



# Producer Registration Guide— Extended Producer Responsibility for PPP

Divert NS

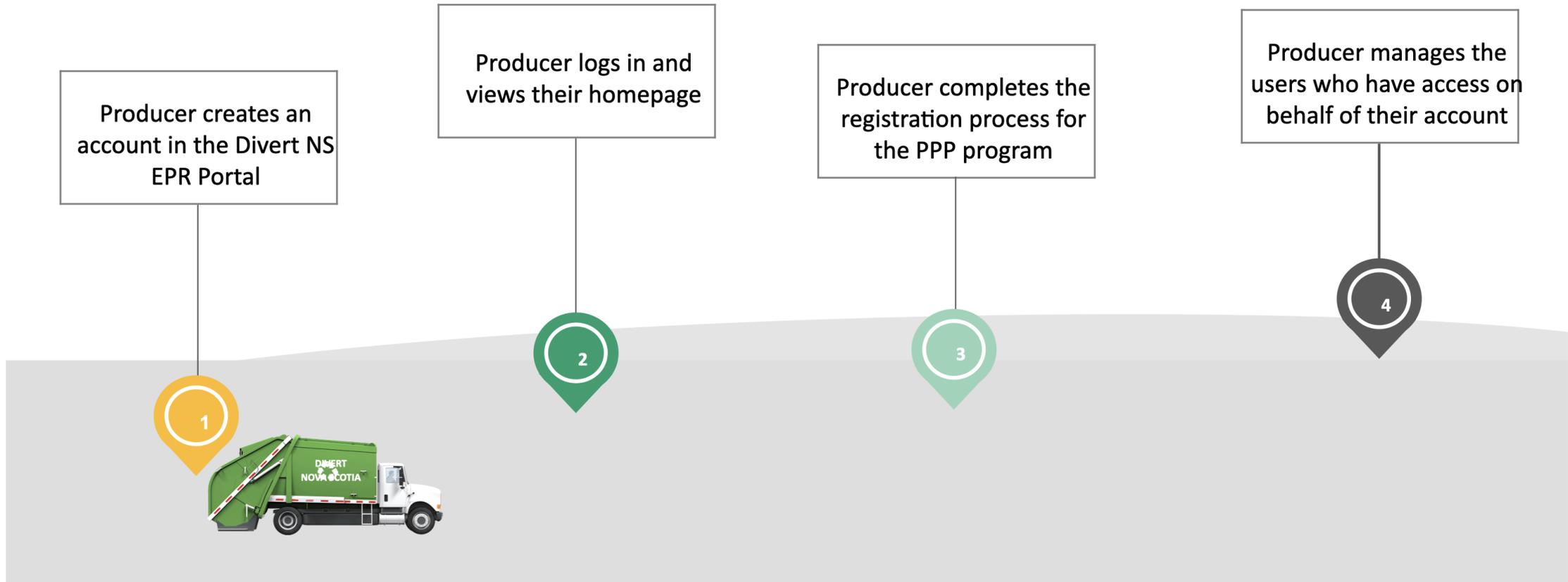
# Purpose

- To support Producers under Nova Scotia's Extended Producer Responsibility for Packaging, Paper Products and Packaging-Like Products (EPR for PPP)
- Overview of Account Creation and Registration Process
- Step-by-Step guide using Divert NS' online Portal
- Please note that the example companies used in this guide are for illustrative purposes only

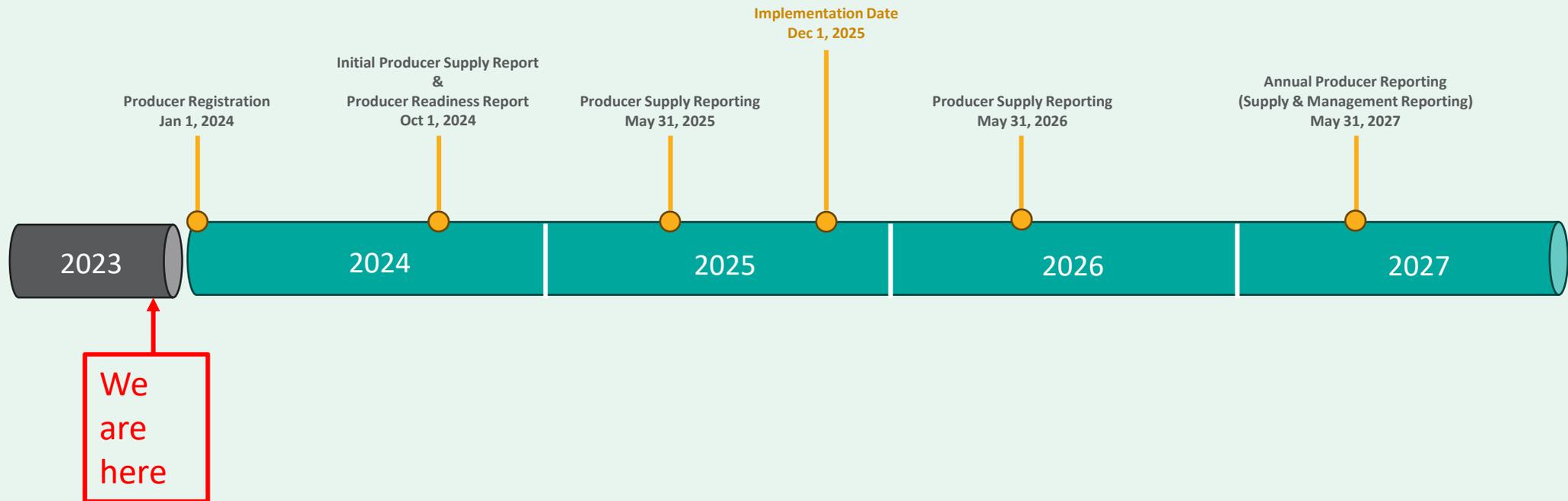
# Producer Registration

- The Portal for producer registration is now open [here](#)
- The deadline for registration is January 1, 2024
- Divert NS will take a flexible and supportive approach with those producers who have challenges in registering by the deadline.
- More information and support can be found on Divert NS' website [here](#).

# How Producers will use the Divert NS Portal



# Producer Timeline for EPR for PPP



# Registration Overview

- Account creation and registration contains 13 steps and takes about 15-20 minutes
- Producers should have the following information ready:
  - Business number
  - Business start date and date when your company started supplying recyclable materials in Nova Scotia
  - Legal business name and address
  - A company representative and their contact information

# Registration Step 1: Business Number

- Producers will receive an email with a link to this registration page
- Business number is a 9-digit number from Province or Canada Revenue Agency (CRA)
- Click “Submit”

## Start Registration by entering your business number

As a producer - defined as a business that manufactures, distributes, sells or otherwise transfers packaging, paper products and packaging-like products to consumers in or into Nova Scotia - the first step in your EPR registration process is to set up an account with Divert NS. This requires providing simple details about your business.

We also need to verify that your organization is not already registered with us before you create an account.

After your account is set up, the registration process will help determine if you are considered a producer under the EPR program and subject to the responsibilities and obligations under the EPR regulations.

Please enter your Nova Scotia Business Number or your Canada Revenue Agency (CRA) Business Number.

Both your NS Business Number and your CRA business number are nine-digit numbers that can be found by logging into your CRA My Business Account.

**Nova Scotia Business Registration Number**

OR

**Canada Revenue Agency (CRA) Business Number**

**Submit**

# Registration Step 2: Business Information

- Legal name of business, and “Operating as” – the common name for your business used day-to-day
- Business Phone
- Business Website
- Business Address (You must also provide a separate mailing address, if different from your business address)
- \* = required fields for all steps
- Click “Next”

**Create an Account**

Business > Contact > Review

### Business Information

Thank you for providing your Business Number.

The next step in the account creation and registration process is to provide basic information on your business.

The red asterisks indicate fields that must be completed.

**Business Name**

\*Legal Business Name of Registrant  
Company Inc.

\*Operating As  
Company Inc.

Franchise Name (if applicable)

**Business Contact information**

\*Business Phone  
9026665555

Business Website

**Business Address**

\*Street Address  
1 Maple

\*City  
Truro

\*Country  
Canada

\*Province / State  
Nova Scotia

\*Postal / Zip Code  
H1A2A1

Add Mailing Address (if different from business address)

**Next**

# Registration Step 3: Contact Information

- Name and title of main contact who will communicate with Divert NS
- Phone number and email address
- Click “Next”

## Create an Account

Business

Contact

Review

### Contact Information for your business

Please provide the name and contact information for the person at your business who will be the liaison with Divert NS for the EPR for PPP program.

The red asterisks indicate fields that must be completed.

#### Name

\*First Name

Andrew

\*Last Name

Walker

\*Title/Position

Employee

#### Contact Information

A link will be sent to the email you provide to complete your registration

\*Email (This will be your username)

awalker@walker.com

\*Phone Number

9026665555

Extension

Secondary Phone Number

Previous Step

Next

# Registration Step 4: Review Your Information

- Review all the information for accuracy
- Review the Privacy Policy
- Click to accept the Terms & Conditions and the Privacy Policy
- Click “Confirm & Create Account”
- Account Creation is complete

## Create an Account

Business

Contact

Review

### Review

Please review the information below is correct before creating your account.

#### Business Information

##### Business Name

Legal Business Name of Registrant: Company Inc.  
Operating As: Company Inc.  
Franchise Name (if applicable): No information provided

##### Business Contact information

Business Phone: (902) 666-5555  
Business Website: No information provided

##### Business Address

Street Address: 1 Maple  
City: Truro  
Province / State: Nova Scotia  
Postal / Zip Code: H1A2A1  
Country: Canada

#### Profile and Contact Information

##### Name

First Name: Andrew  
Last Name: Walker  
Title/Position: Employee

##### Contact Information

Email (This will be your username): awalker@walker.com  
Phone Number: (902) 666-5555  
Extension: No information provided  
Secondary Phone Number: No information provided

I accept and agree to be bound by these [Terms](#) with respect to the Services being offered and have read and understand the [Privacy Policy](#).

Previous Step

Confirm & Create Account

# Registration Step 5: Email for Registration

- This page directs you to check your email for a message from Divert NS
- You may need to check your spam folder
- If you did not receive an email, click “Resend Email”

**We've Sent You an Email to Activate Your Account.**

Click on the link in the email sent to the address below to activate your account.

awalker@walker.com

Resend Email

# Registration Step 6: Activate Account

- In the email you received from Divert NS, you will need to click the link.
- The link will direct you to the log-in page



Hi Justino,

Welcome to your customized Divert NS Extended Producer Responsibility (EPR) Portal. To get started, go [here](#).

Your username for this Portal is:  
justino.n.donovan@pwc.com.dns.preprod

Thanks,

Divert NS

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Connect With Us  
Toll Free: 1-877-313-7732  
Email: [EPRTsupport@divertns.ca](mailto:EPRTsupport@divertns.ca)

# Registration Step 7: Create Password

- Create a password making sure it contains the elements noted
- Click “Change Password”
- Go back to Log in screen to Log in to the Portal



## Change Your Password

Enter a new password for  
**justino.n.donovan+testey1234567@pwc.com**. Make  
sure to Include at least:

- 9 characters
- 1 uppercase letter
- 1 lowercase letter
- 1 number
- 1 special character ⓘ

\* New Password

\* Confirm New Password

Change Password

Password was last changed on 2023-11-22, 2:46 p.m..

# Registration Step 8: Portal Landing Page

- Landing page for Portal users
- Click on “Next” to proceed to your customized Portal home page
- At any time, you can go back by clicking on “Previous Step”

## Registration for Producers of Packaging, Paper Products and Packaging-like Products

Thank you for setting up your account, and welcome to the Extended Producer Responsibility for Packaging, Paper Products and Packaging-like Products (EPR for PPP) Portal.

This Portal will be where you register your business for the EPR for PPP program. The registration process will include questions that will determine if you may be exempt from the EPR program.

[Previous Step](#)

[Next](#)

# Registration Step 9: Click to Register

- Confirm your name is in the upper right corner
- Click on the 'register' button for "Packaging, paper products and packaging-like products"



Andrew Walker ▾

## Divert NS EPR Portal

### MY REGISTRATIONS

Company Inc.

Producer Responsibility Programs

Looks like you haven't registered yet! Please click 'Register' below to begin the registration process for the PPP program

Program	Manage
Packaging, paper products, and packaging-like products	Register

# Registration Step 10: Business Start / First Supply Date

- Date your business started operating
- Date your business started to supply designated materials into Nova Scotia
- Click on “Save & Next”

Company Inc.

## Registration for Producers of Packaging, Paper Products and Packaging-like Products

Business Information

Exemptions

Review Submission

### Producer Timeline

This section will determine how long you have been a producer, which will help Divert NS determine your obligations and responsibilities under the EPR for PPP program.

The red asterisks indicate fields that must be completed.

Please answer the following questions.

### Business Start Date/First Supply Date

The Business Start Date is the date when the business was established or incorporated. The First Supply Date is the date when you first started to supply packaging, paper products and packaging-like products in Nova Scotia.

\* Business Start Date

\* First Supply Date

Previous Step

Save & Next

# Registration Step 11: Exemptions

- You may be exempt from the EPR for PPP Program if:
  - Your gross annual revenue in Nova Scotia is under \$1 million
  - You supply less than one (1) tonne of designated material annually into Nova Scotia
  - You are a “society” under the Nova Scotia Societies Act
- Calendar year 2022 is the basis year for data required to assess exemptions
- Click on “Save & Next”

Monsters Inc (Test)

## Registration for Producers of Packaging, Paper Products and Packaging-like Products

Business Information > **Exemptions** > Review Submission

### Exemptions for some Producers

Not all producers have obligations and responsibilities under the EPR for PPP program.

There is an exemption for small producers, which are those producers that have an annual gross revenue of less than \$1 million in Nova Scotia or those that supply less than 1 tonne per year of designated materials in the province.

There is also an exemption for societies, such as charities and benevolent, educational, sporting or artistic organizations that are registered under the [Societies Act](#).

Regardless of your status as an exempt producer, you are required to maintain records to support your classification as a small producer.

The red asterisks indicate fields that must be completed.

#### Small Producer - Gross Annual Revenue Exemption

\* Does your business have a gross revenue of less than \$1 million, based on the previous calendar year?

Gross Annual Revenue can be found in the previous calendar CRA filing year for your business.

Yes  
 No

#### Small Producer - Annual Supply Tonnage Exemption

\* Does your business have a supply volume of less than 1 tonne, based on the previous calendar year?

Yes  
 No

#### Societies Act Exemption

\* Are you a society incorporated under the Societies Act?

Yes  
 No

# Registration Step 12: Review Submission

- Review the information to confirm it is correct
- Click to agree with the Terms & Conditions
- Click “Submit”

Mackinnon Inc.

## Registration for Producers of Packaging, Paper Products and Packaging-like Products

Business Information > Exemptions > Review Submission

### Review

Please review the following information before submitting your registration.

**Your Producer Roles**

Business Start Date: December 4, 2023  
First Supply Date: December 7, 2023

**Small Producer - Gross Annual Revenue Exemption**

Does your business have a gross revenue of less than \$1 million, based on the previous calendar year? No

**Small Producer - Annual Production Tonnage Exemption**

Does your business have a production volume of less than 1 tonne, based on the previous calendar year? No

**Societies Act Exemption**

Are you a society incorporated under the Societies Act? No

\*I agree with the [terms & conditions](#)

Previous Step Submit

# From Step 12: Terms & Conditions

- Read and review the Terms & Conditions
- No action required on this page



## DIVERT NS EPR PORTAL TERMS & CONDITIONS

Last Revised: November 15, 2023

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### 1. ACCEPTANCE OF TERMS

This Portal to access the Registry is provided by Divert NS (“Divert”) to facilitate the user’s ability to meet its obligations under the Extended Producer Responsibility for Packaging, Paper Products and Packaging-Like Products Regulations (“Regulations”). The use of the Portal is conditional on your acceptance of the terms and conditions set out below (the “Terms of Use”). By using this Registry, you agree, without limitation or qualification, to be bound by and to comply with the Terms of Use.

### 2. REGISTRY INFORMATION

If you submit information to the Registry using this Portal, you agree to (a) provide true, current and complete information; and (b) maintain and promptly update the information to keep it true, current and complete.

Divert’s use and disclosure of any information about you or your business that it collects in connection with the Registry is subject to Divert’s Privacy Policy, which is available at <https://divertns.ca/privacy-policy>

### 3. USERNAMES AND PASSWORDS

If you are given a username or password for the purpose of using the Portal to access the Registry or participating in certain activities on the Registry, you are solely responsible and liable for all activities conducted under that username or password.

You will take all necessary steps to ensure that no one other than you uses that username or password

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# Registration Step 13: Successful Registration

- Confirmation of successful registration
- You may be contacted by Divert NS
- Click “Back to Homepage”

**Thank you for registering!**

**Your registration has been successful.**

You may be contacted by Divert NS for further information about your registration.

If you have any questions, please contact Divert NS at 1-877-313-7732 or [EPRsupport@divertns.ca](mailto:EPRsupport@divertns.ca)

[Back to Homepage](#)

# If you do not finish the registration process...

- Log back in
- Click on “Continue Registration”
- Pick up where you left off

MY REGISTRATIONS MY PROS MY BRANDS

Company Inc.

Producer Responsibility Programs

Program	Role	Status	Manage
Packaging, paper products, and packaging-like products	Producer	In Progress	<a href="#">Continue Registration</a>

# Post-Registration Portal Home Page

- Log back in
- Click on “View Registration” to see your info
- The tabs “My PROs” and “My Brands” are not functional currently.

MY REGISTRATIONS **MY PROS** MY BRANDS

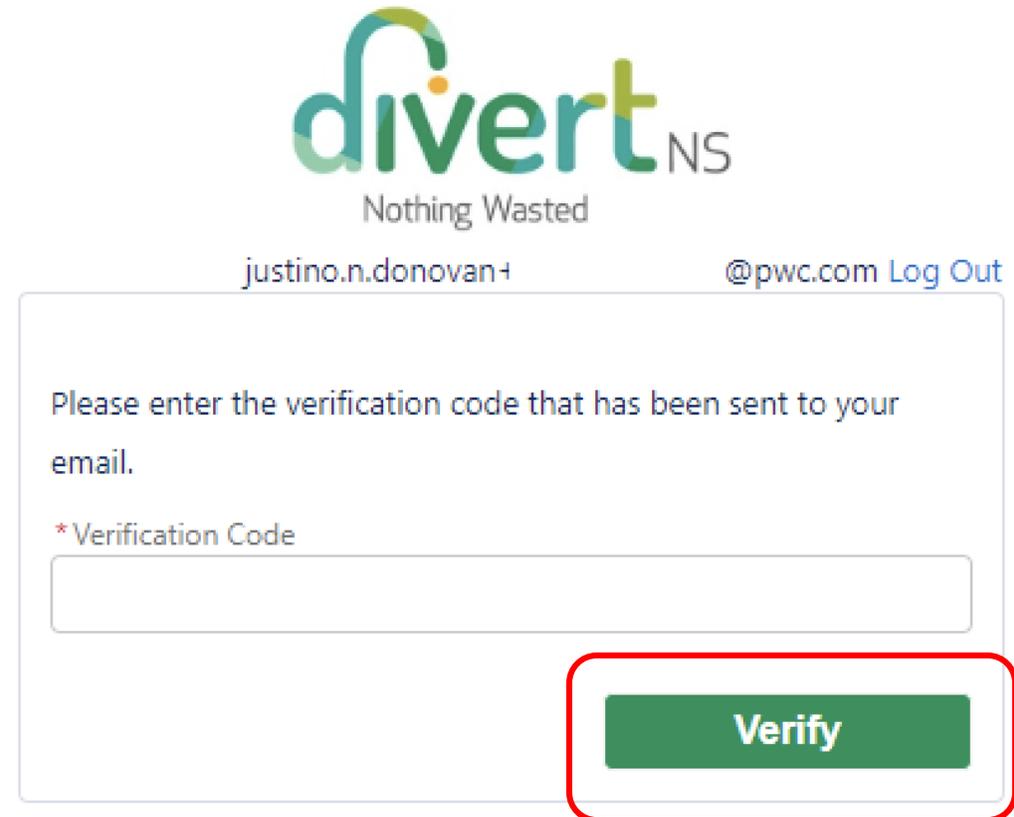
Company Inc.

Producer Responsibility Programs

Program	Role	Status	Manage
Packaging, paper products, and packaging-like products	Producer	Active	<a href="#">View Registration</a>

# Multi-factor Authentication for Log-in

- Following registration, any time you log into the Portal, you will be asked to enter a verification code. This is a security feature.
- A code will be sent to your email address
- Enter the code in the field and click “Verify”



**divert** NS  
Nothing Wasted

justino.n.donovan+ @pwc.com Log Out

Please enter the verification code that has been sent to your email.

\* Verification Code

**Verify**

# Questions?

- More information and support can be found [here](#).
- Email us at [EPRsupport@divertns.ca](mailto:EPRsupport@divertns.ca)
- Call us at 1-877-313-7732