



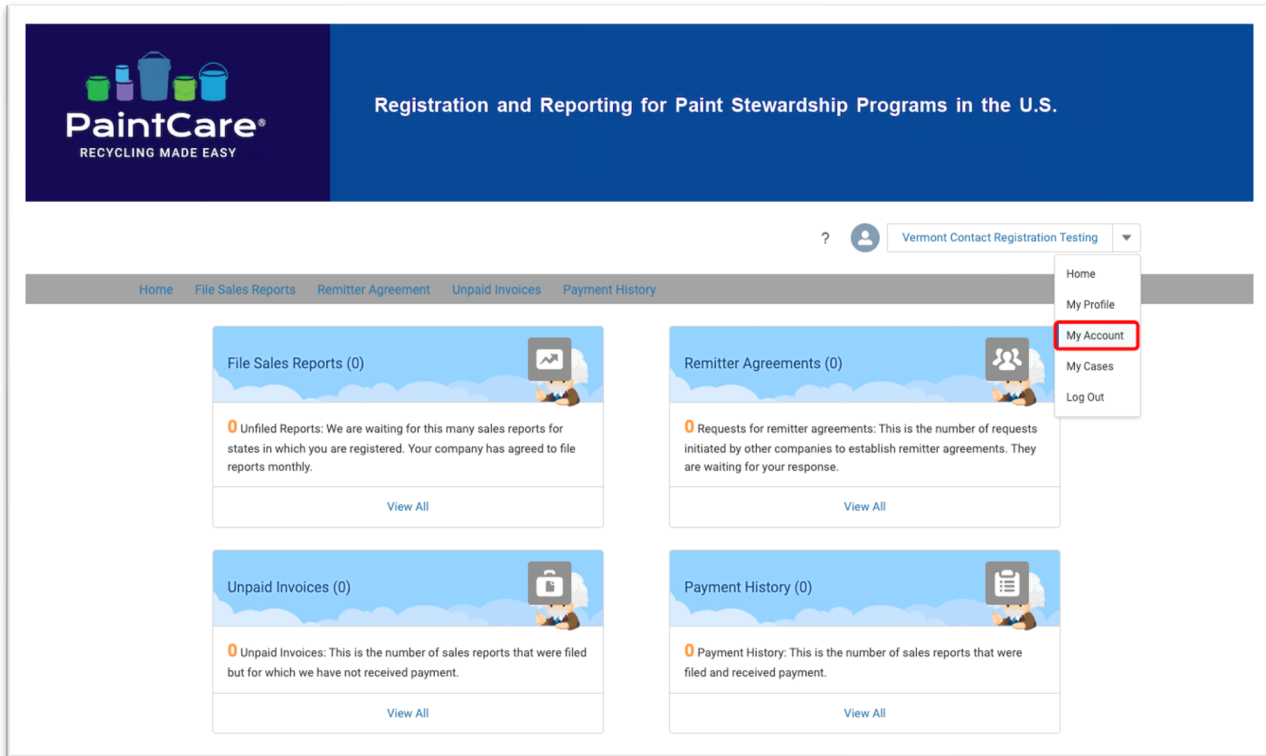
PaintCare Manufacturer Portal - Reference Guide for Existing Users

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A. Overview

This guide describes how to use the PaintCare reporting website for existing users. When you log in to www.paintcarereporting.org, you will be taken to the user dashboard page shown below. From there you will be able to file sales reports, request/accept remitter agreements, pay unpaid invoices, and view your company's payment history. You can also update your company registration information. Orange numbers show the number of items that are waiting for you.

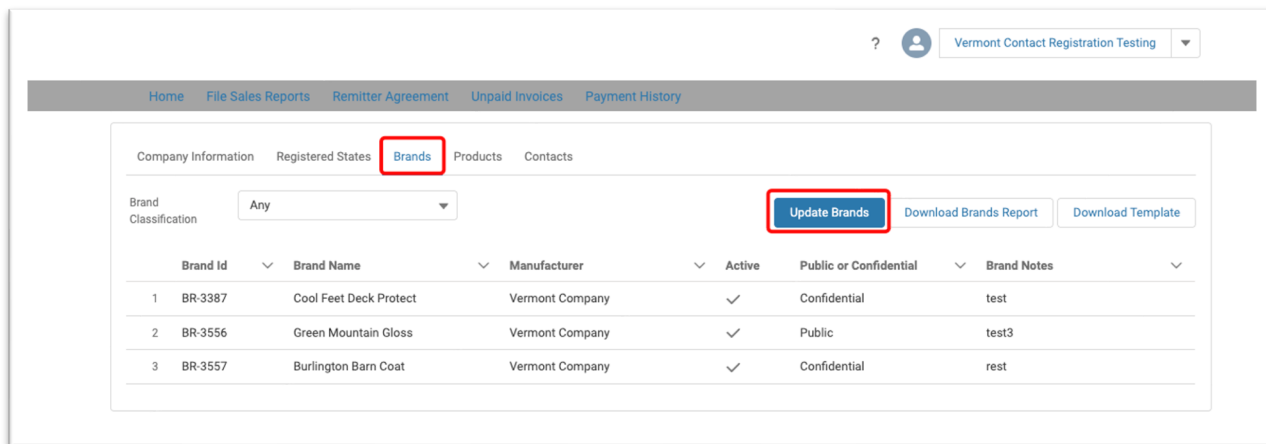


B. Manufacturers Only - Updating Brands

Once logged into your account, select “My Account” from the drop-down menu in the upper right to edit brands.

Scenario 1: Manually update brands in any PaintCare state (*except* California or Vermont). This is our standard scenario and represents most states with PaintCare programs.

On the Brands tab, click on the “Update Brands” button. *Only architectural brands will be visible.*



To edit a Brand, click on the **pencil icon** next to the field you want to edit. After editing the field, click the **checkbox** to accept changes and save.

The screenshot shows the 'Brands' management interface. At the top, there are navigation links: Home, File Sales Reports, Remitter Agreement, Unpaid Invoices, and Payment History. Below this, there are tabs for Company Information, Registered States, Brands (selected), Products, and Contacts. A 'Brand Classification' dropdown is set to 'Any'. There are three buttons: 'Update Brands', 'Download Brands Report', and 'Download Template'. A large grey box contains 'CalRecycle Brand Compliance Requirements' with detailed instructions. Below this is a table with columns: Brand Id, Brand Name, Manufacturer, Active, Public or Confidential, and Brand Notes. Each cell in the table has a small pencil icon for editing. A red box highlights a checkbox in the bottom left corner of the page, which is used for certification.

Brand Id	Brand Name	Manufacturer	Active	Public or Confidential	Brand Notes
1	BR-3387	Cool Feet Deck Protect	✓	Confidential	test
2	BR-3556	Green Mountain Gloss	✓	Public	test3
3	BR-3557	Burlington Barn Coat	✓	Confidential	rest

Click the **Save button** to complete the update.

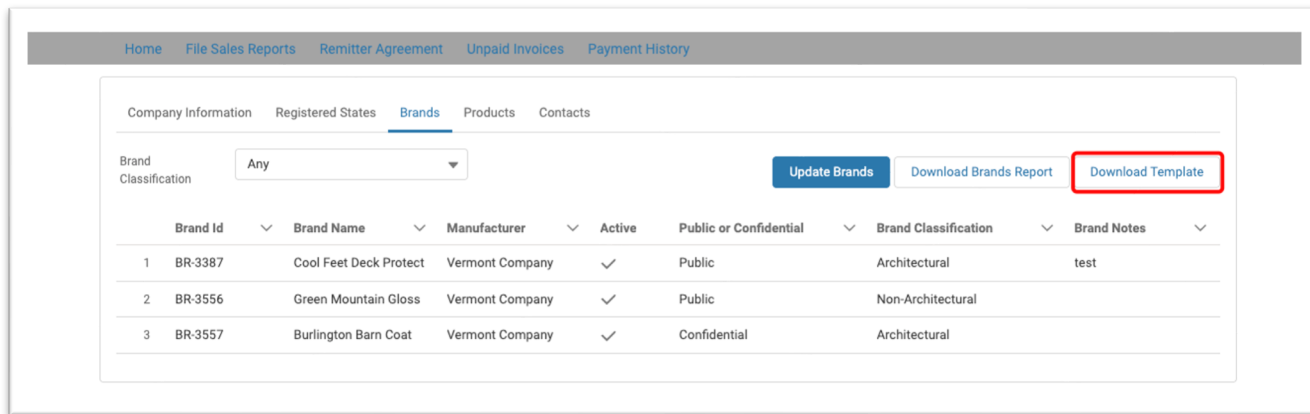
This screenshot shows the same 'Brands' management interface as the previous one. The table of brands is visible. At the bottom of the page, there are two buttons: 'Cancel' and 'Save'. The 'Save' button is highlighted with a red box, indicating it should be clicked to complete the update.

Scenario 2: Manually update brands in California and/or Vermont.

Follow the same procedures as above to update the brands. However, registration in either California (CA) or Vermont (VT), regardless of how many other states you are registered in, will require the additional step of including “product-level” details for each brand (i.e. brands alone are insufficient). See “Section C. Update Products” below for more.

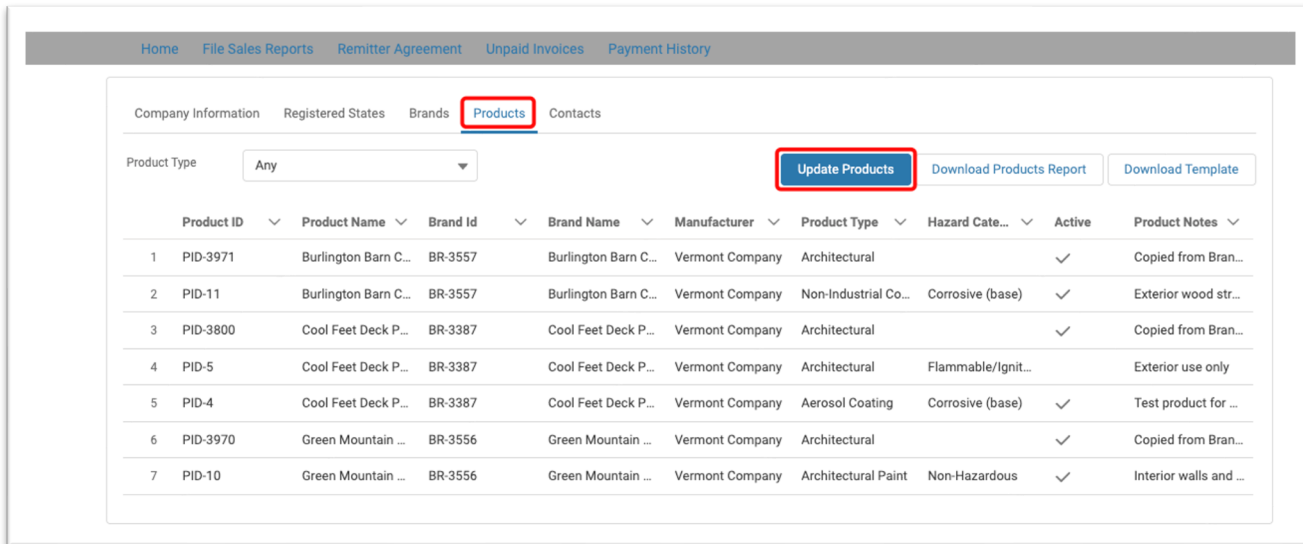
Scenario 3: Spreadsheet update, download a template (any state).

If you prefer you can download a spreadsheet template, fill it out, and submit it via email to PaintCare staff. They will upload this information to your account on your behalf. Submittal instructions are included in the template.



C. Manufacturers Only - Update Products (anyone registered in CA or VT)

Any manufacturer registered in either California or Vermont will need to provide ‘product-level’ details Once your brands are updated, click on the **Products** tab then the **Update Products** button to update product-level details.



There are **new fields** here that **are required**: you can edit **Product Name**, then choose the appropriate **Product Type** (Aerosol Coating, Architectural Coating, Coating-related, and Nonindustrial), and the corresponding **Hazard Category** (Corrosive - acid, Corrosive – base, Flammable/Ignitable, Toxic or Non-Hazardous).

Company Information Registered States Brands **Products** Contacts

Product Type Any Update Products Download Products Report Download Template

Product Classification Requirements

Review and update product classifications for your registered brands. For each product, verify the **Product Type** and **Hazard Category** are correct using the drop-down selectors. Once all products have been reviewed, check the certification box and save.

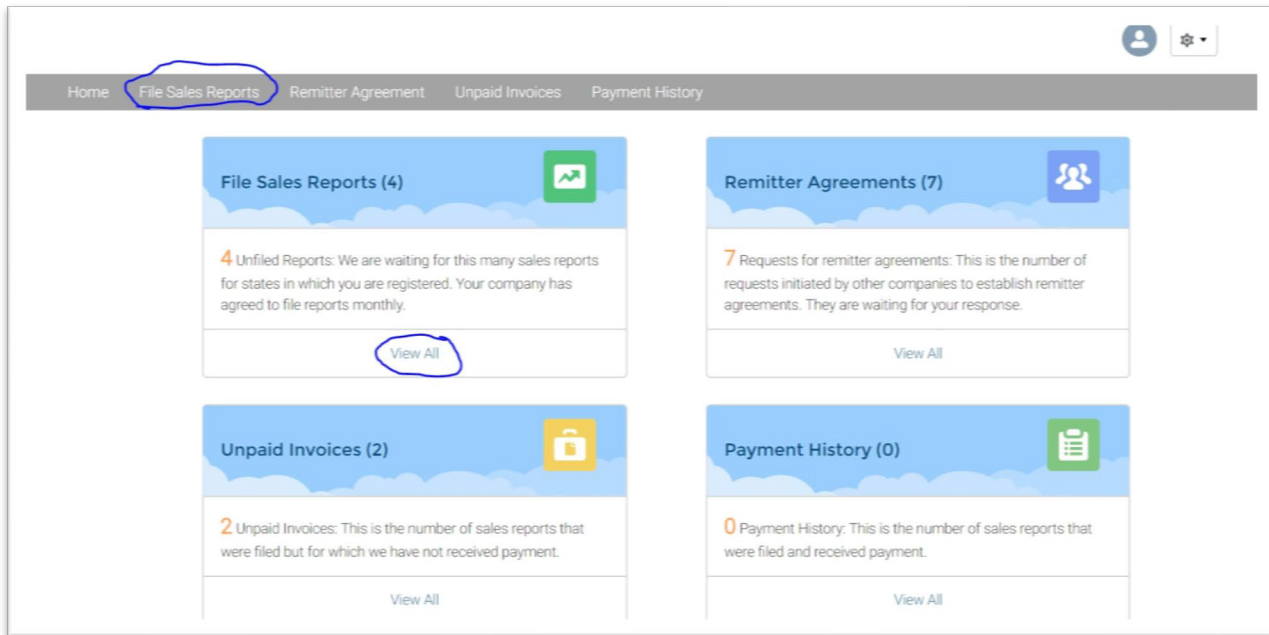
Product ID	Product Name	Brand Id	Brand Name	Manufacturer	Product Type	Hazard Cate...	Active	Product Notes	
1	PID-3971	Burlington B...	BR-3557	Burlington Barn C...	Vermont Company	Architectural		✓	Copied from...
2	PID-11	Burlington B...	BR-3557	Burlington Barn C...	Vermont Company	Non-Industri...	Corrosive (b...	✓	Exterior woo...
3	PID-3800	Cool Feet De...	BR-3387	Cool Feet Deck P...	Vermont Company	Architectural		✓	Copied from...
4	PID-5	Cool Feet De...	BR-3387	Cool Feet Deck P...	Vermont Company	Architectural	Flammable/I...		Exterior use ...
5	PID-4	Cool Feet De...	BR-3387	Cool Feet Deck P...	Vermont Company	Aerosol Coa...	Corrosive (b...	✓	Test product...
6	PID-3970	Green Moun...	BR-3556	Green Mountain ...	Vermont Company	Architectural		✓	Copied from...
7	PID-10	Green Moun...	BR-3556	Green Mountain ...	Vermont Company	Architectural...	Non-Hazard...	✓	Interior walls...

By clicking this box, I certify that all product information provided is accurate and complete to the best of my knowledge. I understand that this information will be used for PaintCare regulatory reporting and compliance purposes. I acknowledge that any false or misleading information may result in penalties or legal action, and that I am responsible for maintaining the accuracy of this product data.

To edit a Product, click on the **pencil icon** next to the field you want to edit. After editing the field, click the **checkbox** to accept changes, then click the **Save button** on the following screen.

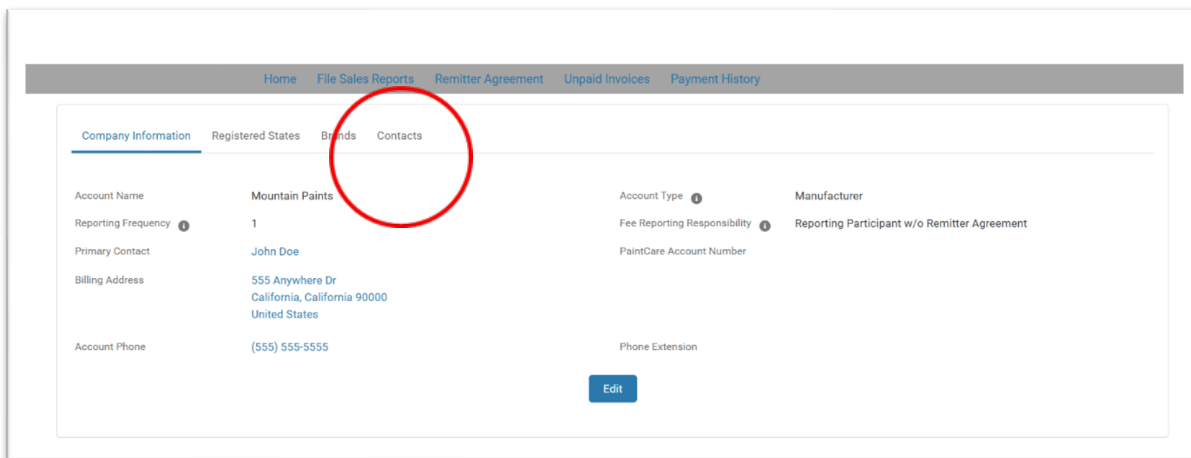
D. File Sales Reports

When you are ready to file your sales report(s), you can either click “file sales reports” located in the header bar or click “view all” located on the file sales reports section.

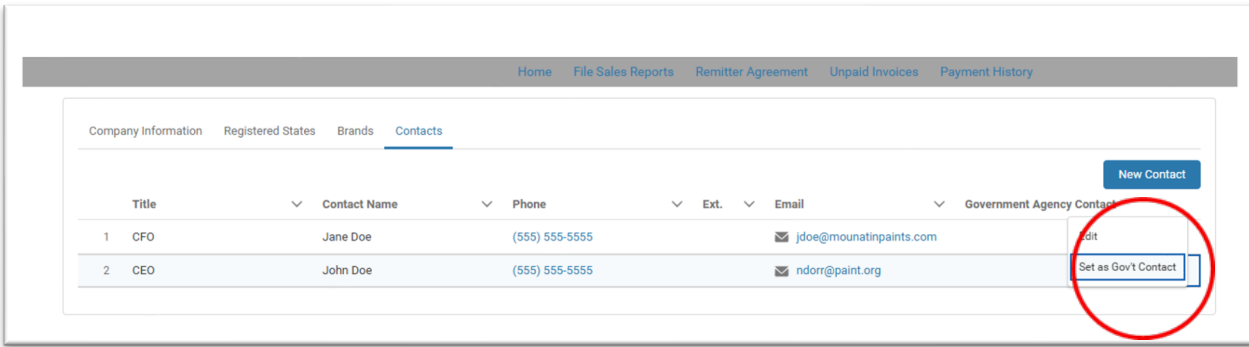


E. Update Contact Information and Designate Contact for Government Agency

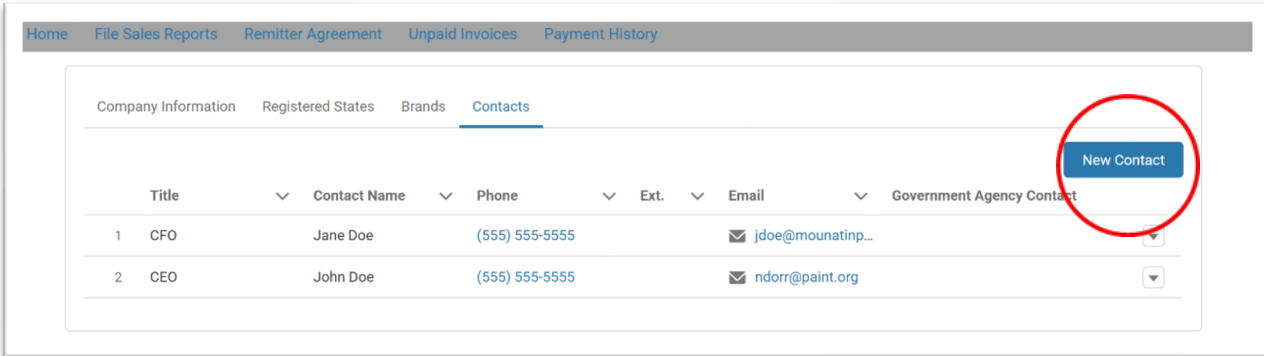
Some states that oversee PaintCare, like California, require manufacturers to designate an individual for the government oversight agency to contact. To create and/or designate a government agency contact click **Contacts** on the menu bar at the top of the screen.



If the individual you wish to designate is already listed here, select the **drop-down arrow** to the right of their name, then select **Set as Gov't Contact** from the drop-down menu.



If the individual is not listed as a current company contact, you may add them by clicking the **New Contact** button.



In the New Contact form, enter the **Title**, **First Name**, **Last Name**, **E-mail**, and **Phone Number** for the individual and save

ship Programs in the U.S.
✕

New Contact

Contact for Government Agency

PaintCare is required to provide CalRecycle with contact information for a business principal. Please complete all required fields below.

After saving this form, the business principal will appear in the company's Contacts list. To select the business principal as the Contact for Government Agency, use the drop-down arrow in the row associated with the business principal and select "Set as Government Contact." This will open an additional form to update the company website, physical, mailing, and corporate addresses. To designate the government contact, check the Gov't Contact box, check the certification box, and save.

Please note: The contact information for the business principal, including but not limited to the name, email address, and phone number, will be provided to the state oversight agency on a list that will be publicly available. If the contact information changes at any point throughout the year, please promptly update the contact information provided. PaintCare will then provide CalRecycle with an updated list within 30 days. In addition, all manufacturers will be prompted to review and update their contact information at least once a year.

* Title

* First Name

* Last Name

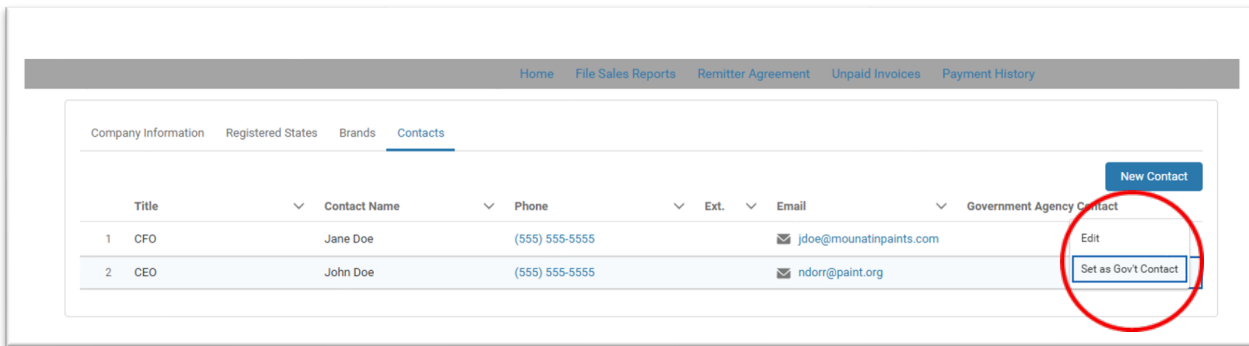
* Email

Phone Information

* Phone

Phone Extension

The individual that was just added should now appear on the list of available contacts. To designate them as the government agency contact, follow the same procedure described above: select the **drop-down arrow** to the right of their name, then select **Set as Gov't Contact** from the drop-down menu.



Once you have designated a government agency contact **you will be taken to a different screen**. Here you will be prompted to include additional information for this contact. All fields are required, including providing physical, mailing, and corporate addresses and phone number. Check the **Set as Gov't Contact** box (this is a separate step from the one described above and is used here as confirmation).

The screenshot shows a form for entering contact information. It includes sections for Corporate Address (with fields for Street, City, and Country), Contact Information (with fields for Contact name of Business Principal and Telephone number), and a Certification section. The 'Set as Gov't Contact' checkbox and the 'Certification' checkbox are both highlighted with red circles. Below the certification section, there is a text box containing the certification statement: "By clicking this box, I certify that I am the business principal or an authorized representative of the business principal and acknowledge that the inform".

Next, read the certification statement then check the **Certification** box to complete the process.

Any changes to this contact should be updated promptly (within 30 days). PaintCare will provide an updated list of relevant oversight agencies as required. All manufacturers will be prompted to review this information at least once per year.

F. Prepare Sales Report

Enter your quantities based on state, month, and container sizes. Container codes for the container sizes are listed at the top, and state names are colored coded to make identification easier.

The screenshot shows a web application interface for a "Sales Report Worksheet". At the top, there is a navigation bar with links for "Home", "File Sales Reports", "Remitter Agreement", "Unpaid Invoices", and "Payment History". Below the navigation bar, the page title "Sales Report Worksheet" is displayed with a green icon. There are two buttons: "Expand All" and "Collapse All". On the right side, there are two buttons: "Save" and "Save & File".

Below the buttons, there is a section titled "Container Size Codes" with the text "These codes are used in the table below." This section contains a table with the following codes and descriptions:

HP - Half pint or smaller	Q - Larger than half pint to smaller than 1 gallon	1G - 1 gallon	>1-5G - Larger than 1 gallon to 5 gallons
1-2G - 1 gallon up to 2 gallons	>2-5G - Larger than 2 gallons up to 5 gallons		

Below the container size codes, there is a list of states, each with a "+" symbol to its left and "UNFILED REPORTS: 1" to its right. The states listed are CALIFORNIA, COLORADO, CONNECTICUT, MAINE, and MINNESOTA. Each state name is highlighted with a colored background.

Click on the “+” symbol to the left of the state name to expand the list and show unfiled reports for one state, or click on “Expand All” to show unfiled reports for all states.

Sales Report Worksheet

Expand All Collapse All Save Save & File

Container Size Codes
These codes are used in the table below.

HP - Half pint or smaller	Q - Larger than half pint to smaller than 1 gallon	1G - 1 gallon	>1-5G - Larger than 1 gallon to 5 gallons
1-2G - 1 gallon up to 2 gallons		>2-5G - Larger than 2 gallons up to 5 gallons	

CALIFORNIA UNFILED REPORTS: 1

REPORTING PERIOD	HP	Q	1G	>1-5G	TOTAL FEES
SEPTEMBER 2018	<input type="text"/> x \$0.00	<input type="text"/> x \$0.35	<input type="text"/> x \$0.75	<input type="text"/> x \$1.60	\$0.00

COLORADO UNFILED REPORTS: 1

REPORTING PERIOD	HP	Q	1G	>1-5G	TOTAL FEES
SEPTEMBER 2018	<input type="text"/> x \$0.00	<input type="text"/> x \$0.35	<input type="text"/> x \$0.75	<input type="text"/> x \$1.60	\$0.00

Enter the number of containers by size for each report. Once you have entered your quantities, click **save & file** if you are done. If you are not done and you want to stop working on a report and file it later, select **save** -- so that when you return, you can pick up where you left off.

Sales Report Worksheet

Expand All Collapse All Save Save & File

Container Size Codes
These codes are used in the table below.

HP - Half pint or smaller	Q - Larger than half pint to smaller than 1 gallon	1G - 1 gallon	>1-5G - Larger than 1 gallon to 5 gallons
1-2G - 1 gallon up to 2 gallons		>2-5G - Larger than 2 gallons up to 5 gallons	

CALIFORNIA UNFILED REPORTS: 1

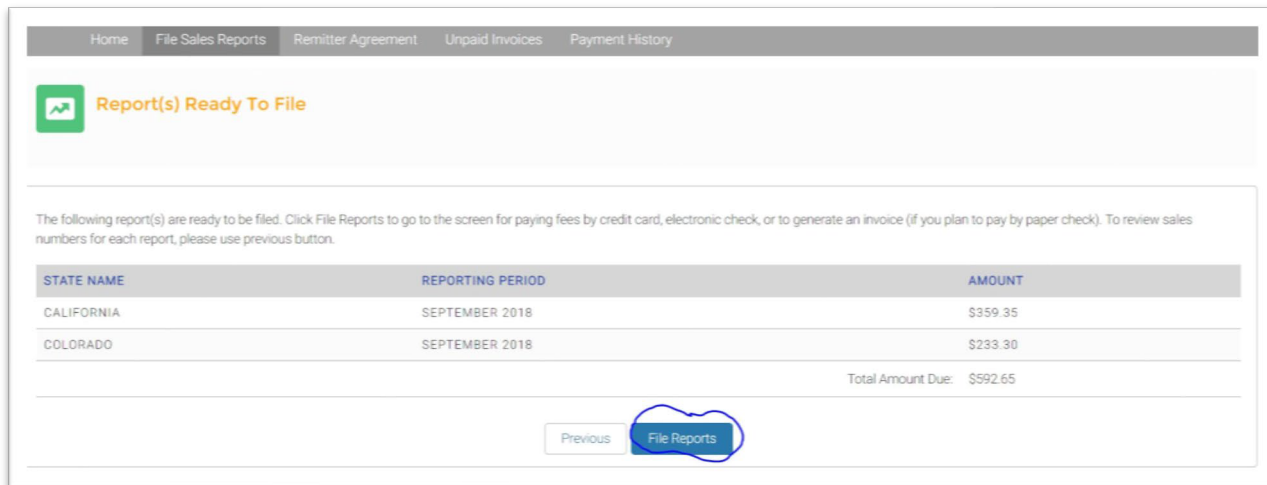
REPORTING PERIOD	HP	Q	1G	>1-5G	TOTAL FEES
SEPTEMBER 2018	15 x \$0.00	135 x \$0.35	254 x \$0.75	76 x \$1.60	\$359.35

COLORADO UNFILED REPORTS: 1

REPORTING PERIOD	HP	Q	1G	>1-5G	TOTAL FEES
SEPTEMBER 2018	7 x \$0.00	94 x \$0.35	184 x \$0.75	39 x \$1.60	\$233.30

G. File Sales Report

A summary of the report is shown to verify information provided. If the amount is correct, click [File Reports](#). If you need to go back to the reports to make adjust quantities, click [previous](#).



Home File Sales Reports Remitter Agreement Unpaid Invoices Payment History

Report(s) Ready To File

The following report(s) are ready to be filed. Click File Reports to go to the screen for paying fees by credit card, electronic check, or to generate an invoice (if you plan to pay by paper check). To review sales numbers for each report, please use previous button.

STATE NAME	REPORTING PERIOD	AMOUNT
CALIFORNIA	SEPTEMBER 2018	\$359.35
COLORADO	SEPTEMBER 2018	\$233.30

Total Amount Due: \$592.65

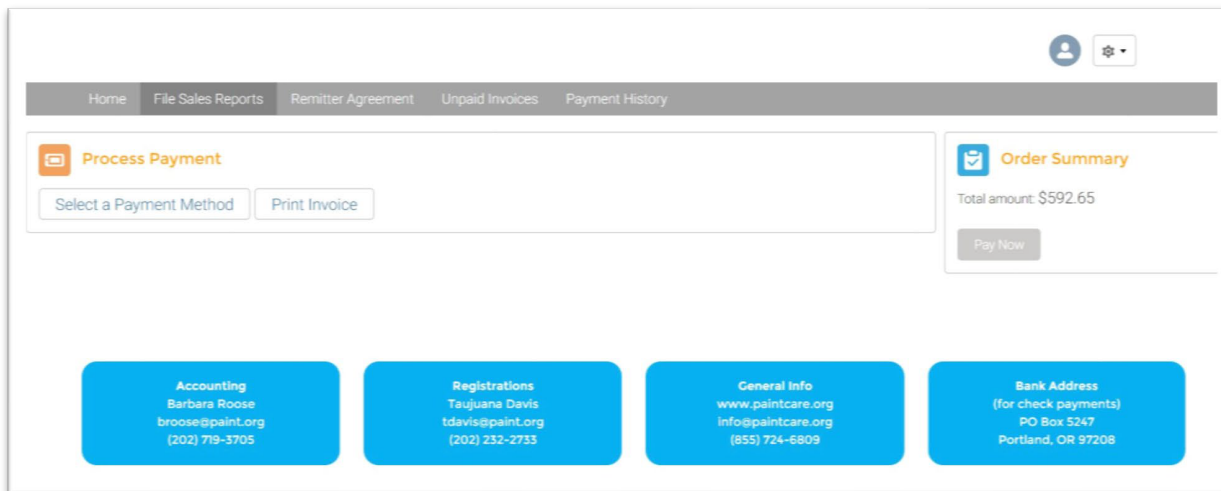
Previous **File Reports**

H. Process Payment

After reports are filed, payments can be made by credit card, e-check, or paper check using our bank address.

If you plan to pay by credit card or e-check, click [Select a Payment Method](#) to select a previously saved payment option or enter a new one. If you plan to pay by paper check, click [Print Invoice](#) and send a copy with your paper check.

Note: You can also use [Print Invoice](#) before you pay or anytime afterwards for any type of payment to make a printed copy for your records (see page 5).



Home File Sales Reports Remitter Agreement Unpaid Invoices Payment History

Process Payment

Select a Payment Method Print Invoice

Order Summary

Total amount: \$592.65

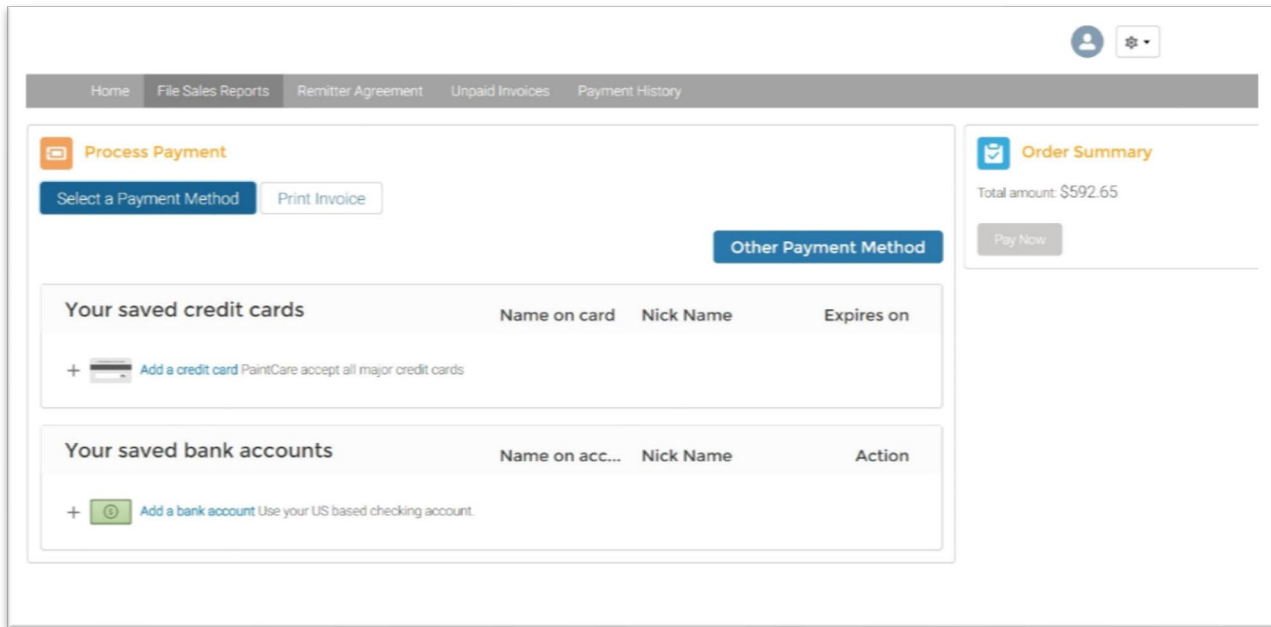
Pay Now

Accounting
Barbara Roose
broose@paint.org
(202) 719-3705

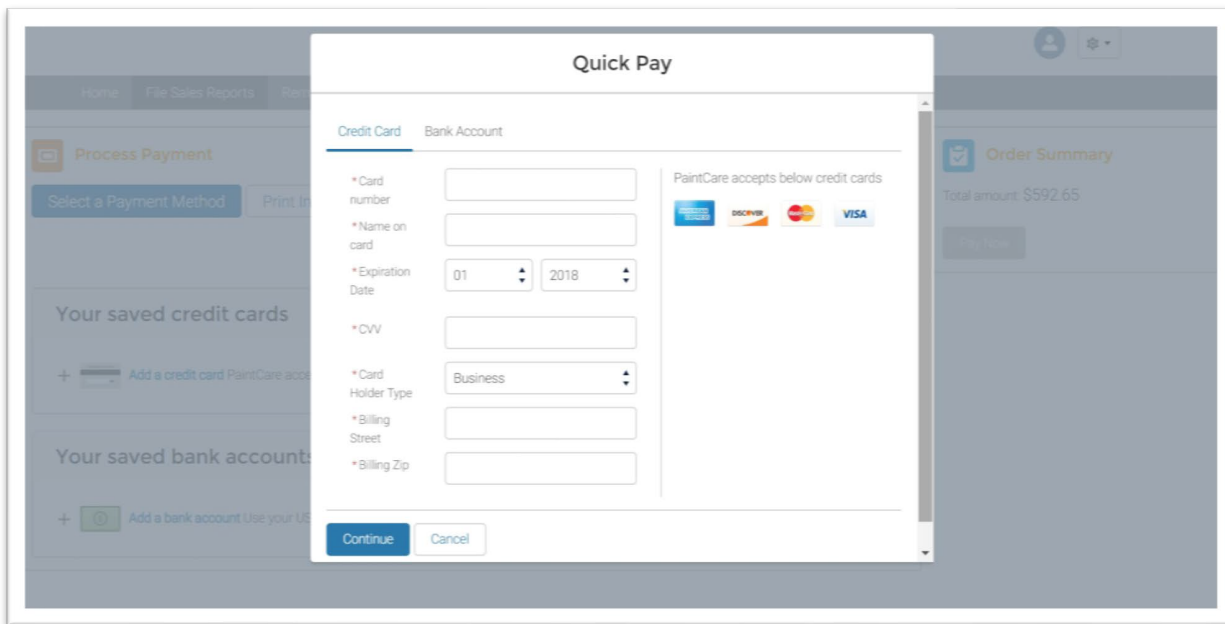
Registrations
Taujuana Davis
tdavis@paint.org
(202) 232-2733

General Info
www.paintcare.org
info@paintcare.org
(855) 724-6809

Bank Address
(for check payments)
PO Box 5247
Portland, OR 97208



There is also a quick pay option. To pay by credit card or e-check without saving the payment method to your account, click **Other Payment Method**. Then you will see the following dialog box:



I. Print Invoice(s)

Select the **Print Invoice** option to either download or print invoice(s) at any time. If you have multiple invoices, use the check box to the left of the invoice number to select the invoices to print. You can sort the invoices by any of the column headings.

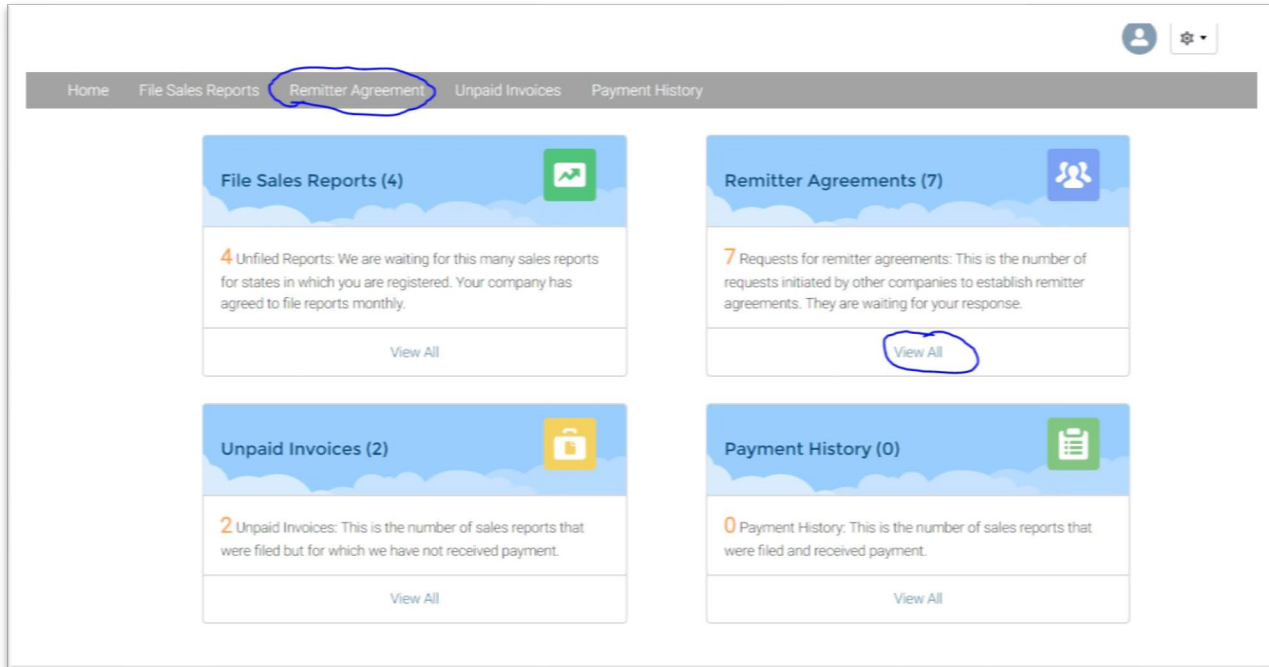
The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'File Sales Reports', 'Remitter Agreement', 'Unpaid Invoices', and 'Payment History'. Below the navigation bar, there are two main sections: 'Process Payment' on the left and 'Order Summary' on the right. The 'Process Payment' section has a 'Select a Payment Method' dropdown and a 'Print Invoice' button circled in blue. Below this is a table of invoices with columns for Invoice #, State, Reporting Period, Balance Due, Sales Report Submission Date, Invoice date, Status, and View. Two invoices are listed: 000039116 (California, September 2018, \$359.35) and 000039117 (Colorado, September 2018, \$233.30). A 'Show 10 entries' dropdown and a search box are also visible. The 'Order Summary' section shows a total amount of \$592.65 and a 'Pay Now' button.

The invoices look like this. Use the download or printer buttons in the upper left corner of the black bar to download a pdf of the invoice or print.

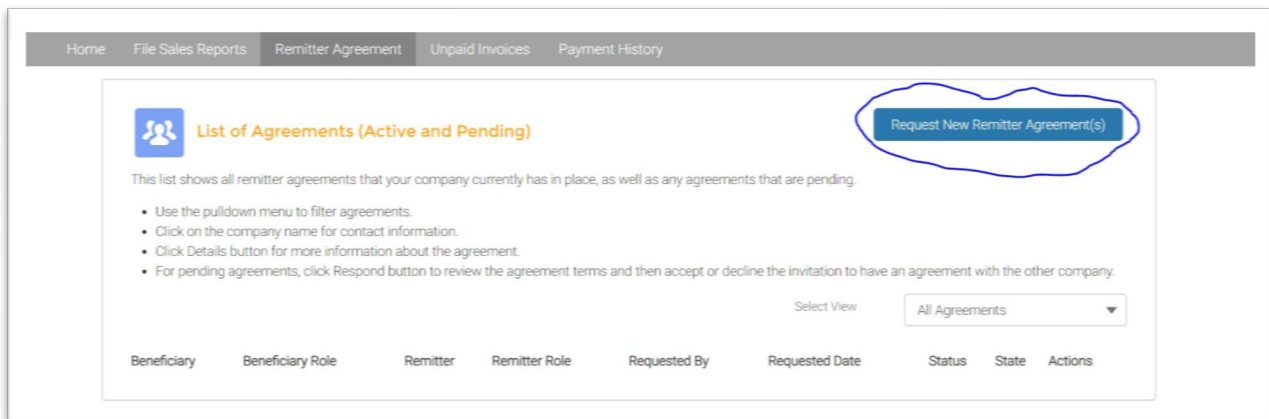
The screenshot shows a full invoice document. At the top, there is a navigation bar with 'Home', 'File Sales Reports', 'Remitter Agreement', 'Unpaid Invoices', and 'Payment History'. Below the navigation bar, there is a black bar with a refresh icon, a download icon, and a print icon circled in blue. The invoice content includes the 'paintcare' logo, a 'BILL TO' section for 'TDID Love Myers' at '12 Laver Dr, Lookout Arizona, United States 45454', and invoice details: Invoice # 000039116, Status Unpaid. A 'Summary' table shows the invoice date (10/22/2018), reporting state (California), reporting period (September 2018), total (\$359.35), amount paid (\$0.00), and balance (\$359.35). A 'Details' table lists items with their quantities and fees: Half pint or smaller (15, \$0.00), Larger than half pint to smaller than 1 gallon (135, \$0.35), 1 gallon (254, \$0.75), and Larger than 1 gallon to 5 gallons (76, \$1.60).

J. Remitter Agreement Request(s)

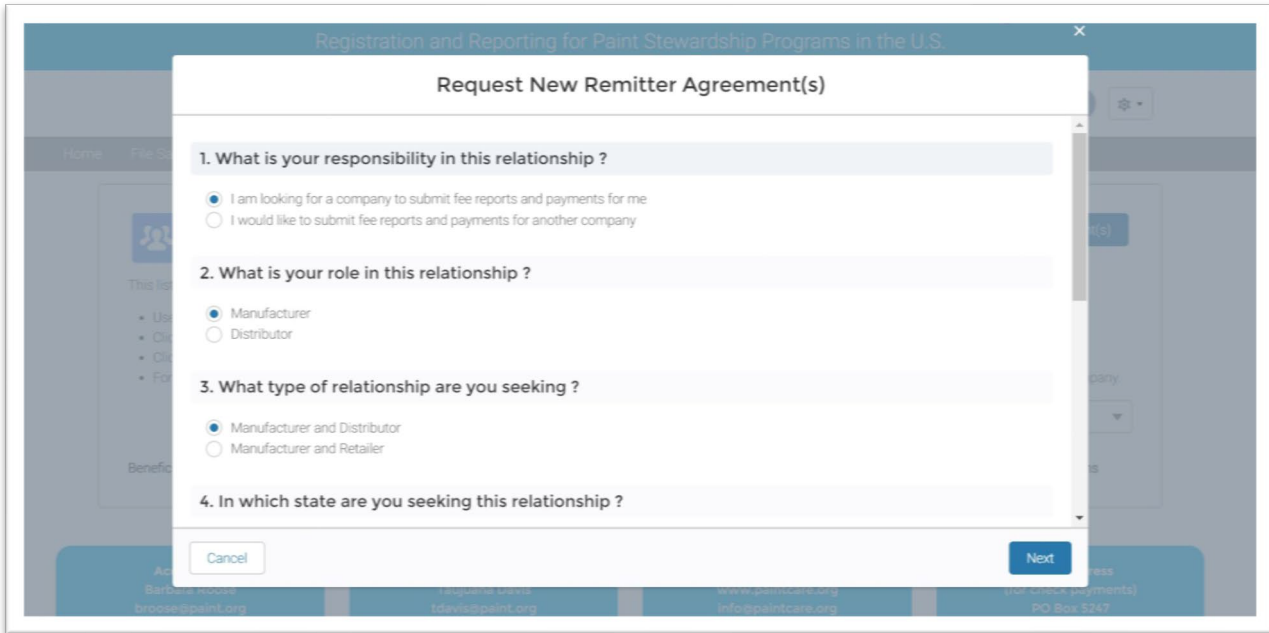
Select **view all** in the remitter agreement to request a new remitter agreement with another company or to respond to any new requests for remitter agreements from other companies.



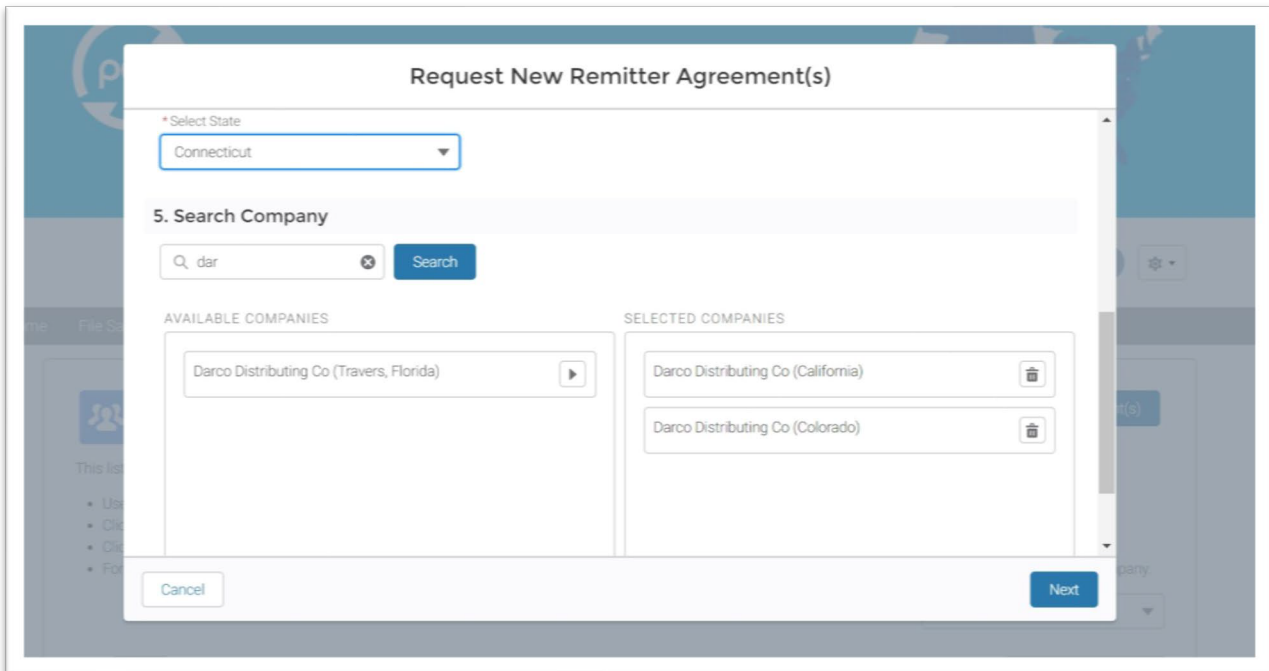
To make a request for a remitter agreement with another company, click **Request New Remitter Agreement**.



Answer the four questions about your responsibility and relationship as shown on the next page.



Remitter requests with multiple companies and/or multiple states can be made at the same time. Select the state in which you are already registered, then search for the company you would like to contact. If the company has an account with PaintCare they will appear in the list of available companies. When you find them click the arrow to the right of their name to add them to the window to the right side of the screen as shown in the example below. When finished, click **Next**.

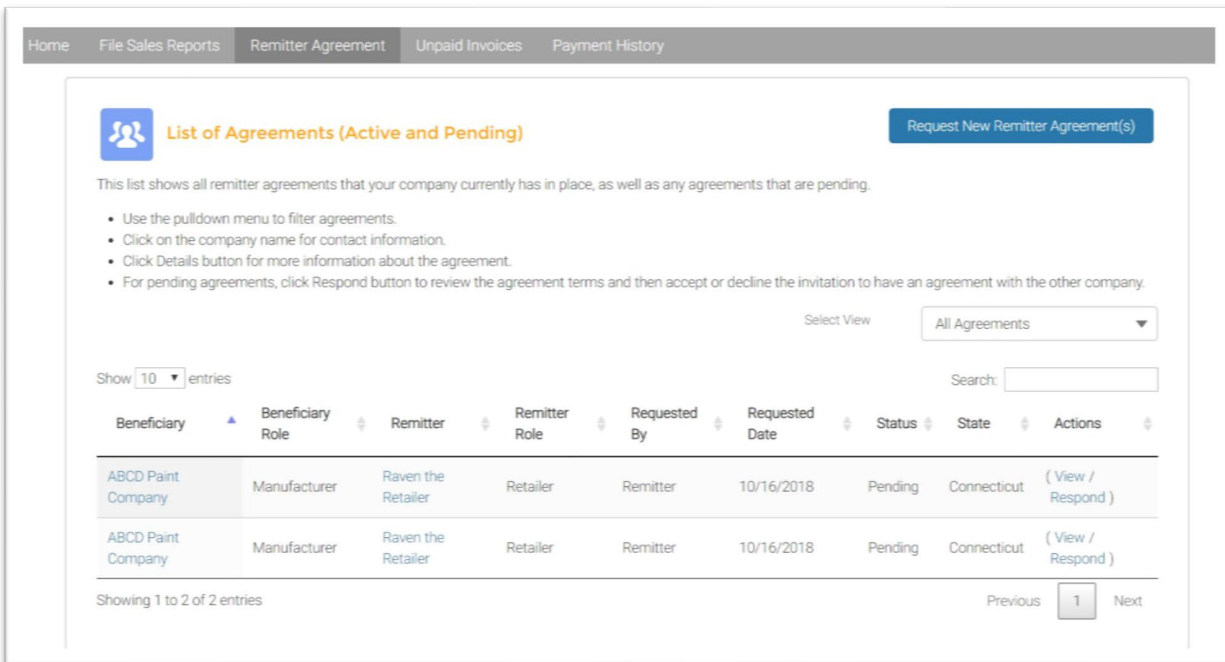


Review the agreement and click **Save** to send the request.



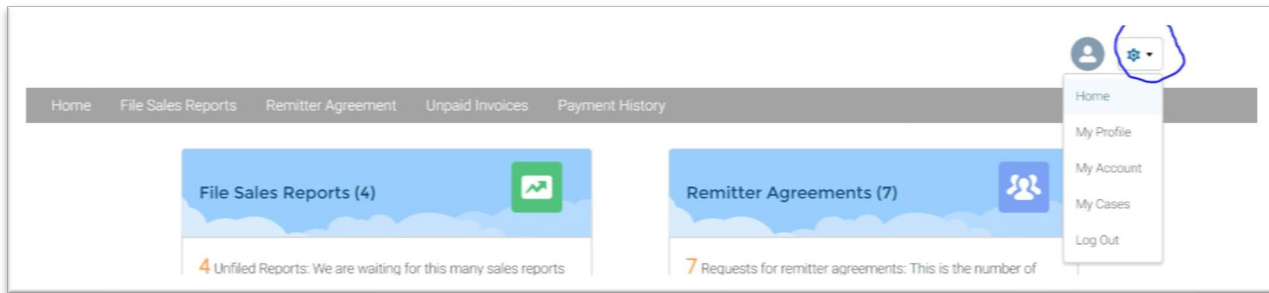
You will receive an email once the remitter agreement request has been accepted or declined.

If a company has made a request to you, view the document then click **Respond** to either accept or decline the remitter agreement.



K. Utility Tab

Use the Utility tab to view and edit your profile. It also allows you to add new contacts (if you are an administrator for your company) view and edit company information, add new states to your registration.



The following example shows registrations for company that registered in five PaintCare program states and whose first reports are for August 2018.

The screenshot shows the Registered States page. The page has a navigation bar with links for Home, File Sales Reports, Remitter Agreement, Unpaid Invoices, and Payment History. Below the navigation bar, there are tabs for Company Information, Registered States, Brands, and Contacts. The Registered States tab is active. There is an 'Add State' button in the top right corner. The table below shows the following data:

REGISTERED STATE NA...	APPROVED?	FIRST REPORTING PERI...	FINAL REPORTING PER...	DATE YOUR COMPANY ...
1 California	✓	8/31/2018		10/14/2018
2 Colorado	✓	8/31/2018		10/14/2018
3 Connecticut	✓	8/31/2018		10/14/2018
4 District of Columbia				10/14/2018
5 Maine	✓	8/31/2018		10/14/2018
6 Minnesota	✓	8/31/2018		10/14/2018
7 Oregon				10/14/2018
8 Rhode Island				10/14/2018
9 Vermont				10/14/2018

L. Reporting Schedule

Reports and payments are due on the last day of the month that follows the sales reporting period as shown here:

Sales Reporting Period	Due Date
January	February 28
February	March 31
March	April 30
April	May 31
May	June 30
June	July 31
July	August 31
August	September 30
September	October 31
October	November 30
November	December 31
December	January 31

M. Questions

If you have any questions or need any assistance with this reporting website, contact the PaintCare hotline at **(855) PAINT09** or **(855) 724-6809**, or email feereporting@paint.org.