



ONLINE REPORTING SYSTEM

INSTRUCTIONS

January 1, 2024

TABLE OF CONTENTS

Introduction.....	3
SECTION 1 – PASSWORD CREATION OR FORGOTTEN PASSWORD	4
SECTION 2 – FILING APF REMITTANCE REPORTS AND REMITTING FEES.....	5
Step 1: Login & Portal Discovery	5
Step 2: Submit an APF Report	7
Step 3: Submit, Save or Cancel your Report	9
Step 4: Invoice Generation	10
Step 5: View Reports and/or Invoices.....	12
SECTION 3 – PROGRAM DOCUMENTS	13
SECTION - REVIEW AND MODIFY COMPANY INFORMATION	14
Step 1: Review your Information	14
Step 2: Add a new Contact	15
Step 3: Modify or Inactivate a Contact.....	16
Step 4: Modify your Company Information	18
SECTION 5 - AUDITS	19
NEED ASSISTANCE?	19

Welcome to the MARR Online Reporting System

Welcome to the MARR program!

Please remember that as per the [MARR's Rules and Policies](#), all MARR Participants are required to report on their sales and remit applicable Administrative Program Fees (APFs) **starting with the date they began selling MARR products into BC**.

We would also like to advise that:

1. All participants are required to report and remit applicable APFs to MARR on a **calendar quarter basis** using the [MARR online reporting system](#). *APF reports and remittances **MUST** be received by MARR by the end of the month following the close of the reporting period.*
2. If you did not have any product sales in a quarter, you are still required to file a nil report.
3. As per the [Rules and Policies](#), MARR reserves the right to apply interest and administrative charges to overdue APF remittances.
4. The [MARR Agency Appointment Agreement](#) provides MARR the right to audit and inspect the records of participants with respect to the sale, supply, distribution, and importation of program products in BC.

Below we've included some links that should be helpful for you as you get familiar with the MARR program:

1. [Frequently Asked Questions](#)
2. [MARR Program Products List](#). Please check this against the products you sell into BC. These products have APFs that will be applied to their sales.
3. [Remitter Relationship Agreement Form](#), to be sent back to MARR, if another company reports units sold on your behalf, or if you report on another participant's behalf.
4. The MARR [Rules and Policies](#)
5. [MARR Agency Appointment Agreement](#).

Please note all those documents are also available at www.marrbc.ca, under the PARTICIPANTS tab.

SECTION 1: Password Creation or Forgotten Password

The next and final registration step is to create your password to access the MARR reporting portal. In the company registration confirmation notification sent by email to each saved contact, you will be able to retrieve your username and email address, required for the password creation.

To create a password, please click on www.marrbcreporting.ca. At the bottom of this page, click on **"Create a new password"** and follow the prompts. Once done, you will have full access to our online reporting portal. Please note you will need to access this portal once every quarter to submit your sales data and remit your recycling fees.

This link will also be used when a password has been forgotten.



MARR
Major Appliance Recycling Roundtable

Participant Online Registration and Reporting Portal

Welcome to the MARR Online Registration and Reporting System. Please register here to join MARR as a new participant. Prior registering, we invite you to review the [MARR Agency Appointment Agreement](#), the [MARR rules and policies](#) and the [MARR Stewardship Plan](#).

Companies that have registered for MARR as a participant can log in to their account below to file or view their quarterly Administrative Program Fee (APF) reports, update their information or add new company users.

For more information on the MARR program, please visit www.marrbc.ca or contact participantinfo@marrbc.ca.

Registered Participant Login

Please enter your username and password:

Username:

Password:

Note: Passwords are case-sensitive.

Login

New Registrants

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 4-step registration.

[Download Instructions](#) **Register for MARR**

First-time Users or forgotten passwords:
Follow this procedure to [create a new password](#).

Your username and a temporary reset token will be provided by email during this process.

SECTION 2: Filing APF Remittance Reports and Remitting Fees

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, 2024 (1st calendar quarter) must be reported and received by MARR before the end of April 2024.

Step 1: Login & Portal Discovery

To log-in, please go to www.marrbcreporting.ca and fill out your Username and Password under the "Registered Participant Login" on the left side of the page.

MARR
Major Appliance Recycling Roundtable

Participant Online Registration and Reporting Portal

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Registered Participant Login

Please enter your username and password:

Username:

Password:

Note: Passwords are case-sensitive.

Login

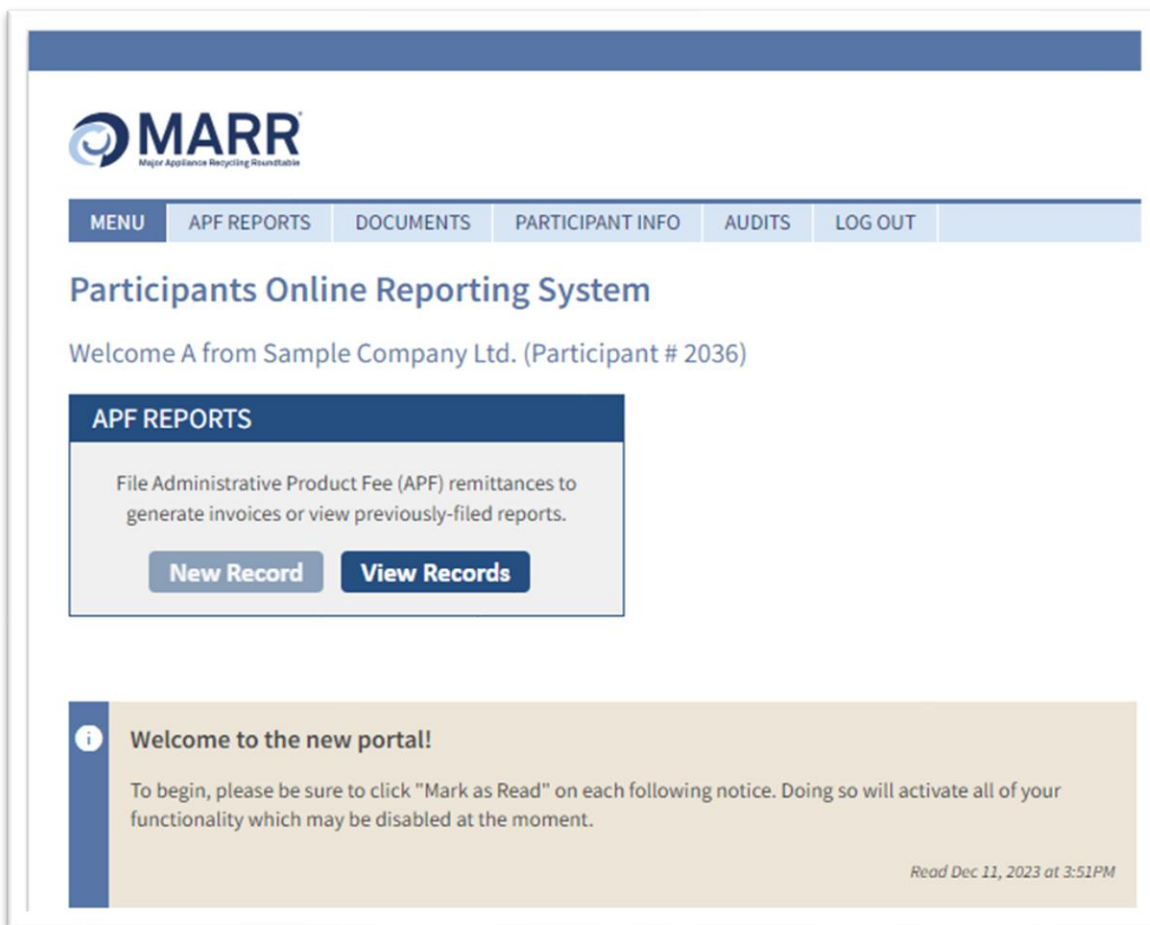
New Registrants

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 4-step registration.

[Download Instructions](#)

Register for MARR

Once you've entered your username and password you will be taken to the Main Menu Home screen shown next.



Please note that you will be required to read and click on “**Mark as Read**” our notifications listed below the APF Reports table before being able to navigate the portal and submit your sales reports.

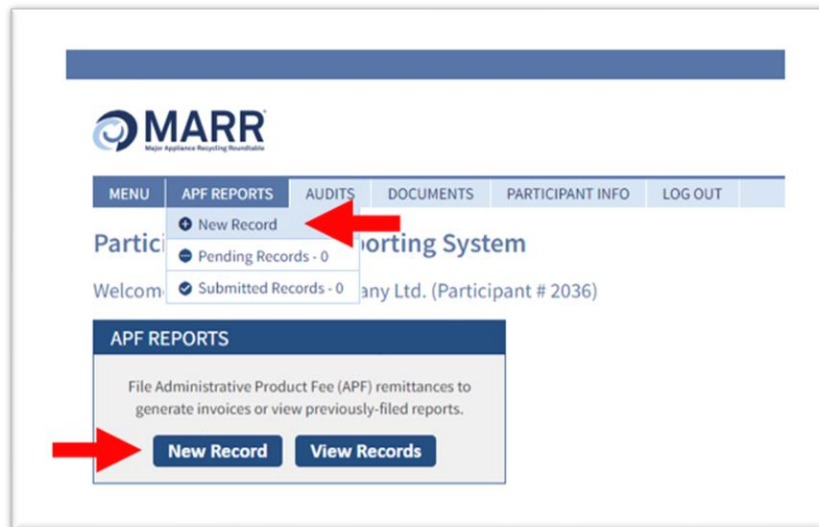
The top menu bar shows you the actions that can be performed from the main menu:

1. **APF REPORTS:** This tab will give you the options to file new reports, view the pending ones and review the submitted ones.
2. **DOCUMENTS:** This tab will redirect you to the essential MARR information and documents
3. **PARTICIPANT INFO:** Use this tab to review and modify your company and contact information.
4. **AUDITS:** This tab will give you the option to review the documents linked to a past audit
5. **LOGOUT**

Step 2: Submit a Report

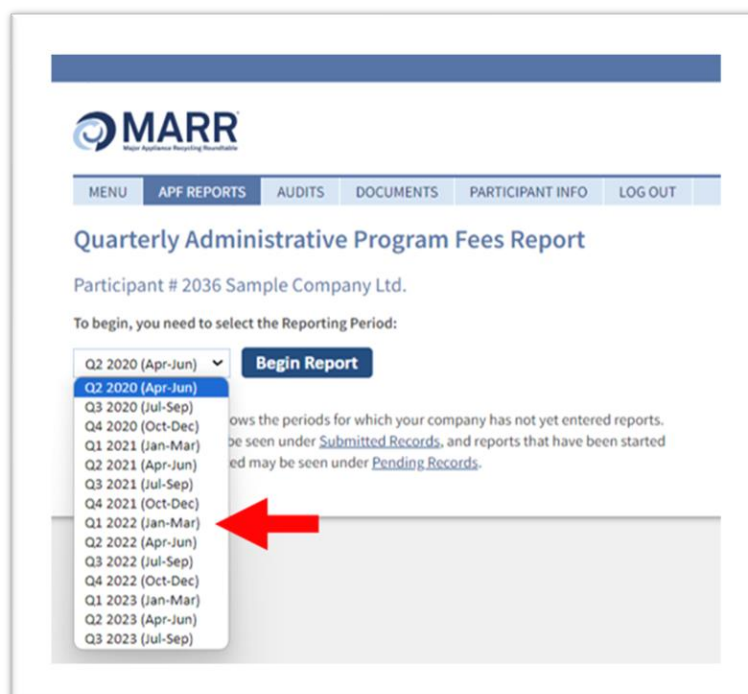
NOTE: If you did not have any product sales in a quarter you are still required to file a nil report.

To file your first report, you can either click on the main table “**New Record**” or under the “**APF Record**” tab.



The system will give you the option to file quarterly reports from your Start Selling date (date submitted when registering as new participant). You must submit a report for each past quarter.

Select one pending quarter and click on “Begin Report”.



Once you have selected the appropriate report to file, the following screen will appear, showing a recap of your information and listing the 18 MARR categories of products. You will generate one invoice for all applicable product sales that took place during that quarter.

MARR
Multi-Applicable Reporting Requirements

MENU APF REPORTS AUDITS DOCUMENTS PARTICIPANT INFO LOG OUT

Quarterly Administrative Program Fees Report

Username: TestDec11 Reporting Period: Q2: Apr 1 - Jun 30, 2023
 Company Name: Sample Company Ltd. Submission Date: (Not Yet Submitted)
 Participant Number: 2026

Please enter the total number of units sold or supplied during the reporting period for each of the product categories in the table below.

Product Category	Quantity (Units)	Fee Per Unit (\$)	Total Fee (\$)
1. Full Size Refrigerators	<input type="text"/>	\$6.50	
2. Compact Refrigerators	<input type="text"/>	\$6.50	
3. Freezers	<input type="text"/>	\$6.50	
4. Window Air Conditioners	<input type="text"/>	\$6.50	
5. Portable Air Conditioners	<input type="text"/>	\$6.50	
6. Dehumidifiers	<input type="text"/>	\$6.50	
7. Clothes Washers	<input type="text"/>	\$2.00	
8. Clothes Dryers / Steam Cleaners	<input type="text"/>	\$2.00	
9. Ranges	<input type="text"/>	\$2.00	
10. Range Hoods and Downdrafts	<input type="text"/>	\$2.00	
11. Built-In Ovens	<input type="text"/>	\$2.00	
12. Built-In and Over-Range Microwave Ovens	<input type="text"/>	\$2.00	
13. Surface Cooking Units	<input type="text"/>	\$2.00	
14. Dishwashers	<input type="text"/>	\$2.00	
15. Food Waste Disposers	<input type="text"/>	\$2.00	
16. Trash Compactors	<input type="text"/>	\$2.00	
17. Electric Cold Beverage Dispensers	<input type="text"/>	\$6.50	
18. Electric Hot Beverage Dispensers	<input type="text"/>	\$2.00	
Total Units:		Subtotal:	

5.00% GST (GST# - 800481483 RT0001):

Total Payable:

Due Date: July 31, 2023

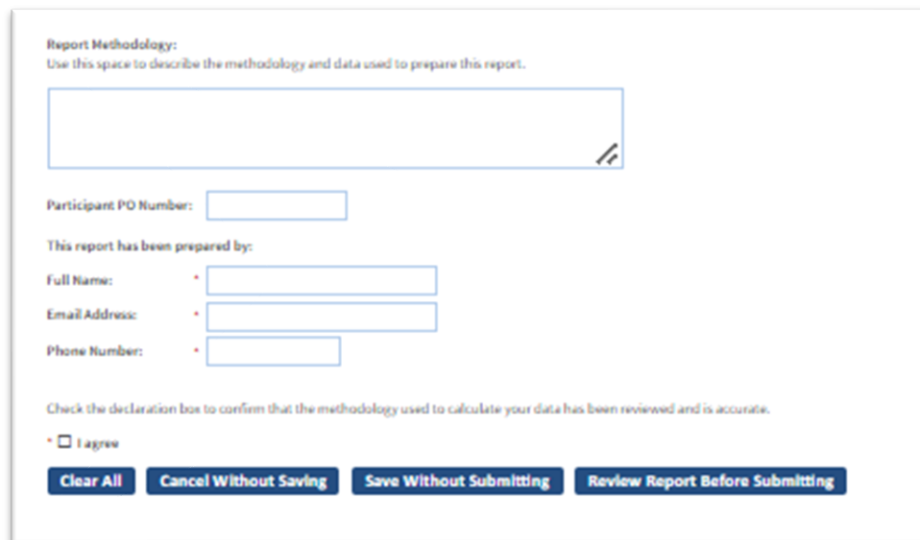
To report sales of products within that quarter, type in the total quantity of applicable units sold or supplied during that quarter in the “Quantity” column of each category. If you have categories that you had no sales in, simply enter a “0” and your total sales calculated will be \$0.

It is not required to separate the sales by brand, model, customer/supplier sales, etc.

Your total APFs for the period will be automatically calculated and appear in the “Total Fee” column. Please note that GST is automatically added to all invoices.

Once the total units have been added for each category, you will have the option to add your purchasing order (PO) number. You will also be required to add the contact information of the person who reported this report.

In the “**Report Methodology field**”, 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.

A screenshot of a web form titled "Report Methodology:". Below the title is a subtitle: "Use this space to describe the methodology and data used to prepare this report." There is a large text input area with a small icon in the bottom right corner. Below this is a "Participant PO Number:" label followed by a text input field. Then, "This report has been prepared by:" is followed by three fields: "Full Name:", "Email Address:", and "Phone Number:", each with a text input field and a red asterisk to its left. Below these fields is a line of text: "Check the declaration box to confirm that the methodology used to calculate your data has been reviewed and is accurate." followed by a checkbox and the text "I agree". At the bottom are four buttons: "Clear All", "Cancel Without Saving", "Save Without Submitting", and "Review Report Before Submitting".

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.

Step 3: Submit, Save or Cancel Your Report

Once you have entered all your information and are satisfied with the unit sales data and the description of the methodology you have provided, you have the option between four options:

Review Report Before Submitting: When selected, the system will give you the option to review and modify your report one last time. When you are confident of all the information, please select “**Submit Report**” located at the bottom of the page. Once you have clicked “Submit Report,” the MARR APF report is final and cannot be changed. An invoice will be generated that must be paid by the indicated date.



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.

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

Clear All: All your sales data will be cleared for you to be able to start from scratch right away.

Step 4: Invoice Generation

Once you have clicked on “**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 the GST is automatically added to all invoices. It is your responsibility to ensure that the invoice is paid by the due date for that quarter.



Annual Administrative Program Fees Report

Invoice #100106 ← Invoice number

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

Username: TestDec11 Reporting Period: Q2-Q4: Apr 1 - Dec 31, 2021
Company Name: Sample Company Ltd. Submission Date: December 18, 2023
Participant Number: 2036 PO Number:

Product Category	Quantity (Units)	Fee Per Unit (\$)	Total Fee (\$)
1. Full Size Refrigerators	10	\$9.50	\$ 95.00
2. Compact Refrigerators	10	\$9.50	\$ 95.00
3. Freezers	10	\$9.50	\$ 95.00
4. Window Air Conditioners	10	\$9.50	\$ 95.00
5. Portable Air Conditioners	10	\$9.50	\$ 95.00
6. Dehumidifiers	10	\$9.50	\$ 95.00
7. Clothes Washers	10	\$2.50	\$ 25.00
8. Clothes Dryers / Steam Cleaners	10	\$2.50	\$ 25.00
9. Ranges	10	\$2.50	\$ 25.00
10. Range Hoods and Downdrafts	10	\$2.50	\$ 25.00
11. Built-In Ovens	10	\$2.50	\$ 25.00
12. Built-In and Over-Range Microwave Ovens	10	\$2.50	\$ 25.00
13. Surface Cooking Units	10	\$2.50	\$ 25.00
14. Dishwashers	10	\$2.50	\$ 25.00
15. Food Waste Disposers	10	\$2.50	\$ 25.00
16. Trash Compactors	10	\$2.50	\$ 25.00
17. Electric Cold Beverage Dispensers	10	\$9.50	\$ 95.00
18. Electric Hot Beverage Dispensers	10	\$2.50	\$ 25.00
Total Units:	180	Subtotal:	\$ 940.00
5.00% GST (GST# - 800481483 RT0001):			\$ 47.00 ← Tax calculation
Total Payable:			\$ 987.00
Payment Due Date → Due Date:			January 31, 2022

MARR accepts payment by either cheque or electronic funds transfer. MARR is also registered as a payee under Bill Pay. 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: **100 - 4259 Canada Way, Burnaby, BC V5G 4Y2**

Method of Payment - Electronic Funds Transfer:

Bank Name: **RBC Royal Bank**
Branch Address: **1025 West Georgia Street, Vancouver, BC V6E 3N9**
Account Type: **Operating Chequings Account**
Bank ID: **003**
Branch ID/Transit Number: **00010**
Account Number: **146-342-1**

Method of Payment - Bill Pay:

Major Appliance Recycling Roundtable is registered as a payee under Bill Pay for the following major Canadian Banks.

- RBC (Royal Bank of Canada)
- BMO (Bank of Montreal)
- Scotiabank
- TD Bank (Toronto Dominion Bank)
- (CIBC) Canadian Imperial Bank of Commerce
- National Bank
- HSBC

After selecting Major Appliance Recycling Roundtable as a payee, you will be asked to enter the account number. This account number should be your participant ID.

[🏠 Return to Main Menu](#) [🖨️ Print](#)

➔ Click on the “**Return to Main Menu**” button located at the bottom of the page if you wish to close this page.

➔ When selecting the “**Print**” button, the system will generate a PDF copy of this invoice, for you to save and/or print for your records.

Step 5: View Reports and/or Invoices

Now that the report has been submitted to MARR, you are able to review it at any time. You can review all your previously filed reports and associated invoices by hovering over the “APF Report” menu and selecting “Submitted Records”. To review a specific record, simply click on “View”.

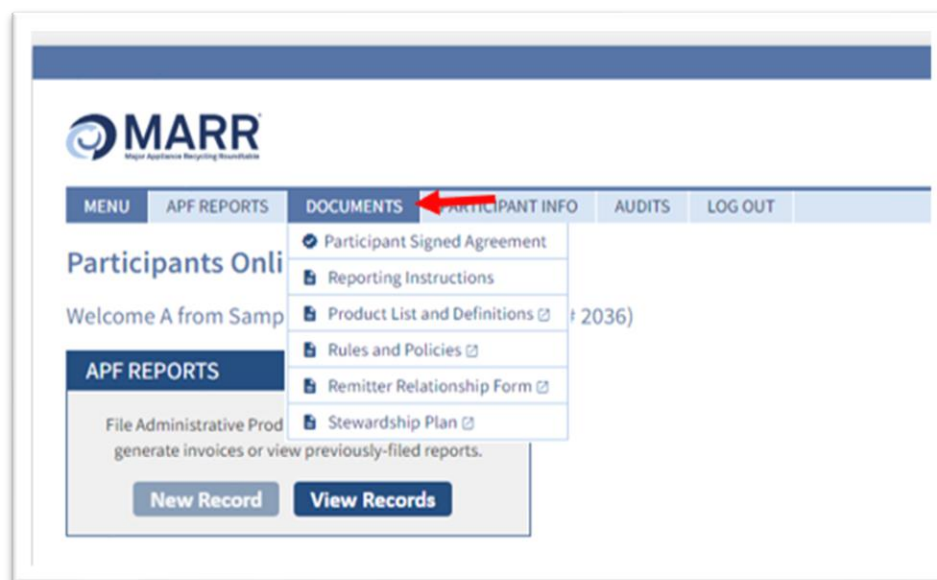


You can use the same process to review your pending records, saved but not submitted. You will be able to modify these reports prior to the reporting deadline when you will be required to submit a final copy.

Section 3: Documents

Using this tab will give you access to all the important documents related to the MARR program:

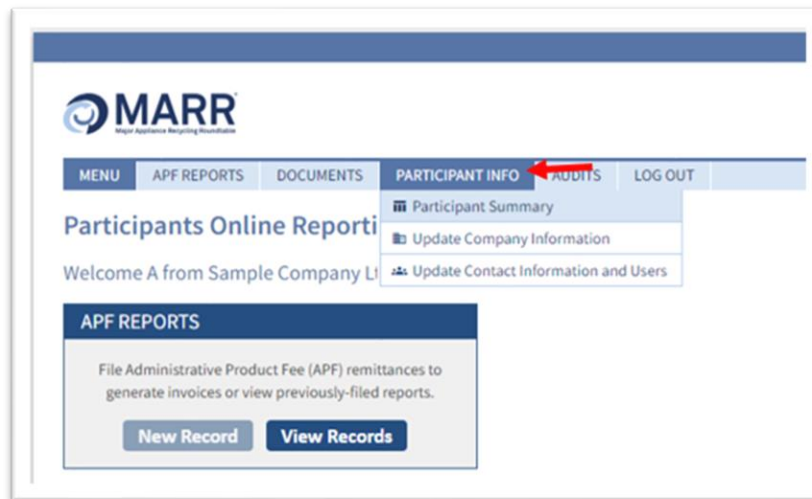
- Your signed MARR agreement
- This reporting manual
- The MARR product list and definitions
- The MARR rules and policies
- The MARR remitter relationship form
- The MARR Stewardship plan



Section 4: Review and Modify Company Information

Step 1: Review your Information

It is important to keep your company and contact information up to date to ensure your company continues to receive all important program updates and reminders. To review your company and contact information, please hover over the “**Participant Info**” menu tab and select “**Participant Summary**”.



The system will display your company information and saved contacts.



Participant Information

Summary of your MARR reporting system information:

Legal Company Name:	Sample Company Ltd.	Address:	555 Test Street Unit 100
Doing Business As:	Sample	City:	Vancouver
Participant Number:	2036	Province/State:	BC
Participant Type:	Manufacturer	Country:	Canada
Status:	Active	Postal/ZIP Code:	V5H 1N2
Selling Start Date in BC:	2019-02-01	Website:	https://www.test.ca
Member Agreement:	2023-12-11 - View	Company Phone:	604-111-1111
Reporting Frequency:	Annually	Company Fax:	601-111-1112

Brands, Sub-Brands and Private Labels: TEST Sub-Brands

Associated Companies: Test Company 1, Test Company 2, Test Company 3

Reporting On Behalf Of: No Test Relevant notes

Registered company users and contacts:

You currently have only two contacts. [Add an Additional Contact.](#)




Active	First Name	Last Name	Position/Title	Email Address	Phone	Contact Types	Username	Last Login	
Yes	A	T	M	aterrien@marrbc.ca	604-111-1111	 	TestDec11	2023-12-18 7:07PM	Edit

Step 2: Add a New Contact


You have the option to add a new user, simply by clicking on “**Add an Additional Contact**” link, located at the bottom of the Participant Summary. There is no limit on the number of contacts that can be saved. We advise always having at least 2 active contacts.

Registered company users and contacts:

You currently have only one contact. We advise you to have at least two active contacts. [Add an Additional Contact.](#)

Active	First Name	Last Name	Position/Title	Email Address	Phone	Contact Types	Username	Last Login	
Yes	Keita	Sano	AR	participantinfo@marrbc.ca	604-473-2421	  	TestParticipant	2023-12-05 4:06PM	Edit

To add a new contact, fill in all the information. All the fields are mandatory. When finished, simply click on “**Add Contact/User**” located at the bottom of the form.

**MARR**
Major Appliance Recycling Roundtable

MENU

APF REPORTS

DOCUMENTS

PARTICIPANT INFO

AUDITS

LOG OUT

Contacts and Users

Add Contact/User

User Active

☒ For temporary removal, make this item inactive.

Username

(ET: Temporarily disabled "Required" setting; will be required when site goes into production)

Contact Type

(ET: Temporarily disabled "Required" setting; will be required when site goes into production)

☐ Signing Authority

☐ Reporting Contact

☐ General Contact

* First Name

* Last Name

* Email Address

Users must have an email address to set or reset their own passwords.

Position/Title

(ET: Temporarily disabled "Required" setting; will be required when site goes into production)

Phone

(ET: Temporarily disabled "Required" setting; will be required when site goes into production)

Extension

* Denotes required fields

Add Contact/User




Cancel


Step 3: Modify or Inactivate a Contact

To review, modify or inactivate a contact, please click on “**Edit**” on the right side of the active contact you desire to modify.


Registered company users and contacts:

You currently have only one contact. We advise you to have at least two active contacts. [Add an Additional Contact.](#)

Active	First Name	Last Name	Position/Title	Email Address	Phone	Contact Types	Username	Last Login	
Yes	Keita	Sano	AR	participantinfo@marrbc.ca	604-473-2421	  	TestParticipant	2023-12-05 4:06PM	Edit



You will then have the option to modify any information linked to this contact. When everything has been updated, please click on “**Save Changes**” located at the bottom of the page.

MARR
Major Appliance Repairing Regulators

MENUAPF REPORTSAUDITSDOCUMENTSPARTICIPANT INFOLOG OUT

Contacts and Users

Edit Contact/User

User Active

☒ For temporary removal, make this item inactive.

Username

(ET: Temporarily disabled "Required" setting; will be required when site goes into production)

TESTUSERNAME

Contact Type

(ET: Temporarily disabled "Required" setting; will be required when site goes into production)

☐ Signing Authority
☒ Reporting Contact
☐ General Contact

* First Name

TESTNAME

* Last Name

TESTLASTNAME

* Email Address

test@marrbc.ca

Users must have an email address to set or reset their own passwords.

Position/Title

(ET: Temporarily disabled "Required" setting; will be required when site goes into production)

TESTPOSITION

Phone

(ET: Temporarily disabled "Required" setting; will be required when site goes into production)

111-111-1111

Extension

* Denotes required fields

Save Changes

Cancel

To inactivate a user, simply unmark the “User Active” field”, and click on “Save Changes”.

MARR

Major Appliance Recycling Roundtable

MENU

APF REPORTS

AUDITS

DOCUMENTS

PARTICIPANT INFO

LOG OUT

Contacts and Users

Edit Contact/User

User Active

☒

For temporary removal, make this item inactive.

Username

(ET: Temporarily disabled "Required" setting; will be required when site goes into production)

TESTUSERNAME

Contact Type

(ET: Temporarily disabled "Required" setting; will be required when site goes into production)

☐Signing Authority

☒Reporting Contact

☐General Contact

* First Name

TESTNAME

* Last Name

TESTLASTNAME

* Email Address

test@marrbc.ca

Users must have an email address to set or reset their own passwords.

Position/Title

(ET: Temporarily disabled "Required" setting; will be required when site goes into production)

TESTPOSITION

Phone

(ET: Temporarily disabled "Required" setting; will be required when site goes into production)

111-111-1111

Extension

* Denotes required fields

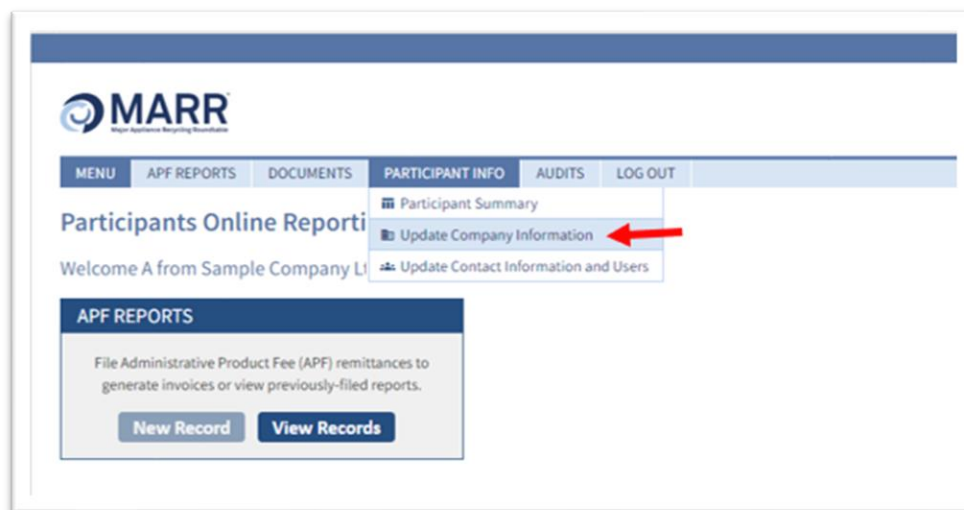
Save Changes

Cancel

Under your participant summary, this newly inactivated contact will be marked in red, as inactive.

Step 4: Modify your Company Information

To modify your company information, please hover over the Participant Info menu tab and select “**Update Company Information**”.



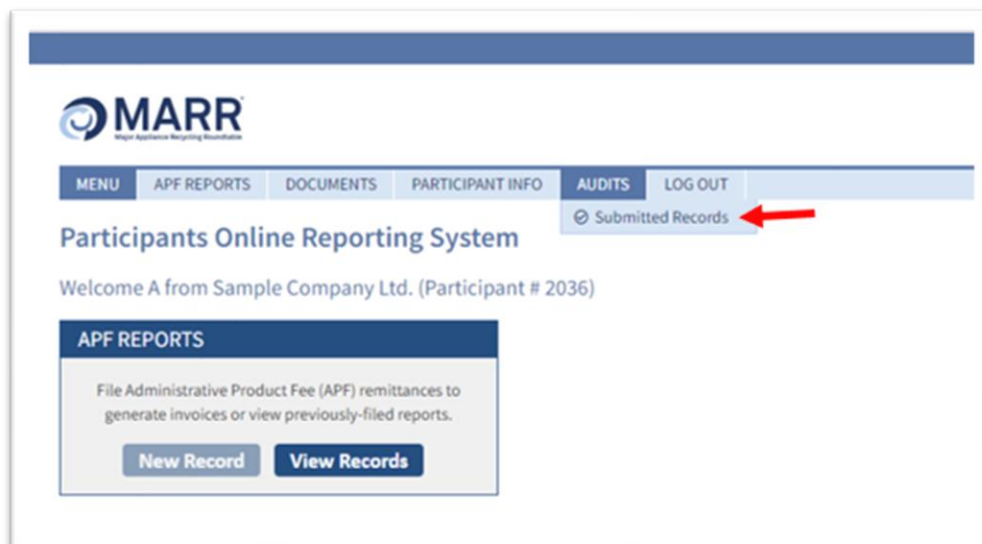
The system will give you the option to change any details you wish. Please do not forget to select “**Save Changes**” at the bottom of the page.

Section 5: Audits

As in any system based on self-assessment, it is necessary for MARR to do compliance audits of participants to ensure correct reporting. The MARR Agency Appointment Agreement provides MARR the right to audit and inspect the records of participants with respect to the sale, supply, distribution and importation of program products in the province of British Columbia.

You can find all the audit requirements in the [MARR Agency Appointment Agreement](#) and in the [MARR Rules and Policies](#).

Once logged into the portal, you will be able to review any finalized past audit documentation. Simply hover over the “**Audit**” tab in the menu bar.



Need Additional Help?

For further assistance please contact MARR via email at participantinfo@marrbc.ca or by telephone at 1-888-252-4621