

FEDERAL PLASTICS REGISTRY LOGIN / REGISTRATION USER GUIDE 2025



Environment and
Climate Change Canada

Environnement et
Changement climatique Canada

Canada 

Section 1: Introduction

Section 2: Login

Section 3: User Registration (Step-by-step instructions)

Section 4: Support Where to Locate Self-help Resources

FEDERAL PLASTICS REGISTRY (FPR)

- The *Notice with respect to reporting of plastic resins and certain plastic products for the Federal Plastics Registry for 2024, 2025 and 2026* stipulates that "Persons subject to this notice shall submit the information required by this notice using the online portal."
 - The RSP is a secure reporting platform that supports organizations to report mandatory data and/or voluntary data for regulatory and non-regulatory programs administered by ECCC.
-

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LOGIN

To access the platform, click on the link below:

[LINK]



If you are having trouble accessing the training environment or if your access code is not working, please contact the Federal Plastics Registry Team at FPR-RFP@ec.gc.ca for assistance.

LOGIN TO THE PLATFORM

1. Click on the **Sign-In** button to begin the login process.



The screenshot shows the top of the Regulatory Services Platform (RSP) website. At the top left is the Government of Canada logo. To the right is a search bar labeled "Search RSP-PSR" and a "Français" link. Below the header is a dark blue navigation bar with the text "Regulatory Services Platform (RSP)" and a "Sign in" button. Underneath is a light grey bar with "Home" and "Learn More" links. The main content area has the heading "Regulatory Services Platform (RSP)" and a paragraph explaining the platform's purpose. Below this is a list of environmental instruments. At the bottom, there are two buttons: "Sign-In to RSP" (highlighted with a red box and a circled number 1) and "Learn more about RSP".

Government of Canada / Gouvernement du Canada

Search RSP-PSR

Regulatory Services Platform (RSP) Sign in

Home Learn More

Regulatory Services Platform (RSP)

Regulatory Services Platform (RSP)

The RSP is your secure reporting platform that supports organizations to report mandatory data and/or voluntary data for regulatory and non-regulatory programs administered by Environment and Climate Change Canada (ECCC).

The platform streamlines client management, allowing users to register their organization and submit compliance data using one account for the following environmental instruments:

- Federal Plastics Registry (FPR)
- Regulations Respecting the Reduction in the Release of Methane (Waste Sector)

1 Sign-In to RSP > Learn more about RSP >



When a user first accesses RSP, they are prompted to enroll/sign-in. At this stage before enrollment, there are services, such as Learn More that can be accessed as a General Public user.

LOGIN TO THE PLATFORM

2. Choose your preferred sign-in option for GC Key.

NOTE: GC Key is a Government of Canada login. If you don't have GC Key, please register:

Simple Secure Access

A simple way to securely access Government of Canada online services.

One username.
One password.

Sign Up

Your GCKey can be used to access multiple Government of Canada online [Enabled Services](#).

Sign in to ECCC

GCKey Authentication for ECCC services

2

Choose your preferred sign-in option:

Sign in with your bank

Sign in with your online Canadian banking information if you have an account with one of our partners.



Sign in with your bank

▶ Available sign-in partners

▶ More about signing in with your bank

GCKey

Sign in with your GCKey user ID and password. You can create one if you do not have one.



Sign in or create an account with GCKey

▶ More about GCKey



A GCKey username and password can be used to sign in to any Government of Canada online account that supports GCKey. It's not an account. Once you create a GCKey username and password, you must register for each online account to match them to your account profile. [Click here](#) for more information on GC Key.

LOGIN TO THE PLATFORM

3. After reviewing the RSP Conditions of Use, click on the **checkbox**. Agreeing to these terms is required for those who wish to use the software.

4. Click **Submit** to accept the conditions of use.



The Terms and Conditions and Privacy Statement provide the details of the training environment, and in the future, for the updated IT solution.

3

I have reviewed and agree to the above conditions for the access and use of my account.

Submit

4

Government of Canada / Gouvernement du Canada

Search RSP-PSR

Regulatory Services Platform (RSP)

Home Learn More

Regulatory Services Platform (RSP)

Regulatory Services Platform (RSP)

Conditions of Use

Please review the following terms and conditions:

RSP Terms and Conditions
The access and use of the Canadian Environmental Reporting Tool (CERT) and the Government of Canada Credential Federation (GCCF) registration for the electronic submittal of environmental information requires the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password. test

Warning Notice
The Canadian Environmental Reporting Tool is part of Government of Canada (GC) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Privacy Statement
Environment and Climate Change Canada (ECCC) will use the personal identifying information which you provide for the expressed purpose of registration to the Canadian Environmental Reporting Tool (CERT) and the Government of

I have reviewed and agree to the above conditions for the access and use of my account.

Submit

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USER REGISTRATION

1. Enter all **(required)** Account Setup Profile information.

- Includes First Name, Last Name and Email
- NOTE: Preferred language of communication provides the user the ability to choose English or français.

2. Click **Next**.

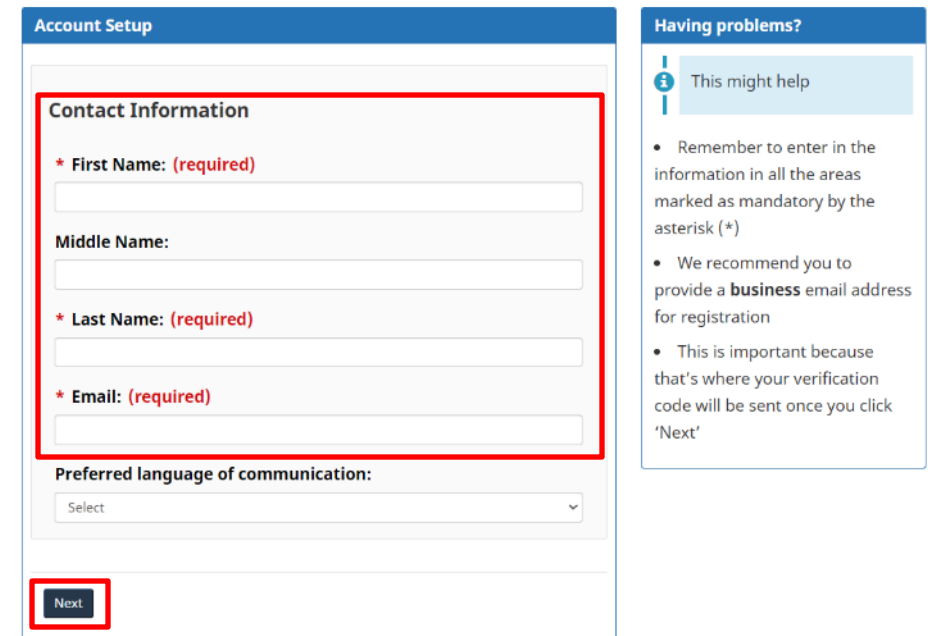


Upon completion of account setup, each person will be required to complete a multi-factor authentication step. An email with the authentication code is sent to the email address captured within the account setup information.

Registration

Welcome to Environment and Climate Change Canada's Regulatory Service Platform! As this is your first time here, we'll need some of your basic information to get started.

- All fields marked with an asterisk (*) are mandatory
- The information you provide is collected and stored in accordance with our [privacy policy](#) and is administered under the authority of the Privacy Act and other applicable laws.



Account Setup

Contact Information

* First Name: (required)

Middle Name:

* Last Name: (required)

* Email: (required)

Preferred language of communication:

Select

Next

Having problems?

This might help

- Remember to enter in the information in all the areas marked as mandatory by the asterisk (*)
- We recommend you to provide a **business** email address for registration
- This is important because that's where your verification code will be sent once you click 'Next'

USER REGISTRATION

3. Enter the **Email Confirmation Code** sent to the email provided during account setup (**required**).

4. Click **Submit**.

Registration

An authentication code has been sent to the email address you provided.

If you did not receive the code by email, click the "Previous" button below to verify your email address has been entered correctly.

3

Account Setup

Confirmation

* Email Confirmation Code (required)

Previous Submit Resend Code

4

Having problems?

i This might help

- Remember to enter in the information in all the areas marked as mandatory by the asterisk (*)
- We recommend you to provide a **business** email address for registration
- This is important because that's where your verification code will be sent once you click 'Next'



After this authentication step, registration guides you to build your account profile.

USER REGISTRATION

5. Enter all **(required) Account Details** information.
6. Click **Update**.



The answers provided in the account setup step are automatically populated for your review. This step also allows you to build more details onto your profile. Upon verification/completion, registration is complete.

My Account

Welcome to the My Account Page

Creating your new account is quick and easy. To get started, please fill in the details below:

- All fields marked with an asterisk (*) are mandatory.
- All personal information we collect is governed by the Privacy Act, Privacy Regulations, and the Treasury Board of Canada policies, standards, and directives for privacy and the protection of personal information. For more information on how your privacy is protected, please refer to our Privacy Notice.

My Account Details

Personal Information

* First Name: (required)
Training

Middle Name:

* Last Name: (required)
Course100

Professional Title/Position:

Contact Information

* Email: (required)
madgduck@gmail.com

* Phone Number (Primary): (required)
Provide a telephone number

Preferences

Preferred language of communication:
English

5

6

Update

REGISTRATION IS COMPLETE

- Upon completion of the registration process, the Dashboard screen will appear.
- This will be your profile page where you can add organizations and roles associated to your account.
- To add organizations please refer to course instructions *Organization Registration & Role Setup*



The *Dashboard* will not contain any organization or role information at this time. The next course will provide you the steps to complete this information.

Dashboard

Start New Registration

My Registered Organizations

Registration ID	Organization Name	Date Submitted	Status	Last Modified ↓
⚠ No organization(s) are currently registered. Get started by clicking the "Start Registration" button above.				

My Active Roles

Assigned To	Delegated Role	Assigned On ↓
⚠ No role(s) are currently assigned. You can initiate role assignments after registering your organization by clicking the "Start Registration" button above.		

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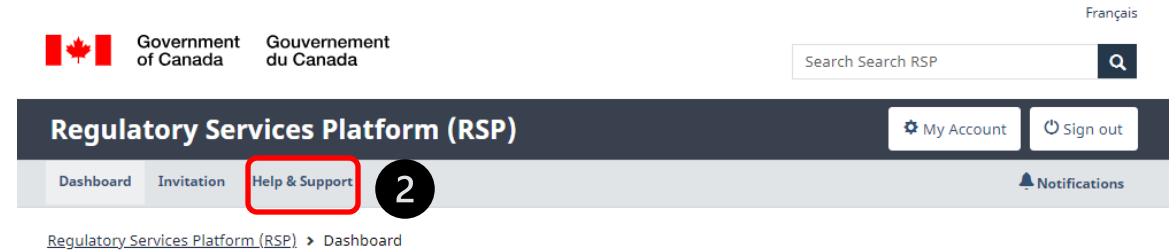
SUPPORT

Support is found using these tools:

- The step-by-step instructional user guides;

or

- The Help & Support option in the menu bar
 - a) Guided Support provides you with a list of frequently asked questions or encountered problems with guided resolutions and provides you the ability to submit a ticket for additional support.
 - b) Support Request History provides you with a list of requests to help you track.



Help & Support

The RSP team is here to address your inquiries about the platform, regulatory requirements, and beyond. Explore our support features below to get the help you need and streamline your experience. We are here to ensure your questions are answered and your needs are met promptly.

Guided Support **a**

Explore our Guided Help feature to streamline your support experience. Identify the type of assistance you need, whether technical or program-related. Select from our featured topics to quickly find the information you are interested in.

[Go to Guided Support](#)

Support Request History **b**

The Support Request History page allows users to view and track all their previous and current support requests. You can check the status of ongoing issues, review past responses, or follow up on unresolved matters.

[Go to Support Request History](#)

SUPPORT

3. The **Guided Support** is a series of drop-down menu options that allow you to select the question you have and the resolution steps.
4. If **Guided Support** does not answer your question, you can click on **Contact Support** to access the support ticket form.



The **Guided Support** invites you to select the type of support required:
Program = answers questions about the reporting program for which you are registering; or
Technical Support = answers questions about the IT reporting solution.

Guided Support

Explore our Guided Help tool below to streamline your support journey. By selecting your support and instrument type for RSP (Regulatory Services Platform) reporting, you will get a filtered list of featured topics for tailored assistance.

Select the type of support required :

3

If your topic is not listed or you have a specific question about the reporting program that hasn't been addressed, we're here to help. Please click on the [Contact Support](#) link to reach our team directly.

4

SUPPORT

5. The **Contact Support** is an online form.

- a) Fill in all required fields to create a support ticket.
- b) Click **Submit** when you complete your question or problem explanation. ECCC monitors support requests and will contact you directly.

5 **Contact Support**

a

Program Type

*** Subject (required)**
Enter a brief title to your question or issue, such as "Report Submission Issue" or "Data Entry Question". Keep it concise to help us address your inquiry quickly.

*** Description (required)**
In your message, provide as much detail as possible about your question or issue, so we can assist you effectively. Include as much relevant information as possible and avoid including any sensitive personal information.

b

Submit



The **Contact Support** form automatically fills in the type of question you are inquiring about, *Program or Technical Support*. This provides ECCC with the ability to assess your question type and to route the question to the appropriate team for service.

SUPPORT PROCESS IN REVIEW

The support process follows an established guidance model.

- Users (you) have a systematic flow that will guide and assist.
- Users have options for support:
 - Step-by-step instructions
 - Guided support (to be iterative)
 - Support request forms that directly contacts ECCC
- ECCC has created specific guidance model service lines to address questions or provide assistance that is supported with case management.

