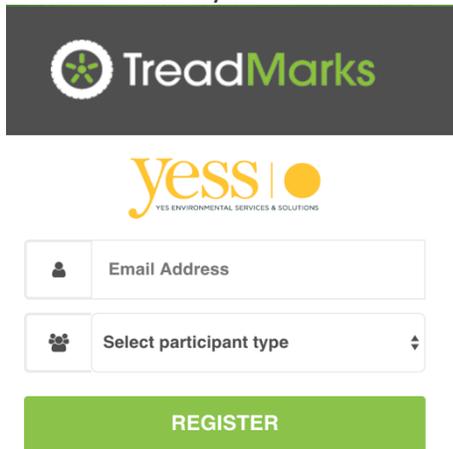


TreadMarks Collector Instructions

Note: Every location will need to have a different application - the same email can be used. You will receive your registration number once your application has been approved – make a note of this registration number as you will need it for future logins.

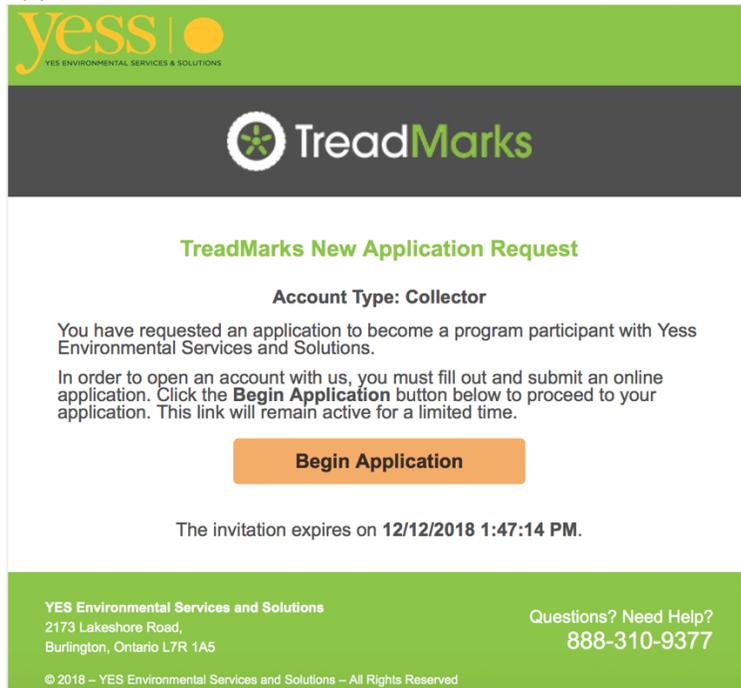
Visit <https://treadmarks.yessolutions.ca/System/AppInvitation/Registration> to start your application.

1. Enter in your email address and select "collector" 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 notification. It has a green header with the YESS logo and a dark grey header with the TreadMarks logo. The main content area has a green heading 'TreadMarks New Application Request' and a sub-heading 'Account Type: Collector'. The text reads: 'You have requested an application to become a program participant with Yess Environmental Services and Solutions. 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 12/12/2018 1:47:14 PM.' 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 ?

 ✓

AFTER:

Legal Business Name ?

 ✓

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

Phone

 ✓

5. For the "Tire Details" section, you will need to put a number in for every category. If you do not have a quantity for a certain category, just put 0.

✓ Tire Details ∨

Types of Tires Handled

Please select ALL tires that your business handles.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Passenger & Light Truck Tires (PLT) ? | <input type="checkbox"/> Industrial Tires (IND) ? | <input type="checkbox"/> Large Off the Road Tire (LOTR) ? |
| <input checked="" type="checkbox"/> Medium Truck Tires (MT) ? | <input type="checkbox"/> Small Off the Road Tire (SOTR) ? | <input type="checkbox"/> Giant Off the Road Tire (GOTR) ? |
| <input type="checkbox"/> Agricultural Drive & Logger Skidder (AGLS) ? | <input type="checkbox"/> Medium Off the Road Tire (MOTR) ? | |

Used Tires in Storage

Enter the number of units for each type of tires you have in storage at the date of this application.

PLT ?	MT ?	AGLS ?	IND ?	SOTR ?	MOTR ?
<input type="text" value="12"/> ✓	<input type="text" value="2"/> ✓	<input type="text" value="0"/> ✓			
LOTR ?	GOTR ?				
<input type="text" value="0"/> ✓	<input type="text" value="0"/> ✓				

6. When you get to the "Collector Details" section, you will put in your correct business start date and primary business activity. We do not need the rest of the information but to move to your application forward, please enter the following information:

1. For Ontario Business #: "123"
2. For HST Registration: "123456789"

3. Commercial Liability Insurance: "N/A"
4. Select the expiry date that is in the future
5. Select "Yes" as your answer for Do you have 1 or more employees?
6. Your WSIB #: "1234567"

✓ Collector Details

Business Start Date

Ontario Business #

HST Registration #

HST Exempt

Primary Business Activity ?

Commercial Liability Insurance

Expiry Date

Do you have 1 or more employees?

No, I certify that there are no employees working in my premises.

Yes

WSIB Number

7. For the "Supporting Documents" section, you will select "mail" or "fax" for all options. **You will not have to mail or fax us any of these documents.**
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. Have you selected mail or fax in the supporting documents section?
 - a. **Note: you do not need to mail or fax us any of these documents**
3. Are your phone numbers in the xxx-xxx-xxxx format?
4. Have you put a number for each type of tire under Tire Details? You will at least need to put "0".

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 a password” and to put in your banking information. Please use the following information as your banking information:

Bank Name: ABC Bank

Transit Branch #: 12345

Financial Institution Bank #: 123

Account Number: 12345

Select fax for the void cheque. **You do not need to fax us anything.**