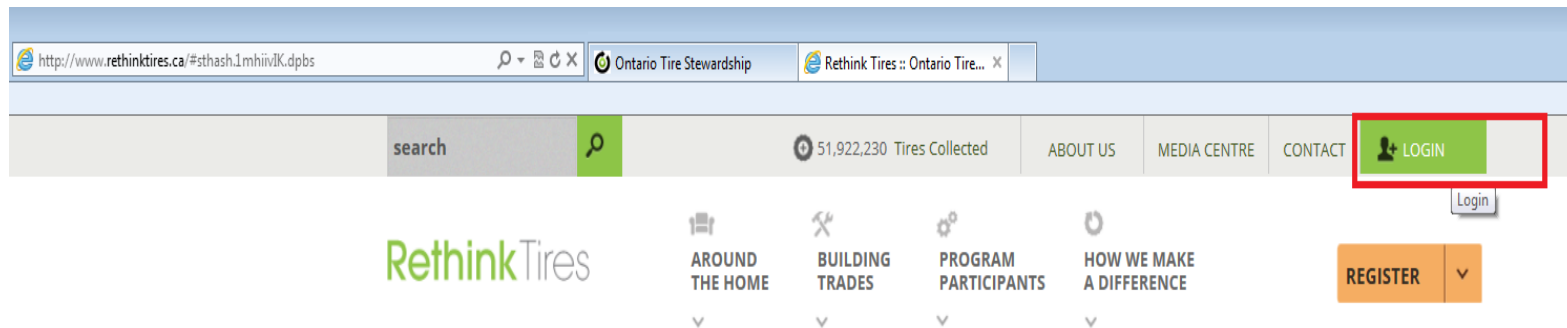


Instructions: Requesting your Web User Name to be connected to your Collector Account

Note: User Name Accounts that require requests to connect their collector account may or may not be approved by OTS. Approvals or rejections of any collector activation of an account may take up to 2 business days. You will be notified from OTS on the status.

Step 1: Go to www.rethinktires.ca

Step 2: click on **Login**



Step 3: Type in your **user name** and **password**. Click **Log In**.

A screenshot of the RethinkTires login form. At the top, there are three buttons: 'Create new account', 'Log in', and 'Request new password'. Below these are two input fields: 'Username: *' and 'Password: *'. The 'Username' field is highlighted with a red rectangle. Below the 'Username' field is the text 'Enter your Ontario Tire Stewardship username.' Below the 'Password' field is the text 'Enter the password that accompanies your username.' At the bottom of the form is a 'Log in' button, which is circled in red.

Step 4: Click on **Online Collector Claim Form**

Welcome back!

Please use the navigation links on the right to access your account and submit claims.

test2

- [My Account](#)
- [Online Collector Claim Form](#)
- [Online Hauler Claim Form](#)
- [Online Processor Claim Form](#)
- [Online RPM Claim Form](#)
- [Online Steward TSF Remittance Form](#)
- To download sample PDF forms, visit our

Step 5: Type in your 7-digit collector registration number (i.e 2123456) and click on **Proceed**.

Collector Registration Number Validation

Please, specify the Collector Registration Number you want to be identified by for current session.

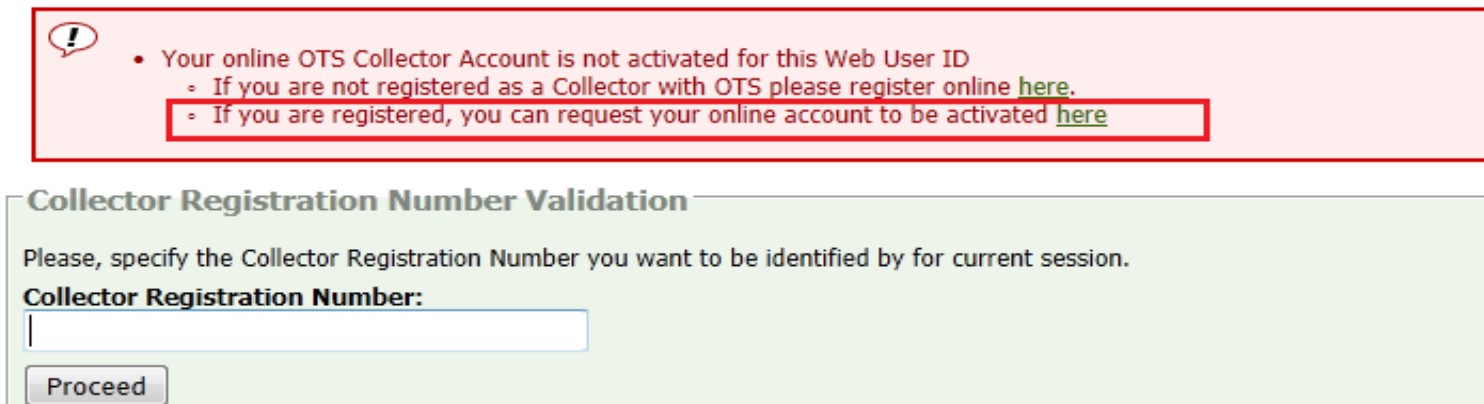
Collector Registration Number:

Proceed

Step 6:

If you **received** the following warning message ***“Your online OTS Collector Account is not activated for this Web User ID”*** proceed with clicking on the second link. The second link will indicate the following: ***“If you are registered, you can request your online account to be activated [here](#)”***. Proceed by clicking on the **“[here](#)”** link and proceed with steps 7-9.

If you **did not** receive this message, this means the Web User Name and Password are automatically connected to this specific collector registration.



The image shows a screenshot of a web interface. At the top, there is a red-bordered box with a light pink background. Inside this box, on the left, is a red speech bubble icon containing a white exclamation mark. To the right of the icon is a bulleted list:

- Your online OTS Collector Account is not activated for this Web User ID
 - If you are not registered as a Collector with OTS please register online [here](#).
 - If you are registered, you can request your online account to be activated [here](#)

The second bullet point and its sub-points are enclosed in a red rectangular box. Below this warning box is a green-bordered box with a light green background. At the top of this box, the text "Collector Registration Number Validation" is displayed in a bold, dark green font. Below this title, the text "Please, specify the Collector Registration Number you want to be identified by for current session." is shown in a standard black font. Underneath this instruction, the label "Collector Registration Number:" is followed by a white text input field with a blue border. At the bottom left of the green box is a grey button with the word "Proceed" in black text.

Step 7: Complete the following mandatory fields:

1. Registration Number
2. Registration Name (Operating Name)
3. Contact Name
4. Contact Phone Number
5. HST Number
6. Postal Code

Registrant Information

| | |
|-------------------------------|----------------------------------------------|
| Registration Number: * | Registration Name (Operating Name): * |
| <input type="text"/> | <input type="text"/> |
| Contact Name: * | Contact Phone Number: * |
| <input type="text"/> | <input type="text"/> |
| HST Number: * | Postal Code: * |
| <input type="text"/> | <input type="text"/> |

Step 8: Select the level of permission (read, write, or submit) you would like to have under this user name if approved. Click on **Submit** once completed.

Permission level:

Read - Allows users to view information only. Users cannot enter data or submit claims.

Write - Allows users to enter data into a claim only.

Submit - Allows the user to data enter forms, and submit the claim to OTS.

User Access Type

Access Type: *

Read

select...

Read

Write


Submit

ID: *

9468

Submit

Step 9: You will receive a confirmation message (see image below) that OTS has received your request. **Note: User Name Accounts that require requests to connect their collector account may or may not be approved by OTS. Approvals or rejections of any collector activation of an account may take up to 2 business days. You will be notified from OTS on the status.**

 Thank you, your submission has been received.