

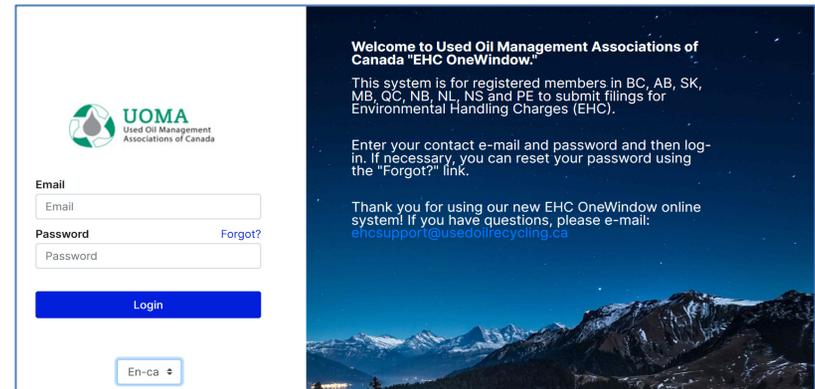
UOMA EHC OneWindow Remitter User Guide

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Getting Started

1. Use the latest version of **Google Chrome, Mozilla Firefox or Microsoft Edge** as your internet browser. Note: You may need to refresh your browser or use one of the other recommended browsers to be able to access the application.
2. The system link is: usedoilrecycling.pictus.online



Welcome to Used Oil Management Associations of Canada "EHC OneWindow."

This system is for registered members in BC, AB, SK, MB, QC, NB, NL, NS and PE to submit filings for Environmental Handling Charges (EHC).

Enter your contact e-mail and password and then log-in. If necessary, you can reset your password using the "Forgot?" link.

Thank you for using our new EHC OneWindow online system! If you have questions, please e-mail: ehcsupport@usedoilrecycling.ca

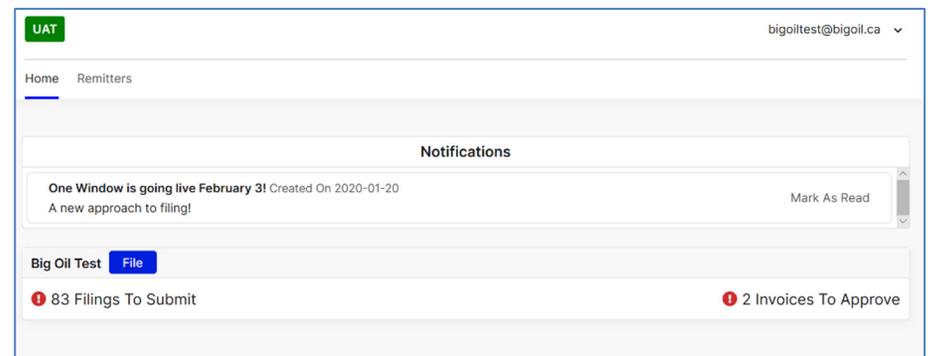
3. Sign-in **using the e-mail address** that was emailed to you from the Agency.
4. Set your Password using the **Forgot?** function on the Log-in page.
5. You will receive an e-mail from "**noreply@usedoilrecycling.ca**" with a link to set (or reset) your password. Note that this email notification only lasts **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 the Agency, we have already given you access to the system, so you do **NOT** need to re-register. Note: If you are already registered and want to apply to register a new location, contact the Agency.
10. You should "bookmark" the EHC OneWindow website for future reference.
11. Before we go further, you need to know about Organizations and Remitters. An **Organization** is the parent company that contains one or more Remitters. 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 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. You may need to view or edit information about **Remitters** so there is a menu item for that. You'll also see a summary of outstanding items. The **Notifications** section will show you tailored communications relevant to your role or your organization.
- Most of the time you'll go straight to **File**.
- To submit your EHC Remittances, click on the blue **File** button.

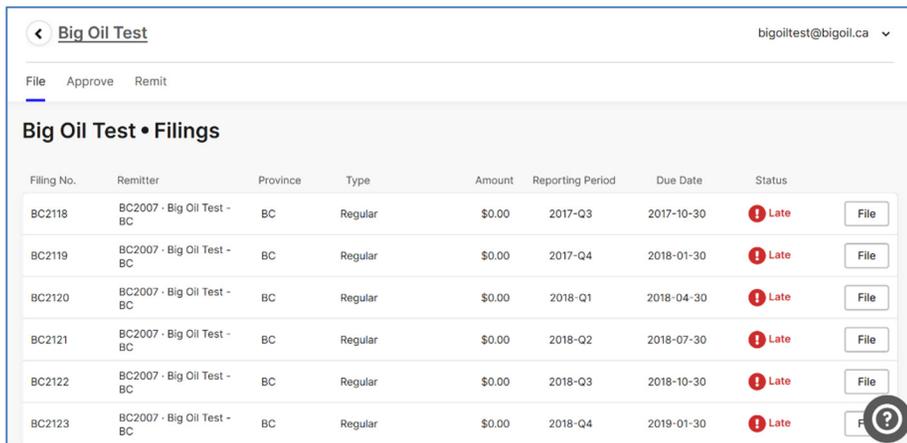


- The **File** page is displayed showing a list of available filings you need to complete.

Filing Page

Login > Filing App

- **Note:** If your user ID is at the organization level, you will see filings for every remitter in your organization. If your user ID is at the remitter level, then you will only see filings for your remitter.
- Click the **File** button on a particular line to open an individual filing.
- Then you need to do the following 3 easy steps:
 1. File
 2. Approve
 3. Remit

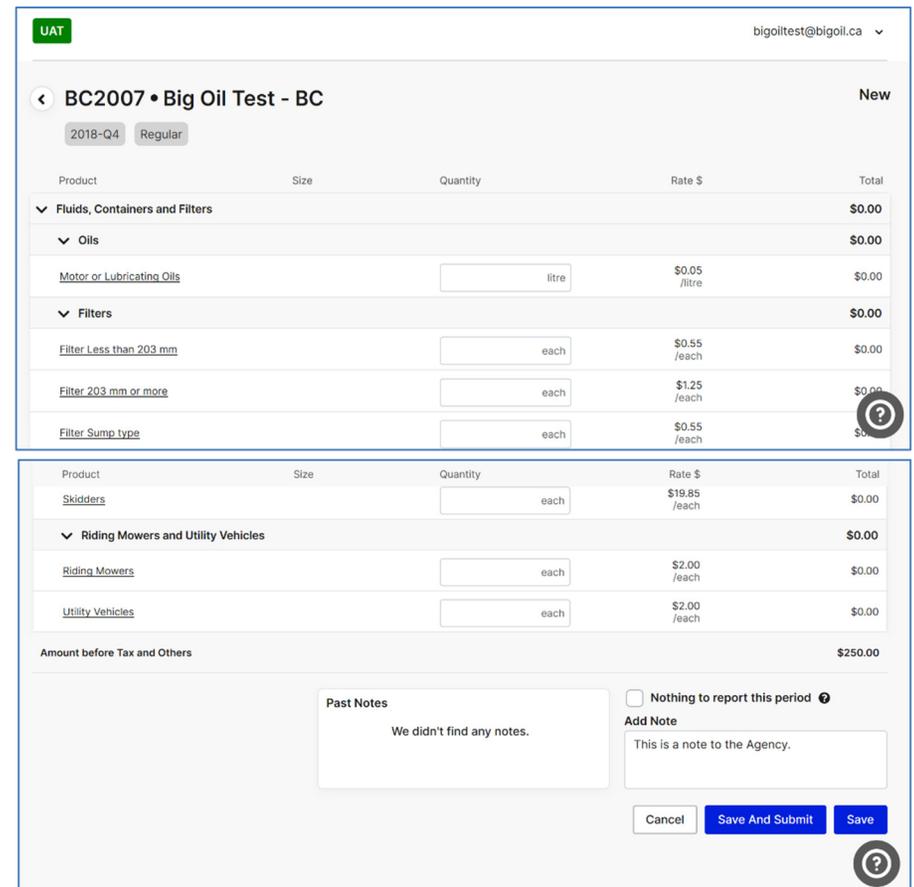


Filing No.	Remitter	Province	Type	Amount	Reporting Period	Due Date	Status	File
BC2118	BC2007 - Big Oil Test - BC	BC	Regular	\$0.00	2017-Q3	2017-10-30	Late	File
BC2119	BC2007 - Big Oil Test - BC	BC	Regular	\$0.00	2017-Q4	2018-01-30	Late	File
BC2120	BC2007 - Big Oil Test - BC	BC	Regular	\$0.00	2018-Q1	2018-04-30	Late	File
BC2121	BC2007 - Big Oil Test - BC	BC	Regular	\$0.00	2018-Q2	2018-07-30	Late	File
BC2122	BC2007 - Big Oil Test - BC	BC	Regular	\$0.00	2018-Q3	2018-10-30	Late	File
BC2123	BC2007 - Big Oil Test - BC	BC	Regular	\$0.00	2018-Q4	2019-01-30	Late	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.



UAT bigoiltest@bigoil.ca

BC2007 • Big Oil Test - BC New

2018-Q4 Regular

Product	Size	Quantity	Rate \$	Total
Fluids, Containers and Filters \$0.00				
Oils \$0.00				
Motor or Lubricating Oils		<input type="text"/> litre	\$0.05 /litre	\$0.00
Filters \$0.00				
Filter Less than 203 mm		<input type="text"/> each	\$0.55 /each	\$0.00
Filter 203 mm or more		<input type="text"/> each	\$1.25 /each	\$0.00
Filter Sump type		<input type="text"/> each	\$0.55 /each	\$0.00
Skidders \$0.00				
Riding Mowers and Utility Vehicles \$0.00				
Riding Mowers		<input type="text"/> each	\$2.00 /each	\$0.00
Utility Vehicles		<input type="text"/> each	\$2.00 /each	\$0.00
Amount before Tax and Others				\$250.00

Past Notes
We didn't find any notes.

Nothing to report this period

Add Note
This is a note to the Agency.

Cancel Save And Submit Save

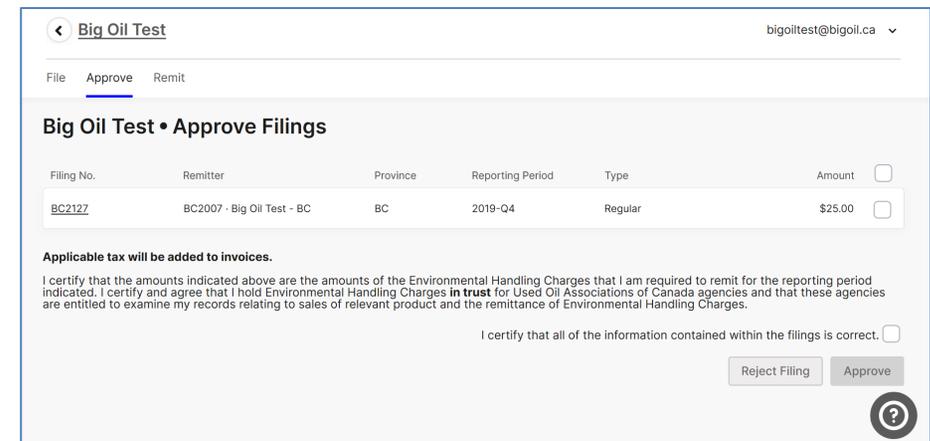
If you need to come back and complete the filing later, click **Save** at the bottom of the page and it will still be available on the File page. If you are done, click **Save and Submit**. The filing will no longer be editable to a Data Entry User (unless rejected by a Filing Approver).

- 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. These notes will be visible to the approver if they review the filing, or the approver may leave notes for the data entry user when rejecting a filing.

2. Approve

Login > Filing > Approve

- The **Approve and Remit** pages allow a user with the Filing Approver role to approve one or more filings in a single page – very simple! Of course, you can also view and reject individual filings for further edits.
- Select one **or** select all, click the **Amount** checkbox, the **Certification** checkbox, then click **Approve**.
- To reject a filing, select the **Filing No.** to open, and click **Reject Filing**.



Big Oil Test • Approve Filings

Filing No.	Remitter	Province	Reporting Period	Type	Amount
BC2127	BC2007 - Big Oil Test - BC	BC	2019-Q4	Regular	\$25.00

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.

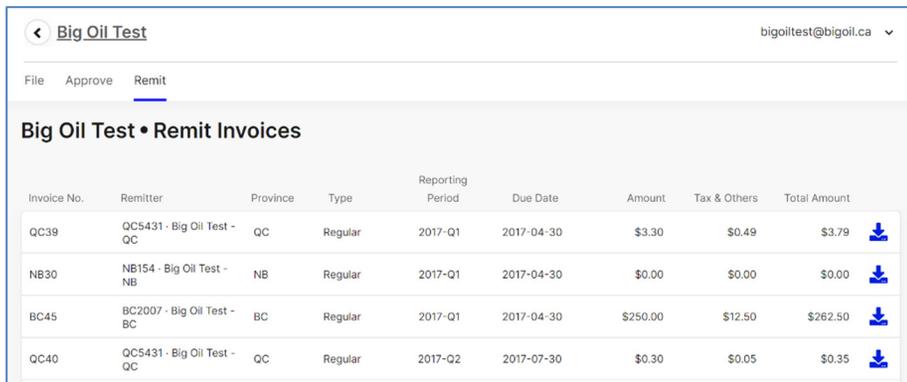
Reject Filing Approve

Note: This approval step **MUST** be completed to finish the filing, so don't skip it.

3. Remit

Login > Filing > Remit

- Approved filings are displayed on the Remit Page.
- Invoices can 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). It will appear at the bottom of your screen where you can open or save it.
- The invoice can now be used to submit your payment to the applicable Association through your company's regular payment processes.



Invoice No.	Remitter	Province	Type	Reporting Period	Due Date	Amount	Tax & Others	Total Amount
QC39	QC5431 - Big Oil Test - QC	QC	Regular	2017-Q1	2017-04-30	\$3.30	\$0.49	\$3.79
NB30	NB154 - Big Oil Test - NB	NB	Regular	2017-Q1	2017-04-30	\$0.00	\$0.00	\$0.00
BC45	BC2007 - Big Oil Test - BC	BC	Regular	2017-Q1	2017-04-30	\$250.00	\$12.50	\$262.50
QC40	QC5431 - Big Oil Test - QC	QC	Regular	2017-Q2	2017-07-30	\$0.30	\$0.05	\$0.35

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 your Agency Representative 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.
- Passwords must be at least **10 characters**, and contain at least: 1 upper case, 1 lower case and 1 number.
- Note that this email notification only lasts **24 hours** so a new password must be set during that timeframe.

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 1 hour.