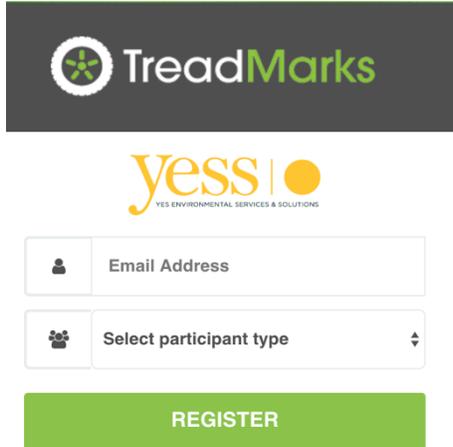


TreadMarks Producer Instructions

Note: In TreadMarks a Producer is referred to as a Steward.

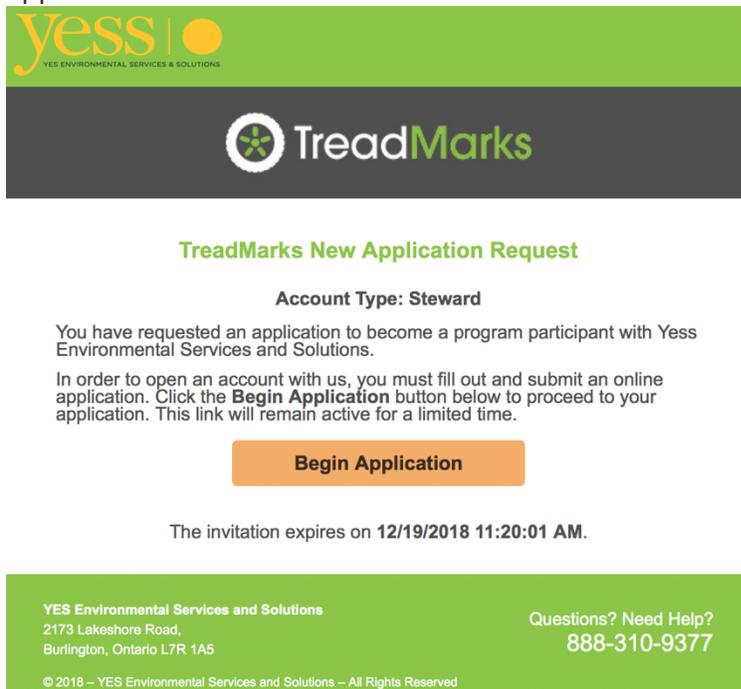
Visit <https://treadmarks.yessolutions.ca/System/AppInvitation/Registration> to start the application process.

1. Enter in your email address and select "steward" as your participant type



The screenshot shows the registration interface. At the top is the TreadMarks logo. Below it is the Yess logo with the tagline "YES ENVIRONMENTAL SERVICES & SOLUTIONS". There are two input fields: "Email Address" with a person icon and "Select participant type" with a group icon and a dropdown arrow. A green "REGISTER" button is at the bottom.

2. You will receive an email (within a few minutes) that will provide you with a link to your application



The screenshot shows an email titled "TreadMarks New Application Request". The header includes the Yess logo and the TreadMarks logo. The main content states: "Account Type: Steward", "You have requested an application to become a program participant with Yess Environmental Services and Solutions.", and "In order to open an account with us, you must fill out and submit an online application. Click the **Begin Application** button below to proceed to your application. This link will remain active for a limited time." Below this is an orange "Begin Application" button. At the bottom, it says "The invitation expires on 12/19/2018 11:20:01 AM." The footer contains contact information for YES Environmental Services and Solutions and a copyright notice.

When you click on "Begin Application" it will open up in your default browser, but you can copy and paste that link into Chrome.

3. You will need to fill out every box that has a grey checkmark, if the information is accepted, that checkmark will turn green.

BEFORE:

✓ Business Location

Legal Business Name ?

Enter Name ✓

AFTER:

Legal Business Name ?

YESS ✓

4. For phone numbers, it will be in the following format: xxx-xxx-xxxx

Phone

888-310-9377 ✓

5. For the "Tire Details" section, you will need to select any of the following categories that your business handles.

Passenger & Light Truck Tires (PLT) are Class 1 and 2

Medium Truck Tires (MT) is Class 3

Agricultural Drive and Logger Skidder (AGLS) are Class 6 and 8

Pneumatic Tires (OTR) are Class 3, 4, 5, 7, 8, 10 and 11

Solid and Resilient Tires (OTRS) are Class 12 - 18

✓ Tire Details

Types of Tires Handled

Please select ALL tires that your business handles.

Passenger & Light Truck Tires (PLT) ?

Medium Truck Tires (MT) ?

Agricultural Drive & Logger Skidder (AGLS) ?

Pneumatic Tires (OTR) ?

Solid & Resilient Tires (OTRS) ?

6. When you get to the "Steward Details" section, you will need to put your Business Start Date and HST Registration #.

✓ Steward Details

Business Start Date

✓ [Calendar icon]

Ontario Business #

HST Registration #

✓

HST Exempt

Select the best option for your primary business activity. You will need to write something in

the “Briefly Describe your Business as it relates to New Tire Supply in Ontario.”

Primary Business Activity 

Briefly Describe your Business as it relates to New Tire Supply in Ontario

Steward Type

Please select your Steward Type.

- Original Equipment Manufacturer (OEM) 
- Tire Manufacturer/Brand Owner 
- First Importer 

Are you currently registered with RPRA?

- Yes
- No

7. No supporting documents are required as a Steward – this section can be ignored.
8. Fill out "Terms and Conditions" section. Please note that the electronic signature at the bottom of this section does need to be in **ALL CAPITALS** and select the last checkbox.
9. Your "Submit Application" button should now be green.

I can't submit my application, what do I do?

1. Is your “submit application” button green?
 - a. If not, check to see if your all your checkmarks are green beside the title names (e.g. Business Location, Contact Information etc.)
2. Are your phone numbers in the xxx-xxx-xxxx format?

Do I have to use Chrome?

It is ideal and will prevent any issues with submitting your application. If you are using another browser, it may not allow the checkmarks to change from grey to green.

Still having problems submitting your application?

Reply to the email you received with the “Begin Application” button and we will be able to see exactly what you are seeing. You can close your web browser page – it will not delete all your information.

Next Step:

YESS may follow up with you on some information on your application. We will approve your application and you will receive an email to “create user account”.