

GUIDE TO ACCESSING INVOICES

DATE: OCTOBER 2025



ACCESSING INVOICES

This guide shall provide producers with details on how to access their invoice in the EPR Portal.

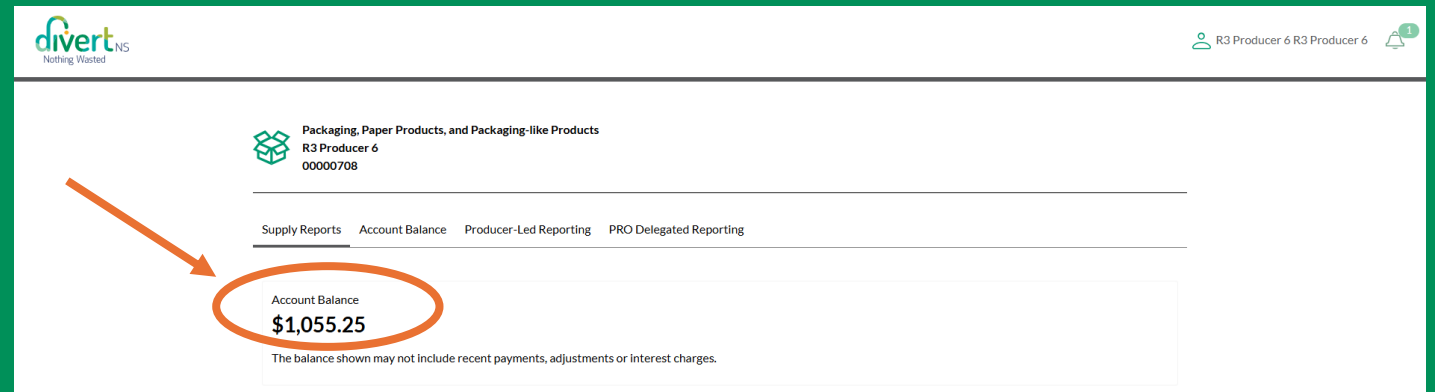
- October 1 – Invoices are available in the EPR Portal
- Invoices due in 60 days after the invoice is available in the portal.
- Interest will be applied to late payments

ACCOUNT BALANCE

A producer must log into the EPR portal to access their EPR Oversight Invoices.

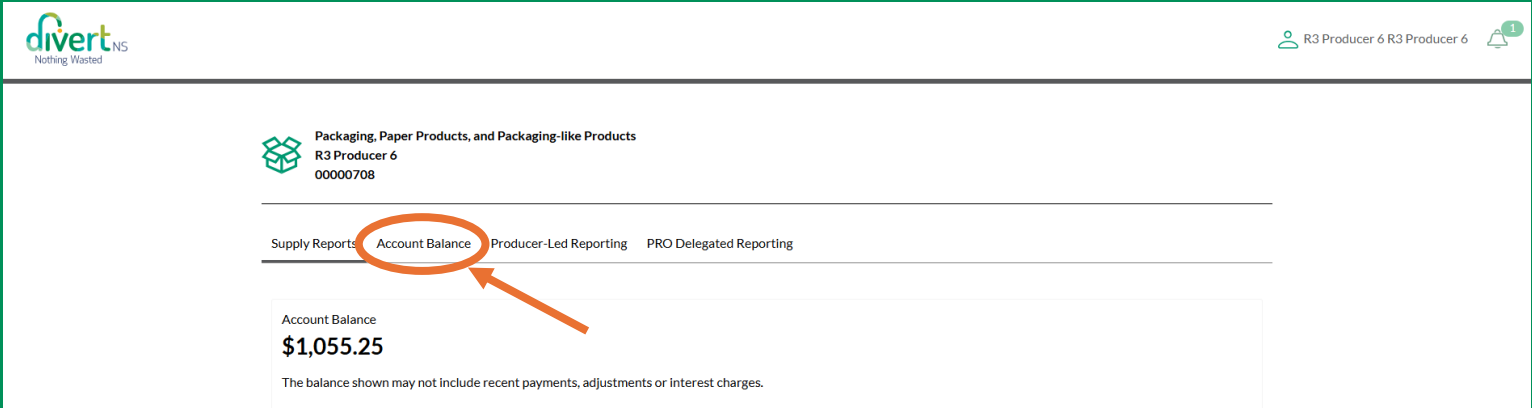
Producers with a balance will have an account balance displayed.

The account balance displayed is the most up to date amount owing, as it includes accumulated interest and outstanding invoice amounts.



ACCOUNT BALANCE TAB

To access producer invoices, select the 'Account Balance' tab on the home page.



INVOICES

To view a producer invoice, click on the 'View' noted in the image.

divertNS
Nothing Wasted

R3 Producer 6 R3 Producer 6

1

Packaging, Paper Products, and Packaging-like Products
R3 Producer 6
00000708

[Program Home](#)

Supply Reports

Account Balance

Producer-Led Reporting

PRO Delegated Reporting

Account Balance

\$1,055.25

The balance shown may not include recent payments, adjustments or interest charges.

Monthly Statements

Enter search terms here

Filter

Statement Date	Statement Amount	Manage
June 19, 2025	\$0.00	View

1 Result

5 entries per page

Invoices

Enter search terms here

Filter

Invoice Number	Invoice Name	Amount	Invoice Date	Status	Manage
00001064	Jan - Dec 2023	\$1,055.25	June 25, 2025	Payable	View

1 Result

5 entries per page

Payments and Refunds

Enter search terms here

Filter

ACCESS PDF OF INVOICE

To access a PDF of an invoice, click on the GENERATE PDF button.

This PDF can then be saved and distributed to appropriate parties for payment.

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Generate PDF

Divert NS
35 Commercial Street, Suite 400
Truro, Nova Scotia
B2N 3H9
+1 (877) 313-7732
GST/HST: 89849 6245 RT0001

Invoice Name
Jan - Dec 2023

Invoice Type
EPR Oversight Fee Invoice

Bill to
R3 Producer 6
18 York St #2600
Toronto, Northwest Territories
M5J 0B2
Producer Registration #:
00000708

Invoice Number
00001064

Invoice Date
June 25, 2025

Description	Units	Unit Price	Total
Variable Fee	25,000 kg	\$0.0302 /kg	\$755.00
Flat Fee	1	\$250.00	\$250.00
Total			\$1,005.00
Sales Tax			\$50.25
Invoice Total			\$1,055.25

MONTHLY STATEMENTS

Producers can access monthly statements above Invoices in the Account Balance.

To view the statement please select the 'View' noted in the image.

The screenshot displays the Divert NS Producer Portal interface. At the top, the logo 'divert NS' is visible with the tagline 'Nothing Wasted'. The user is logged in as 'R3 Producer 6' with a notification badge. The main content area is titled 'Packaging, Paper Products, and Packaging-like Products' for 'R3 Producer 6' (ID: 00000708). A 'Program Home' link is present. Below this, a navigation bar includes 'Supply Reports', 'Account Balance' (selected), 'Producer-Led Reporting', and 'PRO Delegated Reporting'.

The 'Account Balance' section shows a balance of '\$1,055.25' with a note: 'The balance shown may not include recent payments, adjustments or interest charges.' Below this is the 'Monthly Statements' section, which includes a search bar and a 'Filter' button. A table lists the statements:

Statement Date	Statement Amount	Manage
June 19, 2025	\$0.00	View

Below the table, it indicates '1 Result' and '5 entries per page'. The 'Invoices' section follows, also with a search bar and 'Filter' button. A table lists invoices:

Invoice Number	Invoice Name	Amount	Invoice Date	Status	Manage
00001064	Jan - Dec 2023	\$1,055.25	June 25, 2025	Payable	View

It also shows '1 Result' and '5 entries per page'. The 'Payments and Refunds' section is partially visible at the bottom.

An orange circle and arrow highlight the 'View' link in the 'Monthly Statements' table.

PDF of MONTHLY STATEMENT

To access a PDF of a monthly statement, click on the GENERATE PDF button.

This PDF can then be saved and distributed to appropriate parties

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Packaging, Paper Products, and Packaging-like Products
R3 Producer 6
00000708

[Program Home](#)

Monthly Statement

June 19, 2025
R3 Producer 6
18 York St #2600
Toronto, Northwest Territories
M5J 0B2, Canada
Producer Registration #:
00000708

[Generate PDF](#)

Account Balance as of June 19, 2025: **\$0.00**

Payments and Refunds

Reflects payments and refunds that were received between May 1, 2025 to May 31, 2025.

Transaction Number	Reference Number	Type	Date ↕	Amount
No results				

Outstanding Reports

Our records indicate that you have the following incomplete reports. Please submit these as soon as possible.

Report Name	Report Type	Due Date ↕
Jan - Dec 2024	Supply Report	June 27, 2025

PAYMENTS AND REFUNDS

Producers can view all transactions that have occurred in relation to their account.

Under the 'Account Balance' tab there is a 'Payments and Refunds' list view that details all payments/refund transactions.

Payments and Refunds				Enter search terms here	Filter
Transaction Number ↓	Reference Number	Type	Amount	Date	
T-000000056	00000823	Payment	\$15,000.00	June 10, 2025	
T-000000055	00000821,00000823	Payment	\$1,280.00	June 10, 2025	
T-000000050	00000823	Payment	\$15,000.00	June 9, 2025	
T-000000049	00000821,00000823	Payment	\$1,280.00	June 9, 2025	
T-000000046	Refund11	Refund	\$1,000.00	June 9, 2025	
7 Results		<<	Back	1 of 2	Next >>
				5 entries per page ▼	

IMPORTANT LINKS



EPR Oversight:

<https://divertns.ca/epr-producers>



Divert NS LinkedIn

<https://www.linkedin.com/company/divert-ns/>



Circular Materials

<https://www.circularmaterials.ca/producer-province/nova-scotia/>



Email

EPRSupport@divertns.ca

