

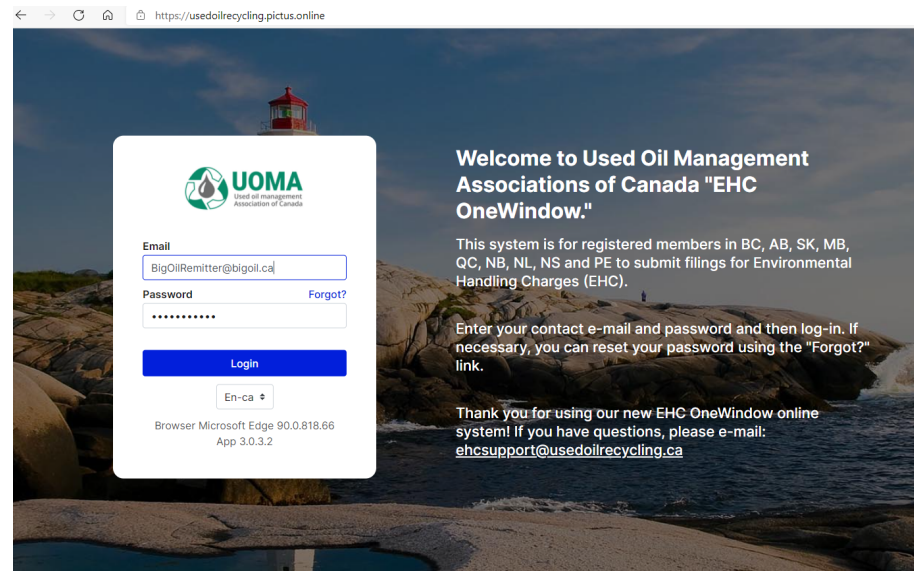
UOMA EHC OneWindow Remitter User Guide

Contents

Getting Started	2
Home page	3
1. File	4
2. Approve	5
3. Review Invoices	6
Managing Your Account	6
Managing Your Organization	7
Customizing OEM (Alberta Only at this time)	9

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



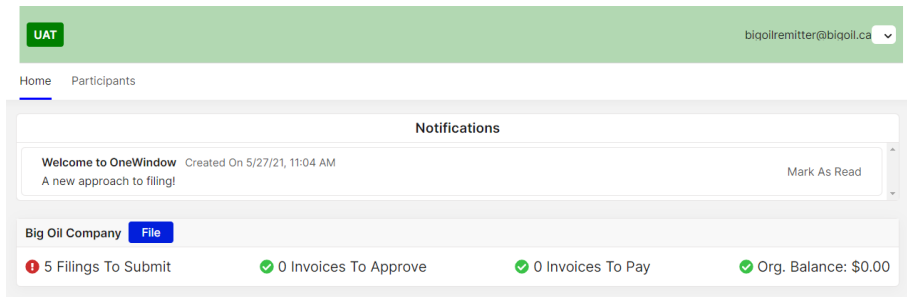
3. Initially you will sign in with the **email address** that you normally use to make your EHC submissions.
4. Set your Password using the **Forgot?** function on the Log-in page.

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.
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 .
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 level (so they relate across all Remitters belonging to 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.

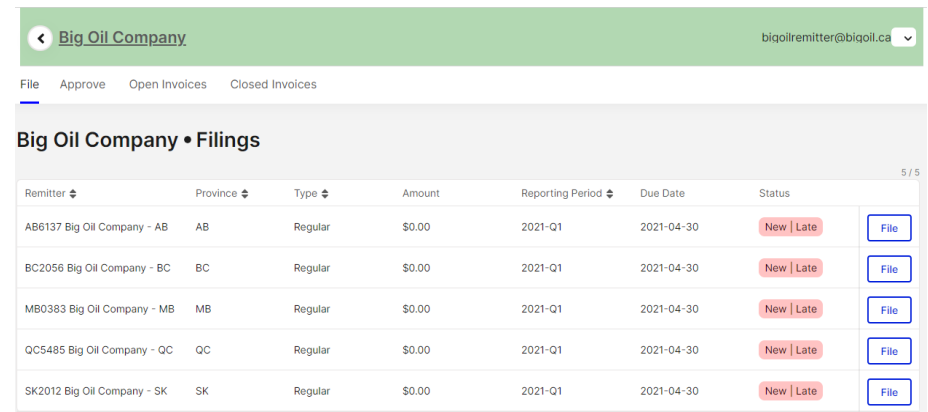


- The **File** page is displayed showing a list of available filings you need to complete.

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.

UAT biqoilremitter@biqoil.ca

< BC2056 • Big Oil Company - BC New

BC1199 2021-Q1 Regular

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

Skidders	Unit	\$19.85 /Unit	\$0.00
Riding Mowers and Utility Vehicles			\$0.00
Riding Mowers	Unit	\$2.00 /Unit	\$0.00
Utility Vehicles	Unit	\$2.00 /Unit	\$0.00
Amount before Tax			\$0.00
<input type="checkbox"/> Nothing to report this period ⓘ Note (will show on invoice)			
<input type="button" value="Cancel"/> <input type="button" value="Save And Submit"/> <input type="button" value="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.

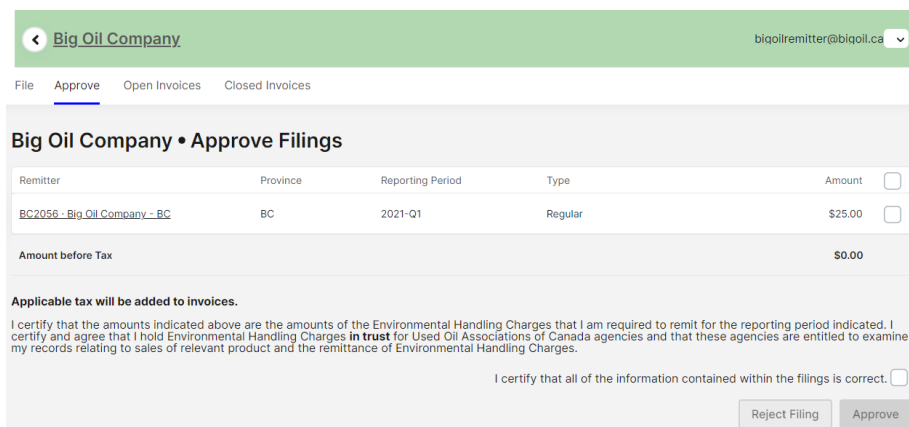
- If there is nothing to report for this period, click on the “**Nothing to report this period**” checkbox and select **Save and Submit** to file a Nil Return.
- You can add **Notes** to your filing that will show on the invoice that is generated.

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 'Big Oil Company • Approve Filings' page. At the top, there's a green header with the company name and an email address 'biqoilremitter@biqoil.ca'. Below the header, there are tabs: 'File', 'Approve' (selected), 'Open Invoices', and 'Closed Invoices'. The main content area shows a table with one filing entry:

Remitter	Province	Reporting Period	Type	Amount	<input type="checkbox"/>
BC2056 - Big Oil Company - BC	BC	2021-Q1	Regular	\$25.00	<input type="checkbox"/>

Below the table, it shows 'Amount before Tax' as '\$0.00'. There is a section for 'Applicable tax will be added to invoices.' followed by 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.' and 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.

Big Oil Company

biqoilremitter@biqoil.ca

File

Approve

Open Invoices

Closed Invoices

Big Oil Company • Open Invoices

Invoice No.	Registration No.	Remitter	Select Province	Start Date	End Date	
BC1059	BC2056 Big Oil Company - BC	BC	Regular	2021-Q1	2021-05-27	<div>\$25.00</div> <div>\$1.25</div> <div>\$26.25</div> <div>\$26.25</div>

Invoice Summary - British Columbia

\$26.25

Payment terms are indicated on invoices

Invoices on this page will move to closed once we have received your payment and manually gone through the process of closing your invoice.

You must pay individually by province

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 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

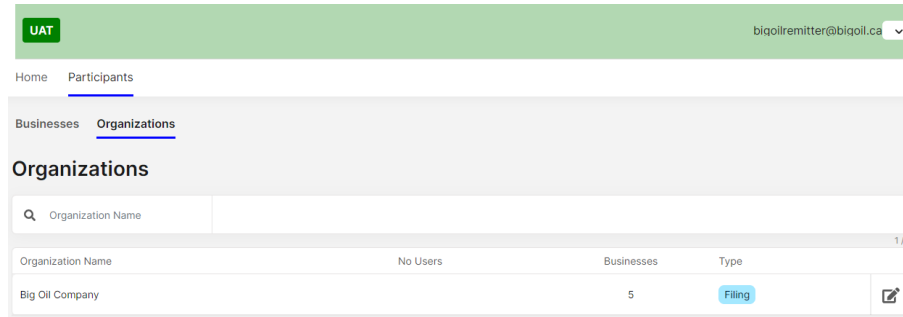
- For security reasons, when you are done, sign out of the system by going to the drop-down menu on the upper right corner of the screen, and **Logout** of your account. Automatic logout occurs after 2 hours.

Managing Your Organization

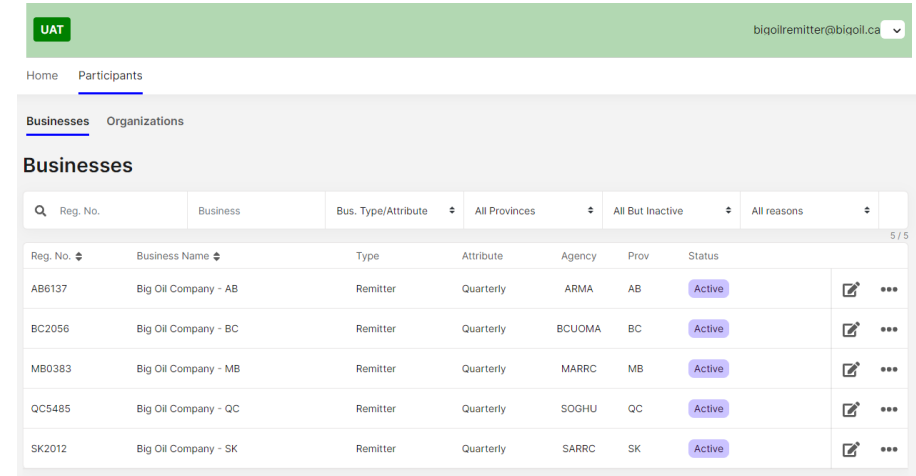
Participants – Businesses and Organizations

- 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.



The screenshot shows the 'Organizations' tab in the UAT interface. At the top, there's a green header with 'UAT' and a user email 'biqoilremitter@biqoil.ca'. Below the header, there are tabs for 'Home' and 'Participants'. The main content area has tabs for 'Businesses' and 'Organizations'. Under 'Organizations', there's a search bar with 'Organization Name' and a table with columns: 'Organization Name', 'No Users', 'Businesses', and 'Type'. The table shows one entry: 'Big Oil Company' with 5 businesses and a 'Filing' status.



The screenshot shows the 'Businesses' tab in the UAT interface. At the top, there's a green header with 'UAT' and a user email 'biqoilremitter@biqoil.ca'. Below the header, there are tabs for 'Home' and 'Participants'. The main content area has tabs for 'Businesses' and 'Organizations'. Under 'Businesses', there's a search bar with 'Reg. No.' and a table with columns: 'Reg. No.', 'Business Name', 'Type', 'Attribute', 'Agency', 'Prov', 'Status', and 'All reasons'. The table shows five entries, all with 'Active' status.

Reg. No.	Business Name	Type	Attribute	Agency	Prov	Status	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	

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

[←](#) [Big Oil Company / AB6137 - Big Oil Company - AB](#) [biqoilremitter@biqoil.ca](#) [v](#)

Remitter [Addresses](#) [Contacts](#) [Notes & Files](#) [History](#)

Update Remitter [File](#)

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

[Cancel](#) [Update](#)

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

- 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”

▼

All Recreational Equipment

0

+

Add Custom Product

- 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.

Create Assembly Product

Name

All Recreational Equipment

Effective Rate: \$0.00

Components

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

Cancel

Create

Update Assembly Product

Name
Motorcycle 1

Effective Rate: \$1.60

Components

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

Cancel Update

- Click “create” to create your OEM product

▼ All Recreational Equipment 1

Motorcycle 1 Unit \$1.60 /Unit

- Enter the number of units sold.