. If this is not applicable to your company please proceed to Step 4.

This information is used to determine which brands, sub-brands or private labels are owned by registered participants, which will allow MARR to focus its recruitment efforts on brands/companies that have not yet registered. For a detailed list of products included in the MARR program, including relevant definitions, please visit [www.marrbc.ca](http://www.marrbc.ca).

Please list the brands, sub-brands or private labels that your company owns or has exclusive rights to in the box provided, separated by commas.

#### Brands, Sub-Brands and Private Labels

If applicable, please list any major household appliance brands, sub-brands, or private labels that your company owns or has exclusive rights to, separated by commas.

For a detailed list of the products captured by the MARR program, please see [www.marrbc.ca](http://www.marrbc.ca).

**Please Note:** Retailers, wholesalers and distributors do **NOT** need to list all of the brands that they may sell. Please only list brands that you own or have exclusive rights to.

*If this step is not applicable to your company, please proceed to Step 4.*

Test Brand 1, Test Brand 2, Test Brand 3

[Back](#)   [Advance to Step 4: Agency Appointment Agreement](#)

To complete this step, click on **Advance to Step 4: Agency Appointment Agreement** at the bottom of the page.

## Step 4: Agency Appointment Agreement

In order to proceed with the registration process and to appoint MARR as your stewardship agency you must first confirm your acceptance of the MARR Agency Appointment Agreement.

### Acceptance of the MARR Agency Appointment Agreement

1. Please take the time to read the **MARR Agency Appointment Agreement**. It is also recommended that you review the **MARR Rules and Policies** and the approved **MARR Stewardship Plan**. These documents are available at [www.marrbc.ca/participants/register](http://www.marrbc.ca/participants/register)
2. You must agree to the MARR Agency Appointment Agreement to continue with the registration process. Select: **Yes, Continue, I have read and accept the MARR Agency Appointment Agreement. I wish to register for MARR as a participant. Continue with the registration process.**
3. If you do not want to continue with the registration process, select: **No, Cancel, I do not accept the MARR Agency Appointment Agreement. Cancel the registration process.**

#### Acceptance of the MARR Agency Appointment Agreement

In order to complete the registration process, you must review and accept the MARR Agency Appointment Agreement. It is also recommend that you review the MARR Rules and Policies and the approved MARR Stewardship Plan.

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

1. You have read and understood the terms of conditions of the MARR Agency Appointment Agreement;
2. You intend to form a legally binding contract;
3. A printout of the terms and conditions of the MARR Agency Appointment Agreement will constitute a "writing" under any applicable law or regulation; and
4. You agree to abide by all the terms and conditions of the MARR Agency Appointment Agreement.

**Yes, Continue**, I have read and accept the MARR Agency Appointment Agreement. Continue with the registration.

**No, Cancel**, I do not accept the MARR Agency Appointment Agreement. Cancel the registration process.

*Please note:*

A list of registered MARR participants will be published on the MARR website at [www.marrbc.ca](http://www.marrbc.ca).

No

**Advance to Step 5: Username & Password**

To complete this step, click on **Advance to Step 5: Username & Password** at the bottom of the page.

## Step 5: Username & Password

In this section you will create a Username & Password that you will use to log-in and file your quarterly reports, update your company information and add new company users. You will also be able to access previous sales reports and invoices with this log-in.

### Account Username & Password Setup

A username is required in order to log-in to submit sales reports and generate invoices.

1. Enter your desired **username** and **password**
2. Enter a **security question** and **answer** that will be used in case you forget your password

#### Account Username and Password Setup

* Username:	<input type="text" value="username"/>
* Password:	<input type="password" value="*****"/>
* Confirm Password:	<input type="password" value="*****"/>
* Security Question:	<input type="text" value="What is this website?"/>
* Security Answer:	<input type="text" value="MARR"/>

Please click on the "Submit Registration Information" button below to complete the registration process. You will receive an email confirming receipt and indicating your selected user name and password. Your application will be reviewed and your account will be activated within two business days, subject to approval. You will then receive confirmation by email that your account has been activated, which will include your unique participant number.

[Back](#) [Submit Registration Information](#)

To complete the registration process, click on the **Submit Registration Information** at the bottom of the page.

You will receive an email confirming receipt and indicating your selected username and password.

Your application will be reviewed and your account will be activated within two business days, subject to approval. You will then receive confirmation by email that your account has been activated, which will include your unique participant number.

### Next Steps:

Please record the registration page URL [www.marrbcreporting.ca](http://www.marrbcreporting.ca) as this is where you will return to file quarterly reports and generate invoices.

You can review the list of registered participants at any time by visiting the MARR website at [www.marrbc.ca](http://www.marrbc.ca)

As a registered MARR participant you will need to familiarize yourself with the following information:

- **Frequently Asked Questions** – Includes information on APF reporting, tax rates applied etc.
- **MARR Rules and Policies** – Relevant rules/policies on APF reporting and remittance obligations, including reporting periods and policies on leased, returned, exchanged, refurbished or repaired products
- **Product List** - detailed list of included and excluded products, relevant definitions and the APF rates.

To access these materials, please visit the MARR website at [www.marrbc.ca](http://www.marrbc.ca)

### Have Additional Questions?

Contact MARR at [info@marrbc.ca](mailto:info@marrbc.ca) or by telephone at 1-888-252-4621.

## Section 2- Filing APF Remittance Reports and Remitting Fees

### Welcome to the MARR Online Reporting System

All MARR Participants are required to report on their sales and remit applicable Administrative Program Fees (APFs) on a calendar quarterly basis using MARR's online reporting system. APF reports and remittances must be received by MARR by the end of the month following the calendar quarter reporting period. For example, applicable APFs on sales of program products made from January 1 to March 31, 2014 (1st calendar quarter) must be reported and received by MARR before the end of April 2014.

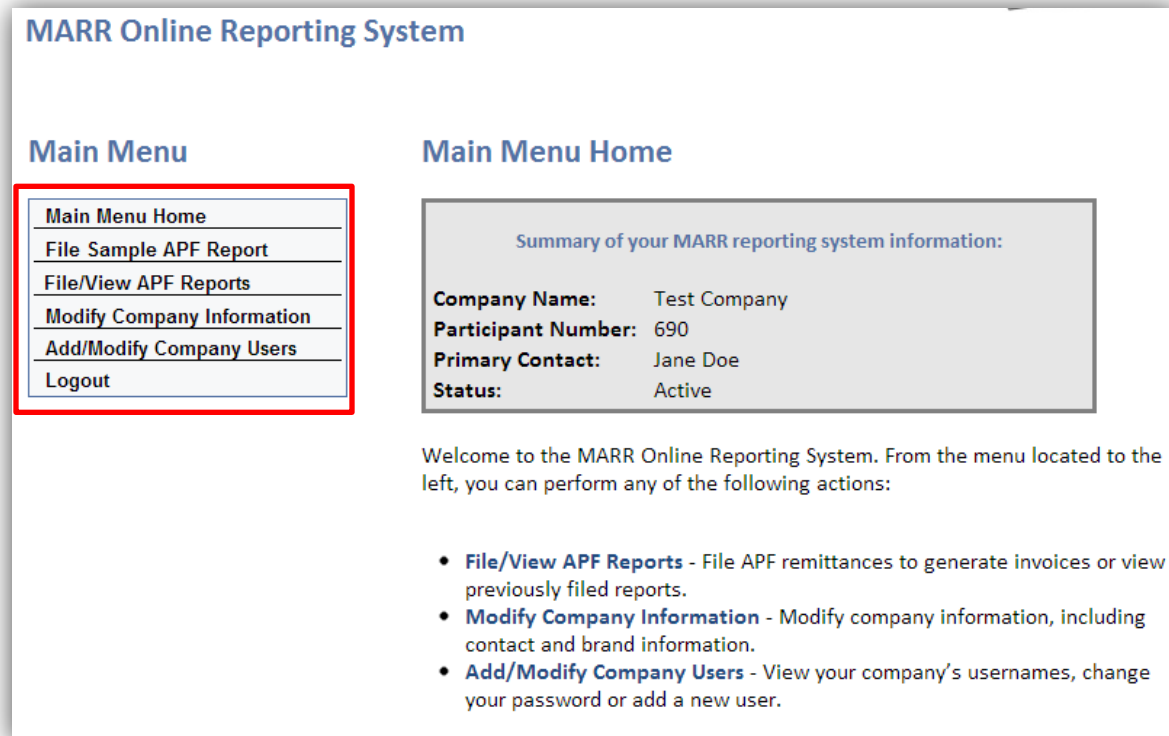
The following section outlines the steps required to file sales reports and generate invoices in order to remit APFs to MARR using the online reporting system.

To log-in to the online reporting system please visit [www.marrbcreporting.ca](http://www.marrbcreporting.ca) and fill out your Username and Password under the "Registered Participant Login" on the left hand side of the page.

Registered Participant Login	New Registrants
<p>Username: <input type="text" value="username"/></p> <p>Password: <input type="password" value="••••••••"/></p> <p><input type="checkbox"/> Remember me</p> <p><b>Login</b></p>	<p>Please register here to join MARR as a new participant. Please do not complete the registration if your company has already registered. Click below to start the 5-step registration.</p> <p><a href="#">Download Instructions</a> <b>Register for MARR</b></p>

Once you've entered your username and password you will be taken to the Main Menu Home screen shown below. On the left hand side you will see the actions that can be performed from the Main Menu:

- a. File/View APF Reports
- b. Modify Company Info
- c. Add/Modify Users
- d. Logout



**MARR Online Reporting System**

**Main Menu**

Main Menu Home
File Sample APF Report
File/View APF Reports
Modify Company Information
Add/Modify Company Users
Logout

**Main Menu Home**

Summary of your MARR reporting system information:

<b>Company Name:</b>	Test Company
<b>Participant Number:</b>	690
<b>Primary Contact:</b>	Jane Doe
<b>Status:</b>	Active

Welcome to the MARR Online Reporting System. From the menu located to the left, you can perform any of the following actions:

- **File/View APF Reports** - File APF remittances to generate invoices or view previously filed reports.
- **Modify Company Information** - Modify company information, including contact and brand information.
- **Add/Modify Company Users** - View your company's usernames, change your password or add a new user.

The filing of fee/sales reports, generation of invoices and fee remittance is a 6 step process.

- Step 1: Select Option to View, Modify or File an APF Report
- Step 2: Enter Quantity of Products Sold
- Step 3: Enter the Report Methodology
- Step 4: Submit, Save or Cancel Your Report
- Step 5: Invoice Generation
- Step 6: View Report and/or Invoice

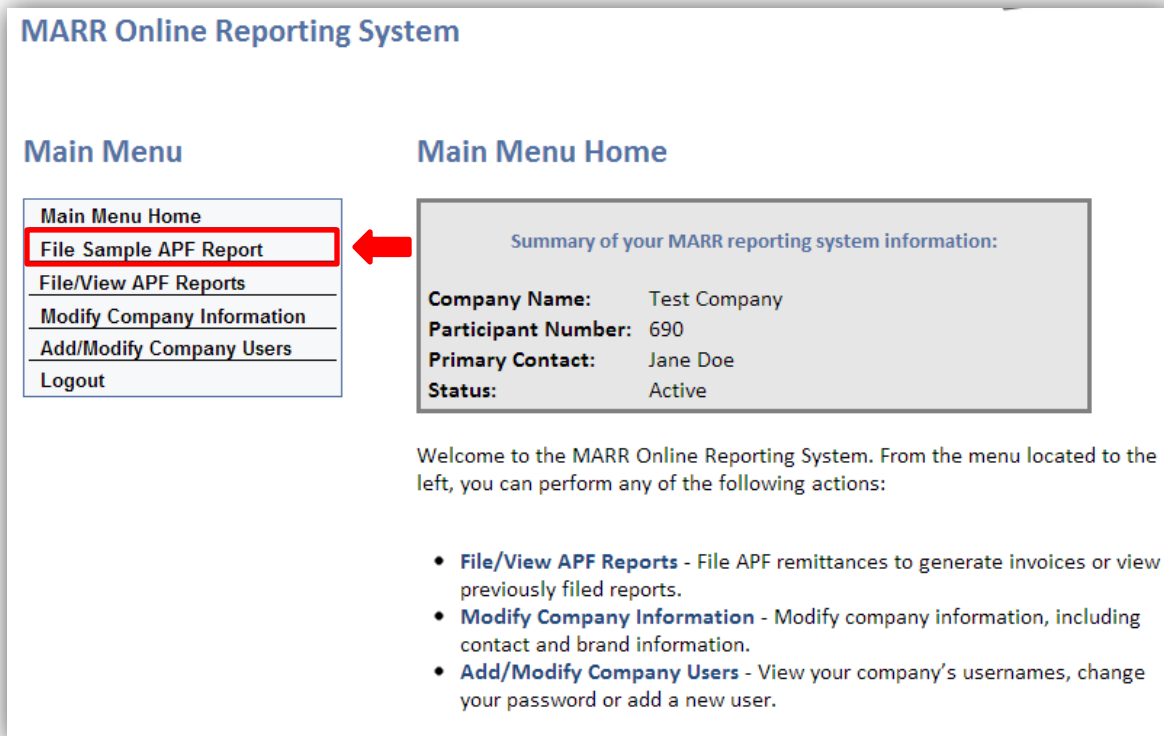
**NOTE:** If you did not have any product sales in a quarter you are still required to file a nil report.

## Step 1: Select Option to View, Modify or File an APF Report

### File a Sample Report

Before filing your first report you may want to file a sample report to see what information will be required when filing your first quarterly report. When filing a sample report you will be able to practice the reporting steps without generating a real report/invoice. You are able to do as many sample reports as needed; no information will be saved or invoiced. The sample report will look identical to the real report. Refer to the steps below for instructions on how to file a report.

To access the sample report select “File Sample APF Report” from the Main Menu Bar on the left.



**MARR Online Reporting System**

**Main Menu**

Main Menu Home
<b>File Sample APF Report</b>
File/View APF Reports
Modify Company Information
Add/Modify Company Users
Logout

**Main Menu Home**

Summary of your MARR reporting system information:

**Company Name:** Test Company  
**Participant Number:** 690  
**Primary Contact:** Jane Doe  
**Status:** Active

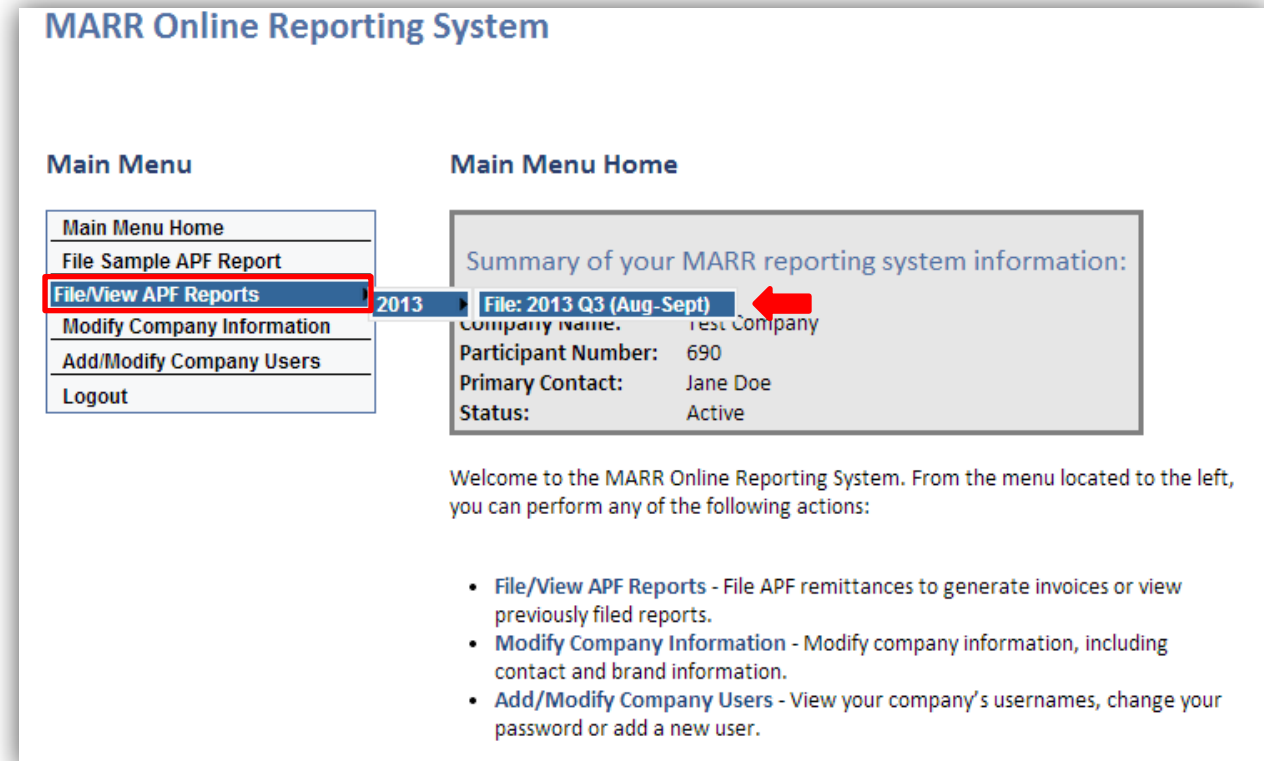
Welcome to the MARR Online Reporting System. From the menu located to the left, you can perform any of the following actions:

- **File/View APF Reports** - File APF remittances to generate invoices or view previously filed reports.
- **Modify Company Information** - Modify company information, including contact and brand information.
- **Add/Modify Company Users** - View your company's usernames, change your password or add a new user.

## File a New Sales Report or Access Previous Reports

To file your first report place your cursor over the “File/View APF Reports” from the Menu on the left hand side, select the applicable year, and then the applicable report. Reports will be filed quarterly and will contain Q1, Q2, Q3, or Q4 and the range of months depending on the quarter that you are reporting for. For example, for the program’s first report it will read: “File: 2013 Q3 (Aug-Sept)” since the programs begins in Quarter 3 of 2013 and covers August and September 2013 only (and not three months as with all other quarters moving forward). Note that you cannot file an APF report and the option will not be available in the menu until you have completed the previous quarter’s report. The option to view and file the first report of the program (2013 Q3) will not be available until **October 1, 2013** when the program’s first reporting period is complete. If you wish to practice filing a report before this date, you can file a sample report, as outlined above.

This tab is where you will go to file new reports each quarter. This is also where you will go to view previous reports that have been filed and to modify saved reports before submitting them. These options are explained further under Step 6.



**MARR Online Reporting System**

**Main Menu**

- Main Menu Home
- File Sample APF Report
- File/View APF Reports**
- Modify Company Information
- Add/Modify Company Users
- Logout

**Main Menu Home**

Summary of your MARR reporting system information:

File: 2013 Q3 (Aug-Sept)

Company Name: Test Company

Participant Number: 690

Primary Contact: Jane Doe

Status: Active

Welcome to the MARR Online Reporting System. From the menu located to the left, you can perform any of the following actions:

- **File/View APF Reports** - File APF remittances to generate invoices or view previously filed reports.
- **Modify Company Information** - Modify company information, including contact and brand information.
- **Add/Modify Company Users** - View your company’s usernames, change your password or add a new user.

## Step 2: Enter Quantity of Products Sold

### Enter Number of Units Sold for Each APF Category

Once you have selected the appropriate report to file, the following screen will appear. The program’s 17 fee categories will be illustrated in a table. To report sales of products within that quarter, type in the total quantity of applicable units sold or supplied during that quarter in the “Quantity” column of each

of the 7 fee categories. Your total APFs for the period will be automatically calculated and appear in the “Total Fee” column. If you have categories that you had no sales in, simply enter a “0” and your total sales calculated will be \$0. Please note that GST of 5% is automatically added to all invoices.

You will generate one invoice for **all** applicable product sales that took place during that quarter. It is not required to separate the sales by brand, model, customer/supplier sales, etc.

### Quarterly Administrative Program Fees Report

Username: **Test Account** Reporting Period: **Sample Report**  
 Company Name: **Test Company** Submission Date: **Not Yet Submitted**  
 Participant Number: **690**

Please enter the total number of units sold or supplied during the reporting period for each of the product categories in the table below. Detailed reporting instructions are available [here](#).

Product Category	Quantity (Units)	Fee Per Unit (\$)	Total Fee (\$)
1. Full-Size Refrigerators & Wine Coolers/Beverages Centres	1	\$1.25	\$1.25
2. Compact Refrigerators & Wine Coolers/Beverages Centres	0	\$1.25	\$0.00
3. Freezers	25	\$1.25	\$31.25
4. Room Air Conditioners	133	\$1.25	\$166.25
5. Portable Air Conditioners	0	\$1.25	\$0.00
6. Dehumidifiers	0	\$1.25	\$0.00
7. Clothes Washers	302	\$1.10	\$332.20
8. Clothes Dryers	50	\$1.10	\$55.00
9. Ranges	150	\$1.10	\$165.00
10. Range Hood and Downdrafts	65	\$1.10	\$71.50
11. Built-In Ovens	160	\$1.10	\$176.00
12. Built-In and Over the Range Microwave Ovens	136	\$1.10	\$149.60
13. Surface Cooking Units	147	\$1.10	\$161.70
14. Dishwashers	230	\$1.10	\$253.00
15. Food Waste Disposers	25	\$1.10	\$27.50
16. Trash Compactors	38	\$1.10	\$41.80
17. Electric Water Dispensers	22	\$1.10	\$24.20

--Total Units = 1484 -- Subtotal = \$1,656.25

5% GST (GST# - 800481483 RT0001): \$82.81

Total Payable: \$1,739.06

Due Date: 7/31/2013



### Step 3: Enter the Report Methodology

#### Enter a Description of your Data Recording Procedure

In the box shown below please enter the methodology used to prepare your report. This is where you can explain if there were any product returns/exchanges and how they were handled and any other relevant items. If there were no special circumstances that quarter then you are not required to complete this section.

Once you have completed your report methodology please click the “I agree” checkbox to confirm that the methodology used to calculate your data has been reviewed and is accurate.

**Report Methodology:**  
Use this space to describe the methodology and data used to prepare this report.

No returns or exchanges this quarter.

Check the declaration box to confirm that the methodology used to calculate your data has been reviewed and is accurate.

\* I agree

### Step 4: Submit, Save or Cancel Your Report

Once you have entered all of your information and are satisfied with the unit sales data and the description of the methodology you have provided, there are one of three options:

**Submit Report:** Once “Submit Report” is clicked your report will be finalized and an invoice will be generated that must be paid by the indicated date. Please refer to picture below. Once you have clicked “Submit Report,” the MARR APF report is final and cannot be changed.

**Save Without Submitting:** Once “Save Without Submitting” is clicked, your report will be saved and you will return to the main menu. Your report will not have been submitted and you can return to modify it further before submission. The report must be submitted and payment must be received by the due date (within one month following the end of the reporting period). See Step 6 for instructions on how to view your saved report.


**Cancel Without Saving:** All of your information will be lost and you will be required to start a new report the next time you login.

**Cancel Without Saving**   **Save Without Submitting**   **Submit Report**

- Once **Submit Report** is clicked, your report will be finalized and an invoice will be generated that must be paid by the indicated date.
- Once **Save Without Submitting** is clicked, your report will be saved and you will be returned to the main menu. Your report will not have been submitted and you can return to modify it further before submission.

## Step 5: Invoice Generation

Once you have clicked "Submit Report" an invoice will be automatically generated and will appear on the screen. The invoice will illustrate the total amount owed and the applicable due date. Please note that GST of 5% is automatically added to all invoices. It is your responsibility to ensure that the invoice is paid by the due date for that quarter.



MARR

MARR INVOICE: QUARTERLY APF REPORT

Your company has successfully filed this report. Please submit this invoice for payment by the due date listed below.

Username: <b>SampleUser</b>	Reporting Period: <b>Sample Report</b>
Company Name: <b>Sample Company</b>	Submission Date: <b>August 1, 2013</b>
Participant Number: <b>101</b>	Invoice Number: <b>00SAMPLE</b>

Product Category	Quantity (Units)	Fee per Unit (\$)	Total Fee (\$)
1. Full-Size Refrigerators & Wine Coolers/Beverage Centres	4	\$1.25	\$5.00
2. Compact Refrigerators & Wine Coolers/Beverage Centres		\$1.25	
3. Freezers		\$1.25	
4. Room Air Conditioners		\$1.25	
5. Portable Air Conditioners		\$1.25	
6. Dehumidifiers		\$1.25	
7. Clothes Washers		\$1.10	
8. Clothes Dryers		\$1.10	
9. Ranges		\$1.10	
10. Range Hoods and Downdrafts		\$1.10	
11. Built-In Ovens		\$1.10	
12. Built-In and Over the Range Microwave Ovens		\$1.10	
13. Surface Cooking Units		\$1.10	
14. Dishwashers		\$1.10	
15. Food Waste Disposers		\$1.10	
16. Trash Compactors		\$1.10	
17. Electric Water Dispensers		\$1.10	
<b>Total Units:</b>	<b>4</b>	<b>Subtotal:</b>	<b>\$5.00</b>
		<b>5% GST (GST# - 800481483 RT0001):</b>	<b>\$0.25</b>
		<b>Total Payable:</b>	<b>\$5.25</b>
		<b>Due Date:</b>	<b>10/31/13</b>

MARR accepts payments by Cheque or Electronic Funds Transfer (EFT) with the information listed below.

<u>Method of Payment - Cheque:</u>	
Cheque payable to:	MARR
Mail/courier cheques to:	105 West 3rd Ave., Vancouver, B.C., V5Y 1E6
<u>Method of Payment - Electronic Funds Transfer:</u>	
Bank Name:	HSBC Bank of Canada
Branch Address:	885 West Georgia Street, Vancouver, BC V6C 3G1
Account Type:	Operating Chequings Account
Bank ID:	016
Branch ID/Transit Number:	10270
Account Number:	#####

Print
Close

MARR accepts payment by either cheque or electronic funds transfer. All relevant information required for payment will be illustrated on the invoice.

MARR accepts payments by Cheque or Electronic Funds Transfer (EFT) with the information listed below.

Method of Payment - Cheque:

Cheque payable to:	MARR
Mail/courier cheques to:	105 West 3rd Ave., Vancouver, B.C., V5Y 1E6

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Bank Name:	HSBC Bank of Canada
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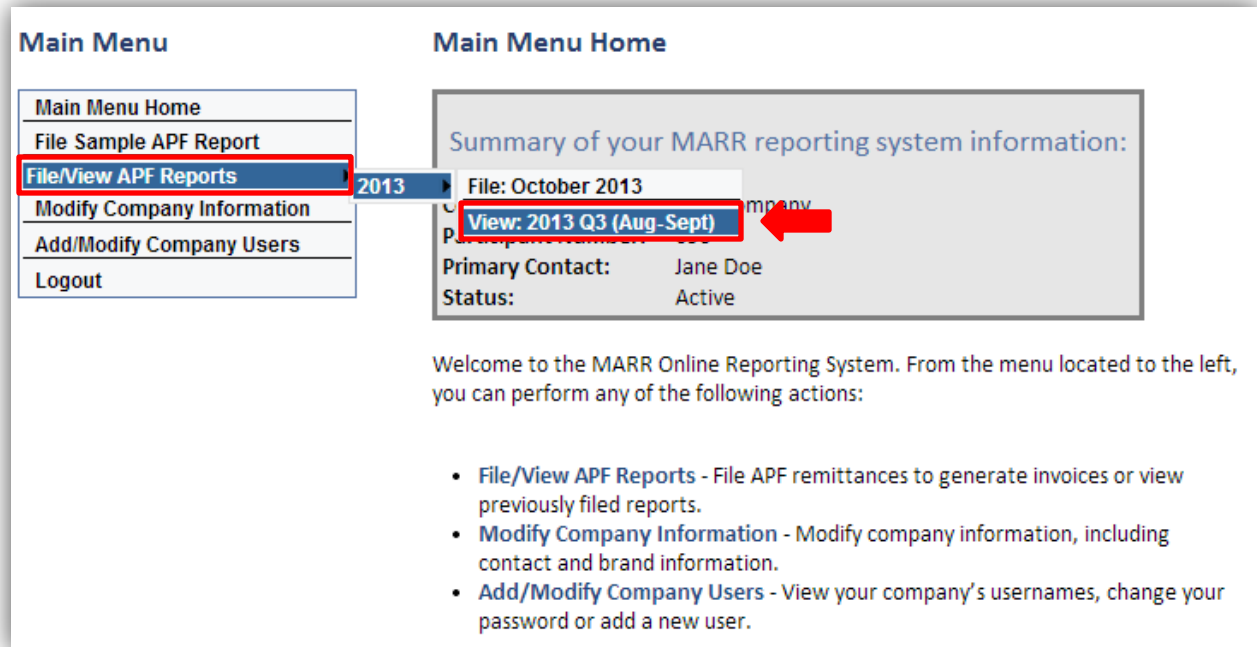
You are also able to print this invoice for your records by clicking the “print” button in the bottom right hand corner of the page. Click on the “close” button in the bottom right hand corner of the page to return to the main menu.

## Step 6: View Reports and/or Invoices

Now that the report has been submitted to MARR you are able to log in to your account at any time to view the previously filed report and the associated invoice. It is your responsibility to ensure that the invoice is paid by the due date for that quarter.

This is also where you will be able to access reports that were saved but not submitted. You will be able to modify these reports prior to the reporting deadline when you will be required to submit a final copy. To access a saved but not submitted report hover your cursor over the File/View APF Reports in the left hand menu.

To view future reports, place your cursor over the “File/View APF Reports” and click on the applicable quarterly report.



**Main Menu**

- Main Menu Home
- File Sample APF Report
- File/View APF Reports**
- Modify Company Information
- Add/Modify Company Users
- Logout

**Main Menu Home**

Summary of your MARR reporting system information:

File: October 2013  
View: 2013 Q3 (Aug-Sept)  
Primary Contact: Jane Doe  
Status: Active

Welcome to the MARR Online Reporting System. From the menu located to the left, you can perform any of the following actions:

- **File/View APF Reports** - File APF remittances to generate invoices or view previously filed reports.
- **Modify Company Information** - Modify company information, including contact and brand information.
- **Add/Modify Company Users** - View your company's usernames, change your password or add a new user.

## Section 3- Other Main Menu Options

### The Main Menu

After logging in to the MARR Reporting Site, you will be taken to the “Main Menu” which will allow you to conduct the following actions:

- 1) File/View APF Reports (See Section 2 above)
- 2) Modify Company Information
- 3) Add/Modify Users
- 4) Logout

### Modify Company Information

Please click on the “Modify Company Info” tab on the left-hand side of the Main Menu page to modify the information on file for your company. It is important to keep this information up to date to ensure your company continues to receive all important program updates and reminders.

Here you will be able to modify/update the following items:

- 1) **Basic Company Information** - Legal name, list of relevant companies registering separately, etc.
- 2) **Contact Information**- Name, phone number, email, etc., for primary and alternate company contacts.

- 3) **Brand Information** - List of brands, sub-brands and private labels that your company owns or has exclusive rights to.

To modify one of the sections, click on the section that you would like to update and then click edit in the bottom right hand corner to add/modify the information. When you are done click “Save,” if you do not want to save these changes click “Cancel.”



**Main Menu**

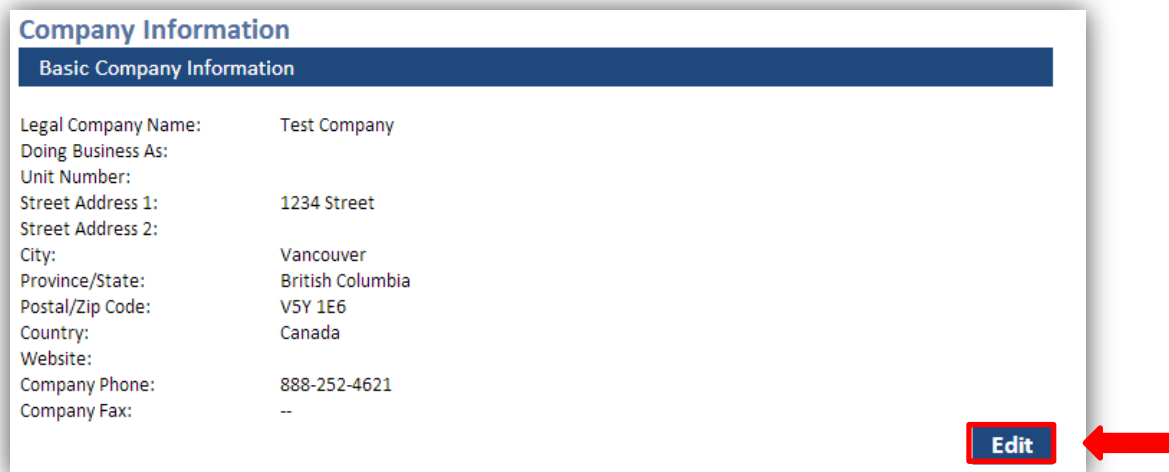
Main Menu Home
File Sample APF Report
File/View APF Reports
<b>Modify Company Information</b>
Add/Modify Company Users
Logout

**Modify Company Information**

To view and modify the information on file for your company, please click on one of the options below:

- Basic Company Information** - Legal name, list of relevant companies registering separately, etc.
- Contact Information** - Name, phone number, email, etc., for primary and alternate company contacts.
- Brand Information** - List of brands, sub-brands and private labels that your company owns or has exclusive rights to.

For example, if you select “**Basic Company Information**” the following page will appear:



**Company Information**

**Basic Company Information**

Legal Company Name: Test Company  
Doing Business As:  
Unit Number:  
Street Address 1: 1234 Street  
Street Address 2:  
City: Vancouver  
Province/State: British Columbia  
Postal/Zip Code: V5Y 1E6  
Country: Canada  
Website:  
Company Phone: 888-252-4621  
Company Fax: --

**Edit**

You will then be able to edit the basic company information on the page shown below. When you are finished click “Save” in the bottom right hand corner to save your changes.

**Edit: Company Information**

*Please ensure that all fields marked with an asterisk (\*) are completed.*

**Basic Company Information**

\* Legal Company Name:

\*  Please confirm that the complete legal name has been provided. (often must include 'Inc.', 'Co.', or 'Ltd.')

Doing Business As:

Unit Number:

\* Street Address 1:

Street Address 2:

\* City:

\* Province/State:

\* Postal/Zip Code:

\* Country:

Website:

\* Main Company Phone: (  )  -

Fax Number: (  )  -

## Add/Modify Users

Under this tab you will be able to modify your existing Username and Password and will also be able to add additional users by creating a new username and password for each.

**Main Menu**

Main Menu Home
File Sample APF Report
File/View APF Reports
Modify Company Information
<b>Add/Modify Company Users</b>
Logout


User Name: Test Account  
Associated Email: test@gmail.com

In this section the primary contact that has logged in with their Username and Password will create the new username and enter a temporary password. The new user will then receive an e-mail with their Username and temporary password and will be prompted to change their password upon logging in for the first time.

## Add New User

User Name:	Test Account
Associated Email:	test@gmail.com


	<b>Add New User</b>	<b>Change Password</b>
---	---------------------	------------------------

The following screen will appear where you will be able to create a new Username and Temporary Password.

### Add/Modify User Information

#### Add a New User

Username:	<input type="text" value="Test User"/>
Email:	<input type="text" value="testuser@gmail.com"/>
New Password:	<input type="password" value="****"/>
Confirm New Password:	<input type="password" value="****"/>

**Cancel** **Save** 


**Back To Main Menu**

## Change Password

You will also be able to change an existing account's password under this section. Click on the "Change Password" button seen below.

User Name:	Test Account
Associated Email:	test@gmail.com

<b>Add New User</b>	<b>Change Password</b> 
---------------------	--

This will take you to the screen below where you will be able to change your password. You are not required to fill out your security question each time you change your password.

### Add/Modify Company Users

#### Change Password

* Username:	<input type="text" value="Test Account"/>
* Current Password:	<input type="password" value="...."/>
* New Password:	<input type="password" value="...."/>
* Confirm New Password:	<input type="password" value="...."/>
Security Question:	<input type="text"/>
Security Answer:	<input type="text"/>

## Logout

At any point, you can logout by clicking on the “logout” in the main menu. You will be returned to the opening page of the registration and reporting site.

### MARR Online Reporting System

<h4>Main Menu</h4> <table border="1"><tr><td>Main Menu Home</td></tr><tr><td>File Sample APF Report</td></tr><tr><td>File/View APF Reports</td></tr><tr><td>Modify Company Information</td></tr><tr><td>Add/Modify Company Users</td></tr><tr><td><b>Logout</b></td></tr></table>	Main Menu Home	File Sample APF Report	File/View APF Reports	Modify Company Information	Add/Modify Company Users	<b>Logout</b>	<h4>Main Menu Home</h4> <div><p>Summary of your MARR reporting system information:</p><p><b>Company Name:</b> Test Company <b>Participant Number:</b> 690 <b>Primary Contact:</b> Jane Doe <b>Status:</b> Active</p></div> <p>Welcome to the MARR Online Reporting System. From the menu located to the left, you can perform any of the following actions:</p> <ul style="list-style-type: none"><li>• <b>File/View APF Reports</b> - File APF remittances to generate invoices or view previously filed reports.</li><li>• <b>Modify Company Information</b> - Modify company information, including contact and brand information.</li><li>• <b>Add/Modify Company Users</b> - View your company's usernames, change your password or add a new user.</li></ul>
Main Menu Home							
File Sample APF Report							
File/View APF Reports							
Modify Company Information							
Add/Modify Company Users							
<b>Logout</b>							

## Need Additional Help?

For further assistance please contact MARR at 1-888-252-4621 or by e-mail at [info@marrbc.ca](mailto:info@marrbc.ca).