

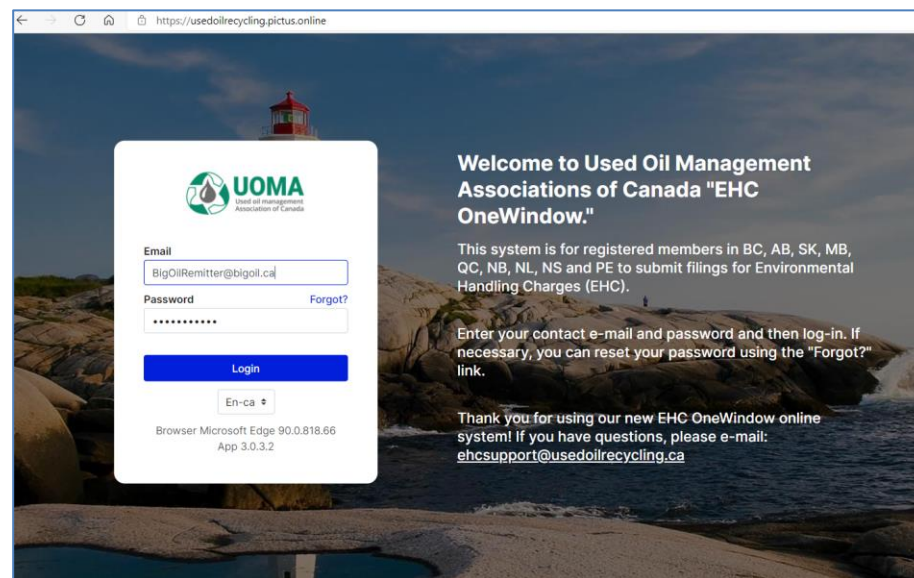
# UOMA EHC OneWindow Remitter User Guide

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## Getting Started

1. Use the latest version of **Google Chrome, Mozilla Firefox or Microsoft Edge** as your internet browser. **Note:** Internet Explorer is not supported.
2. The system link is: [usedoilrecycling.pictus.online](https://usedoilrecycling.pictus.online)



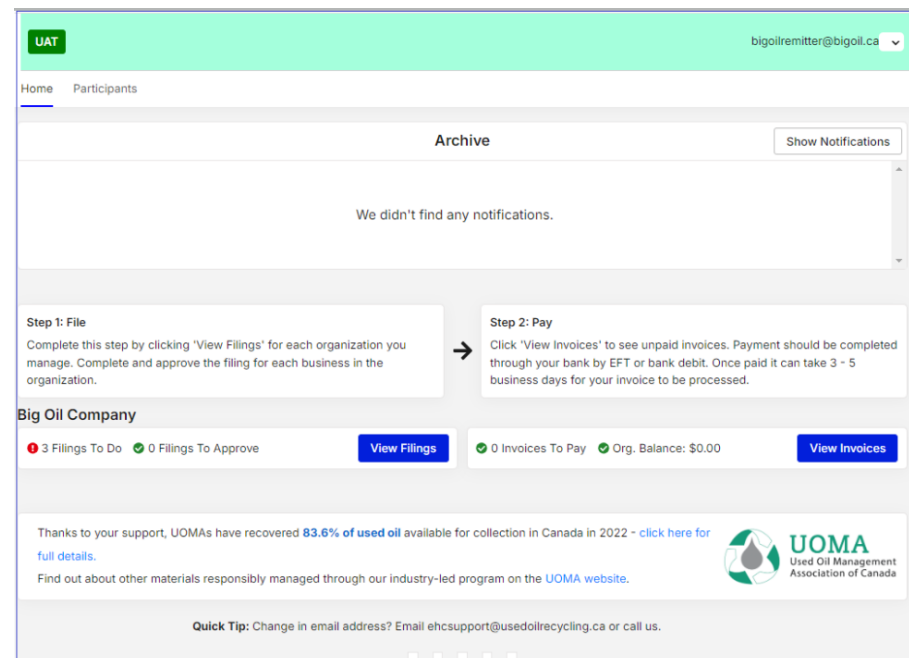
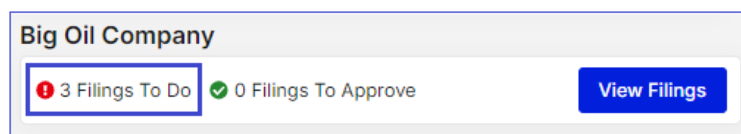
3. Initially you will sign in with the **email address** that you normally use to make your EHC submissions.
4. Set your Password using the **Forgot?** function on the Log-in page.

5. You will receive an e-mail from “[noreply@usedoilrecycling.ca](mailto:noreply@usedoilrecycling.ca)” with a link to set (or reset) your password. Note that this link is only valid for **24 hours** so a new password must be set during that timeframe.
6. Passwords must be at least **10 characters**, and contain at least: 1 upper case, 1 lower case and 1 number.
7. If you don’t receive an e-mail in your Inbox, check your “Junk” folder in case your system does not recognise the e-mail ID (and mistakes it for junk).
8. You can choose English or French as your default **language**. Set it initially on the main page and then update your profile to set it permanently.
9. If your business is already registered with at least one Agency, we have already given you access to the system. If you want to apply to register in a new jurisdiction, contact the relevant Agency or send an email to [ehcsupport@usedoilrecycling.ca](mailto:ehcsupport@usedoilrecycling.ca).
10. You should “bookmark” the EHC One Window website for future reference.
11. An **Organization** is the parent company that contains one or more Remitters (also known as Businesses, Suppliers or Members). A **Remitter** is the provincial level that is responsible for the submission of EHC filings.
12. You can create data and invite users at both an Organization level or at a Remitter/Business level. The initial structure has been set up so that all addresses, contacts, notes and users are at the Organization level (so they relate across all Remitters belonging to the Organization).

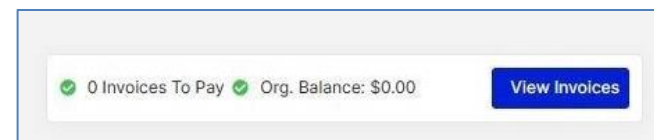
## Home Page

Login > Home

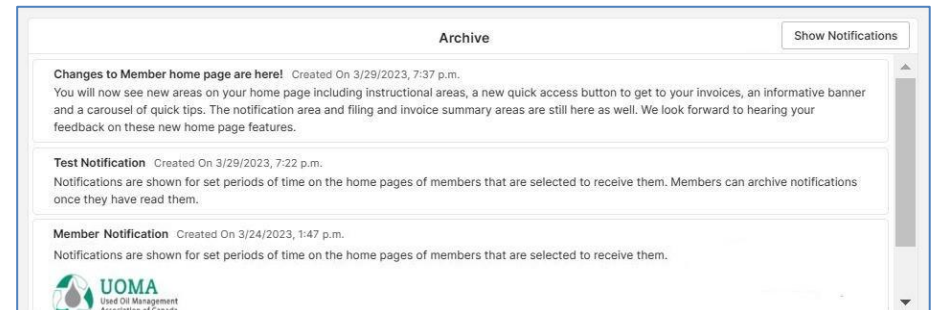
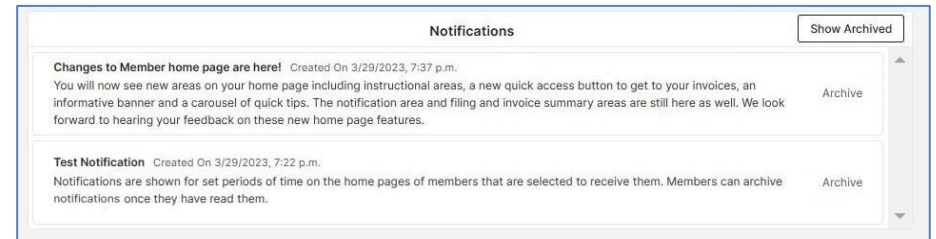
- **Home** is the first page you'll see upon login.
- The Home page includes:
  - A **Notifications** section that will show you tailored communications relevant to the Associations you are registered with,
  - **Instructions** for Filing and Paying as a Remitter,
  - A **Summary** section for Filings and Invoices, each with a blue navigation button to get you to where you need to be quickly,
  - An **Informational Banner** that will display UOMA news, links, and other information, and
  - A carousel of **Quick Tips** about interacting with One Window.
- To submit your EHC Remittances, click on the blue **View Filings** button. The **File** page will be displayed showing a list of available filings you need to complete. (See Page 7)



- To review your Remittance Invoices, click on the blue **View Invoices** button. The **Open Invoices** page will be displayed showing a list of approved filings. (See Page 8)



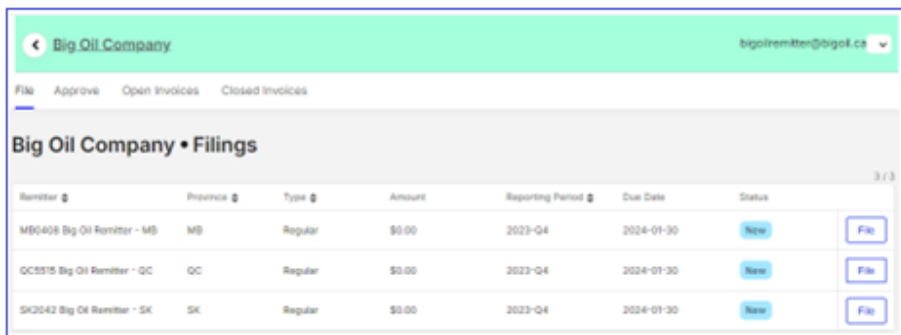
- The Notifications section on the home page has an associated **Archive**.
- You can choose to archive notifications after reading them by clicking on the **Archive** option at the right side of the notification.
- Notifications have an **expiry date**; if you don't archive them prior to this date, they will automatically be moved to the archive when they expire.
- You can view your archived notifications by clicking the **Show Archive** button to the right of the Notification section heading.
- To return to your active notifications, click on the **Show Notifications** button to the right of the Archive section heading.



## Filing Page

Login > Filing App

- **Note:** If your user ID is at the organization level, you will see filings for every province in your organization. If your user ID is at the provincial level, then you will only see filings for your province.
- Click the **File** button on a particular line to open an individual filing.
- Follow the next three steps:
  1. File
  2. Approve
  3. Review your Open and Closed Invoices

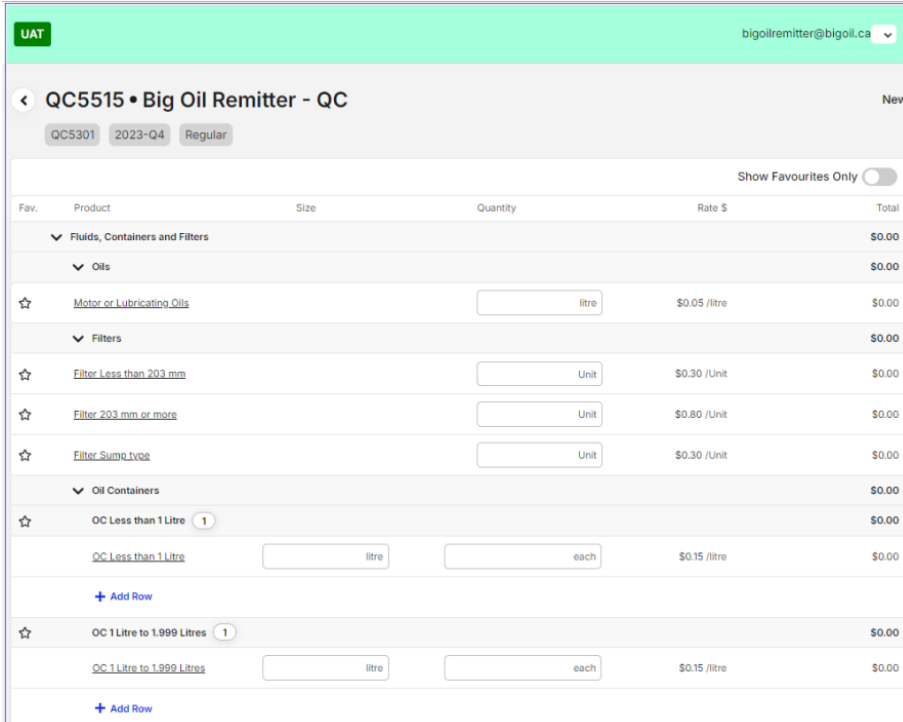


Remitter	Province	Type	Amount	Reporting Period	Due Date	Status	
MB0408 Big Oil Remitter - MB	MB	Regular	\$0.00	2023-Q4	2024-01-30	New	File
QC5515 Big Oil Remitter - QC	QC	Regular	\$0.00	2023-Q4	2024-01-30	New	File
SK0542 Big Oil Remitter - SK	SK	Regular	\$0.00	2023-Q4	2024-01-30	New	File

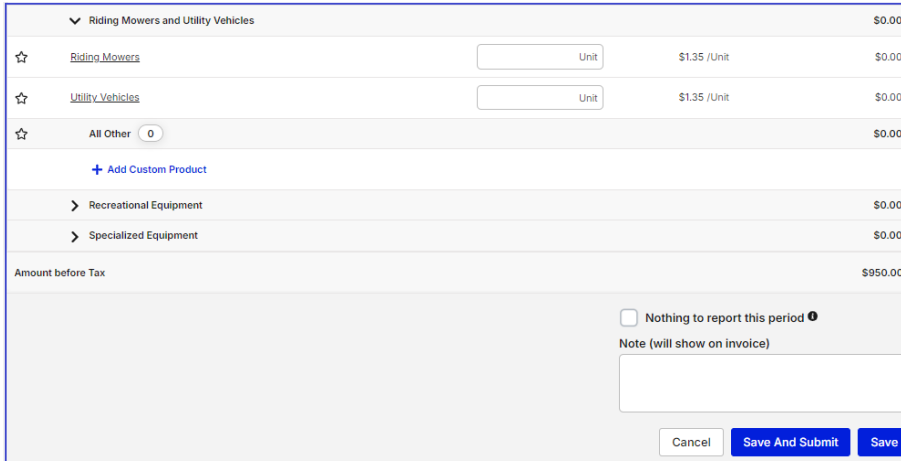
## 1. File

Login > Filing > File

The **Filing** page shows the product catalog. Complete the quantity and/or size boxes with sales for the period. For instructions on how to customize the extensive Product Catalog, see **Customizing Filing Page** on page 12. For instructions on how to add custom OEM products (applicable in AB only currently), see **Customizing OEM** on page 11.



The screenshot shows the UAT interface for a filing session. At the top, it displays 'UAT' and the email 'bigoilremitter@bigoil.ca'. The main heading is 'QC5515 • Big Oil Remitter - QC' with a 'New' button. Below this, there are filters for 'QC5301', '2023-Q4', and 'Regular'. A 'Show Favourites Only' toggle is visible. The main area is a table with columns: Fav., Product, Size, Quantity, Rate \$, and Total. The table is organized into categories: Fluids, Containers and Filters; Oils; Filters; and Oil Containers. Each category has a sub-total of \$0.00. Under 'Oils', there is a row for 'Motor or Lubricating Oils' with a quantity input box and a rate of \$0.05 /litre. Under 'Filters', there are three rows for different filter sizes: 'Filter Less than 203 mm', 'Filter 203 mm or more', and 'Filter Sump type', each with a quantity input box and a rate of \$0.30 /Unit. Under 'Oil Containers', there are two rows: 'OC Less than 1 Litre' and 'OC 1 Litre to 1.999 Litres', each with a quantity input box and a rate of \$0.15 /litre. Each row has a star icon and a count indicator (e.g., '1').

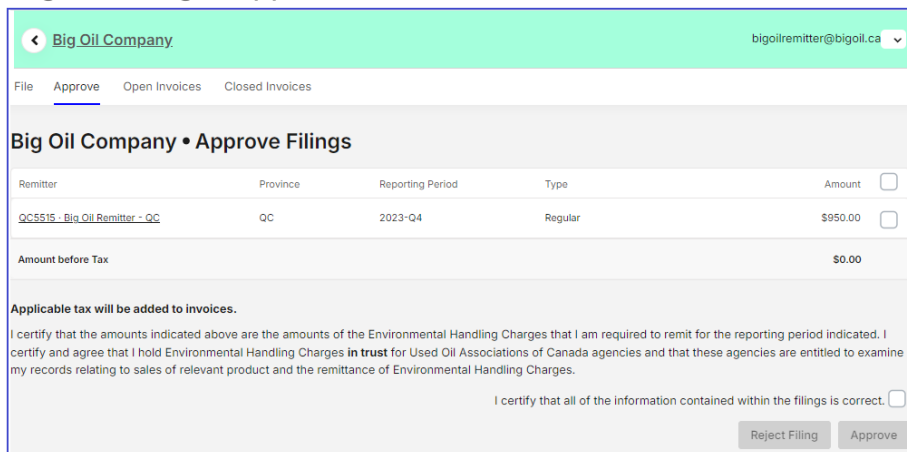


The screenshot shows the filing summary page. At the top, there is a dropdown menu for 'Riding Mowers and Utility Vehicles' with a sub-total of \$0.00. Below this, there are three rows for 'Riding Mowers', 'Utility Vehicles', and 'All Other', each with a quantity input box, a rate of \$1.35 /Unit, and a total of \$0.00. There is a '+ Add Custom Product' button. Below these are two more categories: 'Recreational Equipment' and 'Specialized Equipment', both with a sub-total of \$0.00. At the bottom, the 'Amount before Tax' is \$950.00. There is a checkbox labeled 'Nothing to report this period' which is currently unchecked. Below this is a text input field for a 'Note (will show on invoice)'. At the bottom right, there are three buttons: 'Cancel', 'Save And Submit', and 'Save'.

- If you need to come back and complete the filing later, click **Save** at the bottom of the page and it will still be available on the File page. If you are done, click **Save and Submit**. The filing will no longer be editable.
- If there is nothing to report for this period, click on the **“Nothing to report this period”** checkbox and select **Save and Submit** to file a Nil Return.
- You can add **Notes** to your filing that will show on the invoice that is generated.

## 2. Approve

Login > Filing > Approve



Big Oil Company • Approve Filings

Remitter	Province	Reporting Period	Type	Amount	<input type="checkbox"/>
QC5515 - Big Oil Remitter - QC	QC	2023-Q4	Regular	\$950.00	<input type="checkbox"/>
Amount before Tax				\$0.00	

Applicable tax will be added to invoices.

I certify that the amounts indicated above are the amounts of the Environmental Handling Charges that I am required to remit for the reporting period indicated. I certify and agree that I hold Environmental Handling Charges in trust for Used Oil Associations of Canada agencies and that these agencies are entitled to examine my records relating to sales of relevant product and the remittance of Environmental Handling Charges.

I certify that all of the information contained within the filings is correct.

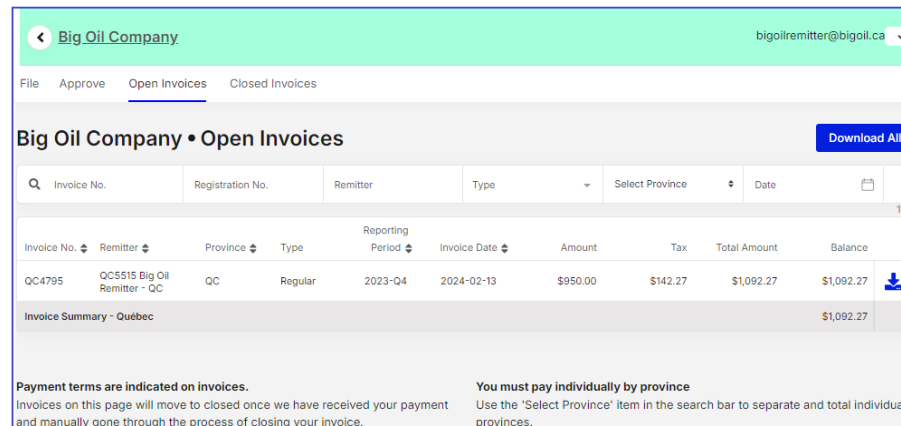
[Reject Filing](#) [Approve](#)

- A user with a **Filing Approver** role can approve or reject one or more filings.
- Select one **or** select all, click the **Amount** checkbox, the **Certification** checkbox, then click **Approve**.
- To reject a filing, select the **Filing** to open, and click **Reject Filing**.
- **Note:** This approval step **MUST** be completed to finish the filing.

## 3. Review Invoices

Login > Filing > Open Invoices

- Approved filings are displayed on the **Open Invoices** page and emailed to the approver.
- **Invoices** can also be downloaded to a file to be printed, saved, or emailed. Click on the **blue arrow** to the right of the invoice to open or save the invoice (in PDF format).
- The invoice can now be used to submit your payment to the applicable Association through your company's regular payment processes. Once the payment is received and processed it will appear in the **Closed Invoices** tab.



Big Oil Company • Open Invoices [Download All](#)

Invoice No.	Registration No.	Remitter	Type	Select Province	Date	
QC4795	QC5515 Big Oil Remitter - QC	QC	Regular	2023-Q4	2024-02-13	\$950.00
Invoice Summary - Québec						\$1,092.27

**Payment terms are indicated on invoices.**  
 Invoices on this page will move to closed once we have received your payment and manually gone through the process of closing your invoice.

**You must pay individually by province**  
 Use the 'Select Province' item in the search bar to separate and total individual provinces.



## Managing Your Account

### My Profile

- From **Home**, you can edit your Profile information by clicking on **Profile** in the drop-down menu (down arrow) in the upper right corner beside your e-mail ID. Your profile contains your Contact information.
- You can set your **language** preference here as well.
- **Note:** You cannot edit your e-mail ID as that is your Account name. If your e-mail has changed, you need to setup a new Contact. Contact [ehcsupport@usedoilrecycling.ca](mailto:ehcsupport@usedoilrecycling.ca) for help with this.

### Password


- You can change your Password at any time by selecting **Change Password** on the drop-down menu in the upper right-hand corner of the screen, or the **Forgot?** link on the login page.
- You will receive an email to reset your password. The link in the email is only valid for 24 hours, so a new password must be set during that timeframe.
- Passwords must be at least **10 characters**, and contain at least: 1 upper case, 1 lower case and 1 number.

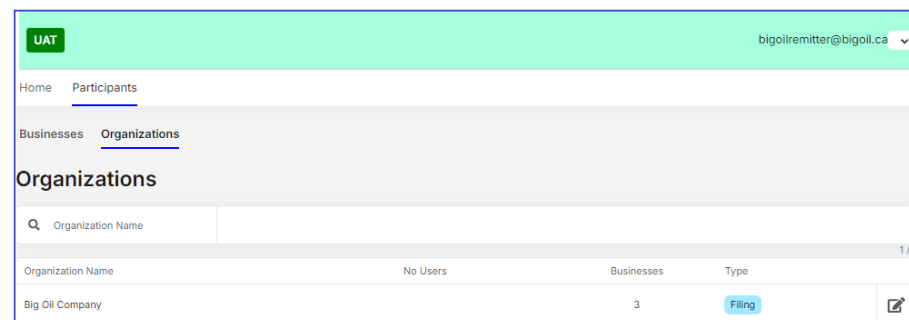
### Logout

- For security reasons, when you are done, sign out of the system by going to the drop-down menu on the upper right corner of the screen, and **Logout** of your account. Automatic logout occurs after 2 hours.

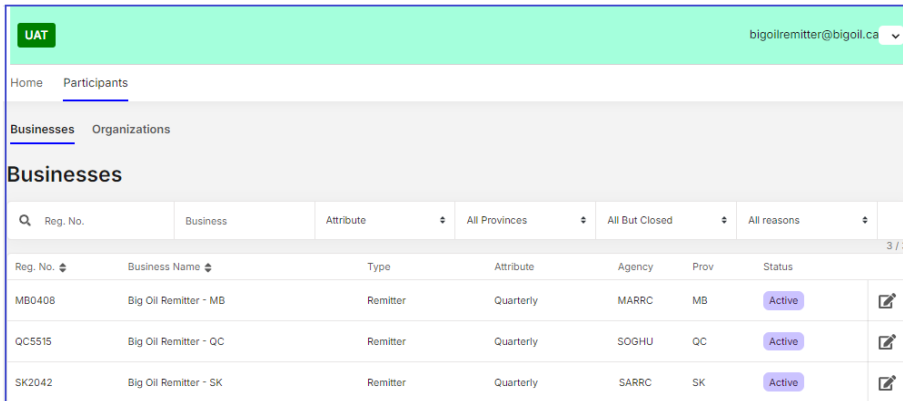
## Managing Your Organization

### Participants – Businesses and Organizations


- From the **Participants** tab, you can edit the information about your **Organization** and **Remitters**. Please note that contacts are generally set up at the Organization level, so they receive information from all associations that your Organization is registered with.
- To do this make sure you are on the **Organization** tab as shown in the following screen then click on the edit icon  on the right side. You can then update your company information including addresses and contacts.

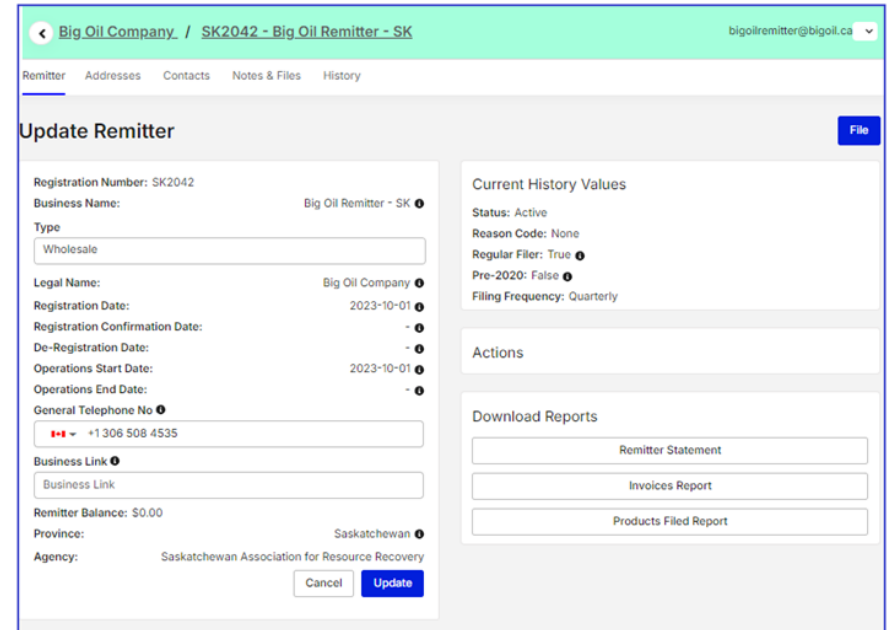


- From the **Businesses** tab you will see all the associations you are registered with.



Reg. No.	Business	Attribute	All Provinces	All But Closed	All reasons	
Reg. No. ↓	Business Name ↓	Type	Attribute	Agency	Prov	Status
MB0408	Big Oil Remitter - MB	Remitter	Quarterly	MARRC	MB	Active
QC5515	Big Oil Remitter - QC	Remitter	Quarterly	SOGHU	QC	Active
SK2042	Big Oil Remitter - SK	Remitter	Quarterly	SARRC	SK	Active

- You can access the **Remitter** tab showing business profile by clicking on the **edit icon**  to the right of the business listing. The **Remitter** tab for the selected business will open.
- On the **Remitter** tab, you can view and update Remitter details, and view the current state of the Remitter in the system under the **Current History Values** section.



**Update Remitter**

Registration Number: SK2042  
 Business Name: Big Oil Remitter - SK  
 Type: Wholesale  
 Legal Name: Big Oil Company  
 Registration Date: 2023-10-01  
 Registration Confirmation Date: -  
 De-Registration Date: -  
 Operations Start Date: 2023-10-01  
 Operations End Date: -  
 General Telephone No: +1 306 508 4535  
 Business Link: Business Link  
 Remitter Balance: \$0.00  
 Province: Saskatchewan  
 Agency: Saskatchewan Association for Resource Recovery

**Current History Values**  
 Status: Active  
 Reason Code: None  
 Regular Filer: True  
 Pre-2020: False  
 Filing Frequency: Quarterly

**Actions**

**Download Reports**

- Remitter Statement
- Invoices Report
- Products Filed Report

- In the **Actions** section, by clicking on the associated button you will be able to download a **Remitter Statement** which shows the current details of your account with that Association, as well as an **Invoices Report** and a **Products Filed Report**.

## Customizing OEM

- Customizing is for any OEM product that is not currently setup on the standardized product catalogue list. You may have customized equipment, or the components do not correspond with ones already listed. Creating a customized assembly product will help you for future reporting.
- To add a custom OEM product, select **Add Custom Product** under the applicable category. For example, to add a type of Motorcycle select “Add Custom Product” under “All Recreational Equipment”.

▼ All Recreational Equipment 0  
 + Add Custom Product

### Create Assembly Product

Name: All Recreational Equipment

Effective Rate: \$0.00

Components

Name	Code	Quantity	Unit	Rate
Filter Less than 203 mm	FL203	0	Unit	\$0.50 /Unit
Motor or Lubricating Oils	OIL	0	litre	\$0.05 /litre
Filter 203 mm or more	FM203	0	Unit	\$1.00 /Unit

Cancel Create

- Click **Create** to create your OEM product.
- Title the OEM as you see fit. And then you can enter the quantities of oil/filter types that are contained in one unit of your OEM product.

### Update Assembly Product

Name: Motorcycle 1

Effective Rate: \$1.60

Components

Name	Code	Quantity	Unit	Rate
Filter Less than 203 mm	FL203	2	Unit	\$0.50 /Unit
Motor or Lubricating Oils	OIL	12	litre	\$0.05 /litre
Filter 203 mm or more	FM203	0	Unit	\$1.00 /Unit

Cancel Update

- Enter the number of units sold.

▼ All Recreational Equipment 1  
 Motorcycle 1      Unit      \$1.60 /Unit

## Customizing Filing Page

There are two options to reduce the size of the Filing Page. Option 1 shows a longer list that just has Product Categories on it. Option 2 is the best option, as it shows only products your company remits on, and it can be changed from time to time.

### Option 1

The **first option** is to click on the arrow beside the product category and it will either scroll the category up or scroll the whole category down.

<input checked="" type="checkbox"/>	Filters			\$0.00
☆	Filter Less than 203 mm	<input type="text"/>	Unit	\$0.50 /Unit
☆	Filter 203 mm or more	<input type="text"/>	Unit	\$1.00 /Unit
☆	Filter Sump Type	<input type="text"/>	Unit	\$0.50 /Unit

By clicking on the **arrow** beside **Filters**, the whole category has now been rolled up and is not visible until the arrow is clicked again.

▼	Fluids, Containers and Filters			\$0.00
▼	Oils			\$0.00
☆	Motor or Lubricating Oils	<input type="text"/>	litre	\$0.05 /litre
▶	Filters			\$0.00
▼	Oil Containers			\$0.00
☆	OC Less than 1 Litre <span>1</span>			\$0.00

### Option 2

The **second option** to make this Products List shorter is to use the Favourites Star to the left of each product for which that business files. If your business only files a few products, this is the best option. By ensuring that the “**Favourite Star**” is blue and the “**Show Favourites Only**” button is on; the Product List becomes more manageable, and the shorter list will be available for future filings after being set up.

If you add a new product to remit on; simply turn off the “**Show Favourites Only**” button, choose the additional item to “**star**” and then turn on the “**Show Favourites Only**” button again. You will find your newer item on the list.

UAT					bigoilremitter@bigoil.ca
SK2042 • Big Oil Remitter - SK					New
SK3760 2023-Q4 Regular					
Show Favourites Only <input checked="" type="checkbox"/>					
Fav.	Product	Size	Quantity	Rate \$	Total
★	Motor or Lubricating Oils		<input type="text"/>	litre	\$0.05 /litre
					\$0.00
★	Filter Less than 203 mm		<input type="text"/>	Unit	\$0.50 /Unit
					\$0.00
★	Filter 203 mm or more		<input type="text"/>	Unit	\$1.00 /Unit
					\$0.00
★	OC 1 Litre to 1.999 Litres <span>1</span>				\$0.00
	OC 1 Litre to 1.999 Litres	<input type="text"/>	1.0	litre	each
					\$0.10 /litre
					\$0.00
	+ Add Row				
★	AF Concentrate		<input type="text"/>	litre	\$0.14 /litre
					\$0.00
★	AFC 1 Litre to 1.999 Litres <span>1</span>				\$0.00
	AFC 1 Litre to 1.999 Litres	<input type="text"/>	1.0	litre	each
					\$0.10 /litre
					\$0.00
	+ Add Row				
★	Passenger Vehicles		<input type="text"/>	Unit	\$2.77 /Unit
					\$0.00
Amount before Tax					\$0.00