

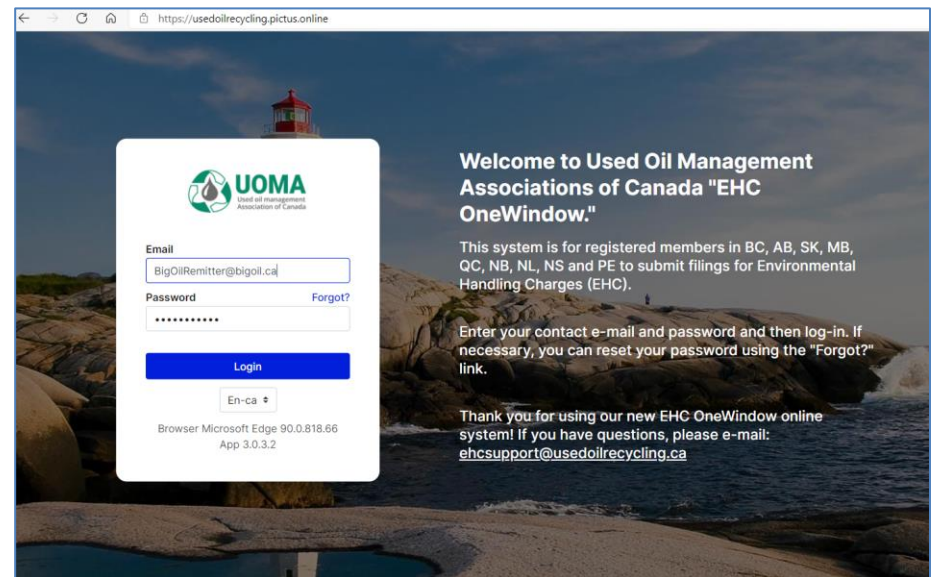
# UOMA EHC OneWindow Remitter User Guide

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## Getting Started

1. Use the latest version of **Google Chrome, Mozilla Firefox or Microsoft Edge** as your internet browser. Note: Internet Explorer is not supported.
2. The system link is: [usedoilrecycling.pictus.online](https://usedoilrecycling.pictus.online)



3. Initially you will sign in with the **email address** that you normally use to make your EHC submissions.
4. Set your Password using the **Forgot?** function on the Log-in page.
5. You will receive an e-mail from **“noreply@usedoilrecycling.ca”** with a link to set (or reset) your password. Note that this email

notification only lasts **24 hours** so a new password must be set during that timeframe.

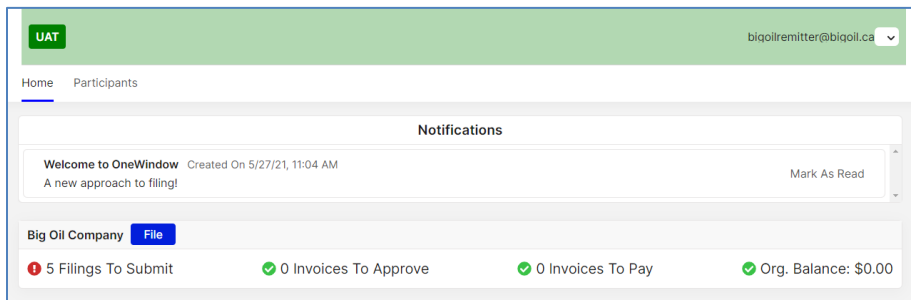
level (so they relate across all Remitters belonging to the Organization).

6. Passwords must be at least **10 characters**, and contain at least: 1 upper case, 1 lower case and 1 number.
7. If you don't receive an e-mail in your Inbox, check your "Junk" folder in case your system does not recognise the e-mail ID (and mistakes it for junk).
8. You can choose English or French as your default **language**. Set it initially on the main page and then update your profile to set it permanently.
9. If your business is already registered with the Agency, we have already given you access to the system, so you do **NOT** need to re-register. Note: If you are already registered and want to apply to register a new location, contact the relevant Agency or send an email to [ehcsupport@usedoilrecycling.ca](mailto:ehcsupport@usedoilrecycling.ca).
10. You should "bookmark" the EHC OneWindow website for future reference.
11. An **Organization** is the parent company that contains one or more Remitters (also known as Businesses, Suppliers or Members). A **Remitter** is the provincial level that is responsible for the submission of EHC filings.
12. You can create data and invite users at both an Organization level or at a Remitter/Business level. The initial structure has been set up so that all addresses, contacts, notes and users are at the Organization

## Home page

Login > Home

- **Home** is the first page you'll see upon login. You'll see a summary of outstanding items. The **Notifications** section will show you tailored communications relevant to the Associations you are registered with.
- To submit your EHC Remittances, click on the blue **File** button.

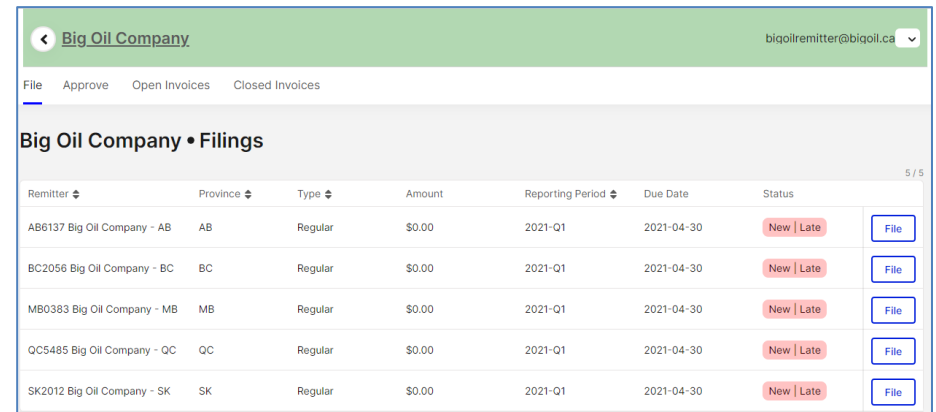


- The **File** page is displayed showing a list of available filings you need to complete.

## Filing Page

Login > Filing App

- **Note:** If your user ID is at the organization level, you will see filings for every province in your organization. If your user ID is at the provincial level, then you will only see filings for your that province.
- Click the **File** button on a particular line to open an individual filing.
- Follow the next three steps:
  1. File
  2. Approve
  3. Review your Open and Closed Invoices

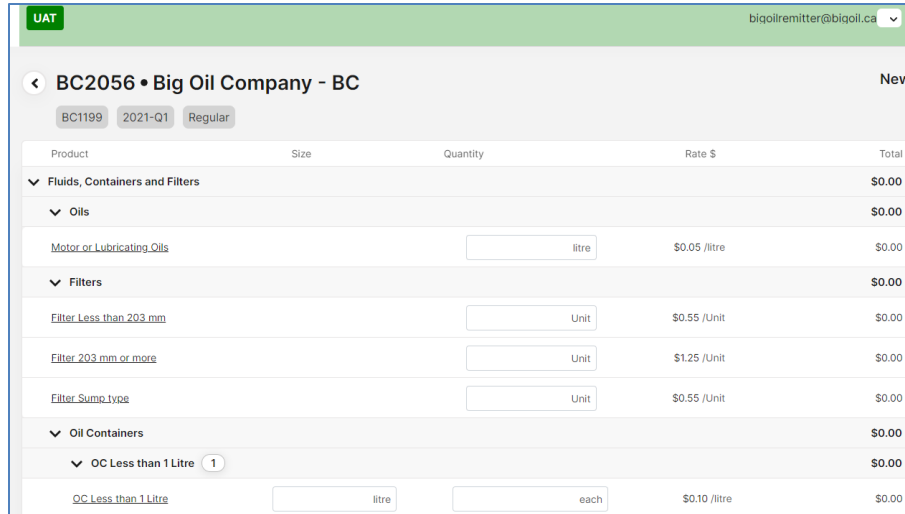


Remitter	Province	Type	Amount	Reporting Period	Due Date	Status	
AB6137 Big Oil Company - AB	AB	Regular	\$0.00	2021-Q1	2021-04-30	New   Late	File
BC2056 Big Oil Company - BC	BC	Regular	\$0.00	2021-Q1	2021-04-30	New   Late	File
MB0383 Big Oil Company - MB	MB	Regular	\$0.00	2021-Q1	2021-04-30	New   Late	File
QC5485 Big Oil Company - QC	QC	Regular	\$0.00	2021-Q1	2021-04-30	New   Late	File
SK2012 Big Oil Company - SK	SK	Regular	\$0.00	2021-Q1	2021-04-30	New   Late	File

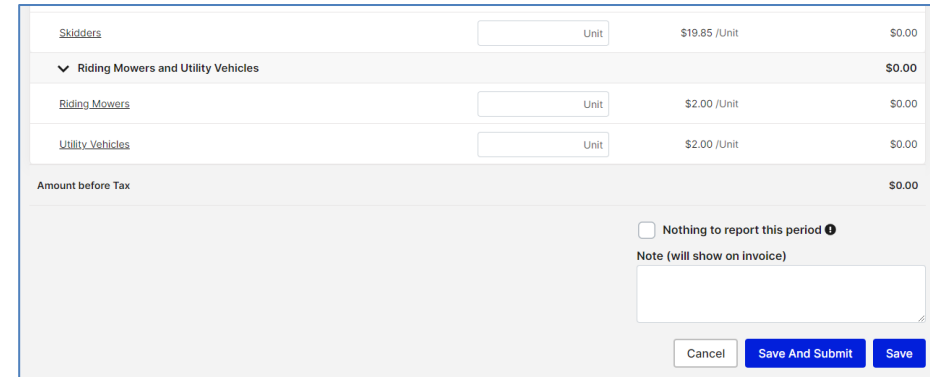
# 1. File

## Login > Filing > File

The **Filing** page shows the product catalog. Complete the quantity and/or size boxes with sales for the period. For instructions on how to add custom OEM products (applicable in AB only at this time), see [Customizing OEM](#) on page 9.



Product	Size	Quantity	Rate \$	Total
<b>Fluids, Containers and Filters</b> \$0.00				
<b>Oils</b> \$0.00				
Motor or Lubricating Oils		<input type="text"/> litre	\$0.05 /litre	\$0.00
<b>Filters</b> \$0.00				
Filter Less than 203 mm		<input type="text"/> Unit	\$0.55 /Unit	\$0.00
Filter 203 mm or more		<input type="text"/> Unit	\$1.25 /Unit	\$0.00
Filter Same type		<input type="text"/> Unit	\$0.55 /Unit	\$0.00
<b>Oil Containers</b> \$0.00				
<b>OC Less than 1 Litre</b> 1 \$0.00				
OC Less than 1 Litre		<input type="text"/> litre <input type="text"/> each	\$0.10 /litre	\$0.00



Skidders	<input type="text"/> Unit	\$19.85 /Unit	\$0.00
<b>▼ Riding Mowers and Utility Vehicles</b>			<b>\$0.00</b>
Riding Mowers	<input type="text"/> Unit	\$2.00 /Unit	\$0.00
Utility Vehicles	<input type="text"/> Unit	\$2.00 /Unit	\$0.00
Amount before Tax			<b>\$0.00</b>

Nothing to report this period ⓘ  
Note (will show on invoice)

Cancel Save And Submit Save

If you need to come back and complete the filing later, click **Save** at the bottom of the page and it will still be available on the File page. If you are done, click **Save and Submit**. The filing will no longer be editable.

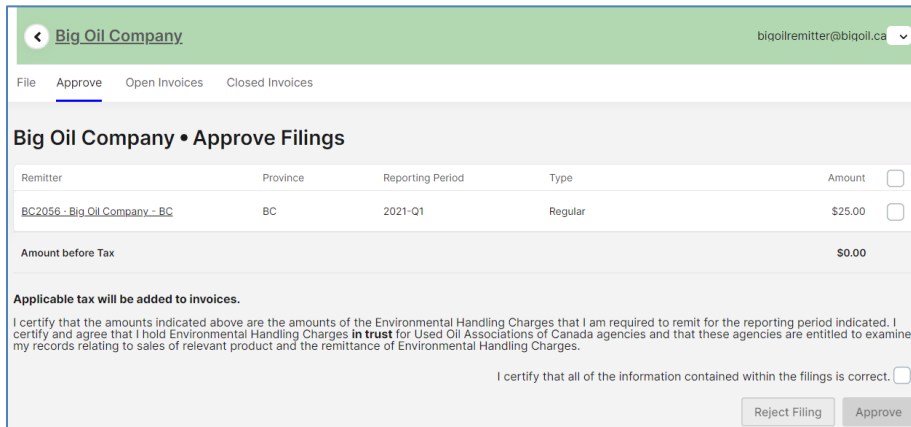
- If there is nothing to report for this period, click on the “**Nothing to report this period**” checkbox and select **Save and Submit** to file a Nil Return.
- You can add **Notes** to your filing that will show on the invoice that is generated.

## 2. Approve

Login > Filing > Approve

A user with a Filing Approver role can approve or reject one or more filings.

- Select one **or** select all, click the **Amount** checkbox, the **Certification** checkbox, then click **Approve**.
- To reject a filing, select the **Filing** to open, and click **Reject Filing**.



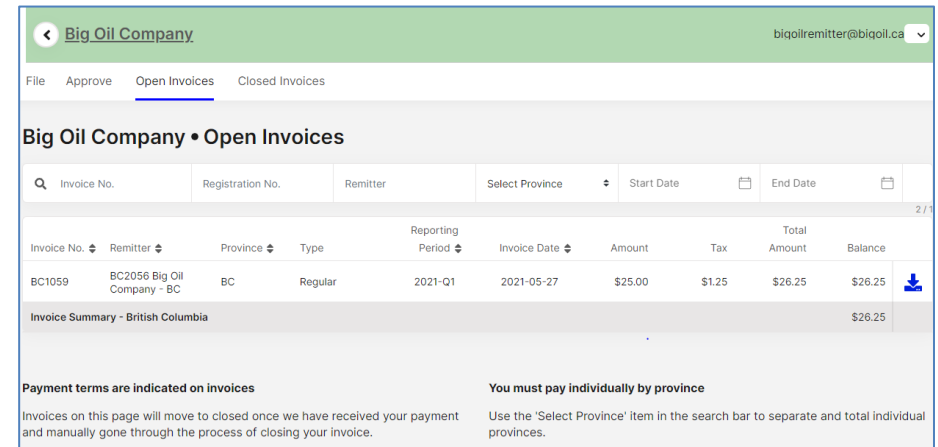
The screenshot shows the 'Approve Filings' page for 'Big Oil Company'. The user is logged in as 'biqoilremitter@biqoil.ca'. The page has tabs for 'File', 'Approve', 'Open Invoices', and 'Closed Invoices'. The 'Approve' tab is active. Below the header, there is a table with columns: Remitter, Province, Reporting Period, Type, and Amount. A single row is visible: BC2056 - Big Oil Company - BC, BC, 2021-Q1, Regular, \$25.00. Below the table, there is a section for 'Amount before Tax' showing \$0.00. A note states 'Applicable tax will be added to invoices.' There is a certification statement: 'I certify that the amounts indicated above are the amounts of the Environmental Handling Charges that I am required to remit for the reporting period indicated. I certify and agree that I hold Environmental Handling Charges in trust for Used Oil Associations of Canada agencies and that these agencies are entitled to examine my records relating to sales of relevant product and the remittance of Environmental Handling Charges.' Below this is a checkbox for 'I certify that all of the information contained within the filings is correct.' At the bottom right are two buttons: 'Reject Filing' and 'Approve'.

Note: This approval step **MUST** be completed to finish the filing.

## 3. Review Invoices

Login > Filing > Open Invoices

- Approved filings are displayed on the Open Invoices Page and emailed to the approver.
- Invoices can also be downloaded to a file to be printed, saved or emailed. Click on the blue arrow to the right of the invoice to open or save the invoice (in PDF format).
- The invoice can now be used to submit your payment to the applicable Association through your company's regular payment processes. Once the payment is received and processed it will appear in the Closed Invoices tab.



The screenshot shows the 'Open Invoices' page for 'Big Oil Company'. The user is logged in as 'biqoilremitter@biqoil.ca'. The page has tabs for 'File', 'Approve', 'Open Invoices', and 'Closed Invoices'. The 'Open Invoices' tab is active. Below the header, there is a search bar and a table with columns: Invoice No., Registration No., Remitter, Select Province, Start Date, and End Date. Below this is a table with columns: Invoice No., Remitter, Province, Type, Reporting Period, Invoice Date, Amount, Tax, Total Amount, and Balance. A single row is visible: BC1059, BC2056 Big Oil Company - BC, BC, Regular, 2021-Q1, 2021-05-27, \$25.00, \$1.25, \$26.25, \$26.25. Below the table, there is a section for 'Invoice Summary - British Columbia' showing a total of \$26.25. At the bottom, there are two sections: 'Payment terms are indicated on invoices' and 'You must pay individually by province'. The first section states: 'Invoices on this page will move to closed once we have received your payment and manually gone through the process of closing your invoice.' The second section states: 'Use the 'Select Province' item in the search bar to separate and total individual provinces.'

## Managing Your Account

### My Profile

- From **Home**, you can edit your Profile information by clicking on “Profile” in the drop-down menu (down arrow) in the upper right corner beside your e-mail id. Your profile contains your Contact information.
- You can set your **language** preference here as well.
- Note: You cannot edit your e-mail ID as that is your Account name. If your e-mail has changed, you need to setup a new Contact. Contact [ehcsupport@usedoilrecycling.ca](mailto:ehcsupport@usedoilrecycling.ca) for help with this.

### Password

- You can change your Password at any time by selecting “Change Password” on the drop down menu in the upper right hand corner of the screen, or the “Forgot?” link on the login page.
- Passwords must be at least **10 characters**, and contain at least: 1 upper case, 1 lower case and 1 number.
- Note that this email notification only lasts **24 hours** so a new password must be set during that timeframe.

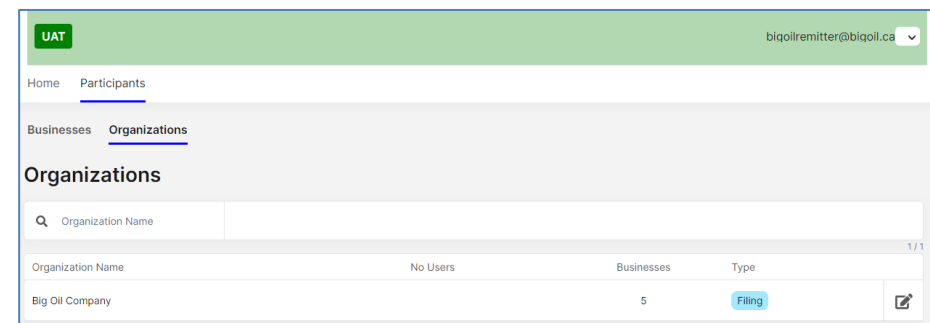
### Logout

- For security reasons, when you are done, sign out of the system by going to the drop-down menu on the upper right corner of the screen, and **Logout** of your account. Automatic logout occurs after 2 hours.

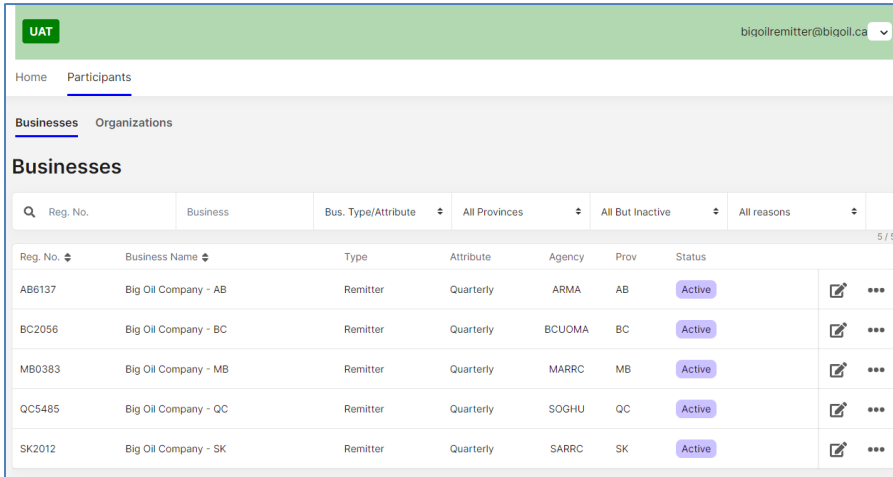
## Managing Your Organization

### Participants – Businesses and Organizations

- From the **Participants** tab, you can edit the information about your Organization and Remitters. Please note that contacts are generally set up at the Organization level so they receive information from all associations that your Organization is registered with.
- To do this make sure you are on the Organization tab as shown in the following screen then click on the checkbox on the right side. You can then update your company information including addresses and contacts.

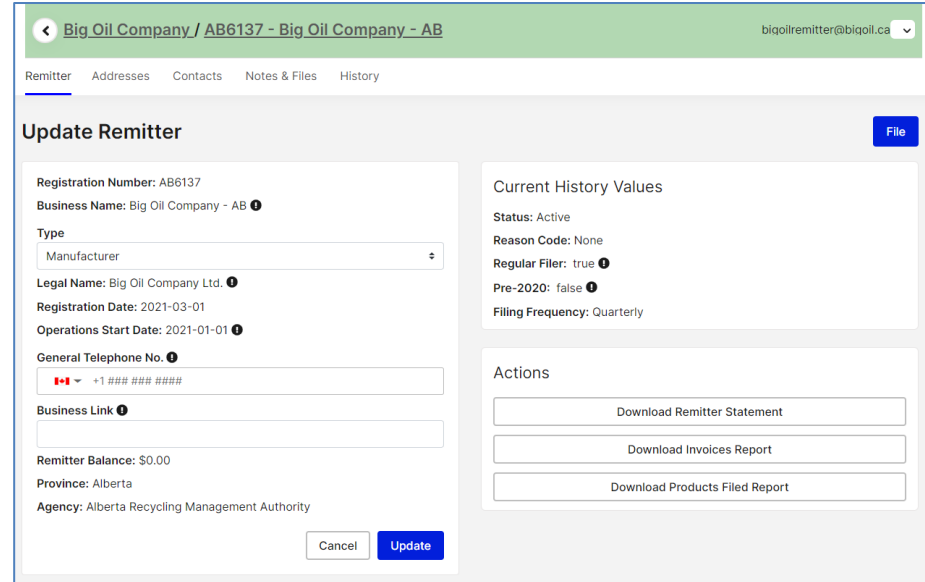


- From the Businesses tab you will see all of the associations you are registered with.



Reg. No.	Business	Bus. Type/Attribute	All Provinces	All But Inactive	All reasons	
AB6137	Big Oil Company - AB	Remitter	Quarterly	ARMA	AB	Active
BC2056	Big Oil Company - BC	Remitter	Quarterly	BCUOMA	BC	Active
MB0383	Big Oil Company - MB	Remitter	Quarterly	MARRC	MB	Active
QC5485	Big Oil Company - QC	Remitter	Quarterly	SOGHU	QC	Active
SK2012	Big Oil Company - SK	Remitter	Quarterly	SARRC	SK	Active

- By clicking on the checkbox to the right you will be able to download a Remitter Statement which shows the current details of your account with that Association, as well as Invoices and Products Filed Reports.



**Update Remitter**

Registration Number: AB6137  
 Business Name: Big Oil Company - AB  
 Type: Manufacturer  
 Legal Name: Big Oil Company Ltd.  
 Registration Date: 2021-03-01  
 Operations Start Date: 2021-01-01  
 General Telephone No.: +1 ### ### ####  
 Business Link:  
 Remitter Balance: \$0.00  
 Province: Alberta  
 Agency: Alberta Recycling Management Authority

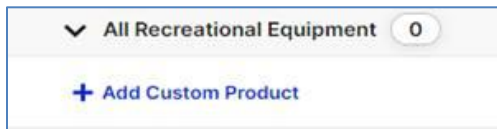
**Current History Values**  
 Status: Active  
 Reason Code: None  
 Regular Filer: true  
 Pre-2020: false  
 Filing Frequency: Quarterly

**Actions**  
 Download Remitter Statement  
 Download Invoices Report  
 Download Products Filed Report

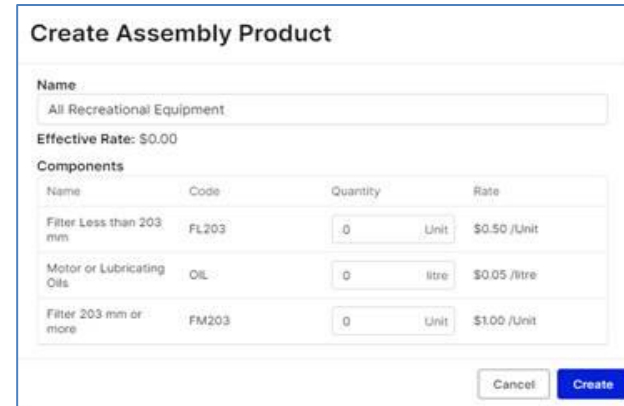


## Customizing OEM (Alberta Only at this time)

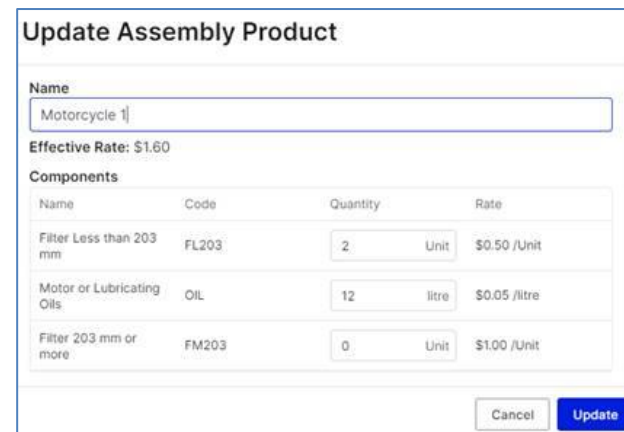
- Customizing is for any OEM product that is not currently setup on the standardized product catalogue list. You may have customized equipment, or the components do not correspond with ones already listed. Creating a customized assembly product will help you for future reporting.
- To add a custom OEM product, select “Add Custom Product” under the applicable category. For example, to add a type of Motorcycle select “Add Custom Product” under “All Recreational Equipment”



- Title the OEM as you see fit. And then you can enter the quantities of oil/filter types that are contained in one unit of your OEM product. For Alberta, if your custom unit oil quantities are not whole numbers, round down. For example, if one unit contains 3.5L of oil, round it to 3L.

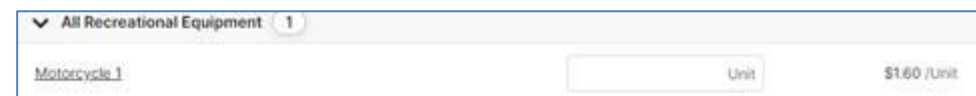


Name	Code	Quantity	Unit	Rate
Filter Less than 203 mm	FL203	0	Unit	\$0.50 /Unit
Motor or Lubricating Oils	OIL	0	litre	\$0.05 /litre
Filter 203 mm or more	FM203	0	Unit	\$1.00 /Unit



Name	Code	Quantity	Unit	Rate
Filter Less than 203 mm	FL203	2	Unit	\$0.50 /Unit
Motor or Lubricating Oils	OIL	12	litre	\$0.05 /litre
Filter 203 mm or more	FM203	0	Unit	\$1.00 /Unit

- Click “create” to create your OEM product



Category	Product Name	Unit	Rate
All Recreational Equipment	Motorcycle 1	Unit	\$1.60 /Unit

- Enter the number of units sold.