



Program Registration and Reporting Instructions



PCA Product Stewardship Inc.
Updated: October, 2015

LightRecycle.org

Overview

- This document provides an overview for Registration and Reporting for LightRecycle Washington.
- Registration and Reporting Website Address:
<https://ehcreporting.lightrecycle.org>
- Reporting of Environmental Handling Charges (EHCs) began in February, 2015, for January, 2015 sales.
- All participating Producers and any Distributors or Retailers who plan to report and remit EHCs directly to the program must register with LightRecycle Washington using this online system and report and remit EHCs to the program on a monthly basis.

Registration Overview

Registration Overview

- Go to: <https://ehcreporting.lightrecycle.org>
- Under “New Participants”, select Register

New Participants

Register here to join LightRecycle Washington as a new Participant.

Please do NOT complete the registration system again if your company has already registered.



Participant Login

User Name:

Password:

Remember me next time.

[Forgot your password?](#)

Step 1: Contact Information

- Fill out the contact information for the Admin Contact of your company.
- The Admin Contact is the person who is authorized to make changes to your account.
- You can add additional contacts after your registration has been submitted.
- You choose your User Name and Password. Please make note of these.
- You must confirm you are authorized to register for LightRecycle WA before continuing.

Admin Contact

I am continuing an existing application

* indicates required fields

First Name

**

Last Name

**

Title

**

Phone Number:

**

Email Address:

**

Confirm Email Address:

**

User Name:

**

Password:

*

Confirm Password:

*

I Confirm that I am authorized to register for LightRecycle Washington on behalf of this company *

Step 1: Contact Information (cont.)

- Enter your company's Primary Address, which is the corporate address for the business.
- If the address where reporting will occur is different than the Primary Address, enter it on the right hand side under Alternate Address.
- Select "Next" to continue.

Primary Address

Address of the company's Main Office

Address 1:	<input type="text"/>	**
Address 2	<input type="text"/>	
City:	<input type="text"/>	**
State	<input type="text"/>	**
Zip Code	<input type="text"/>	**
Country	<input type="text"/>	**

Alternate Address

Provide this address if reporting is generated at a location other than the main office

Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
City:	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Country	<input type="text"/>



Step 2: Company Information

- Enter your Company Information, ensuring that the correct legal name has been provided.

Please provide your company information.

* indicates required fields

Legal Company Name: *

Please confirm the correct legal name for the company has been provided above. *

Doing Business As: *

Company Website:

Main Company Phone: *

Main Company Fax:

Step 2: Company Information (cont.)

- Update the Primary and Alternate Addresses if they are different for the Company than they are for the Admin Contact.
- If you have entered both a Primary and Alternate address, select where you would like to receive correspondence.
- Select “Next” to continue.

Primary Address

Address of the company's Main Office

Select if you wish to receive correspondence at this address

Address 1:

Address 2:

City:

State:

Zip Code:

Country:

Alternate Address

Provide this address if reporting is generated at a location other than the main office

Select if you wish to receive correspondence at this address

Address 1:

Address 2:

City:

State:

Zip Code:

Country:

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Step 3: Remitter Type

- Select the remitter type that best applies to you. You can only select one option.
- Your Remitter Type will be reviewed and confirmed before your registration is approved.
- Select “Next” to continue

Select the role that applies to your activities in Washington State

Remitter Type / State	WA
I am a PRODUCER of mercury-containing lights or a Distributor who is registering as a voluntary Producer.	<input type="checkbox"/>
I am a RETAILER who sells mercury-containing lights at retail, and I have opted to report and remit on a Producers behalf.	<input type="checkbox"/>

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Step 4: Participant Agreement

- You must agree to the terms and conditions of the LightRecycle Washington Participant Agreement to continue.
- A copy of the Agreement can be viewed by selecting the words “PCA Participant Agreement”
- Select the “Yes – Continue” option, before selecting “Next” to continue

In order to complete the registration process, you must review and accept the [PCA Participant Agreement](#).

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

1. You have read and understood the terms and conditions of the PCA Participant Agreement;
2. You acknowledge that this is legally binding;
3. A printout of the terms and conditions of the PCA Participant 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 PCA Participant Agreement.

 Yes - Continue No- Cancel

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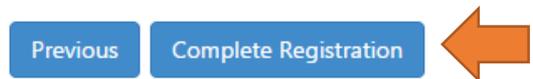
[Next](#) 

Step 5: Finish

- To complete your registration, select “Complete Registration”.
- You will be sent an email confirmation, including your LightRecycle Washington Participant Number.
- You will be able to sign into your account immediately to perform certain activities, such as update your company information and add contacts.
- You will not be able to submit reports until your account has been approved by PCA, or prior to February 1, 2015.

Complete Registration

Please click complete registration to complete your account setup.



Supplier-Customer Remitter Forms

- A Supplier – Customer Remitter Determination form is required between any Producer and any party such as a Distributor or Retailer who is opting to report and remit on their behalf.
- A copy of the form is provided in the confirmation email sent after registration is complete, or can be downloaded from the “Resources” tab.
- Once registration is complete you will receive your Participant Number, which is required on the Form.
- Forms submitted without Participant Numbers will not be accepted. The Participant Number is required as proof that the participant has registered with the program.
- Forms that are not signed by both parties will not be accepted. The form is an agreement between 2 parties, and therefore must be signed by both parties to be effective.

Reporting Overview

Reporting Overview

- Go to: <https://ehcreporting.lightrecycle.org>
- Under “Participant Login”, enter your User Name and Password and select “Log In”.

New Participants

Register here to join LightRecycle Washington as a new Participant.

Please do NOT complete the registration system again if your company has already registered.

[Register](#)

Participant Login

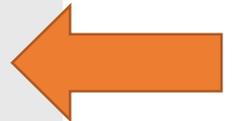
User Name:

Password:

Remember me next time.

[Log In](#)

[Forgot your password?](#)



Submitting Monthly Reports

- To submit a monthly report, select “Reporting” from the header, then select “Report” from the drop down menu that appears.



LightRecycle Washington is the Product Stewardship Program developed for the proper disposal of mercury-containing lights in Washington State, and has been approved by the Washington State Department of Ecology. Washington State law requires lighting producers to participate in a statewide program for collection and recycling of mercury-containing lights.

Participating producers and remitting retailers must register with LightRecycle Washington as Participants and report the quantity of mercury-containing lights sold using this online registration and reporting system.

LightRecycle Washington is administered by PCA Product Stewardship Inc., a 501(c)(3) not-for-profit product stewardship organization incorporated in Oregon and registered in Washington (UBI number 603 226 459).

For more information on LightRecycle Washington, visit <http://lightrecyclewa.org/>

Submitting Monthly Reports

- This page will show you reports that are available to be completed. Select the box next to the report you wish to fill out and select “Next”.

Reports

This page lists outstanding reports for your company. To begin the process of completing a report, select the checkbox for the report(s) you wish to file and click on “NEXT”

WA

WA

Program	Reporting Period	Report Status	Report Due Date	Select to Report
Lights - Producer	WA 2/01/2013 - 2/28/2013	Overdue!	3/31/2013	<input type="checkbox"/> 

Next 

Submitting Monthly Reports

- This page shows you the categories of lights for which you need to report. Enter the quantity of lights sold in each category for the reporting period. You only need to enter one number for each category.

WA Lights - Producer

Reporting Period: 2/01/2013 - 2/28/2013

Product Category	Quantity	Rate	Total
Compact Fluorescent Lights (CFL) / Screw-in Induction Lamps	<input type="text"/>	\$0.25	\$0.00
Fluorescent / Induction Tubes measuring <= 2'	<input type="text"/>	\$0.25	\$0.00
Fluorescent / Induction Tubes Measuring > 2' and <= 4'	<input type="text"/>	\$0.25	\$0.00
Fluorescent / Induction Tubes measuring > 4'	<input type="text"/>	\$0.25	\$0.00
High Intensity Discharge (HID) including High Pressure Sodium, Mercury Vapor and Metal Halide	<input type="text"/>	\$0.25	\$0.00
Curve-shaped Fluorescent Tubes including u-shaped, circular and others	<input type="text"/>	\$0.25	\$0.00
			Subtotal \$0.00
			-- \$0.00
			-- \$0.00
			Total: \$0.00

Submitting Monthly Reports

- If you are registered as a Retailer, you will see a discount line. This discount is for the Retailer hold-back of \$0.02 / unit, up to a maximum of \$200 per reporting period.
- The discount only applies to Remitting Retailers.

WA Lights - Retailer

Reporting Period: 2/01/2015 - 2/28/2015

Product Category	Quantity	Rate	Total
Compact Fluorescent Lights (CFL) / Screw-in Induction Lamps	10000	\$0.25	\$2500.00
Curve-shaped Fluorescent Tubes including u-shaped, circular and others	100	\$0.25	\$25.00
Fluorescent / Induction Tubes measuring <= 2'	1000	\$0.25	\$250.00
Fluorescent / Induction Tubes Measuring > 2' and <= 4'	1000	\$0.25	\$250.00
Fluorescent / Induction Tubes measuring > 4'	1000	\$0.25	\$250.00
High Intensity Discharge (HID) including High Pressure Sodium, Mercury Vapor and Metal Halide	100	\$0.25	\$25.00
			Subtotal \$3300.00
			Discount* \$-200.00
			- \$0.00
			- \$0.00
			Total: \$3100.00



* Discount - \$0.02 discount per item to a max. of \$200. Discount only applies to remitting retailers.

Submitting Monthly Reports

- Once you have entered the quantities of lights sold, you may also enter any notes related to the report.
- These notes are optional. If entered, they will appear on your invoice.
- After completing the notes, select “Save and Continue”.

Optional Notes: Use this space to add any details about the methodology used to obtain the numbers entered above, or any reminders about the data. This note will be included in your report when it is submitted.

Here is where you can add notes about the methodology used.

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Save and Continue



Submitting Monthly Reports

- This page shows you a report confirmation. Verify that all quantities entered are correct.

Report Confirmation

Before submitting your report, please confirm the information provided is correct. Once you have submitted your report, it cannot be undone. Click "previous" to modify your report.

WA Lights - Retailer

Reporting Period: 2/01/2015 - 2/28/2015

Product Category	Quantity	Rate	Total
Compact Fluorescent Lights (CFL) / Screw-in Induction Lamps	10000	\$0.25	\$2500.00
Curve-shaped Fluorescent Tubes including u-shaped, circular and others	100	\$0.25	\$25.00
Fluorescent / Induction Tubes measuring <= 2'	1000	\$0.25	\$250.00
Fluorescent / Induction Tubes Measuring > 2' and <= 4'	1000	\$0.25	\$250.00
Fluorescent / Induction Tubes measuring > 4'	1000	\$0.25	\$250.00
High Intensity Discharge (HID) including High Pressure Sodium, Mercury Vapor and Metal Halide	100	\$0.25	\$25.00
			Subtotal \$3300.00
			Discount* \$-200.00
			- \$0.00
			- \$0.00
			Total: \$3100.00

Submitting Monthly Reports

- If the quantities entered are not correct and you would like to make changes, select “Previous” and update the quantities.
- If all quantities entered are correct, select the check box that confirms that the methodology used and the values provided are as accurate as possible.
- Select “Submit Report” to submit the report. Once submitted, changes cannot be made.

Confirmation of Data Accuracy

By checking the box, you confirm that the methodology used to calculate your data has been reviewed and the values provided are as accurate as possible.



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Submit Report



Viewing Submitted Reports

- To view a submitted report, select “Reporting” from the header, then select “Submitted Reports” from the drop down menu that appears.
- You will see a list of all submitted reports for your company. Select the invoice number on the left to view the submitted report.
- You cannot edit a report that has already been submitted.

Submitted Reports

#	Name	State	Reporting Period Start Date	Reporting Period End Date	Date Submitted	Submitted By	Amount	Balance Due	Status	Download
LRW0000009	PCA Test Company WA - Lights - Retailer WA	WA	1/01/2015	1/31/2015	2/3/2015	Test Test	\$3100.00	\$3100	Submitted Via Portal	Download (PDF)

Viewing your Invoice

- Invoices will be automatically generated by the system.
- To view your invoice for a given report, select “Download (PDF)” on the right to download a PDF copy of the invoice.

The screenshot displays the LightRecycle.org user interface. At the top, a blue navigation bar contains links for Home, Reporting (with a dropdown arrow), My Account (with a dropdown arrow), Program Updates, Resources (with a dropdown arrow), and Help. Below the navigation bar, a dropdown menu is open under the 'Reporting' link, showing three options: Report, Submitted Reports (highlighted in blue), and Statements. An orange arrow points from the 'Submitted Reports' option in the dropdown to the 'Submitted Reports' table below. The table has the following columns: #, Name, State, Reporting Period Start Date, Reporting Period End Date, Date Submitted, Submitted By, Amount, Balance Due, Status, and Download. The first row of data is: LRW0000009, PCA Test Company WA - Lights - Retailer WA, WA, 1/01/2015, 1/31/2015, 2/3/2015, Test Test, \$3100.00, \$3100, Submitted Via Portal, and a blue link for Download (PDF). An orange arrow points from the 'Download (PDF)' link to the right.

Submitted Reports

#	Name	State	Reporting Period Start Date	Reporting Period End Date	Date Submitted	Submitted By	Amount	Balance Due	Status	Download
LRW0000009	PCA Test Company WA - Lights - Retailer WA	WA	1/01/2015	1/31/2015	2/3/2015	Test Test	\$3100.00	\$3100	Submitted Via Portal	Download (PDF)

Paying your Invoice

- Information for how to pay your invoice is provided on the invoice.
- Invoices are due by the end of the month following the reporting month. For example, applicable EHCs on sales of Program Products made from January 1 to 31, 2015 must be reported and received by PCA before the end of February, 2015.
- You may submit payment by check, money order or direct transfer. Details on where to send your check or transfer funds is provided below:

Check payable to:

PCA Product Stewardship Inc

Mail/Courier check to:

PCA Product Stewardship Inc

Dept LA 24365

Pasadena, CA 91185-4365

Electronic Funds Transfer Information (ACH)

BANK NAME:

HSBC Bank USA, N.A.

BRANCH ADDRESS:

Seattle Office, 523 Union St, Seattle WA 98101

Routing No.

125007098 (Bank code for ACH and checks)

ABA No.

021001088 (Bank code for wire transfers)

Swift Code

MRMDUS33

Account No.

446091596

Viewing Your Summary Statement

- To view a statement of your account, including balance owing, select “Reporting” from the header, then select “Statements” from the drop down menu that appears.
- To download a copy of the Summary Statement, select “Download PDF”.



Filing Reports before the end of the Reporting Period

- If you submit a report prior to the end of the reporting period (for example if you submit a report for February sales before the end of February) the system will not submit the report.
- The quantities will be saved, and can be updated later.
- The following message will appear:

[Home](#) [Reporting](#) ▾ [My Account](#) ▾ [Program Updates](#) [Resources](#) ▾ [Help](#)

Thank you for filing the reports. 1 report(s) has been not submitted as the end reporting period happens in the future. The numbers are saved for these reports. Please wait after the report end date and resubmit. 0 reports submitted

Reports Submitted with Errors

- Once a report has been submitted using the online reporting system, it cannot be changed or edited.
- If you realize that an error has been made, and you would like to change a previously submitted report, please contact us.
- You can contact us using the “Help” or “Contact Us” features on the website.

Other Registration System Information

You can update your Contact Information (including adding contacts) and your Company Information under the tab “My Account”.

Resources such as the EHC Policy and the Supplier – Customer Remitter Determination Form are provided under the “Resources” tab.



You can submit monthly reports and view past reports and statements under the tab “Reporting”

Program News and Updates will be provided under the tab “Program Updates”.

If you have questions, please use the contact form provided under the tab “Help”. You can access the same form using the “Contact Us” link in the footer of the page.



Questions?

Contact:

EHCreporting@lightrecycleWA.org

1-877-592-2972 ext 215

LightRecycle.org