

FEDERAL PLASTICS REGISTRY

SYSTEM NAVIGATION

USER GUIDE

2025



Environment and
Climate Change Canada

Environnement et
Changement climatique Canada

Canada 

Section 1: Dashboard (My Account)
Profile, Organization, and Roles Information

Section 2: Organization Registration Information

Section 3: Organization Management

Section 4: Individual Management

Section 5: View Notifications

DASHBOARD (MY ACCOUNT): PROFILE, ORGANIZATION & ROLE INFORMATION

Click here to view or update
user profile information

The screenshot displays the Regulatory Services Platform (RSP) dashboard. At the top, the header includes the RSP logo and navigation links for 'Dashboard', 'Invitation', and 'Help & Support'. On the right side of the header, there are buttons for 'My Account' (highlighted with a red box) and 'Sign out'. A blue callout box points to the 'My Account' button with the text 'Click here to view or update user profile information'. Below the header, there is a breadcrumb trail: 'Regulatory Services Platform [RSP] > Dashboard'. The main content area is titled 'Dashboard' and features a notification bar stating 'You have 5 new notifications'. A 'Start New Registration' button is located below the notification. The dashboard is divided into two main sections: 'My Registered Organizations' and 'My Active Roles'. The 'My Registered Organizations' section contains a table with one entry for 'Vandelay Industries'. The 'My Active Roles' section contains a table with one entry for 'Vandelay Industries' as 'Organization Lead'.

Regulatory Services Platform (RSP)

Dashboard Invitation Help & Support

My Account Sign out

Notifications

Regulatory Services Platform [RSP] > Dashboard

Dashboard

You have 5 new notifications

Start New Registration

My Registered Organizations

Registration ID	Organization Name	Date Submitted	Status	Last Modified ↓
ORG-P6X9T1-241809	Vandelay Industries	2024-09-18	Registered	2024-09-23

My Active Roles

Assigned To	Delegated Role	Assigned On ↓
Vandelay Industries	Organization Lead	2024-09-18

View Organization →

HOW TO VIEW & UPDATE PROFILE INFORMATION

1. Clicking on My Account opens the window to view and/or update the user profile. Update all **(required)** Personal Information.
2. Click **Update**.

My Account

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

- Required fields are marked with an asterisk (*).
- 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.

The screenshot shows the 'My Account' page with the following sections:

- Account Details** (header)
- Personal Information** (highlighted with a red box and circled '1'):
 - * First Name: (required) [Text input: Shree]
 - Middle Name: [Text input]
 - * Last Name: (required) [Text input: Rajastine]
 - Professional Title/Position: [Text input]
- Contact Information**:
 - * Email: (required) [Text input: christopher.stenhenson@ec.gc.ca]
 - * Phone Number (Primary): (required) [Text input: 4165615420]
- Preferences**:
 - Preferred language of communication: [Dropdown menu: Select]
- Profile Alerts** (side panel):
 - Alerts [List: Alert 1, Alert 2, Alert 3, Alert 4]
- Update** button (highlighted with a red box and circled '2')



Only the user that created the account can update or edit the personal profile information. If you require assistance, contact ECCC using Support.

Section 1: Dashboard (My Account)
Profile, Organization, and Roles Information

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WHERE TO VIEW & EDIT ORGANIZATION REGISTRATION INFORMATION

Dashboard

 You have [2 New Notifications](#)

Welcome to your dashboard!

From here, you can register an organization, review organizations you've already started registering, and view organizations to which you have been assigned. To register a new organization, click the "Register Organization" button below. If you have any questions, visit the [Guided Support](#) page.

[Register Organization](#)

My Registered Organizations

Registration ID	Organization Name	Date Submitted	Registration Status	Modified
ORG-T6X6M7-252101	Acme Inc	2025-01-21	Registered	2025-01-

My Active Roles

Organization Name	Designated Role	Designated On ↓	
Acme Inc	Organization Lead	2025-01-21	View Organization Go to Reporting Portal

Click the Registration ID to view Organization Registration Information

Click here to edit organizational registration information



Edits to organizational registration information are limited to the assigned role within the organization. For e.g., **Organization Lead** can update organizational details, whereas **Authorized Representatives** cannot.

HOW TO EDIT ORGANIZATION REGISTRATION INFORMATION

1. Click **Edit Details**

Organization Management

Vandelay Industries

Registration ID: ORG-P6X9T1-241809

Business Number: 682189931

Location: 123 Appian Way Toronto m3b 2f4

Reporting Entity Type:

Instrument: *Notice with Respect to Reporting for the Federal Plastics Registry*

Download **Edit Details**

Authorized Representatives

My Representatives

Submissions

Go To Submissions

1

HOW TO EDIT ORGANIZATION REGISTRATION INFORMATION

2. Edit required **Organizational Profile** information.

2

3. Click **Update Registration**.

3



Fields marked with an asterisk (*) are mandatory.
Note: The user can also add a **Delegate Organization (e.g., PRO)**, to receive and respond to Federal Plastics Registry notifications and data submissions on behalf of the **Organization Lead**.

HOW TO DOWNLOAD ORGANIZATION REGISTRATION INFORMATION

Regulatory Services Platform (RSP) [My Account](#) [Sign out](#)

[Dashboard](#) [Invitation](#) [Help & Support](#) [Notifications](#)

[Regulatory Services Platform \(RSP\)](#) > [Dashboard](#)

Dashboard

You have [5 new notifications](#)

[Start New Registration](#)

My Registered Organizations

Registration ID	Organization Name	Date Submitted	Status	Last Modified ↓
ORG-P6X9T1-241809	Vandelay Industries	2024-09-18	Registered	2024-09-23

My Active Roles

Assigned To	Delegated Role	Assigned On ↓	
Vandelay Industries	Organization Lead	2024-09-18	View Organization →

Click here to download registration info

HOW TO DOWNLOAD ORGANIZATION REGISTRATION INFORMATION

1. Click Download

Organization Management

Vandelay Industries

Registration ID: ORG-P6X9T1-241809
Business Number: 682189931
Location: 123 Appian Way Toronto m3b 2f4
Reporting Entity Type:
Instrument: *Notice with Respect to Reporting for the Federal Plastics Registry*

Authorized Representatives
My Representatives

Submissions
Go To Submissions

1 Download Edit Details

Downloads
registration_682189931_en.pdf
Open file
See more



RSP will generate a PDF saved to your Downloads folder.

Section 1: Dashboard (My Account)
Profile, Organization, and Roles Information

Section 2: Organization Registration Information

Section 3: Organization Management

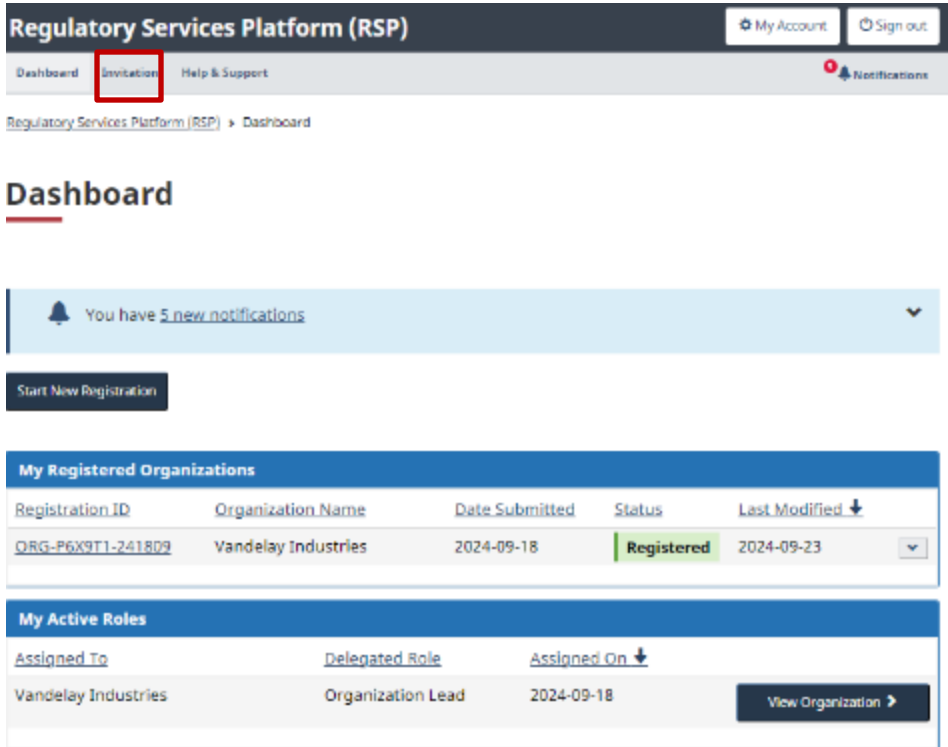
Section 4: Individual Management

Section 5: View Notifications

HOW TO INVITE DELEGATED ORGANIZATIONS

1. Click Invitation.

1



The screenshot shows the Regulatory Services Platform (RSP) dashboard. The top navigation bar includes 'My Account' and 'Sign out' buttons. The 'Invitation' menu item is highlighted with a red box. Below the navigation bar, the 'Dashboard' title is displayed. A notification banner indicates 'You have 5 new notifications'. A 'Start New Registration' button is visible. The 'My Registered Organizations' table lists one organization: Vandelay Industries, with a status of 'Registered'. The 'My Active Roles' table lists one role: Organization Lead, with an assigned date of 2024-09-18. A 'View Organization' button is present next to the role entry.

Regulatory Services Platform (RSP) My Account Sign out

Dashboard Invitation Help & Support Notifications

Regulatory Services Platform (RSP) > Dashboard

Dashboard

You have 5 new notifications

Start New Registration

My Registered Organizations

Registration ID	Organization Name	Date Submitted	Status	Last Modified ↓
ORG-P6X9T1-241809	Vandelay Industries	2024-09-18	Registered	2024-09-23

My Active Roles

Assigned To	Delegated Role	Assigned On ↓
Vandelay Industries	Organization Lead	2024-09-18

View Organization >

HOW TO INVITE AFFILIATED ORGANIZATIONS

2. Under **Send Invitations**, select the Organization from which to send the invitation.

Dashboard Invitation Help & Support Notifications

Regulatory Services Platform (RSP) > Invitations

Invitations

Send Invitations

In order to send an invitation for an organization of which you are the Primary Admin, please use the organization's user management page accessed through the link below:

- [Vandelay Industries](#)

Received Invitations

Created On ↓	Invited By	Assign To	Invitation Type
2024-09-18	Sheev Palpatine	Vandelay Industries	Authorized Representative (PROs/ODRs)
2024-09-18	Sheev Palpatine	Vandelay Industries	Authorized Representative (Internal Employees)

HOW TO INVITE AFFILIATED ORGANIZATIONS

3. Click Invite Authorized Representative.

Transfer Organization Lead Role

Vandelay Industries

Authorized Individuals

Search [] [Download]

Name	Email	Phone	Organization	Role	View	Create	Edit	Status
Sheev Palpatine	christopher.st spheonson@v sds.co	41856 15420		Organi- zation Lead	Yes	Yes	Yes	Active

Sent Invitations

Invitations

Invite Authorized Representative

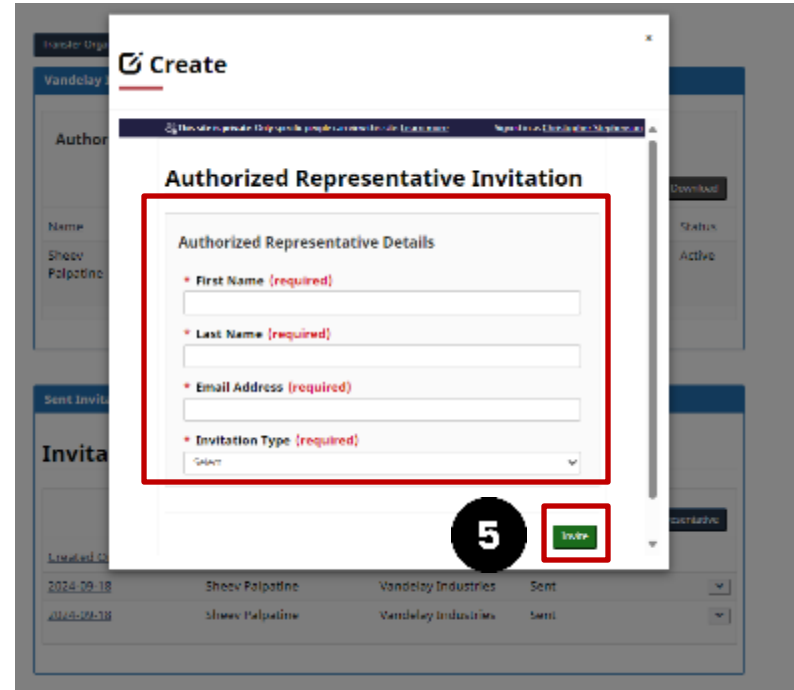
Created On ↓	Inviter Name	Assign To	Status Reason
2024-09-18	Sheev Palpatine	Vandelay Industries	Sent
2024-09-18	Sheev Palpatine	Vandelay Industries	Sent

3

HOW TO INVITE AFFILIATED ORGANIZATIONS

4. Enter all **(required)**
**Authorized
Representative Invitation**
information.

5. Click **Invite**.

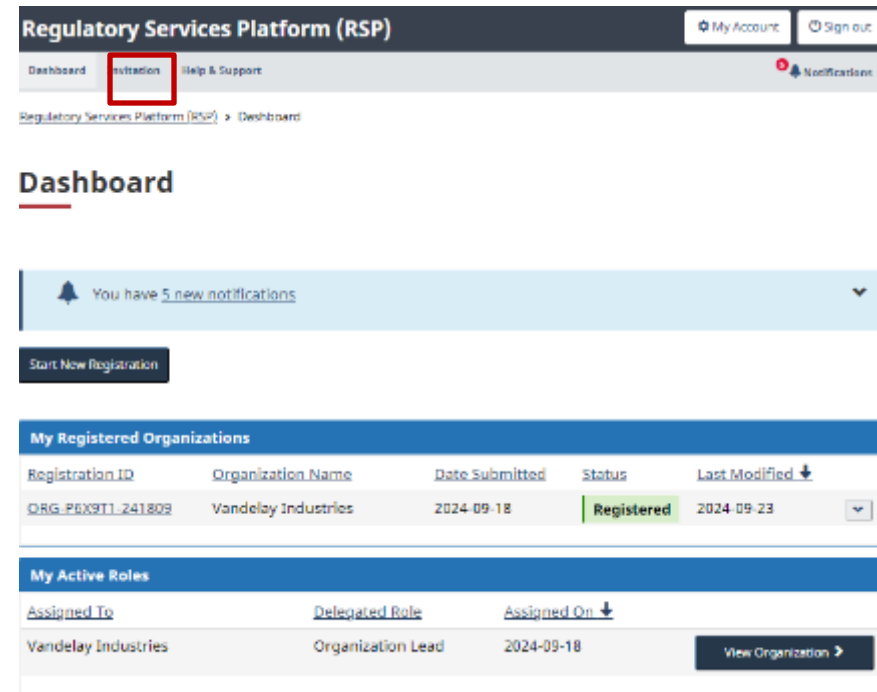


Once the user clicks **Invite**, the user is redirected to **Authorized Individuals** page, where all invitations are listed.

HOW TO REMOVE DELEGATED ORGANIZATIONS

1. Click Invitation.

1



The screenshot shows the Regulatory Services Platform (RSP) dashboard. The top navigation bar includes 'My Account' and 'Sign out' buttons. Below the navigation bar, the 'Invitation' menu item is highlighted with a red box. The dashboard content includes a notification bar stating 'You have 5 new notifications', a 'Start New Registration' button, and two tables: 'My Registered Organizations' and 'My Active Roles'.

Registration ID	Organization Name	Date Submitted	Status	Last Modified
ORG_P6X9T1-241809	Vandelay Industries	2024-09-18	Registered	2024-09-23

Assigned To	Delegated Role	Assigned On
Vandelay Industries	Organization Lead	2024-09-18

HOW TO REMOVE DELEGATED ORGANIZATIONS

2. Select the Organization to remove the delegated organization.

Dashboard Invitation Help & Support Notifications

Regulatory Services Platform (RSP) > Invitations

Invitations

Send Invitations

In order to send an invitation for an organization of which you are the Primary Admin, please use the organization's user management page accessed through the link below:

- Vandelay Industries

Received Invitations

Created On ↓	Invited By	Assign To	Invitation Type
2024-09-18	Sheev Palpatine	Vandelay Industries	Authorized Representative (PROs/ODRs)
2024-09-18	Sheev Palpatine	Vandelay Industries	Authorized Representative (Internal Employees)

HOW TO REMOVE DELEGATED ORGANIZATIONS

3. Using the dropdown, select the Invitee to remove.

4. Click **Revoke**.

5. Click **Deactivate**.

The screenshot shows the 'Sent Invitations' interface. At the top, there is a blue header with the text 'Sent Invitations'. Below it, the title 'Invitations' is displayed. A button labeled 'Invite Authorized Representative' is located in the top right corner. The main content is a table with the following columns: 'Created On', 'Invitee Name', 'Assign To', and 'Status Reason'. The table contains three rows of data:

Created On	Invitee Name	Assign To	Status Reason
2024-09-26	Tobias Boon	Vandelay Industries	Created
2024-09-18	Sheev Palpatine	Vandelay Industries	Sent
2024-09-18	Sheev Palpatine	Vandelay Industries	Sent

Each row has a dropdown arrow on the right side. A red box highlights the dropdown arrow for the second row, with a circled '3' next to it. A tooltip labeled 'Invitation Details' is visible, with a red box around the 'Revoke' button, and a circled '4' next to it. Below the table, a 'Deactivate' dialog box is shown. The dialog has a title 'Deactivate' and a message: 'Are you sure you want to revoke this invitation? The user will no longer be able to redeem the invitation code.' At the bottom of the dialog, there are two buttons: 'Deactivate' (highlighted with a red box and a circled '5') and 'Cancel'.

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HOW TO TRANSFER A ROLE: ORGANIZATION LEAD

1. Click Invitation.

1

Regulatory Services Platform (RSP) My Account Sign out

Dashboard Invitation Help & Support Notifications

Regulatory Services Platform (RSP) > Dashboard

Dashboard

You have 5 new notifications

Start New Registration

My Registered Organizations

Registration ID	Organization Name	Date Submitted	Status	Last Modified ↓
ORG-PSX9T1-241809	Vandelay Industries	2024-09-18	Registered	2024-09-23

My Active Roles

Assigned To	Delegated Role	Assigned On ↓	
Vandelay Industries	Organization Lead	2024-09-18	View Organization →

HOW TO TRANSFER A ROLE: ORGANIZATION LEAD

2. Select the Organization to transfer the role of **Organization Lead**.

Dashboard Invitation Help & Support Notifications

Regulatory Services Platform (RSP) > Invitations

Invitations

Send Invitations

In order to send an invitation for an organization of which you are the Primary Admin, please use the organization's user management page accessed through the link below:

- Vandelay Industries

Received Invitations

Created On ↓	Invited By	Assign To	Invitation Type
2024-09-18	Sheev Palpatine	Vandelay Industries	Authorized Representative (PROs/ODRs)
2024-09-18	Sheev Palpatine	Vandelay Industries	Authorized Representative (Internal Employees)

HOW TO TRANSFER A ROLE: ORGANIZATION LEAD

3. Click Transfer Organization Lead Role.

The record has been revoked.

3 Transfer Organization Lead Role

Vandelay Industries

Authorized Individuals

Search [] [Download]

Name	Email	Phone	Organization	Role	View	Create	Edit	Status
Sheev Palpatine	christopher.st ephenson@e c.gc.ca	41656 15420		Organi zation Lead	Yes	Yes	Yes	Active

HOW TO TRANSFER A ROLE: ORGANIZATION LEAD

4. Enter all **(required)** New Organization Lead Contact Information.
5. Click **Submit**.
6. Click **Ok**.

Transfer Organization Lead

New Organization Lead Contact Information

* First Name (required)

* Last Name (required)

* Email Address (required)

Submit

4

5

Submit

Are you sure you want to transfer Primary Admin ownership of this organization?

Ok Cancel

6

Section 1: Dashboard (My Account)
Profile, Organization, and Roles Information

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Section 4: Individual Management

Section 5: View Notifications

HOW TO VIEW NOTIFICATIONS

1. Click **Notifications** either on the blue notifications ribbon;
or
2. Click on the **Notifications** button in the control ribbon at the top right

The screenshot shows the Regulatory Services Platform interface. At the top right, there is a navigation bar with 'My Account' and 'Sign out' buttons, and a 'Notifications' button with a red notification icon. A red box highlights the 'Notifications' button, and a circled '2' is next to it. Below the navigation bar, the breadcrumb trail reads 'Regulatory Services Platform > Dashboard'. The main heading is 'Dashboard'. A blue notification ribbon at the top of the dashboard content area says 'You have 2 New Notifications' and has a dropdown arrow on the right. A red box highlights the notification text and the dropdown arrow, and a circled '1' is next to it. Below the ribbon, there is a 'Welcome to your dashboard!' message and a 'Register Organization' button. The 'My Registered Organizations' table has columns for Registration ID, Organization Name, Date Submitted, Registration Status, and Modified On. The table contains one row for 'Acme Inc' with status 'Registered'. The 'My Active Roles' table has columns for Organization Name, Designated Role, and Designated On. It contains one row for 'Acme Inc' with role 'Organization Lead'. There are 'View Organization' and 'Go to Reporting Portal' buttons at the bottom right of the roles table.



The user can also view notifications by selecting the dropdown function.

HOW TO VIEW NOTIFICATIONS

3. Notifications is a list of all contact points between the user and Federal Plastics Registry.
4. To view details for a particular notification, click on the *arrow to the right of the notification*, and then on **Details**.
5. This opens a window with full details on the activities that occurred within the notification.

Notifications

Notifications	
Subject	Created On ↓
Primary Admin: An Organization Has Been Registered in RSP	2024-10-16
Confirmation - You are the Organization Lead	2024-10-16
Organization Registration Confirmation	2024-10-16
Primary Admin: An Organization Has Been Registered in RSP	2024-10-16

Details

Details

Subject

Confirmation - You are the Organization Lead

Created On

2024-10-16

Message

You have been added as the Organization Lead for Training Environment Test in the Regulatory Services Platform (RSP).

Your roles and responsibilities within the organization will be the following:

- **Approve or Reject Access Requests:** You will have the power to approve or reject access requests from Authorized Representatives who need to interact with the reporting entity's data.
- **Manage Tombstone Data:** You will be responsible for managing the reporting entity's core information, known as tombstone data, ensuring it is accurate and up to date.
- **Certify and Submit Data:** You will submit data pursuant to the notice to Environment and Climate Change Canada data and certify that all submitted data is true, accurate and complete.

All **Notifications** are accompanied with a verification email sent to the user email.

