



## **ONLINE COMPANY REGISTRATION**

### **INSTRUCTIONS**

January 1, 2024

# Welcome to the MARR Online Registration System

In order to complete the registration process, you will have to confirm your acceptance of [the MARR Agency Appointment Agreement](#). It is strongly recommended that you review this document prior to beginning the registration process.

We also invite you to review the following documents:

1. [The MARR Rules and Policies](#)
2. [The MARR Program Products List](#)
3. [The MARR Remitter Relationship Agreement Form](#)
4. [Our Frequently Asked Questions](#)

Please note all those documents are also available at [www.marrbc.ca](http://www.marrbc.ca), under the **PARTICIPANTS** tab.

## COMPANY REGISTRATION

After reviewing those documents, to become a MARR participant, please click on the “**Register for MARR**” button located at the bottom of the following page <https://www.marrbc.ca/participants/register>.

You can also find this same button while visiting [www.marrbcreporting.ca](http://www.marrbcreporting.ca). Please note you will use this site to file your mandatory quarterly Administrative Program Fee (APF) reports.

**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](http://www.marrbc.ca) or contact [participantinfo@marrbc.ca](mailto: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.


## Step 1: Company Information

The first step in the registration process will require you to fill out your basic company information. Please note you will be required to add the exact date when your company first started to sell large appliances in BC.

Step 1: Company Information

*Please ensure that all fields marked with an asterisk (\*) are completed.*


### Basic Company Information

Selling Start Date in B.C.: \* 2020-04-20 

Legal Company Name: \* Sample Company Ltd.

Confirmation: \*  Please confirm that the complete legal name has been provided. (often must include "Inc.", "Co.", or "Ltd.")


Doing Business As: Sample


Business Type: \* Manufacturer 

Street Address: \* 555 Test Street

Unit # / Address Line 2: Unit 100

City: \* Vancouver

Province/State: \* British Columbia 

Country: \* Canada 

Postal/ZIP Code: \* V5H 1N2

Main Company Phone: \* 6041111111

Fax Number: 6011111112

Website: www.test.ca

After that basic information, the system will require some additional details. This will be used as required by MARR to follow up with companies or store locations that will be registering separately.

- 1. For all companies:** Please list any companies that are associated with your company that you are aware of that may be registering separately. This could include sister companies or individual store locations. If this is not applicable to your company, please proceed without completing this step.
- 2. For retailers, distributors, and wholesalers only:** Please confirm whether you will be registering and reporting/remitting fees on behalf of all BC locations under your company banner (e.g. franchise locations).

If the answer is no, please briefly explain in the "Relevant Notes" section how MARR should proceed (e.g. MARR should contact each location individually or you will forward the information to your franchise locations, but MARR is responsible for all follow up communications etc.).

→ To complete this step, click on **Advance to Step 2: Contact Information** at the bottom of the page.

## Step 2: Contact Information

In this section you will be asked to provide **at least two contacts/users**.

Each participant will need at least:

- **A Signing Authority** – someone authorized to make decisions on behalf of your company
- **A Reporting Contact** – someone who will be entering and submitting APF reports for your product sales

People may share those roles.

**Primary Contact and Signing Authority**

First Name: \*

Last Name: \*

Position/Title: \*

Phone Number: \*  Ext.

Email Address: \*

Username: \*

Contact Type: \*  Signing Authority *(mandatory for primary contact)*  
 Reporting Contact *(select if you will also be submitting APF reports)*  
 General Contact

Authorization: \*  I confirm that I am authorized to register for MARR on behalf of this company/organization.

The system will give you the option to save up to three contacts during the registration process. Please note that once your company is fully registered in the MARR program, you will be able to add additional contacts directly in the reporting portal.

Upon approval of the registration to join the MARR program, and prior to using the MARR Participant Portal to report APF sales, all users will need to set their own passwords the first time they will log in. An email explaining the password creation process will be sent to each user.

→ To complete this step, click on **Advance to Step 3: Brand Information** at the bottom of the page.

### Step 3: Brand Information

In this step you will be asked to provide a list of brands, sub-brands or private labels that your company owns or has exclusive rights to.

**Please Note: If you are a retailer, wholesaler or distributor you are NOT required to list all of the brands that your company sells.** You are only required to provide a list of brands, sub-brands or private labels that your company owns or has exclusive rights to. If this is not applicable to your company please proceed to Step 4.

This information is used to determine which brands, sub-brands or private labels are owned by registered participants, which will allow MARR to focus its recruitment efforts on brands/companies that have not yet registered. For a detailed list of products included in the MARR program, including relevant definitions, please visit [www.marrbc.ca](http://www.marrbc.ca).

Please list the brands, sub-brands or private labels that your company owns or has exclusive rights to in the box provided, separated by commas.

#### Step 3: Brand Information

##### Brands, Sub-Brands, and Private Labels

If applicable, please list any major household appliance brands, sub-brands, or private labels that your company owns or has exclusive rights to, separated by commas.

For a detailed list of the products captured by the MARR program, please see [www.marrbc.ca/participants/products](http://www.marrbc.ca/participants/products).

*Please Note: Retailers, wholesalers, and distributors do NOT need to list all of the brands that they may sell. Please only list brands that you own or have exclusive rights to.*

*If this step is not applicable to your company, please proceed to Step 4.*

TEST Sub-Brands

[← Back](#)[Advance to Step 4: Agency Appointment Agreement](#)

→ To complete this step, click on **Advance to Step 4: Agency Appointment Agreement** at the bottom of the page.

## Step 4: Agency Appointment Agreement

To proceed with the registration process and to appoint MARR as your stewardship agency, you must first confirm your acceptance of the MARR Agency Appointment Agreement. Please take the time to read the [MARR Agency Appointment Agreement](#). It is also recommended that you review the [MARR Rules and Policies](#), the [MARR Program Products List](#), [Our Frequently Asked Questions](#), and the approved [MARR Stewardship Plan](#).

1. You must agree to the **MARR Agency Appointment Agreement** to continue with the registration process. Select: **Yes, Continue**, I have read and accept the MARR Agency Appointment Agreement. I wish to register for MARR as a participant. Continue with the registration process.
2. If you do not want to continue with the registration process, select: "No, Cancel", I do not accept the MARR Agency Appointment Agreement.

### Step 4: Agency Appointment Agreement

#### Acceptance of the MARR Agency Appointment Agreement

In order to complete the registration process, you must review and accept the [MARR Agency Appointment Agreement](#). It is also recommended that you review the [MARR Rules and Policies](#) and the approved [MARR Stewardship Plan](#).

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

1. You have read and understood the terms of conditions of the MARR Agency Appointment Agreement;
2. You intend to form a legally binding contract;
3. A printout of the terms and conditions of the MARR Agency Appointment 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 MARR Agency Appointment Agreement.

**Yes, Continue** – I have read and accept the MARR Agency Appointment Agreement. Continue with the registration.

**No, Cancel** – I do not accept the MARR Agency Appointment Agreement. Cancel the registration process.

Click the "Submit Registration Information" button below to complete the registration process. Once submitted, you will receive an automatic email confirming your registration request.

[← Back](#) [Submit Registration Information](#)

→ To complete this step, click on **Submit Registration Information** at the bottom of the page.

Once your registration is submitted, the system will give you the option to print/save a PDF version of your signed agreement for your records.

**This will conclude the registration process.**

As soon as you submit your registration request, each contact added to your company profile will receive immediately the below automatic email notification, confirming the reception of your request. Please allow 5 business days for your application to be reviewed.

Please note you will not be able to log into the portal until you receive the confirmation that your company request has been accepted.

Thank you for completing the Major Appliance Recycling Roundtable (MARR) registration process.

Your application will be reviewed, and your account will be activated within five business days, subject to approval. You will then receive confirmation by email that your account has been activated.

If you do not receive an email after five business days, please contact MARR at the coordinates listed below.

Please note that you will not be able to log into your account until it has been approved.

**Major Appliance Recycling Roundtable**

**Toll free: 1-888-252-4621**

[participantinfo@marrbc.ca](mailto:participantinfo@marrbc.ca)

[www.marrbc.ca](http://www.marrbc.ca)

## Next Steps:

Your application will be reviewed, and your account will be activated within five business days, subject to approval. You will then receive confirmation by email that your account has been activated. This confirmation will be sent to all contacts saved under the company profile and will include your unique participant number and the process to create your password to log into the portal.

## Need Additional Help?

For further assistance please contact MARR via email at [participantinfo@marrbc.ca](mailto:participantinfo@marrbc.ca) or by telephone at 1-888-252-4621