

Portal User Guide for MMSW Service Providers

Use the WeRecycle Portal to manage your account and submit Service Provider claims to Multi-Material Stewardship Western (MMSW).

If you have any questions, please contact us at
serviceproviders@multimaterialsw.ca.

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1 Getting started

The WeRecycle Portal can be accessed here: <https://werecycle.cssalliance.ca>.

1.1 System requirements

The Portal can be accessed from Windows or Macintosh operating systems and is supported by the latest version of all common browsers, including:

- Google Chrome
- Firefox
- Apple Safari
- Microsoft Edge
- Internet Explorer (verify compatibility view settings to ensure that www.cssalliance.ca has not been added as a site to Internet Explorer 11 compatibility view)

1.2 Support

The Service Provider reporting team is available to support you as you prepare and submit your reports. Please reach out to us for any questions:

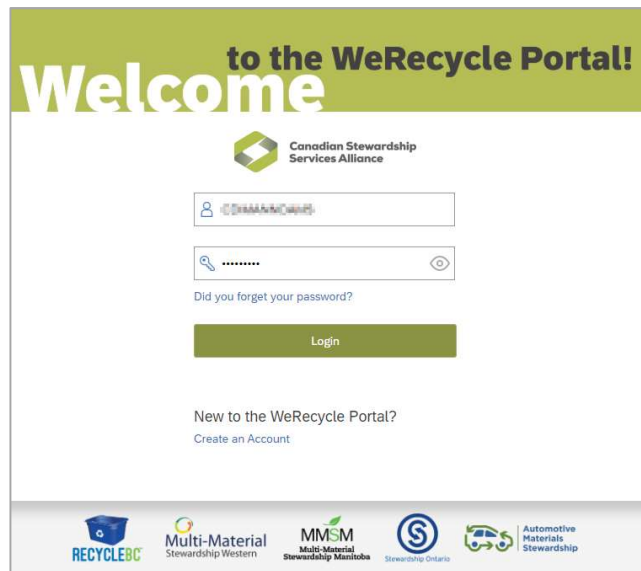
Email: serviceproviders@multimaterialsw.ca

Phone: 1-888-575-4870

1.3 Logging in to the Portal

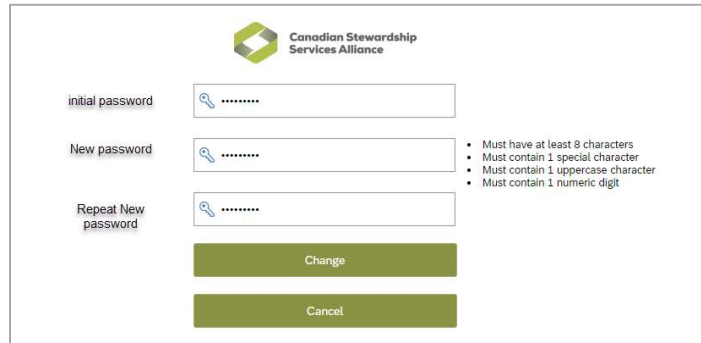
1.3.1 First Time Login

Users logging into the Portal for the first time, or with an initial password, will be prompted to update their password.



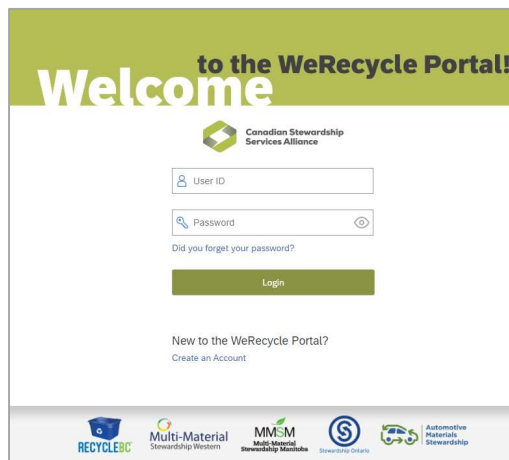
The screenshot shows the login interface of the WeRecycle Portal. At the top, a green banner reads "Welcome to the WeRecycle Portal!". Below this is the Canadian Stewardship Services Alliance logo. The login form includes a username field (with a placeholder "0000000000000000"), a password field (with a placeholder "*****" and a toggle icon), a "Did you forget your password?" link, and a green "Login" button. Below the login button is a link for "New to the WeRecycle Portal? Create an Account". The footer contains logos for RECYCLEBC, Multi-Material Stewardship Western, MM5M Multi-Material Stewardship Manitoba, Stewardship Ontario, and Automotive Materials Stewardship.

To update your password, key the initial password in to the first password field. Then key in a password of your choosing into the next two password fields, noting the password security requirements



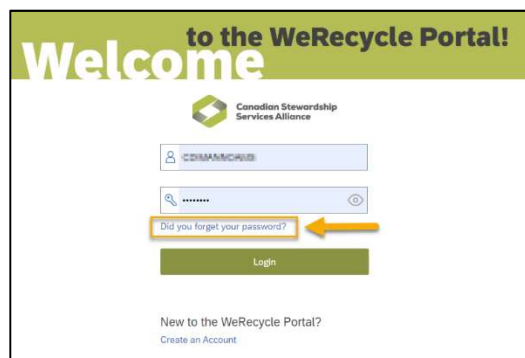
1.3.2 Existing user ID

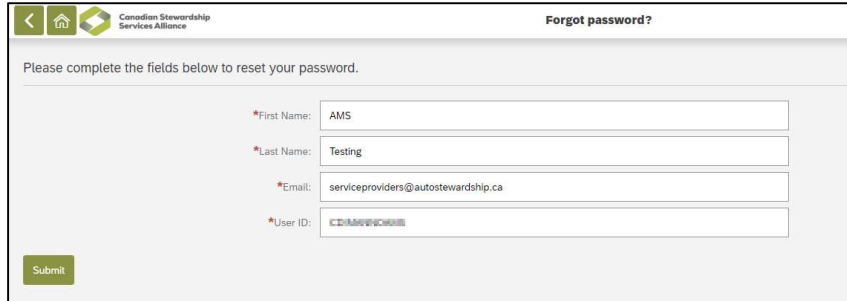
On the welcome page, please enter your user ID and password to login.



1.3.3 Resetting your password

On the login page, click 'Forgot Password?' to reset your password as needed. For security reasons, you will need to provide your first name, last name, email address and user ID to continue.





Canadian Stewardship Services Alliance

Forgot password?

Please complete the fields below to reset your password.

*First Name: AMS

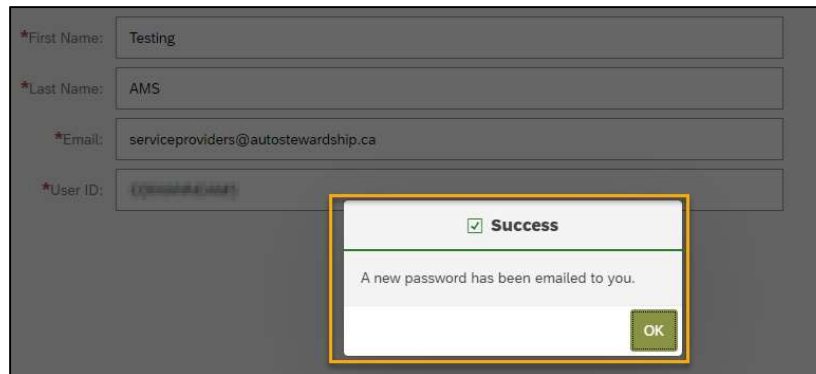
*Last Name: Testing

*Email: serviceproviders@autostewardship.ca

*User ID: CDMMP/CMS

Submit

You will receive a password reset email with a new initial password. If you encounter any issues, please contact Service Provider reporting team for assistance.



*First Name: Testing

*Last Name: AMS

*Email: serviceproviders@autostewardship.ca

*User ID: CDMMP/CMS

Success

A new password has been emailed to you.

OK

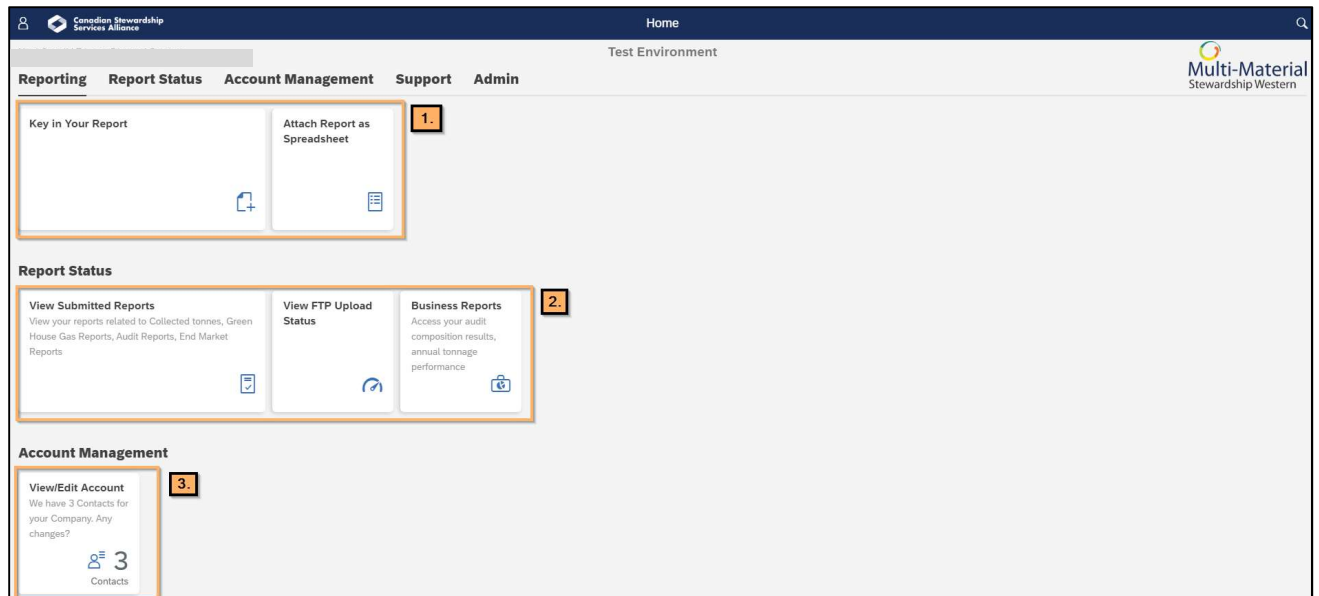
2 Home page

Access the home page from anywhere in the Portal by using the 'Home' button at the top:



The home page includes tiles for various activities you may undertake on the Portal, including:

1. **Reporting:** Click [Key in Your Report](#) to enter data, [Upload Report as Spreadsheet](#) to upload the data generated from a pre-formatted spreadsheet.
2. **Report Status:** Click [View Submitted Reports](#) to access PDFs of past reports. [View FTP Upload Status](#) to monitor the progress of a submission via FTP.
3. **Account Management:** Use the [View/Edit Account](#) tile to update your organization's address, contact information and roles for each contact.



3 View/edit account

This is where you review company or municipal program information, manage and maintain company or municipal program contacts.

3.1 Profile

Use the 'Profile' tab to review or edit your organization profile. If you are Primary Contact of your organization, you will be able to click 'Change Details' to make changes to your organization profile.

Please ensure your organization profile is update to date.

Organization Information

Organization Legal Name:

Address:

City:

Country: CA

Province/State: Saskatchewan

Postal/Zip Code:

Website:

Phone: +

Fax: +

Change Details

Organization Information

Organization Legal Name:

*Address:
Address Line 2:

*City: ▼

*Country: ▼

*Province/State: ▼

*Postal/Zip Code:

Website:

*Phone: + Country... Ext.

Fax: + Country... Ext.

3.2 Contact management

As with profile management, if you are the Primary Contact person for your organization, you will be able to maintain contact information on behalf your organization. Other contacts will only be able to review the information.

Edit Contact

*First Name:

*Last Name:

*Job Title:

*Email:


*Phone: + Ext.

Fax: + Ext.

User ID:

Please select all applicable roles

Primary Contact	Secondary Contact	Accounting Contact	Report Recipient	Reporting Partner
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

 To change the primary contact, please contact us at serviceprovider@multimaterialsw.ca

You can add new contact, edit existing contact and remove contact if the contact person is no longer take the assigned roles.

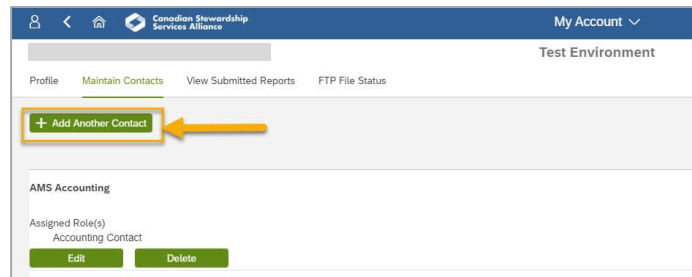
3.2.1 Contact roles

There are four contact roles available to be assigned:

- **Primary Contact** receives Purchase Order information and invoices, can manage other roles & can submit reports.
- **Secondary Contact** is assigned to act in the Primary Contact's absence.
- **Accounting Contact** is responsible for accounts payable or receivable and can receive EFT remittance notices.
- **Report Recipient** is the person who will have access to previously submitted recycling claims.

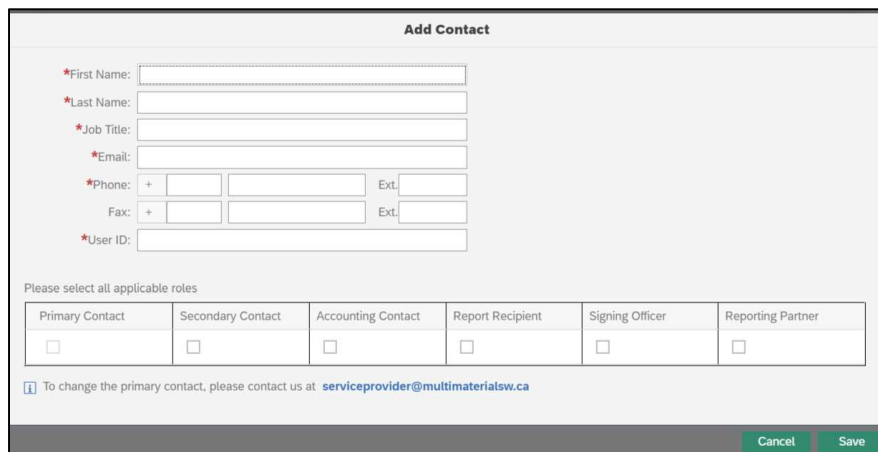
3.2.2 Add new contact

Click 'Add Another Contact' button to add new contacts.



Provide the contact person's information including first name, last name, title, email address, phone and fax.

Assign the applicable roles to the new contact. To change a Primary Contact, please contact the Service Provider reporting team.



Add Contact

*First Name:

*Last Name:

*Job Title:

*Email:

*Phone: + Ext.

Fax: + Ext.

*User ID:

Please select all applicable roles

Primary Contact	Secondary Contact	Accounting Contact	Report Recipient	Signing Officer	Reporting Partner
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ⓘ To change the primary contact, please contact us at serviceprovider@multimaterialsw.ca

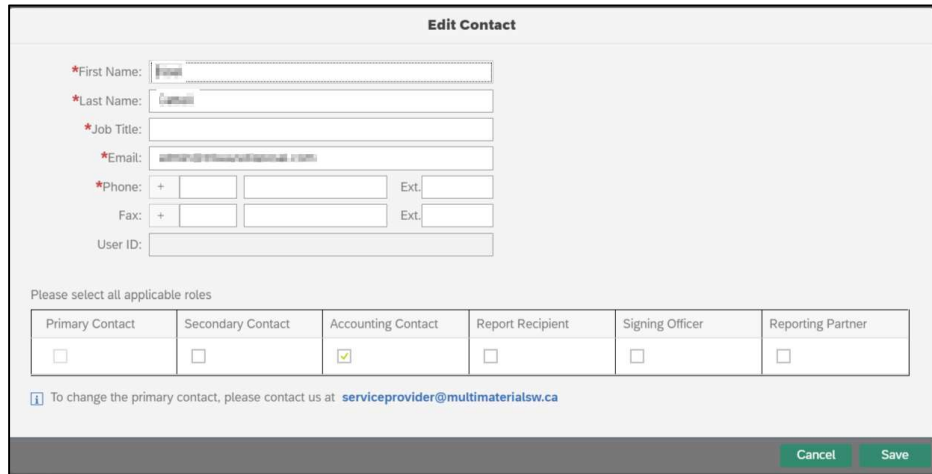
Cancel Save

After saving, you will receive a confirmation message on the screen.



3.3.3 Edit contact

You can manage the contact information of an existing contact or re-assign contact role to the user.



Edit Contact

*First Name:

*Last Name:

*Job Title:

*Email:

*Phone: + Ext.

Fax: + Ext.

User ID:

Please select all applicable roles

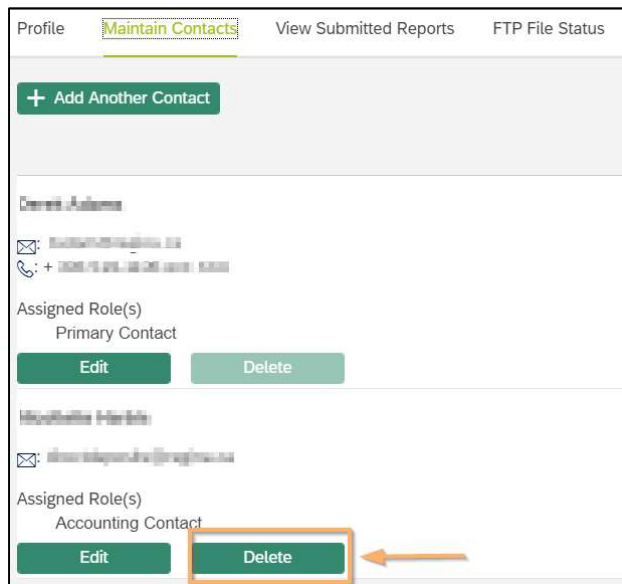
Primary Contact	Secondary Contact	Accounting Contact	Report Recipient	Signing Officer	Reporting Partner
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

To change the primary contact, please contact us at serviceprovider@multimaterialsw.ca

Cancel **Save**

3.3.4 Delete contact

If a contact is no longer with your organization or not available for the assigned roles, please use delete function to remove the contact.



Profile **Maintain Contacts** View Submitted Reports FTP File Status

+ Add Another Contact

Current Contact

Assigned Role(s)
Primary Contact

Edit **Delete**

Multiple Contacts

Assigned Role(s)
Accounting Contact

Edit **Delete**


You can review the contact and role before you confirm your deletion.

Delete Contact

Current Contact to be deleted:

Assigned Role(s)

Accounting Contact

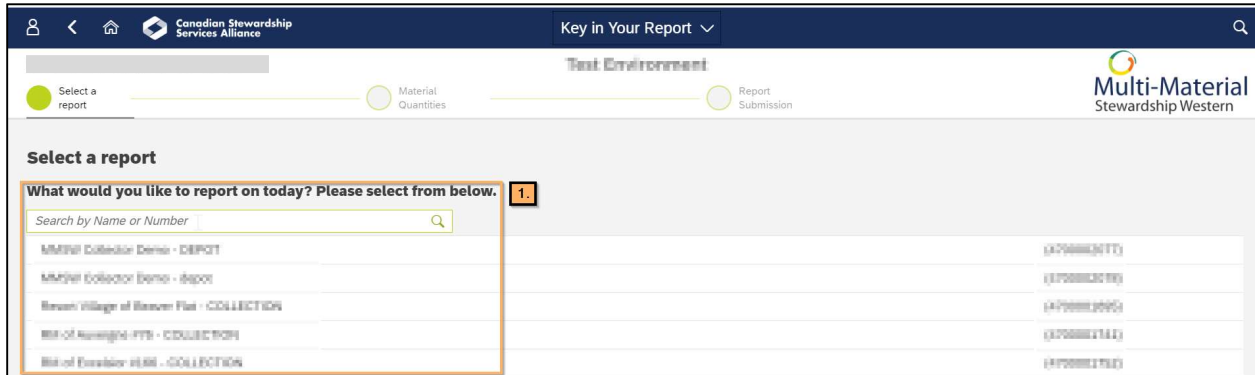
 After deleting this contact, remember to assign the role(s) to another contact.
To change the primary contact, please contact us at serviceprovider@multimaterialsw.ca

Delete

Cancel

4 Key in your report

Refer to the screenshot and descriptions below for information on the various fields and functions on the data entry screen for keying in your report.

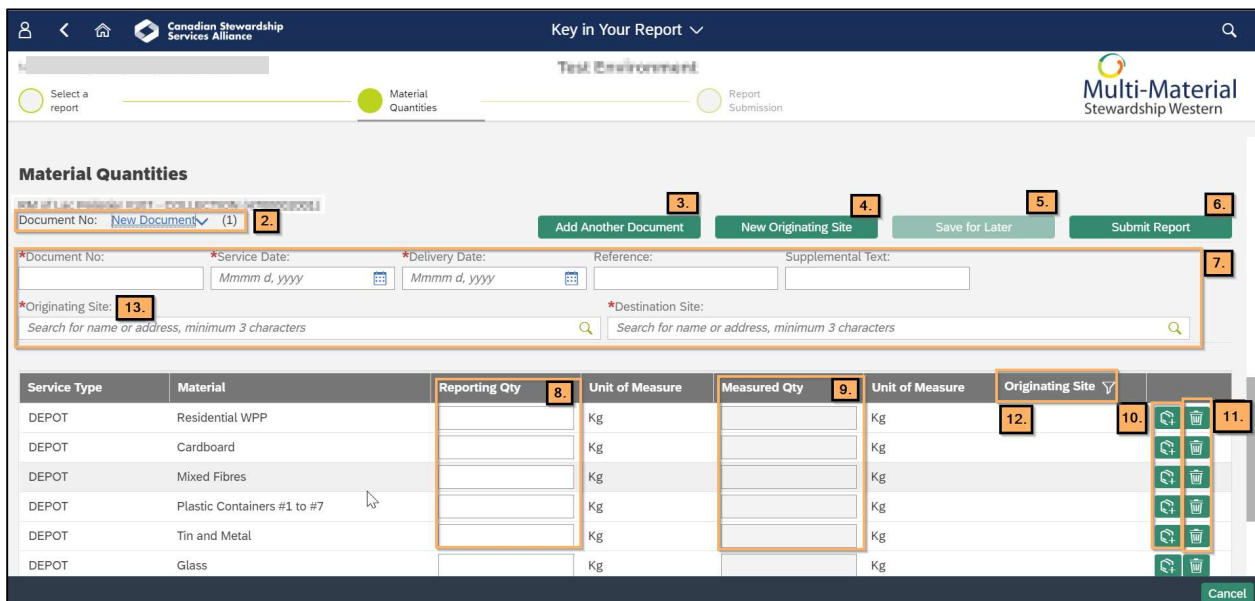


Select a report

What would you like to report on today? Please select from below. 1.

Search by Name or Number

Report Name	Report ID
MMW Collector Demo - DEPOT	(X700000077)
MMW Collector Demo - depot	(X700000078)
Brown Village of Beaver Flat - COLLECTION	(X700000080)
MMW Assegni-FTS - COLLECTION	(X700000144)
MMW Frontier WPP - COLLECTION	(X700000176)



Material Quantities

Document No: New Document (1) 2.

Add Another Document 3. New Originating Site 4. Save for Later 5. Submit Report 6.

*Document No: *Service Date: *Delivery Date: Reference: Supplemental Text: 7.

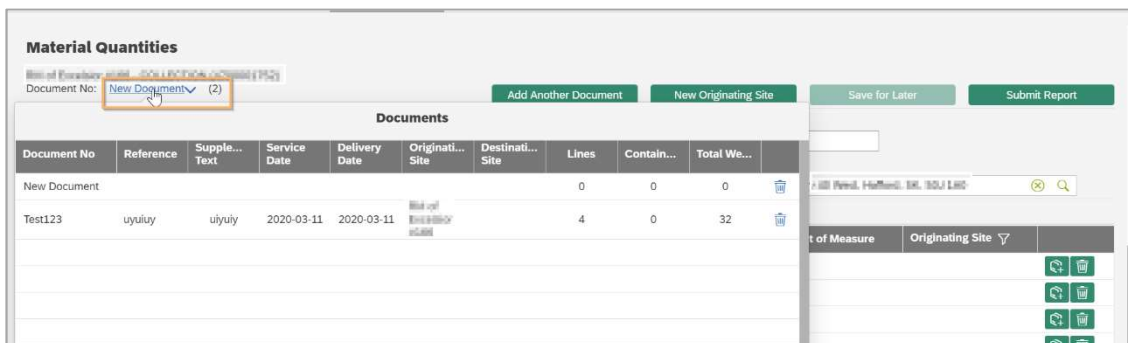
*Originating Site: 13. *Destination Site:

Search for name or address, minimum 3 characters

Service Type	Material	Reporting Qty 8.	Unit of Measure	Measured Qty 9.	Unit of Measure	Originating Site
DEPOT	Residential WPP		Kg		Kg	12.
DEPOT	Cardboard		Kg		Kg	10.
DEPOT	Mixed Fibres		Kg		Kg	11.
DEPOT	Plastic Containers #1 to #7		Kg		Kg	
DEPOT	Tin and Metal		Kg		Kg	
DEPOT	Glass		Kg		Kg	

Cancel

1. Use the dropdown field to select a contract to report on, or the search field to find a contract.
2. Use the 'Document No.' dropdown to select which document to view.



Material Quantities

Document No: New Document (2)

Add Another Document New Originating Site Save for Later Submit Report

Document No	Reference	Supple... Text	Service Date	Delivery Date	Originati... Site	Destinati... Site	Lines	Contain...	Total We...
New Document							0	0	0
Test123	uyuiuy	uiyuiy	2020-03-11	2020-03-11			4	0	32

3. Use the 'Add Another Document' button to add a document.
 4. Use the 'New Originating Site' button to add an originating site. Multiple originating sites can be maintained for a single report. Please refer to section 4.1 below for more details on how to add a new originating site.
 5. Use the 'Save for Later' button to save all in progress documents.
 6. Use the 'Submit Report' button to submit all in progress documents.
 7. Click a white field to enter information. Mandatory fields are marked with a red asterisk: *.
- a. **Document Number:** Key in your document or scale ticket number here. Please note that the document number is unique for each contract. You cannot submit the same scale ticket number on the same contract.
 - b. **Service Date:** The date of the collection service, which must be before the delivery date.
 - c. **Delivery Date:** The date when you will be submitting report to MMSW, must be later than the service date.
 - d. **Reference:** Optional field for any reference information.
 - e. **Supplemental Text:** Optional field for supporting information.
 - f. **Originating Site:** Enter any three letters of originating site name, address or postal code and the system will auto-populate the list. Same is applicable to destination site field as well.

*Originating Site:

city

- 448277 ONTARIO LTD. (TRI CITY EQUIP | 91 MONARCH ROAD, Guelph, ON, N1K 1S4
- Ancaster MSC - City of Hamilton | 300 Wilson Street East, Ancaster, ON, L9G 2B9
- Bay City Energy | 1280 Rosslyn Rd, Thunder Bay, ON, P7E 6V9
- Bay City Kia | 52 KING ST, BARRIE, ON, L4N 6L2
- Bay City Marine | 136 HESTER ST, HAMILTON, ON, L9A 2N8
- BayCity Kia | 52 King St, Barrie, ON, L4N 6L2
- Bell City Auto | 100 Old Onondaga Rd E, Brantford, ON, N3T 5L4

Unit of Measure
240 L Tote
360 L Tote
Bag
Pails 20L



- g. **Destination Site:** If the total of destination site counts is less than 100, you can input one character to search.

*Destination Site:

p


Ltd. | Industrial Pkwy. , AURORA, ON, L4G 4C3

Measured Qty	Unit of Measure	Containers	Originating Site

8. Enter quantities in the 'Reporting Qty' column.
9. Enter quantities in the 'Measured Qty' column.
10. The "+" icon  duplicates the current row, creating multiple lines for the same material.
11. The trashcan icon  removes the row. Please be careful when deleting rows, as once deleted, a row cannot be re-added. Leave the quantity/ weight field blank if not required.

4.1 New originating site

You can add additional originating sites to your report.















1. Click 'Save for Later'.
2. Click 'New Originating Site'.
3. Save the report again after adding material data for the additional originating site.
4. Click  to remove filter on originating site before submitting to see different originating site related data you entered.

Material Quantities

Document No: 0312AMS01 (1)

*Document No: 0312AMS01 *Service Date: March 1, 2020 *Delivery Date: March 11, 2020 Reference: Supplemental Text: Add Another Document New Originating Site Save for Later Submit Report

*Originating Site: , CARP , ON , KOA 1L0 *Destination Site: , ON , KOA 1L0

Service Type	Material	Reporting Qty	Unit of Measure	Measured Qty	Unit of Measure	Containers	Originating Site	
PROCESS	Automotive Plastics	1	240 L Tote	1	Kg		A.M.B LIFT INC KOA 1L0	 
PROCESS	Automotive Plastics		360 L Tote		Kg			 
PROCESS	Automotive Plastics		Bag		Kg			 
PROCESS	Automotive Plastics		Pallet 20L		Kg			 
PROCESS	Automotive Plastics		1100L Tote		Kg			 
PROCESS	Automotive Plastics Shredded		240 L Tote		Kg			 
PROCESS	Automotive Plastics Shredded		360 L Tote		Kg			 

Select a report

What would you like to report on today? Please select from below.

Search by Name or Number (4700001827) (4700001842)















Material Quantities

Pneuko Brothers Ltd - AUTOMOTIVE INCENTIVE PROGRAM (4700001842)

Document No: 0312AMS01 (1)

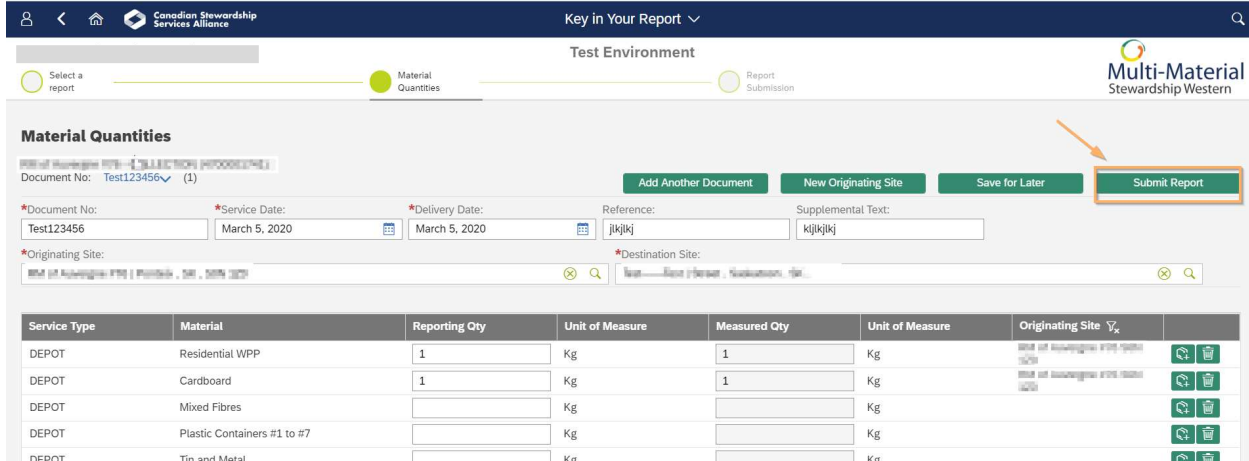
*Document No: 0312AMS01 *Service Date: March 1, 2020 *Delivery Date: March 11, 2020 Reference: Supplemental Text: Add Another Document New Originating Site Save for Later Submit Report

*Originating Site: , Carp , ON , KOA 1L0 *Destination Site: , CARP , ON , KOA 1L0

Service Type	Material	Reporting Qty	Unit of Measure	Measured Qty	Unit of Measure	Containers	Originating Site	
PROCESS	Automotive Plastics	1	240 L Tote	1	Kg		KOA 1L0	 
PROCESS	Automotive Plastics		240 L Tote		Kg			 
PROCESS	Automotive Plastics		360 L Tote		Kg			 
PROCESS	Automotive Plastics	2	Bag	2	Kg		11L0	 
PROCESS	Automotive Plastics		Pallet 20L		Kg			 
PROCESS	Automotive Plastics		1100L Tote		Kg			 
PROCESS	Automotive Plastics Shredded		240 L Tote		Kg			 

4.2 Submit your report

1. A report summary based on unit of measure will be presented.
2. Click 'Submit Report Now' to submit.



Key in Your Report

Test Environment

Material Quantities

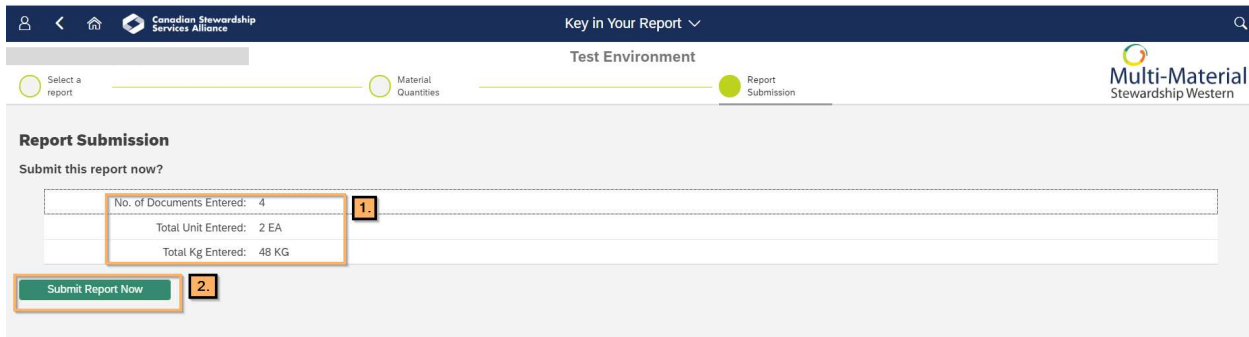
Document No: Test123456 (1)

Add Another Document New Originating Site Save for Later Submit Report

*Document No: Test123456 *Service Date: March 5, 2020 *Delivery Date: March 5, 2020 Reference: jklkjlj Supplemental Text: kljklklj

*Originating Site: *Destination Site:

Service Type	Material	Reporting Qty	Unit of Measure	Measured Qty	Unit of Measure	Originating Site
DEPOT	Residential WPP	1	Kg	1	Kg	
DEPOT	Cardboard	1	Kg	1	Kg	
DEPOT	Mixed Fibres		Kg		Kg	
DEPOT	Plastic Containers #1 to #7		Kg		Kg	
DEPOT	Tin and Metal		Kg		Kg	



Key in Your Report

Test Environment

Report Submission

Submit this report now?

No. of Documents Entered: 4
Total Unit Entered: 2 EA
Total Kg Entered: 48 KG

Submit Report Now

4.2.1 Submission complete notification

1. A report number will be presented for your reference.
2. You can download your report in PDF format.
3. You can also download your report in Excel format.
4. Click 'Submit Another Report' to submit a new report.
5. Return to homepage as needed.

Canadian Stewardship Services Alliance

Key in Your Report

Test Environment

Multi-Material Stewardship Western

Select a report

Material Quantities

Report Submission

Report Submission

Confirmation

Thank you for submitting your report. Please retain your confirmation.
Your report has now been submitted

Report No.: 1

No. of Documents Entered: 4

Total Unit Entered: 2 EA

Total Kg Entered: 48 KG

Download PDF Summary 2

Download Excel Summary 3

What is Next?

4

5

You can continue to report on another contract, or return to the home page.

Submit another report?

Return home

4.3 Add another document

4.3.1 Review saved document

1. Click the document number (hyperlink) to review saved document for selected contract.

Canadian Stewardship Services Alliance

Key in Your Report

Test Environment

Multi-Material Stewardship Western

Select a report

Material Quantities

Report Submission

Material Quantities

Document No: Test333 1

2

3 Add Another Document

New Originating Site

Save for Later

Submit Report

Document No	Reference	Supplem... Text	Service Date	Delivery Date	Originati... Site	Destinati... Site	Lines	Containers	Total We...
Test333	nnnnn	nnnnn	2020-03-06	2020-03-06	nnnnn	nnnnn	2	0	0

2

Unit of Measure

Unit

Unit

Originating Site

MMSW collection site demo S7H 0A4

MMSW collection site demo S7H 0A4

2. Click document number to display saved document or delete the saved document by clicking trashcan icon at the end of each line.
3. Click 'Add Another Document' to add one or more reports for the contract.

4.3.2 Manage new document

Complete the data input for the new document and save.

Key In Your Report

Test Environment

Select a report
Material Quantities
Report Submission

Material Quantities

MATERIAL COLLECTION DEMO - REPORT # 78897897

Document No: Test3337 (1)

Add Another Document
New Originating Site
Save for Later
Submit Report

*Document No:

*Service Date:

*Delivery Date:

Reference:

Supplemental Text:

*Originating Site:

*Destination Site:

Service Type	Material	Reporting Qty	Unit of Measure	Measured Qty	Unit of Measure	Originating Site
DEPOT	Material X	<input type="text" value="8"/>	Unit	<input type="text" value="8"/>	Unit	<div> <div> </div> <div> </div> </div>
DEPOT	Material X	<input type="text" value="8"/>	Kg	<input type="text" value="8"/>	Unit	<div> <div> </div> <div> </div> </div>

4.3.3 Submit saved (multiple) documents

Similar to regular reporting, you will receive the report number after submitted.

Canadian Stewardship
Service Alliance

Key in Your Report

Multi-Material
Stewardship Western

Select a report

Material Quantities

Report Submission

Report Submission

Report Submission

Submit this report now?

No. of Documents Entered:	5
Total Kg Entered:	36 KG
Total Unit Entered:	28 EA

Submit Report Now

Canadian Stewardship
Services Alliance

Key in Your Report ▾

Final Confirmation

Report Submission

Multi-Material
Stewardship Western

Select a report

Material Quantities

Report Submission

Confirmation

Thank you for submitting your report. Please retain your confirmation.
Your report has now been submitted

Report No.: 1306181000

No. of Documents Entered: 5

Total Kg Entered: 36 KG

Total Unit Entered: 28 EA

Download PDF Summary

Download Excel Summary

What is Next?

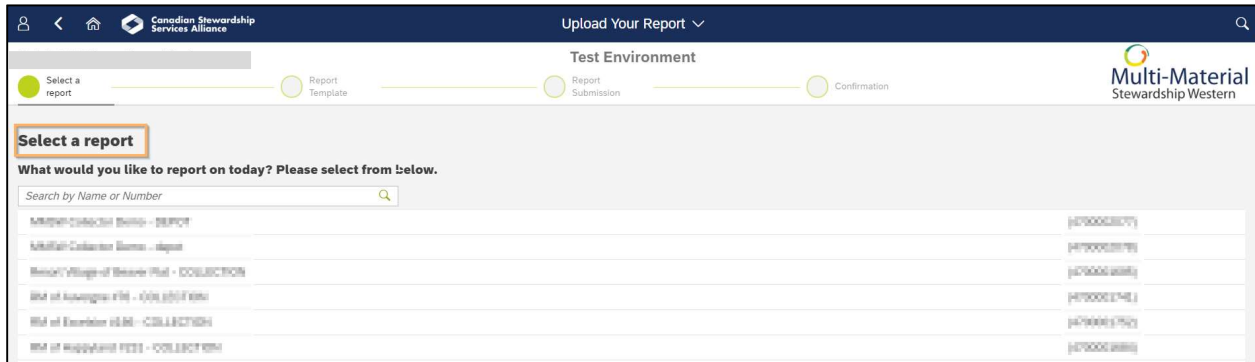
You can continue to report on another contract, or return to the home page.

Submit another report?

Return home

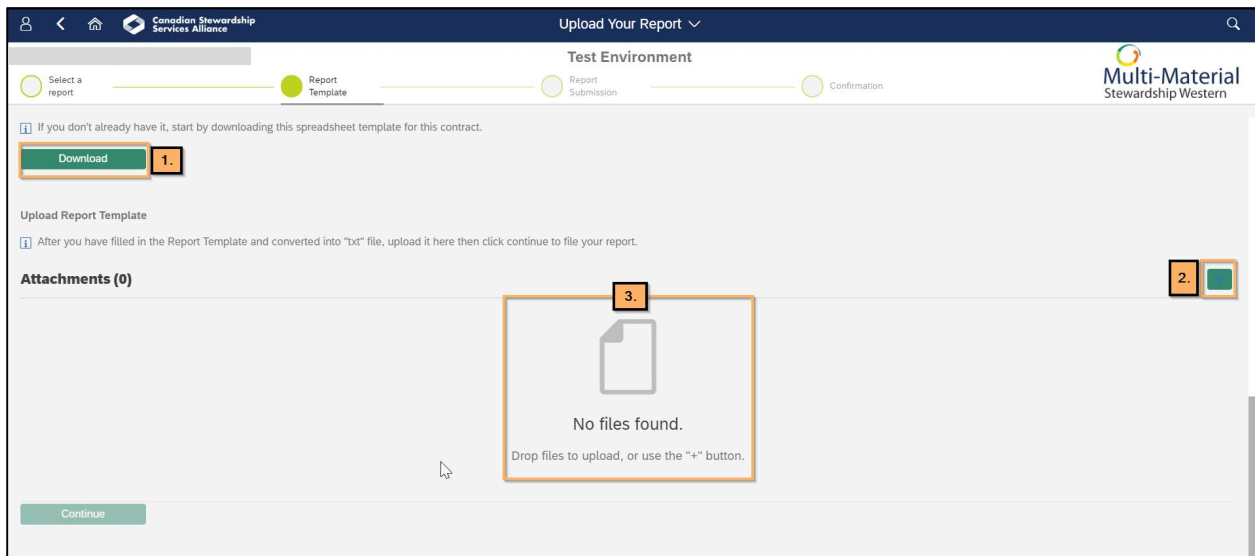
5 Upload report as spreadsheet

Spreadsheets can be used to record program data. Use the 'Select Contract' dropdown menu to generate the newest version of that contract's upload spreadsheet template. If you only have one contract, it will be automatically selected. Sample data will show exactly how a column's data must be entered. Save the completed spreadsheet as a text file (.txt) before uploading data to the Portal.



The screenshot shows the 'Upload Your Report' interface in a 'Test Environment'. The progress bar indicates the first step, 'Select a report', is active. Below the progress bar, a box titled 'Select a report' contains the instruction: 'What would you like to report on today? Please select from below.' A search bar labeled 'Search by Name or Number' is present. Below the search bar is a table with the following data:

Multi-Material Stewardship - REPORT	(170000007)
Multi-Material Stewardship - REPORT	(170000008)
Multi-Material Stewardship - COLLECTION	(170000009)
Multi-Material Stewardship - COLLECTION	(170000010)
Multi-Material Stewardship - COLLECTION	(170000011)
Multi-Material Stewardship - COLLECTION	(170000012)



The screenshot shows the 'Upload Report Template' step in the 'Upload Your Report' interface. The progress bar indicates the second step, 'Report Template', is active. Below the progress bar, a box titled 'Upload Report Template' contains the instruction: 'After you have filled in the Report Template and converted into ".txt" file, upload it here then click continue to file your report.' A 'Download' button is highlighted with a red box and labeled '1.'. Below the instruction, there is an 'Attachments (0)' section. A large box with a red border and a red '3.' label contains a file icon and the text 'No files found. Drop files to upload, or use the "+" button.' A red box and label '2.' highlight a plus icon in the top right corner of the attachments area. A 'Continue' button is at the bottom left.

1. Download the template, which is an Excel macro-enabled file.
2. Use the plus icon to browse your computer for the .txt file to upload.
3. Instead of using the plus icon to browse, you can drag and drop your .txt file to upload it.

5.1 Excel template maintenance

Download the template, which is an Excel macro-enabled file.

Multi-Material

Stewardship Western

Reporting Upload - Data Entry Sheet

Save Spreadsheet as .TXT file




Clear Spreadsheet Data

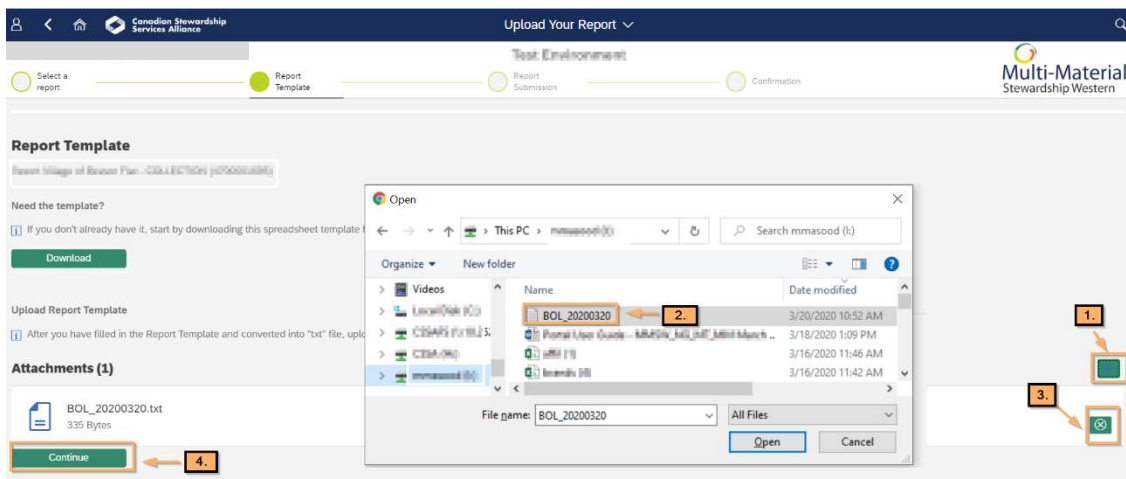
Contract Number	Document Number	Service Type	Reference	Supplemental Text	Service Date (DDMMYYYY)	Delivery Date (DDMMYYYY)	Originating Site Name	Originating Site Postal Code	Destination Name	Destination Postal Code	Material Description Value Added Services	Reporting Type	Container ID	Reporting Quantity	Weight (Kilograms)	Disposition
		INTSERV			10032020	10032020	City of Regina	S4P 3C8	City of Regina	S4P 3C8	No Loads to Report	REPORT				001
		CURBSIDE			10032020	10032020	City of Regina	S4P 3C8	City of Regina	S4P 3C8	Residential WPP	Kg				001
		CURBSIDE			10032020	10032020	City of Regina	S4P 3C8	City of Regina	S4P 3C8	Mixed Fibres	Kg				001
		CURBSIDE			10032020	10032020	City of Regina	S4P 3C8	City of Regina	S4P 3C8	Cardboard	Kg				001
		CURBSIDE			10032020	10032020	City of Regina	S4P 3C8	City of Regina	S4P 3C8	Plastic Containers #1 to	Kg				001
		CURBSIDE			10032020	10032020	City of Regina	S4P 3C8	City of Regina	S4P 3C8	Glass	Kg				001
		CURBSIDE			10032020	10032020	City of Regina	S4P 3C8	City of Regina	S4P 3C8	Tin and Metal	Kg				001
		DEPOT			10032020	10032020	City of Regina	S4P 3C8	City of Regina	S4P 3C8	Residential WPP	Kg				001
		DEPOT			10032020	10032020	City of Regina	S4P 3C8	City of Regina	S4P 3C8	Mixed Fibres	Kg				001
		DEPOT			10032020	10032020	City of Regina	S4P 3C8	City of Regina	S4P 3C8	Cardboard	Kg				001

1. Enable the content for the Excel template.
2. Switch to Sample Data worksheet tab if you need to copy sample from the template to the Transporter_BOL_Data.
 - a. Fill in Document No, Reporting Quantity and Weights.
 - b. Please use the correct format for Service Date and Delivery Date (DDMMYYYY).
 - c. Reference and Supplemental Text are optional fields.

After inserting all applicable values, click on 'Save Spreadsheet as TXT file' and save it.

5.2 Load .txt file into Portal

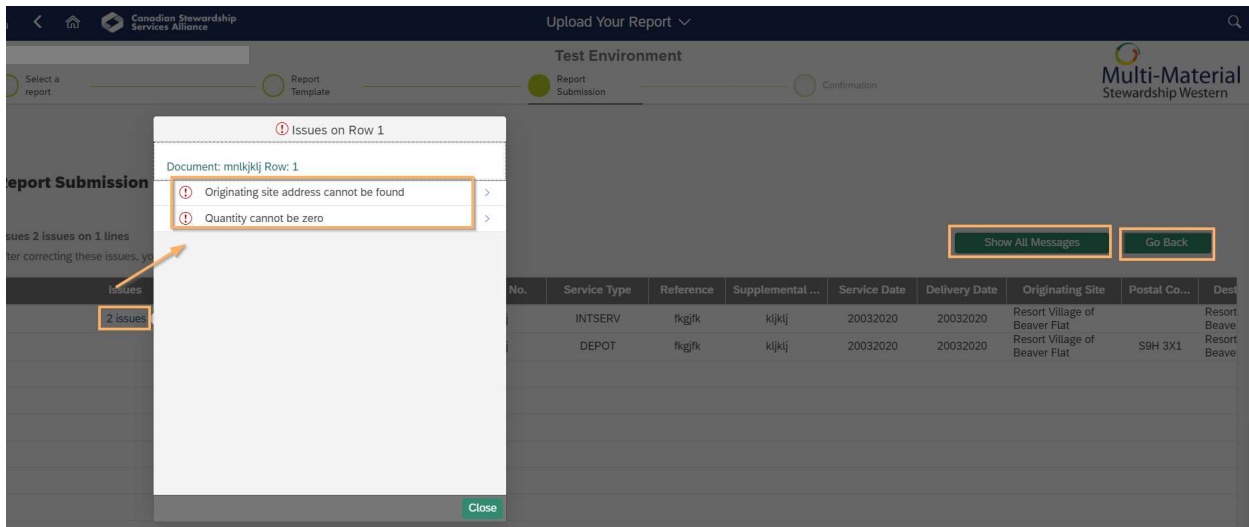
1. Click  to select a file from your computer.
2. Select the.txt file for a specific contract.
3. Click  if you want remove and change to another file.
4. Click  to resume reporting.



5. Note: Data formatting
 - Service date should be in format DDMMYYYY
 - Delivery date should be in format DDMMYYYY

5.3 Data quality check

1. Click issues of each line to review details.
2. Or, click 'Show All Messages' to check all error messages.
3. Go back to re-upload new file for reporting.



Issues on Row 1

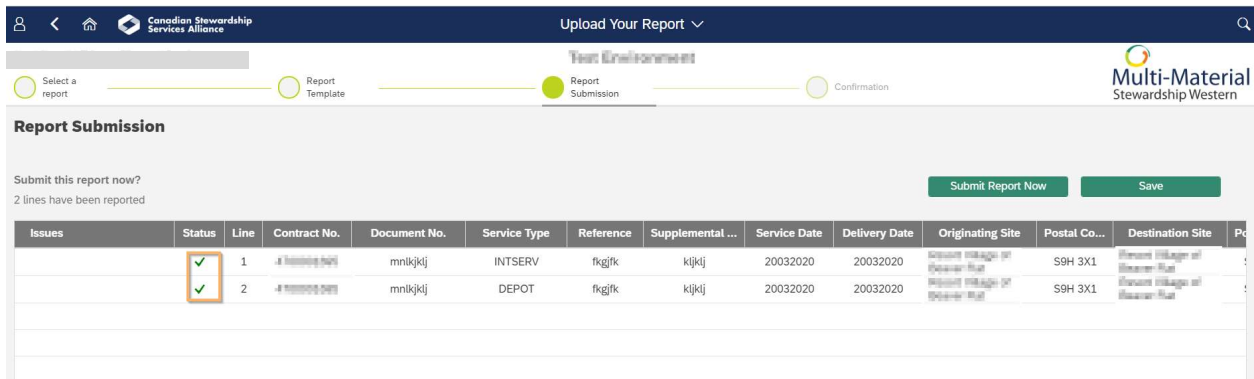
Document: mnkjkij Row: 1

- Originating site address cannot be found
- Quantity cannot be zero

Show All Messages Go Back

No.	Service Type	Reference	Supplemental ...	Service Date	Delivery Date	Originating Site	Postal Co...	Dest
	INTSERV	fkjgfk	kijkij	20032020	20032020	Resort Village of Beaver Flat		Resort Beave
	DEPOT	fkjgfk	kijkij	20032020	20032020	Resort Village of Beaver Flat	S9H 3X1	Resort Beave

4. A green check mark under the status column indicates your uploaded .txt file is ready for submission.



Submit this report now? 2 lines have been reported

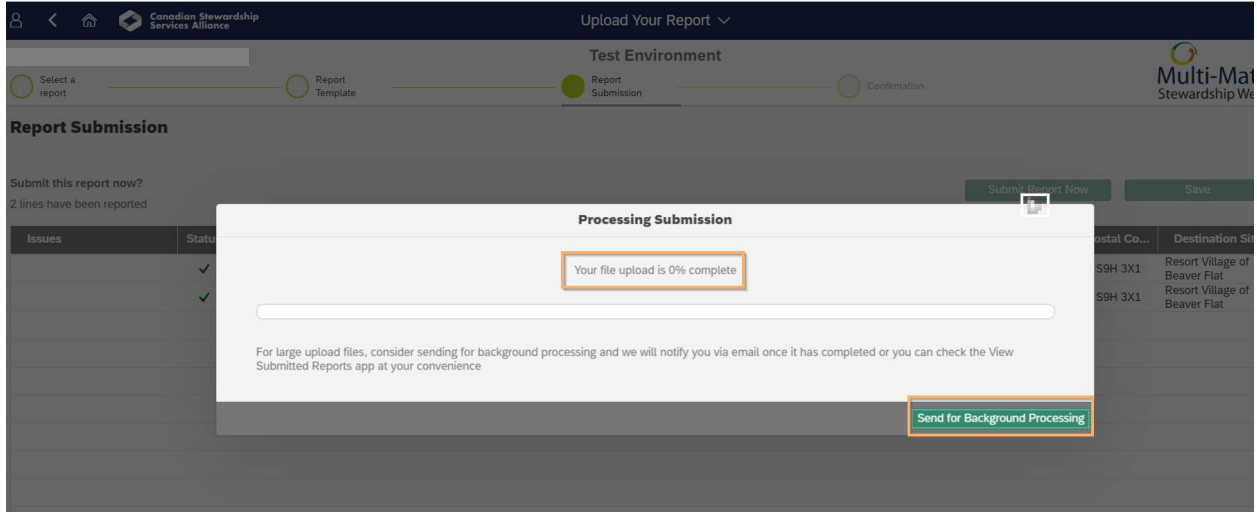
Submit Report Now Save

Issues	Status	Line	Contract No.	Document No.	Service Type	Reference	Supplemental ...	Service Date	Delivery Date	Originating Site	Postal Co...	Destination Site	Pc
	✓	1	4	mnkjkij	INTSERV	fkjgfk	kijkij	20032020	20032020	Resort Village of Beaver Flat	S9H 3X1	Resort Village of Beaver Flat	
	✓	2	4	mnkjkij	DEPOT	fkjgfk	kijkij	20032020	20032020	Resort Village of Beaver Flat	S9H 3X1	Resort Village of Beaver Flat	

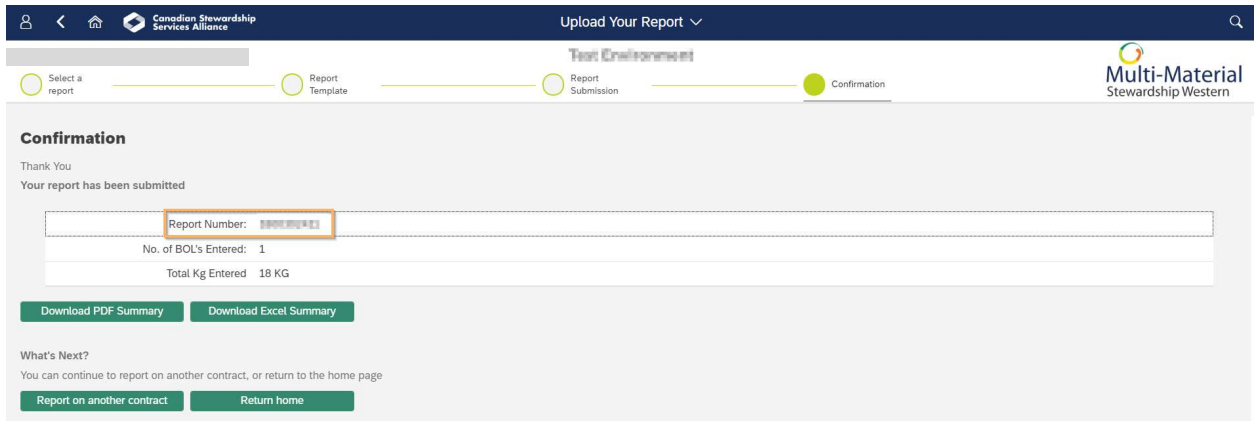
5.4 Submitting your report

Click 'Submit Report Now' button to submit the report. A percentage-processing bar will show the progress on submission status.

The report number will present on screen when the submission is successfully completed. If needed, you can download reports in PDF or Excel format.



The screenshot shows the 'Processing Submission' modal. At the top, it says 'Your file upload is 0% complete' next to a progress bar. Below the progress bar, there is a message: 'For large upload files, consider sending for background processing and we will notify you via email once it has completed or you can check the View Submitted Reports app at your convenience'. At the bottom right of the modal, there is a button labeled 'Send for Background Processing'.



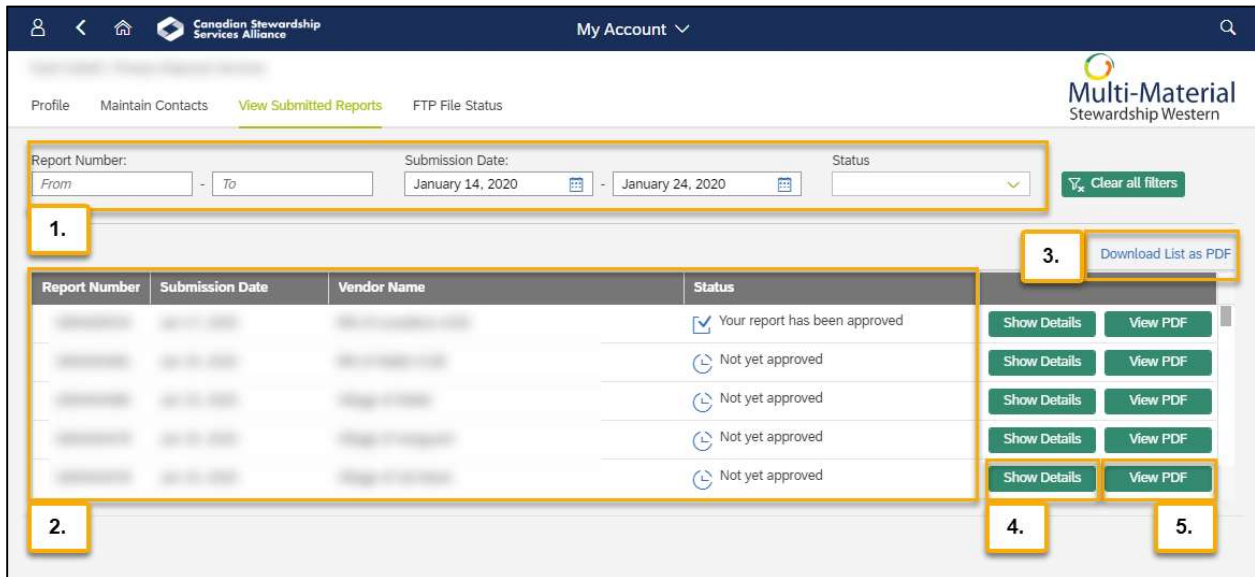
The screenshot shows the 'Confirmation' page. It starts with 'Thank You' and 'Your report has been submitted'. Below this, there is a table with the following information:

Report Number:	88888888
No. of BOL's Entered:	1
Total Kg Entered	18 KG

Below the table, there are two buttons: 'Download PDF Summary' and 'Download Excel Summary'. At the bottom, there is a section titled 'What's Next?' with the text 'You can continue to report on another contract, or return to the home page'. Below this text are two buttons: 'Report on another contract' and 'Return home'.

6 View submitted report

The 'View Submitted Report' tile presents a list of previously submitted claims.



Report Number: From To Submission Date: January 14, 2020 January 24, 2020 Status

1.

Report Number	Submission Date	Vendor Name	Status
			<input checked="" type="checkbox"/> Your report has been approved
			<input type="checkbox"/> Not yet approved
			<input type="checkbox"/> Not yet approved
			<input type="checkbox"/> Not yet approved
			<input type="checkbox"/> Not yet approved

2.

3.

4.

5.

1. Use the fields to filter or search for past claims.
2. The columns present information about each claim, including its approval status.
3. Click 'Download List as PDF' to export the table to a PDF.
4. Click 'Show Details' to review claim information in the Portal.
5. Click 'View PDF' to view a PDF version of the claim.

