

REMITTANCE INSTRUCTIONS & GUIDE TO ARMA CONNECT FOR YUKON TIRE PRODUCERS

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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.

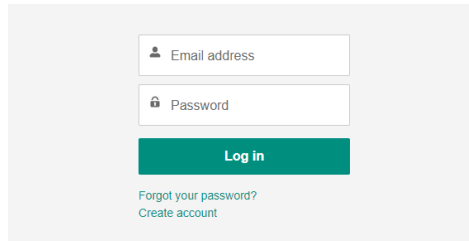


For organizations registered with the Program prior to the transition to ARMA Connect, your Producer registration number with ARMA has been replaced with a new registration number.

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”.



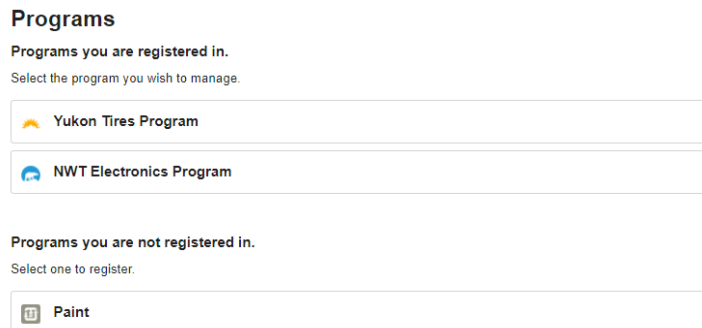
Passwords Reset

- 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 yukontires@albertarecycling.ca

3. REPORTING ENVIRONMENTAL FEES

- a) Select the Program for which you will be reporting.



Remitter
Producer Homepage

Yukon Tires
Program Registration Number: R00006769
[Switch Programs](#)

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

You have 1 outstanding reports X

Please review due date and submit reports accordingly.

Account Balance
\$630.00

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

Report	Status	Due Date	Last Updated By	Manage
July 2021	Not Started	Aug 31, 2021		Start
June 2021	Submitted	Jul 30, 2021		View
May 2021	Submitted	Jun 30, 2021		View

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

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.

Environmental Fee Report
Reporting Period: June 2021

Details Review

Sales in Period

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

Category	Sold	Rate	Total
Passenger Car & Light Truck Tires	<input type="text" value="0"/>	\$7.00	\$0.00
Specialty, Industrial and Other Tires	<input type="text" value="50"/>	\$7.00	\$350.00
Recreational Vehicle Tires	<input type="text" value="0"/>	\$5.00	\$0.00
Medium Truck Tires	<input type="text" value="0"/>	\$9.00	\$0.00
Small Industrial / OTR	<input type="text" value="0"/>	\$40.00	\$0.00
Medium Industrial / OTR	<input type="text" value="0"/>	\$100.00	\$0.00
Large Industrial / OTR	<input type="text" value="0"/>	\$200.00	\$0.00
Total			\$350.00

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

Returns

Do you have any returns from previous periods?

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) Once complete, select “Next”.
- g) 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](#)

- h) Select “Submit Report”.
- i) 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 the ‘Request Adjustment button.

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

Account Balance
\$858.01

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[Generate Account Statement](#)

[Request Adjustment](#)

Request Adjustment to Previously Reported Environmental Fees

- 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'.

[Request Adjustment](#)

Request Adjustment to Previously Reported Environmental Fees

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
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.

May 2021

Category	Rate	Previously Reported		Adjustment		Final	
		Units	Fees	Units	Fees	Units	Fees
Passenger Car & Light Truck Tires	\$7.00	0	\$0.00	<input type="text" value="0"/>	\$0.00	0	\$0.00
Specialty, Industrial and Other Tires	\$7.00	90	\$630.00	<input type="text" value="-20"/>	-\$140.00	70	\$490.00
Medium Truck Tires	\$9.00	0	\$0.00	<input type="text" value="0"/>	\$0.00	0	\$0.00
Recreational Vehicle Tires	\$5.00	0	\$0.00	<input type="text" value="0"/>	\$0.00	0	\$0.00
Small Industrial / OTR	\$40.00	0	\$0.00	<input type="text" value="0"/>	\$0.00	0	\$0.00
Medium Industrial / OTR	\$100.00	0	\$0.00	<input type="text" value="0"/>	\$0.00	0	\$0.00
Large Industrial / OTR	\$200.00	0	\$0.00	<input type="text" value="0"/>	\$0.00	0	\$0.00

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) 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, on behalf of Government of Yukon. ARMA will advise if additional information is required to review the adjustment request, and when the review is completed.

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 yukon@albertarecycling.ca and provide your organization’s EFT agreement form)</i>
Cheque	<p>Cheque payments will be reflected in your account once the cheque is received by Alberta Recycling.</p> <p>Please ensure to document the invoice number and Program Registration number on your cheque/cheque stub.</p> <p>Please make cheque payable to: Alberta Recycling for Government of Yukon</p> <p>Mail to: PO Box 189 Edmonton, AB T5J 2J1</p> <p>Courier to: Rice Howard Place Suite 1800 10060 Jasper Ave Edmonton, AB T5J 3R8</p>
Interac E-Transfer	Send to yukontires@albertarecycling.ca .

Note: For registered Producers 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.

Producer Homepage

Yukon Tires
Program Registration
Number: R00003778
[Switch Programs](#)

Reporting
My Suppliers & Customers
Account History
Historical Statements

Account Balance
\$673.00

Your account statement will detail the items outstanding on your account. Please see section 7 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.

Reporting
My Suppliers & Customers
Account History
Historical Statements

Invoices					
Invoice Number	Invoice Name	Amount	Invoice Date	↓	Manage
00000111	Test Financial Invoice - Yukon Tires - N00000001	\$1,500.00	Aug 16, 2021		Download
00000111	Test Financial Invoice - Yukon Tires - N00000001	\$1,500.00	Aug 16, 2021		Download

Payments and Refunds					
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

Yukon Tires				
Report	Status	Due Date	Last Updated By	Manage
August 2021	Submitted	Sep 30, 2021	User Name	View
July 2021	Submitted	Aug 30, 2021	User Name	View
June 2021	Submitted	Jul 30, 2021	User Name	View

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

Reporting My Suppliers & Customers <u>Account History</u> Historical Statements					
Invoices					
Invoice Number	Invoice Name	Amount	Invoice Date ↓	Manage	
00000933	2021 06 Environmental Fees Yukon - R00006728	\$239.50	Aug 9, 2021	Download	
00000932	2021 05 Environmental Fees -Yukon - 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 Producer Homepage.

Producer Homepage

Yukon Tires
Program Registration
Number: R00003778
[Switch Programs](#)

Reporting My Suppliers & Customers Account History Historical Statements

Account Balance

\$673.00

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](#)

- 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.

Reporting My Suppliers & Customers Account History <u>Historical Statements</u>		
Statement Name	Created Date ↓	Manage
2021-09-16 Statement of Account -Yukon- R00003798.pdf	Sep 15, 2021	Download

8. UPDATING YOUR SUPPLIER & CUSTOMER INFORMATION

As a registered Producer 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.

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

The screenshot shows the 'Producer Homepage' with the 'My Suppliers & Customers' tab selected. A notification banner asks 'Are your suppliers and customers still up to date?'. Below this, there are two sections: 'My Suppliers' and 'My Customers'. The 'My Suppliers' section contains a table with one entry for 'Jessica's Jumbo T...'.

Company Name	Location	Program Reg No.	Supplier Type	Date Added ↓	Manage
Jessica's Jumbo T...	Edmonton, Alberta	P00003779	Payment on Pur...	Sep 1, 2021	Remove

- c) 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.
- d) 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.
- e) 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 Tires.

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.

9. SEARCHING OTHER PRODUCERS

In addition to updating your supplier and customer lists the ‘My Suppliers & Customers’ tab can also be used to search for other Producers 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 customer section.
- c) Start entering the business name in ‘Search for a Business’ and when you locate the business click, on it to select it.
- d) Once added you will be able to see the registration status of the business and determine who should be charged the environmental fees and who should be exempt.

The following information should be referenced when verifying a business’s registration status:

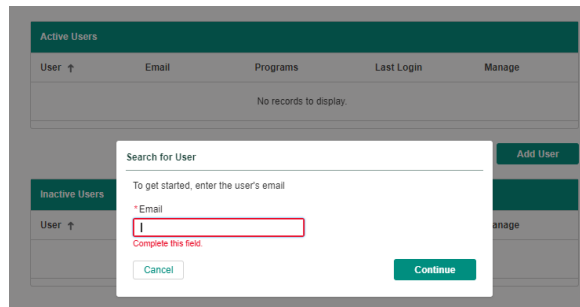
- If the “Supplier Type” is “Remitter”, then the business is remitting the environmental fees directly to the Program and is therefore exempt from being charged environmental fees.
- If the “Supplier Type” is “Payment on Purchase”, then the business is not remitting to the Program and therefore must be charged environmental fees.
- If the “Supplier Type” is “NIL Remitter”, then the business is not remitting to the Program and therefore must be charged environmental fees.
- If your customer is a reseller not registered with the Program, they may appear in an ARMA Connect search with no “Supplier Type” identified, or 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.

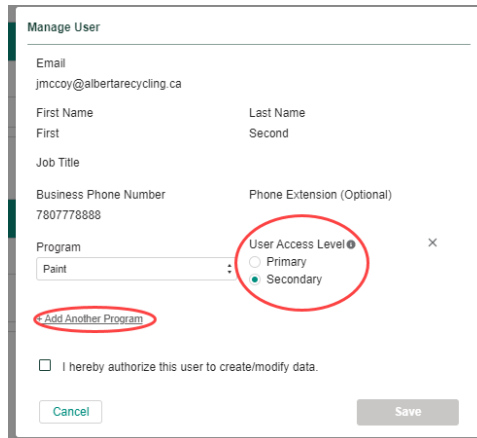
- a) After logging in to ARMA Connect, click on your name in the top right.
- b) Select ‘Manage users’ from the drop-down menu.
- c) To add a new user select ‘Add a user’ and enter their email address.



- 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. **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 yukontires@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
jmccoy@albertarecycling.ca

First Name Last Name
First Second

Job Title

Business Phone Number Phone Extension (Optional)
7807778888

Program : User Access Level Primary Secondary

[Add Another Program](#)

I hereby authorize this user to create/modify data.

- 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.